



CITY COUNCIL

July 21, 2014

1. Call to Order - 7:00 P.M. - City Hall Council Chambers
2. Recitation - Pledge of Allegiance to the Flag of the United States of America
3. Roll Call
4. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
 - (a) July 7, 2014 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since July 7, 2014
5. Miscellaneous Public Comments
6. City Manager Updates
7. New Business
 - (a) Adoption of a resolution that would confirm that the Friends of the Petoskey Public Library, Petoskey, is a local not-for-profit organization and administrator of raffle drives
 - (b) First reading and consideration of a proposed ordinance that would amend Sections 2.1, 6.1, 7.1 and 8.2 and Tables 5, 6, 7 and 8 of the City of Petoskey Sign Ordinance
 - (c) Adoption of a proposed resolution that would set a date for a public hearing to receive comments concerning the City's proposed Rental Rehabilitation Program Grant
 - (d) Adoption of a proposed resolution that would set a date for a public hearing to receive public comment on the Sunset Square feasibility grant request
8. City Council Comments
9. Adjournment



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: July 21, 2014

PREPARED: July 16, 2014

AGENDA SUBJECT: Consent Agenda Resolution

RECOMMENDATION: That the City Council approve this proposed resolution

The City Council will be asked to adopt a resolution that would approve the following consent agenda items:

- (1) Draft minutes of the July 7, 2014 regular session City Council meeting; and
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since July 7 for contract and vendor claims at \$1,046,766.42, intergovernmental claims at \$61,512.93, and the July 17 payroll at \$214,226.19 for a total of \$1,322,505.54.

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Enclosures



CITY COUNCIL

July 7, 2014

A regular meeting of the City of Petoskey City Council was held in the City Hall City Council Chambers, Petoskey, Michigan, on Monday, July 7, 2014. This meeting was called to order at 7:00 P.M.; then, after a recitation of the Pledge of Allegiance to the Flag of the United States of America, a roll call then determined that the following were

Present: William Fraser, Mayor
Kate Marshall, City Councilmember
John Murphy, City Councilmember
Grant Dittmar, City Councilmember
Jeremy Wills, City Councilmember

Absent: None

Also in attendance were City Manager Dan Ralley, City Clerk-Treasurer Alan Terry, City Planner Amy Tweeten, Downtown Director Becky Goodman and City Attorney James Murray.

City Manager Presentation

Mayor Fraser indicated that this was the City Manager's last Council meeting in Petoskey before moving to fulfill a position in Upper Arlington, Ohio. The Mayor read aloud a resolution of appreciation and presented a plaque to City Manager Dan Ralley thanking him for his service to Petoskey and noting that Petoskey is a better community since he's worked here.

Resolution No. 18791 Approve Consent Agenda Items

Following introduction of the consent agenda for this meeting of July 7, 2014, City Councilmember Marshall moved that, seconded by City Councilmember Dittmar adoption of the following resolution:

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the June 16, 2014 regular-session City Council meeting be and are hereby approved; and

BE IT FURTHER RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since June 16 for contract and vendor claims at \$1,081,853.15, intergovernmental claims at \$322.04, and the June 19 and July 3 payrolls at \$383,423.16, for a total of \$1,465,598.35 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)
NAYS: None (0)

Hear Public Comment

Mayor Fraser asked for public comments and heard from Fred Leiderbach, 414 Jackson Street, who presented a drawing of Mitchell Street bridge noting the bump outs at the end of the bridge being filled in and felt that they should be cut back. There was also a comment from Mike Teska, 313 East Lake Street, concerning the sidewalk near Radio Shack and its angle towards US-31, which is partially due to the grade from the parking lot to the street.

There was also a comment concerning alleys in downtown and that something is needed to alert patrons that vehicles are exiting.

Hear City Manager Updates

with proposed interview dates for September 11-13, 2014.

The City Manager reported that MDOT medians were being installed; that Arlington Avenue work is progressing; and that the City Manager ad is in various publications

First Reading of Proposed Ordinance Amending Sign Ordinance

all pertain to questions or difficulties that have arisen in the administration and enforcement of the ordinance, or as changes that the Committee felt needed to be made to minimize sign clutter.

The City Manager reviewed changes and additions to the proposed ordinance and that the Planning Commission Sign Committee has been working on amendments to the Sign Ordinance for the past year. The proposed changes

The Planning Commission then reviewed and amended further the proposed amendments at its March 20 and May 8 meetings and held a public hearing on the amendments at its June 12 meeting. The Planning Commission then moved to recommend the proposed ordinance changes to City Council.

1. Section 2.1 Definitions

There are three proposed definition changes, two are amending current definitions for improved clarity ("Ground-floor Wall Area" and "Historic Sign") and one is a new definition ("Mural"). The Planning Commission does not believe that murals, as public art, should be regulated by the sign ordinance, so a definition has been created and if a mural meets the definition, would not be regulated by the ordinance. The Commission does believe, however, that there should be a defined review process for murals and other public art and this should be established by City Council.

2. Section 6.1 Permitted Permanent Signs (Do not require permits)

6.1(3) Commemorative Signs. The proposed language places a size restriction to these wall-mounted historical markers, requires historical proof, and exempts architectural features such as corner stones or date stones.

6.1(7) Adds murals that do not contain a commercial message to permitted permanent signs that do not require a permit.

City staff would suggest that City Council carefully consider this language and consider the following options with regard to the regulation of murals:

1. Accept proposed ordinance as written. This would allow murals as a permitted sign subject to staff review that the mural does not contain a commercial message. There would be no restriction on the location or size of a mural.
2. Amend Section 6.1 (7) so that it reads "Murals on a non-street and non-park abutting wall subject to staff review that there is no commercial message included." This would permit murals but restrict the permitted locations.
3. Keep existing ordinance language by removing the definition of mural and Section 6.1 (7) from the ordinance. Under the existing regulations murals are regulated as signs, which restrict the size that a mural can be. There is no regulation on the location of a mural under the existing ordinance language.

4. Section 7.1 On-premise Signs Requiring a Permit

The majority of changes to this section are adding the requirements for the two newly-adopted zoning districts (B-2A and B-2B), which will be the same as the B-2 Central Business District, to the relevant tables.

