



DOWNTOWN MANAGEMENT BOARD

May 16, 2017

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, May 16, 2017. The meeting was called to order at 7:00 P.M., and the following were

Present:

S. Reginald Smith, Vice Chairperson
Craig Bell
Robin Bennett
Doug Buck
Daniel Harris
Edward Karmann
Jessica Stubbs

Absent: Lawrence Rochon, Chairperson and John Murphy, Mayor

Also in attendance was the Downtown Director Becky Goodman and City Manager Robert Straebel.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the April 18, 2017 regular session meeting minutes; acknowledgement of bills since April 18, 2017; and acceptance of the April expense and income reports as prepared by the Downtown Director.

Upon motion made and seconded, the April 18, 2017 regular session meeting minutes were approved; acknowledgement of bills since April 18, 2017 that totaled \$29,511.09; and expense and income reports for April were approved. Said motion was unanimously approved as submitted.

Approve Coin Counter Purchase

The Downtown Director reviewed that the Parking Office currently owns a coin sorter that is approximately four years old. The coin sorter is used for the sole purpose of separating tokens from the coin collection before the collection is taken to the bank to be counted. The Downtown Director reviewed that there has been some repairs, but the machine keeps jamming and a part inside of the sorter is broken and cannot be replaced. The reason the sorter was jamming is because the machine is not intended to be used in the existing manner; tokens actually should not even go into it, but one of the slots has been altered to allow this use which is not recommended or warranted by the manufacturer.

Research of various products reveals that there is not a machine that is designed to separate tokens from coins. An actual coin counter can do this work, and after researching various options, a coin counter on loan from ABM is now being tested in the office with preliminary results seeming very promising. The machine is on loan until May 21.

The Downtown Director further reviewed that an advantage of this coin counter is that it will not only sort out the tokens, it will also count the coins; that the office will have an extra check and

balance when deposits are made since currently the amount is unknown when dropped off at the bank; and that an alternative solution of discontinuing the use of tokens is not viable, as there are thousands of tokens currently in circulation and will continue to be circulated as long as the meters accept them.

The Parking Committee recommended the purchase of a new coin counter not to exceed the price of \$5,000 be approved. Staff will evaluate the exact model pending the results of the trial period of the current loaner model and further research of the market. Funds will come from the Capital Outlay line item of the Parking Fund.

Board members inquired if the new pay stations accepted tokens; if it was feasible to eliminate tokens altogether; if meters can be reprogrammed to not receive tokens; the longevity and warranty of new counter; why dimes couldn't be handed out vs. tokens; and that if tokens are eliminated then have to validate program and give proper notice.

The Downtown Director responded that the new pay stations at the Elks Lot do not accept tokens, but accept credit cards; that it would take many years to eliminate and collect tokens; that the current sorter has lasted 4-5 years and the new coin counter will approximately last 7-10 years; that the counter does have a warranty and staff would like to purchase the one on loan; that a \$5 bag of tokens provides \$8 worth of parking; that tokens are more of a gesture and hospitable since merchant can't pay for customer's parking.

Vice Chairperson Smith asked for public comments and heard from those in support of tokens; concerns with turning money over to bank if there is no machine to count first; and that it is a benefit to using tokens and getting people to expend in downtown.

Upon motion made by Mr. Karmann and seconded by Mr. Buck, to accept the request from the Parking Committee to purchase a new coin sorter not to exceed \$5,000. Said motion was unanimously approved as submitted.

Hear Committee Reports

The Downtown Director reported on behalf of the Parking Committee and that there is a meeting scheduled with County Commissioners for June 12 to discuss collaboration on the County lots and the City lot; and that staff is expected to meet with Petoskey Plastics management early June regarding concerns with parking regulations for the Saville Lot, constrictions for the proposed expansion of the company and concerns over safety of the loading zone near their front door on Petoskey Street.

The Downtown Director reported on behalf of the Events Committee and that the Gallery Walk Committee is working on the event and that all promotional materials are ready; that the Summer Open House is being planned for June 2; and reviewed that the Petoskey Rocks line up is set.

The Downtown Director reported on behalf of the Marketing Committee and that the shopping map is still on target for distribution before Memorial weekend; that 30,000 maps were ordered; that the Committee discussed a fundraiser that would involve sale of a tote bag; and that future projects include further development of Small Business Saturday, and revisiting the Holiday Window decorating contest concept.

In beautification, the Downtown Director reported that marigolds will be planted by the students at St. Francis on May 25; and that the new bed at the Lake Street entrances to the Elks Lot is being renovated.

In economic enhancement, the Downtown Director reported on several new businesses coming to downtown and their locations; reviewed vacancies; reviewed the Shop for your Summer Job Downtown Campaign including Survey Monkey results and advertising.

The Downtown Director also reported that the trolley will be painted green on the bottom with gold decals; that the old trolley was sold this morning for \$5,000 cash; and that the recognition from Bob Gibbs in the USA Today article was a wonderful gift and will bring more visitors than any advertisement ever would.

Hear City Staff Report

The City Manager reviewed approved TIFA projects including engineering for Sunset Park Stair Tower and new playground equipment at Magnus Park; that the Bayfront Park water main project is completed; that 109 trees were planted around the community; that the City received a \$99,000 grant for electrical upgrades at the Marina; and that City staff would be meeting with the County on June 12 regarding parking.

The Downtown Director also reported that City Council discussed sustainability measures and zoning ordinance amendments concerning boarding houses at their meeting last night.

There was a public comment that financing discussions on parking deck needs to happen and that staff include and accept public input.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:05 P.M.

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