However, there is also a reduction in the allowance for free-standing signs in the B-3, I-1 and I-2 Districts from 15 feet in height and 40 square feet to 8 feet in height and 30 square feet. This change came out of the discussion of the signs at the new Big Boy and McDonald's.

The Commission feels that the current standard for the B-3A and B-3B (8 feet/30 square feet) is a more appropriate size for free-standing signs in the community, rather than the current standard. However, the Commission is recommending one change for buildings that have four or more tenants (proposed Section 7.1(5)(d)). In this situation, an applicant could request a larger sign, but not to exceed 42 Square feet.

The Commission is also recommending a change to Section 7.1(3) Promotional Event Signs that would eliminate the ability for a not-for-profit organization to request a longer display period. The Sign Committee experience in reviewing these signs has been that they simply add to community clutter.

5. Section 8.2 Special Condition Signs

There are three changes proposed to the Special Condition Sign Provisions: additional detail on what qualifies as an historic sign and the creation of sign regulations for institutional uses (schools, churches, hospital) in residential districts. These uses are allowed by the zoning ordinance, but not addressed in the sign ordinance.

City Councilmembers discussed whether to exclude murals on public streets or abutting parks; discussed commercial purpose vs. commercial message on murals; discussed murals on other properties and residential vs. commercial; size of mural; and maintenance provisions; and who would approve mural design.

The City Manager asked if option two was agreeable with changes, and City Councilmember Murphy motioned, supported by City Councilmember Marshall to revise option two with addition of commercial message or purpose and language allowing murals on non-street facing and non-park facing sides and provide language regarding maintenance provisions.

Said motion was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)

NAYS: None (0)

Mayor Fraser asked for public comments and heard from those wanting less restrictions on what types of art can be installed; that no one wants to see objectionable art; that City Council could later review ordinance and revise if necessary; and inquiries on additional language on owner's responsibility if lessee who constructs mural moves out.

Resolution No. 18792 Vacate Pleasant Street Right-of-Way

The City Manager reviewed that the City received a request from Don Johnson representing Fletch's, 825 Charlevoix Avenue, to vacate a portion of Pleasant Street west of McDowell. Vacating this section of Pleasant Street will allow Fletch's to lower the overall elevation of this section of roadway in order to facilitate the second phase of Fletch's automobile dealership construction. All abutting parcels to this street, except one, are owned or controlled by Fletch's thru various legal entities. Dorothy Cardy, who owns 819 Pleasant Street, has consented to a reciprocal easement that would allow her continued access across the vacated portion of Pleasant Street.

Although Pleasant Street is currently maintained by the City as a public roadway, including general maintenance and snow removal, it is a dead-end street, with the public portion ending at the eastern side of the former Curtis Wire building which is now owned by Fletch's. With the exception of Mrs. Cardy, 819 Pleasant Street, Pleasant Street west of McDowell essentially functions as a private roadway because nearly all of the traffic is generated by the Fletch's complex.

All of the parcels along the south side of Pleasant Street west of McDowell are zoned B-3 General Business, and the parcels along the north side of Pleasant Street west of McDowell are zoned B-3B Business Industrial. Mrs. Cardy is the only resident on Pleasant Street west of McDowell Street.

In late 2013 Fletch's began a first phase of construction on a new GM dealer showroom and service facility at 825 Charlevoix Avenue. Upon completion of this new GM facility, sometime during the summer of 2014, construction is anticipated to commence on a second phase of improvements for a new Audi showroom and service facility.

Between Charlevoix Avenue and Pleasant Street there is a significant grade change that has historically necessitated retaining walls and sloped driveway areas on Fletch's site. Reducing the grade of the existing Pleasant Street roadway by approximately three feet will assist with the overall construction on the site as Fletch's enters the second phase of construction.

The Home Rule City Act, Act 279 of 1909, MCLA 117.1 *et seq.*, permits the City of Petoskey to provide in its Charter for the use, regulation, improvement and control of the surface of its streets, alleys and public ways and for the space above and beneath them. MCLA 117.4h(1). This statutory provision has been interpreted by Michigan Courts to allow for the power of cities to vacate streets, alleys and public ways, or portions thereof. The City of Petoskey Charter, at Section 1.4, provides that the City has the power to acquire, use and dispose of property for any lawful purpose for any lawful means.

It should be noted that the powers that permit disposal of property like the alleyway in question can be subject to the City retaining a utility easement, but cannot be subject to a future condition such as a development plan similar to what is being constructed at Fletch's.

All of the parcels except one on both sides of Pleasant Street are under the common ownership of Fletch's. Consequently, Pleasant Street, which also dead-ends into a private parking area behind Fletch's/Curtis Wire, functions as a private roadway for the internal operations of Fletch's. Lowering the elevation of Pleasant Street will facilitate further redevelopment of the Fletch's site, and with a reciprocal easement, should have little or no practical impact on the operation of this segment of roadway or Mrs. Cardy's access to her house. The public abandonment of Pleasant Street will eliminate the City's responsibility to maintain and repair the roadway, including snow removal on the dead-end street.

Mr. Johnson reviewed the proposed use of the properties behind Pleasant Street.

City Councilmembers discussed how the road is being plowed and maintained past Mrs. Cardy's property; and the benefits to the City. The City Attorney reviewed the mutual reciprocal easement.

City Councilmember Dittmar moved that, seconded by City Councilmember Marshall adoption of the following resolution:

WHEREAS, the Home Rule City Act, Act 279 of 1909, MCL 117.1 *et seq.* (the "Home Rule City Act"), permits the City of Petoskey to provide in its Charter for the use, regulation, improvement and control of the surface of its streets, alleys and public ways and for the space above and beneath them. MCLA 117.4h(1). The Home Rule City Act has been interpreted by Michigan Courts to grant cities the power to vacate streets, alleys and public ways, or portions thereof. The City of Petoskey Charter, at Section 1.4, provides that the City has the power to acquire, use and dispose of property for any lawful purpose for any lawful means;

WHEREAS, the power of the City Council to vacate or discontinue this portion of a platted street is authorized by the Michigan Land Division Act, Act 288 of 1967, MCLA 560.101 *et seq.*, as amended; specifically MCLA 560.256-257;

WHEREAS, the City desires to vacate that portion of Pleasant Street as shown in the drawing attached to this Resolution and described as follows (**Exhibit A**), reserving unto the City an easement for all public utility purposes, including construction, maintenance and reconstruction of all utilities:

All of Pleasant Street lying west of the west line of McDowell Street within the northwest 1/4 of the southwest 1/4 of Section 6, Township 34 North, Range 5 West, City of Petoskey, Emmet County, Michigan.

WHEREAS, the City staff having determined that vacating that portion of Pleasant Street described above would not be detrimental to the health, welfare, comfort and safety of the people of the City of Petoskey, provided the City receive an easement the full width of Pleasant Street for public utility purposes; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council hereby vacates that portion of Pleasant Street depicted on **Exhibit A** and described below and hereby reserves an easement for all public utility purposes, (including construction, maintenance and reconstruction of all utilities) over, under and through same:

All of Pleasant Street lying west of the west line of McDowell Street within the northwest 1/4 of the southwest 1/4 of Section 6, Township 34 North, Range 5 West, City of Petoskey, Emmet County, Michigan.

BE IT FURTHER RESOLVED that, consistent with the Michigan Land Division Act, this Resolution shall be recorded within 30 days with the Register of Deeds for Emmet County.

BE IT FURTHER RESOLVED that a copy of this recorded Resolution shall also be sent to the Director of the Department of Energy, Labor and Economic Growth for the State of Michigan

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)

NAYS: None (0)

Resolution No. 18793 Approve Penn Plaza Easement Agreement

The City Manager reviewed that the resolution would authorize the Mayor and City Clerk to sign an easement with Penn Plaza Associates for a 6' strip of land and Concrete pad near Bay Street as part of Downtown Greenway trail improvements that are being done to the east of the Penn Plaza building. The cost of these improvements, including a narrow maintenance walkway behind the building and a trash enclosure, will be borne by Penn Plaza Associates.

When the City of Petoskey acquired the downtown rail corridor from the State of Michigan, it assumed ownership of the property as is including possible encroachments. Near the Penn Plaza site, the property line for the rail corridor is the eastern wall of the Penn Plaza building itself, making ingress and egress, and utilities for the building, quite challenging without legal access to the rear of the building. Air conditioning units, gas meters and rear entry doors all depend on access to the rear side of the Penn Plaza building.

Prior to the development of the Downtown Greenway corridor, tenants in the Penn Plaza building utilized the rail corridor property on the east side of their building to park vehicles and store trash containers. Additionally, DTE has a gas line running thru the back of the building in order to service each of the tenant spaces in this eastern Penn Plaza building.

With the development of the Downtown Greenway, most of the area west of the railroad tracks along the backside of the Penn Plaza building will be landscaped. Parking will not be possible, and the open storage of trash for each of the building's tenants will be prohibited. Consequently, a small sidewalk that allows safe egress from each building space was necessary, as well as a common screened trash area near the south end of the building. This proposed easement area is not critical to the construction of the non-motorized trail, which will be on the other side of the railroad tracks away from the Penn Plaza building.

The City Manager reviewed that the building is currently for sale and the building along the right-of-way is on the property line, with anything hanging off building in right-of-way, such as utility meters.

City Councilmember Marshall moved that, seconded by City Councilmember Dittmar adoption of the following resolution:

WHEREAS, the City Charter for the City of Petoskey provides at Section 1.4 that the City has the power to dispose of property for any lawful purpose, which includes the right to grant easements;

WHEREAS, the owner of the building commonly known as Penn Plaza has requested the City grant it an easement to facilitate the orderly servicing of utilities to the Penn Plaza building.

WHEREAS, the City desires to grant an easement as shown in the drawing attached to this Resolution and described as follows (**Exhibit A**):

Part of Rose Street and the Railroad Grounds in Shaw and McMillann's Addition to the City of Petoskey Within Section 5, T34N, R5W and Part of Government Lot 4, in Section 32, T35N, R5W. Emmet County Michigan.

WHEREAS, the City staff having determined that the subject property is not designated as a park nor would be detrimental to the health, welfare, comfort and safety of the people of the City of Petoskey to grant an easement as described above; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council grants an easement to Penn Plaza Associates as depicted on **Exhibit A** and described below:

Part of Rose Street and the Railroad Grounds in Shaw and McMillann's Addition to the City of Petoskey Within Section 5, T34N, R5W and Part of Government Lot 4, in Section 32, T35N, R5W. Emmet County Michigan.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to enter into the Easement in the form attached hereto as **Exhibit A**.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)

NAYS: None (0)

Resolution No. 18794 – Opposition to
MDOT Widening US-31 Near Arlington

MDOT have been based on a widening of US-31 between Lake Street and MacDonald Drive to four travel lanes, two in each direction. The proximity of US-31 to Bayfront Park, the new Downtown Greenway, as well as homes and businesses, and the impact that this widening could have on nearby areas has caused City staff to have significant concerns with MDOT's preliminary plans for the roadway.

The City Manager next reviewed that the reconstruction of US-31 between the Mitchell Street bridge and MacDonald Drive is in MDOT's five year capital plan for 2018. Preliminary drawings and cost estimates from

MDOT has primary responsibility for the maintenance and repair of US-31 thru Petoskey. The segment of US-31 between the Mitchell Street Bridge and MacDonald Drive was developed by MDOT as part of the bypass in the early 1960s. The concrete roadway is now in significant disrepair, including an area east of Sunset Park where a limestone cliff is eroding and could undermine the roadway.

MDOT has included this segment of US-31 in their five year capital budget for full reconstruction. As part of this reconstruction the City anticipates that MDOT will shift the highway south near the eroding cliff side, utilizing 27 feet of additional right of way that MDOT acquired in conjunction with the sale of the abandoned railway that is now being developed as the Downtown Greenway. Additionally, it is likely that MDOT will seek to "T" Lewis Street into US-31, thereby eliminating the scissor merge now utilized for traffic in that area.

Initial plans from MDOT depict the roadway between Mitchell Street and MacDonald Drive as four lanes in width with a center turn lane where necessary. Although there are wide shoulders through this stretch, the width necessary for four travel lanes would likely mean substantial widening in locations throughout the corridor. Areas impacted would include the tunnel to Bayfront Park and Bayfront Park itself where work could possibly involve areas of sheet piling that helps to support the embankment for the highway.

City staff will be meeting with local MDOT officials in July to discuss the tentative plans for the US-31 reconstruction project scheduled for 2018. MDOT has sought feedback from staff about the initial plans, including the widening and possible land acquisition that would be necessary from the City for the area near US-31 and Lewis Street.

If approved, the resolution would express opposition to the plan to widen US-31 thru this stretch and City staff will provide copies of the Resolution to MDOT.

City Councilmembers concurred with opposition to the proposed widening, especially since the widening is not continuing all the way through Bay View.

City Councilmember Murphy moved that, seconded by City Councilmember Wills adoption of the following resolution and to include sidewalk on cliff side:

WHEREAS, the Michigan Department of Transportation (MDOT) has primary responsibility for the maintenance and repair of State highways in Michigan; and

WHEREAS, US-31 between the Mitchell Street Bridge and the City's corporation limits near Bay View is in critical need of repair due to the age of the roadway and an eroding cliff bank near Sunset Park; and

WHEREAS, as part of the acquisition of the former rail corridor from the State of Michigan, MDOT reserved an additional 27 feet of right of way in order to shift the highway to the south and away from the eroding cliff side; and

WHEREAS, MDOT has indicated that this section of US-31 is scheduled for full reconstruction in 2018; and

WHEREAS, the City has worked cooperatively with MDOT on past projects, including the 2013/2014 US31/West Mitchell Street reconfiguration, in order to ensure that the highway redesign meets the needs of local residents and businesses as well as visitors to Petoskey and beyond; and

WHEREAS, MDOT has tentatively indicated that they are planning to widen the segment of US-31 between Lake Street and the MacDonald Drive to four lanes as part of their 2018 project; and

WHEREAS, this widening would negatively impact Bayfront Park, the Downtown Greenway Corridor, the pedestrian tunnel under US-31, downtown businesses and restaurants, and residents along Arlington Avenue; and

WHEREAS, this widening will result in significant unnecessary costs to the reconstruction of US-31; and

WHEREAS, US-31 would continue as a two lane highway outside the City's corporation limit thru Bay View; and

WHEREAS, the continued lane restriction thru Bay View will negate the benefit of the widening on the movement of traffic on US-31 and will cause twice the traffic stacking to occur next to the Downtown Greenway Corridor and residential properties on Arlington Avenue; and

WHEREAS, the City worked with MDOT on an access management plan and has removed several access points to the highway as shown in the plan, whereas this widening is not shown in the plan; and

WHEREAS, the tentative plan for the reconstruction of US-31 in 2018 also includes a roundabout at the intersection of US-31 and Mitchell Street that is in conflict with conceptual designs for the downtown gateway developed in 2012:

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby opposes the widening of US-31 between Lake Street and MacDonald Drive because it will not significantly improve traffic flow and will negatively impact parks, neighboring residents and businesses; and

BE IT FURTHER RESOLVED that the roundabout design at the intersection of US-31 and Mitchell Street conflicts with the downtown gateway plans and would pose significant traffic and vehicular safety challenges given the proximity to the Mitchell Street Bridge, the curve of the roadway and required intersection and traffic signal distances; and

BE IT FURTHER RESOLVED that the proposed widening conflicts with the investments that the City has made to promote its unique sense of place on Lake Michigan, and that this widening would further separate the community from the waterfront, and jeopardize public and private investments in areas near US-31.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)

NAYS: None (0)

Resolution No. 18795 – Appoint
Interim City Manager

The City Manager reviewed that under Section 5.1 of the City Charter, City Council is responsible for the appointment of a City Manager. Dan Ralley submitted his resignation to City Council in May of 2014, and his last day as City Manager will be July 8, 2014. The resolution would appoint Alan Terry as Interim City Manager effective July 9, 2014 while a search for a permanent City Manager is conducted. In addition, to his regular compensation as Finance Director, Mr. Terry will be paid \$750 per week for his interim duties.

Mayor Fraser commented that Mr. Terry did a great job as Acting City Manager when the previous City Manager retired.

City Councilmember Marshall moved that, seconded by City Councilmember Wills adoption of the following resolution:

WHEREAS, The Petoskey City Manager has submitted a resignation of his position, with his last day of work being July 8, 2014 and;

WHEREAS, the City of Petoskey City Council has begun a personnel search to fill the position of City Manager and has contracted with The Mercer Group to assist in the process and;

WHEREAS, the City Council has discussed with the Director of Finance, filling the position of Acting City Manager during the interim period and;

WHEREAS, the City Council wishes to establish a salary for the position of Acting City Manager commensurate to the additional job duties and responsibilities:

NOW, THEREFORE, BE IT RESOLVED that Director of Finance, Alan Terry be appointed to the position of Acting City Manager effective July 9, 2014; and

BE IT FURTHER RESOLVED that in addition to his regular duties and compensation as the Director of Finance, that Mr. Terry be paid for the position of Acting City Manager during this time period at a rate of \$750.00 per week including 30 days after the date the new City Manager takes office.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills, Fraser (5)

NAYS: None (0)

Discuss DDA/DMB Term Limits

The City Manager reviewed that following public comments offered at the June 19, 2014 City Council meeting concerning the terms of office of Downtown Management Board members, Councilmember Marshall requested that City Council hold a discussion on the issue of term limits for Boards and Commissions.

The City of Petoskey does not impose term limits on any board or commission. The City Charter does not speak to the terms of office for individual boards or commissions. However, many of the City's boards and commissions were established under State statutes that prescribe the method of appointment and terms of office.

Petoskey utilizes both a Downtown Management Board (DMB) and a Downtown Development Authority that mirrors the DMB in composition and method of appointment. Downtown Development Authorities were created under Public Act 197 and enabled to operate using tax increment financing and other public funds. Public Act 197 states that, "A member shall hold office until the member's successor is appointed." Section 2-77 of the City's Codified Ordinances mirror the provisions of PA 197.

DDA/DMB board members are appointed by the Mayor subject to the approval of City Council. The length of a board member term is four years, and the terms are staggered. Two terms end annually. As with other City boards and commissions, deference has typically been given to sitting board members that are willing to be reappointed.

In recent years, the board has become diversified in age, gender, and time served. Including the Mayor, five of the nine members of the Downtown Management Board are new since December of 2010. The DMB includes retailers, restaurateurs, service business providers, lodging providers, and non-profit organizations, and is inclusive of all sectors of downtown.

Based on a staff survey of other Michigan downtown communities that generated eighteen responses, some communities have determined that establishing term limits for board members would be a violation of Public Act 197 based on the plain language of PA 197 that “a member shall hold office until the member’s successor is appointed”. Five of the eighteen responding communities indicated, however, that they utilize term limits, but in each of these cases term limits are dictated by their city charters across all boards and commissions. No community responding said that they had term limits for their DDA board only.

City Councilmembers reviewed thoughts on business people being frustrated if members are all long-standing; in favor of turn over, but don’t feel term limits are the answer; discussed advantages of longevity on Boards along with turnover; that communication may be an issue; and the Mayor reviewed his appointments with diverse backgrounds.

Mayor Fraser asked for public comments and heard that there is a communication problem between the Board and community; that executive group has longest serving members and needs to be changed; that the Open meetings Act is an important issue; that there aren’t any true small business owners on Board; that some feel disrespected by Board; and heard experiences from downtown business owners.

Hear City Manager Comments

staff and citizens of Petoskey.

The City Manager gave a brief presentation reviewing projects and services he’s accomplished during his tenure as City Manager since 2009. He thanked City Council,

Hear Council Comments

Mayor Fraser asked for Council comments and City Councilmembers thanked the City Manager for all his work. City Councilmember Dittmar and City Councilmember Murphy agreed that Petoskey is better off because of Dan Ralley’s presence; and Mayor Fraser is sad to see the City Manager go both professionally and personally as he is losing a friend.

There being no further business to come before the City Council, this July 7, 2014, meeting of the City Council adjourned at 9:40 P.M.

W.J. Fraser, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount	
07/14	07/09/2014	63347	Void Check		.00	V
07/14	07/16/2014	63101	AT & T MOBILITY	518-539-920.000	224.16-	V
07/14	07/09/2014	63346	ALL-PHASE - MICHIGAN DIVISION	582-547-775.000	49.10	
07/14	07/09/2014	63346	ALL-PHASE - MICHIGAN DIVISION	582-010-111.000	14.91	
07/14	07/09/2014	63346	ALL-PHASE - MICHIGAN DIVISION	582-549-775.000	201.62	
07/14	07/09/2014	63346	ALL-PHASE - MICHIGAN DIVISION	101-730-775.000	15.15	
07/14	07/09/2014	63346	ALL-PHASE - MICHIGAN DIVISION	101-010-158.000	135.88	
07/14	07/09/2014	63348	AMERICAN WASTE	101-528-802.000	6,403.75	
07/14	07/09/2014	63348	AMERICAN WASTE	101-770-802.000	547.20	
07/14	07/09/2014	63348	AMERICAN WASTE	101-730-802.000	294.30	
07/14	07/09/2014	63348	AMERICAN WASTE	101-266-802.000	198.00	
07/14	07/09/2014	63348	AMERICAN WASTE	101-265-802.000	171.00	
07/14	07/09/2014	63348	AMERICAN WASTE	101-789-802.000	36.00	
07/14	07/09/2014	63348	AMERICAN WASTE	101-773-931.000	90.00	
07/14	07/09/2014	63348	AMERICAN WASTE	582-597-932.000	436.50	
07/14	07/09/2014	63349	ARROW UNIFORM-TAYLOR LLC	592-705-725.000	149.00	
07/14	07/09/2014	63349	ARROW UNIFORM-TAYLOR LLC	582-597-775.000	112.40	
07/14	07/09/2014	63350	AT&T	101-172-850.000	175.68	
07/14	07/09/2014	63350	AT&T	101-201-850.000	93.69	
07/14	07/09/2014	63350	AT&T	101-208-850.000	58.56	
07/14	07/09/2014	63350	AT&T	101-209-850.000	58.56	
07/14	07/09/2014	63350	AT&T	101-215-850.000	46.85	
07/14	07/09/2014	63350	AT&T	101-345-850.000	128.83	
07/14	07/09/2014	63350	AT&T	101-400-850.000	58.56	
07/14	07/09/2014	63350	AT&T	101-774-850.000	70.27	
07/14	07/09/2014	63350	AT&T	101-441-850.000	105.41	
07/14	07/09/2014	63350	AT&T	204-481-801.000	35.14	
07/14	07/09/2014	63350	AT&T	204-481-801.000	35.14	
07/14	07/09/2014	63350	AT&T	582-595-850.000	117.12	
07/14	07/09/2014	63350	AT&T	582-597-850.000	46.85	
07/14	07/09/2014	63350	AT&T	592-634-850.000	117.24	
07/14	07/09/2014	63350	AT&T	592-634-850.000	70.27	
07/14	07/09/2014	63350	AT&T	592-705-850.000	193.40	
07/14	07/09/2014	63350	AT&T	592-699-920.000	62.05	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	592-705-802.000	2,945.00	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	101-210-802.000	232.50	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	202-010-158.000	753.00	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	204-010-158.000	753.00	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	592-010-158.000	753.00	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	592-010-158.000	753.00	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	582-010-158.000	753.00	
07/14	07/09/2014	63351	BENCHMARK ENGINEERING INC.	101-010-158.000	1,772.75	
07/14	07/09/2014	63352	BLARNEY CASTLE OIL CO.	101-789-751.000	49,888.54	
07/14	07/09/2014	63353	BWB LLC	204-448-802.000	2,150.00	
07/14	07/09/2014	63353	BWB LLC	592-675-802.000	445.50	
07/14	07/09/2014	63353	BWB LLC	582-010-158.000	131.00	
07/14	07/09/2014	63354	C. C. POWER LLC	582-595-730.000	50.00	
07/14	07/09/2014	63354	C. C. POWER LLC	582-010-158.000	5,665.00	
07/14	07/09/2014	63355	CARTER'S IMAGEWEAR & AWARDS	101-770-775.000	75.00	
07/14	07/09/2014	63356	CHAMPION INC.	582-010-111.000	24,794.60	
07/14	07/09/2014	63357	CHARTER COMMUNICATIONS	271-540-801.000	75.00	
07/14	07/09/2014	63357	CHARTER COMMUNICATIONS	582-597-850.000	29.18	

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07/14	07/09/2014	63358	CINTAS CORP #729	101-266-802.000	162.92
07/14	07/09/2014	63359	COMPLETE PAINT & SUPPLIES	101-770-775.000	231.20
07/14	07/09/2014	63359	COMPLETE PAINT & SUPPLIES	101-730-775.000	32.97
07/14	07/09/2014	63360	CONTINENTAL LINEN SERVICE	204-481-935.000	119.32
07/14	07/09/2014	63360	CONTINENTAL LINEN SERVICE	582-595-725.000	240.00
07/14	07/09/2014	63360	CONTINENTAL LINEN SERVICE	592-685-725.000	66.48
07/14	07/09/2014	63360	CONTINENTAL LINEN SERVICE	592-705-725.000	66.48
07/14	07/09/2014	63361	CONTRACTORS SUPPLY INC.	101-266-932.000	54.35
07/14	07/09/2014	63362	DERRER OIL CO.	661-540-751.000	3,416.26
07/14	07/09/2014	63362	DERRER OIL CO.	518-539-881.000	304.76
07/14	07/09/2014	63363	DESIGNBOT CREATIVE	271-540-801.000	150.00
07/14	07/09/2014	63364	DTE ENERGY	518-539-802.100	40.32
07/14	07/09/2014	63364	DTE ENERGY	271-540-924.000	133.08
07/14	07/09/2014	63364	DTE ENERGY	271-540-924.000	35.05
07/14	07/09/2014	63365	DUNKEL EXCAVATING, RON	582-010-158.000	3,410.00
07/14	07/09/2014	63366	EJ USA INC.	592-010-111.000	6,615.11
07/14	07/09/2014	63366	EJ USA INC.	592-673-775.000	367.74
07/14	07/09/2014	63367	ENGLEBRECHT, ROBERT	101-209-802.000	3,750.00
07/14	07/09/2014	63368	FIVE STAR SCREEN PRINTING PLUS	101-789-935.000	71.00
07/14	07/09/2014	63368	FIVE STAR SCREEN PRINTING PLUS	101-345-775.000	70.00
07/14	07/09/2014	63368	FIVE STAR SCREEN PRINTING PLUS	101-774-935.000	40.00
07/14	07/09/2014	63368	FIVE STAR SCREEN PRINTING PLUS	101-770-935.000	36.00
07/14	07/09/2014	63369	GIBSON EXCAVATING LLC	592-675-802.000	3,975.00
07/14	07/09/2014	63369	GIBSON EXCAVATING LLC	592-673-802.000	6,760.00
07/14	07/09/2014	63369	GIBSON EXCAVATING LLC	592-010-158.000	4,897.50
07/14	07/09/2014	63370	GOODMAN, BECKY	518-539-956.000	264.32
07/14	07/09/2014	63370	GOODMAN, BECKY	518-539-998.000	84.80
07/14	07/09/2014	63371	GORDON FOOD SERVICE	101-770-775.000	2.99
07/14	07/09/2014	63371	GORDON FOOD SERVICE	101-789-775.000	11.48
07/14	07/09/2014	63372	GRULER'S FARM SUPPLY INC.	101-730-775.000	315.82
07/14	07/09/2014	63372	GRULER'S FARM SUPPLY INC.	101-789-775.000	44.50
07/14	07/09/2014	63372	GRULER'S FARM SUPPLY INC.	101-789-977.000	131.92
07/14	07/09/2014	63373	HARBOR HOUSE PUBLISHERS	280-739-905.000	1,045.00
07/14	07/09/2014	63374	K & J SEPTIC SERVICE LLC	101-770-802.000	100.00
07/14	07/09/2014	63374	K & J SEPTIC SERVICE LLC	592-691-806.000	500.00
07/14	07/09/2014	63375	K & L PLUMBING AND HEATING LLC	592-693-802.000	5,666.27
07/14	07/09/2014	63376	KEVIN'S METER TESTING	582-550-802.000	2,878.60
07/14	07/09/2014	63377	LAPPAN'S OF GAYLORD INC.	661-540-931.000	1,003.50
07/14	07/09/2014	63378	LITTLE TRAVERSE HISTORICAL SOCIETY	101-101-727.000	25.00
07/14	07/09/2014	63379	LOWERY UNDERGROUND SERVICE	582-010-158.000	11,318.00
07/14	07/09/2014	63379	LOWERY UNDERGROUND SERVICE	582-010-158.000	9,877.00
07/14	07/09/2014	63379	LOWERY UNDERGROUND SERVICE	582-010-158.000	391.00
07/14	07/09/2014	63380	MICH. WATER ENVIRONMENT ASSOC.	592-705-956.000	62.00
07/14	07/09/2014	63381	MITCHELL GRAPHICS INC.	280-739-905.000	563.47
07/14	07/09/2014	63382	MITCHELL STREET FRAMEWORKS	101-101-727.000	111.50
07/14	07/09/2014	63383	MOORE MEDICAL LLC	101-345-976.000	296.50
07/14	07/09/2014	63384	NORTH COUNTRY CYCLE SPORT	101-789-775.000	12.99
07/14	07/09/2014	63385	OMNIPARK INC.	518-539-802.000	2,760.00
07/14	07/09/2014	63386	PERSONAL GRAPHICS INC.	518-539-935.000	419.30
07/14	07/09/2014	63386	PERSONAL GRAPHICS INC.	280-739-905.000	272.77
07/14	07/09/2014	63387	PETRIE, TOM	280-540-242.100	300.00
07/14	07/09/2014	63388	POLLUTION CONTROL SERVICES	202-469-802.000	439.20

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07/14	07/09/2014	63388	POLLUTION CONTROL SERVICES	203-469-802.000	1,756.80
07/14	07/09/2014	63388	POLLUTION CONTROL SERVICES	592-698-802.000	250.00
07/14	07/09/2014	63389	PRESTON FEATHER	101-773-977.000	72.50
07/14	07/09/2014	63389	PRESTON FEATHER	101-345-775.000	102.92
07/14	07/09/2014	63389	PRESTON FEATHER	101-265-932.000	33.94
07/14	07/09/2014	63389	PRESTON FEATHER	101-789-775.000	612.93
07/14	07/09/2014	63389	PRESTON FEATHER	101-773-775.000	8.99
07/14	07/09/2014	63389	PRESTON FEATHER	204-448-775.000	50.90
07/14	07/09/2014	63389	PRESTON FEATHER	204-010-111.000	223.30
07/14	07/09/2014	63389	PRESTON FEATHER	582-595-730.000	27.79
07/14	07/09/2014	63389	PRESTON FEATHER	582-547-775.000	21.60
07/14	07/09/2014	63389	PRESTON FEATHER	592-698-775.000	30.96
07/14	07/09/2014	63390	RECORDED BOOKS INC	271-540-749.000	70.50
07/14	07/09/2014	63391	RESCO	582-010-111.000	2,992.50
07/14	07/09/2014	63392	ROSTAR PROFESSIONAL CONCRETE	592-675-802.000	518.00
07/14	07/09/2014	63392	ROSTAR PROFESSIONAL CONCRETE	204-448-802.000	258.00
07/14	07/09/2014	63393	SAFETY-KLEEN SYSTEMS INC.	661-540-730.000	265.30
07/14	07/09/2014	63393	SAFETY-KLEEN SYSTEMS INC.	661-540-751.000	50.00
07/14	07/09/2014	63394	SHERWIN WILLIAMS COMPANY	101-774-775.000	41.50
07/14	07/09/2014	63395	STAFFORD'S HOSPITALITY	101-010-158.000	1,035.71
07/14	07/09/2014	63396	STANDARD ELECTRIC COMPANY	592-685-779.000	458.43
07/14	07/09/2014	63396	STANDARD ELECTRIC COMPANY	582-547-775.000	937.09
07/14	07/09/2014	63396	STANDARD ELECTRIC COMPANY	101-789-775.000	23.65
07/14	07/09/2014	63396	STANDARD ELECTRIC COMPANY	582-010-158.000	69.51
07/14	07/09/2014	63397	STATE OF MI DEPT OF LICENSING	582-081-641.200	165.33
07/14	07/09/2014	63397	STATE OF MI DEPT OF LICENSING	582-081-643.000	3,917.43
07/14	07/09/2014	63397	STATE OF MI DEPT OF LICENSING	582-081-644.000	808.83
07/14	07/09/2014	63397	STATE OF MI DEPT OF LICENSING	582-081-644.100	22.77
07/14	07/09/2014	63398	TAYLOR RENTAL CENTER	661-020-142.000	479.00
07/14	07/09/2014	63399	USA BLUE BOOK	101-770-775.000	56.53
07/14	07/09/2014	63399	USA BLUE BOOK	582-597-932.000	56.00
07/14	07/09/2014	63399	USA BLUE BOOK	661-540-730.000	56.00
07/14	07/09/2014	63399	USA BLUE BOOK	661-540-933.000	144.60
07/14	07/09/2014	63400	VAN'S BUSINESS MACHINES	271-540-931.000	65.00
07/14	07/09/2014	63401	WITTE, CHARLES	202-469-802.000	3,752.00
07/14	07/11/2014	63411	STATE OF MI. DEPT. OF TREASURY	582-040-228.000	29,675.58
07/14	07/11/2014	63411	STATE OF MI. DEPT. OF TREASURY	701-000-230.300	15,266.70
07/14	07/11/2014	63411	STATE OF MI. DEPT. OF TREASURY	101-087-630.000	3,469.88
07/14	07/16/2014	63412	NORTH CENTRAL MICH. COLLEGE	101-345-956.000	235.00
07/14	07/16/2014	63413	ACH-CHILD SUPPORT	701-000-230.160	1,053.79
07/14	07/16/2014	63414	ACH-EFTPS	701-000-230.100	26,485.98
07/14	07/16/2014	63414	ACH-EFTPS	701-000-230.200	12,904.66
07/14	07/16/2014	63414	ACH-EFTPS	701-000-230.200	12,904.66
07/14	07/16/2014	63414	ACH-EFTPS	701-000-230.200	3,018.01
07/14	07/16/2014	63414	ACH-EFTPS	701-000-230.200	3,018.01
07/14	07/16/2014	63415	ACH-ICMA 457	701-000-230.700	4,996.85
07/14	07/16/2014	63416	AICPA RENEWAL PROCESSING	101-215-957.000	235.00
07/14	07/16/2014	63417	ALL SCAPES LLC	592-630-802.000	1,200.00
07/14	07/16/2014	63417	ALL SCAPES LLC	592-700-802.000	1,140.00
07/14	07/16/2014	63417	ALL SCAPES LLC	202-470-802.000	2,790.00
07/14	07/16/2014	63418	ALLIANCE ENTERTAINMENT	271-540-749.000	179.39
07/14	07/16/2014	63419	AMERIGAS	661-540-931.000	23.78

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07/14	07/16/2014	63420	AT & T MOBILITY	518-539-920.000	224.16
07/14	07/16/2014	63420	AT & T MOBILITY	518-539-920.000	224.80
07/14	07/16/2014	63421	ATCHISON PAPER AND SUPPLY	271-540-727.000	75.00
07/14	07/16/2014	63421	ATCHISON PAPER AND SUPPLY	271-540-725.000	167.50
07/14	07/16/2014	63422	BATTERY PRODUCTS INC.	101-345-775.000	339.07
07/14	07/16/2014	63423	BECKETT & RAEDER INC.	582-595-802.000	2,940.00
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	101-172-719.000	1,740.16
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	101-201-719.000	3,480.32
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	101-441-719.000	4,176.44
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	101-345-719.000	4,955.92
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	204-481-719.000	978.94
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	271-540-719.000	4,176.44
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	582-595-719.000	870.08
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	592-705-719.000	1,359.17
07/14	07/16/2014	63424	BLUE CROSS\BLUE SHIELD - MICH.	592-685-719.000	870.08
07/14	07/16/2014	63425	BRADBURY ASSOCIATES/	271-010-158.000	4,000.00
07/14	07/16/2014	63426	BRADFORD MASTER DRY CLEANERS	101-345-775.000	627.70
07/14	07/16/2014	63427	CASE, BILL	101-774-753.120	120.00
07/14	07/16/2014	63428	CDW GOVERNMENT	101-345-727.000	1,371.02
07/14	07/16/2014	63428	CDW GOVERNMENT	592-685-727.000	175.00
07/14	07/16/2014	63428	CDW GOVERNMENT	592-705-727.000	174.99
07/14	07/16/2014	63429	CHAR-EM UNITED WAY	701-000-230.800	76.55
07/14	07/16/2014	63430	CHARLEVOIX-EMMET ISD	701-040-272.000	1,547.60
07/14	07/16/2014	63430	CHARLEVOIX-EMMET ISD	701-040-272.000	1,038.65
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-172-850.000	175.06
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-201-850.000	93.37
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-208-850.000	58.35
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-209-850.000	58.35
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-215-850.000	46.68
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-345-850.100	179.47
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-345-850.000	164.64
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-400-850.000	58.35
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-770-850.000	120.96
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-774-850.000	70.02
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-789-850.000	68.17
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	101-441-850.000	105.03
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	204-481-801.000	35.01
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	204-481-801.000	35.01
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	518-539-802.100	94.44
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	582-595-850.000	116.70
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	582-597-850.000	101.68
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	592-685-850.000	70.02
07/14	07/16/2014	63431	CHARTER COMMUNICATIONS	592-705-850.000	70.02
07/14	07/16/2014	63432	CITY TREAS. FOR GENERAL FUND	701-040-272.000	4,268.20
07/14	07/16/2014	63432	CITY TREAS. FOR GENERAL FUND	701-040-272.000	272.09
07/14	07/16/2014	63432	CITY TREAS. FOR GENERAL FUND	701-040-272.000	2,864.57
07/14	07/16/2014	63432	CITY TREAS. FOR GENERAL FUND	701-040-272.000	182.61
07/14	07/16/2014	63433	CITY TREAS. FOR LIBRARY FUND	701-040-272.000	1,009.42
07/14	07/16/2014	63433	CITY TREAS. FOR LIBRARY FUND	701-040-272.000	677.46
07/14	07/16/2014	63434	CITY TREAS. FOR R.O.W.	701-040-272.000	2,146.70
07/14	07/16/2014	63434	CITY TREAS. FOR R.O.W.	701-040-272.000	1,440.74
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,462.94

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07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-266-920.000	958.29
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,007.57
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	1,269.77
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-730-920.000	24.60
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	4,790.60
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	1,679.17
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	1,001.89
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	204-450-920.000	2,600.00
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	271-540-920.000	3,319.37
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	582-597-920.000	1,549.50
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	582-542-920.000	80.66
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	592-634-920.000	10,651.32
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	592-660-920.000	80.66
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	592-690-920.000	14,276.36
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	592-696-920.000	1,351.89
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	518-539-920.000	168.30
07/14	07/16/2014	63435	CITY TREAS. FOR UTILITY BILLS	518-539-802.100	58.25
07/14	07/16/2014	63436	CIVIC SYSTEMS LLC	101-010-158.000	8,386.00
07/14	07/16/2014	63437	CONSUMERS ENERGY	582-546-802.000	4,300.00
07/14	07/16/2014	63438	CRIMEDAR INC.	101-345-805.000	365.00
07/14	07/16/2014	63439	CYNERGYCOMM.NET INC.	271-540-850.000	422.84
07/14	07/16/2014	63440	DECKA DIGITAL	101-345-727.000	35.00
07/14	07/16/2014	63440	DECKA DIGITAL	101-345-727.000	35.00
07/14	07/16/2014	63441	DELTA DENTAL	101-172-719.000	25.25
07/14	07/16/2014	63441	DELTA DENTAL	101-201-719.000	1,345.62
07/14	07/16/2014	63441	DELTA DENTAL	101-441-719.000	286.54
07/14	07/16/2014	63441	DELTA DENTAL	101-345-719.000	965.23
07/14	07/16/2014	63441	DELTA DENTAL	204-481-719.000	1,135.65
07/14	07/16/2014	63441	DELTA DENTAL	592-705-719.000	748.65
07/14	07/16/2014	63442	DERRER OIL CO.	661-540-751.000	3,793.39
07/14	07/16/2014	63443	DOERNENBURG, COURTNEY	101-774-753.120	50.00
07/14	07/16/2014	63444	DUNCAN SOLUTIONS	518-539-802.000	71.38
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	661-540-727.000	6.45
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	204-481-727.000	6.44
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	582-595-727.000	6.44
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	582-597-727.000	6.44
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	592-685-727.000	6.44
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	592-705-727.000	6.44
07/14	07/16/2014	63445	DUNN'S BUSINESS SOLUTIONS	101-010-158.000	102.11
07/14	07/16/2014	63446	EMMET CO. DEPT OF PUBLIC WORKS	101-529-802.000	5,412.07
07/14	07/16/2014	63447	EMMET COUNTY TREASURER	701-040-272.000	2,698.68
07/14	07/16/2014	63447	EMMET COUNTY TREASURER	701-040-272.000	278.21
07/14	07/16/2014	63447	EMMET COUNTY TREASURER	701-040-272.000	139.11
07/14	07/16/2014	63447	EMMET COUNTY TREASURER	701-040-272.000	1,811.20
07/14	07/16/2014	63447	EMMET COUNTY TREASURER	701-040-272.000	186.72
07/14	07/16/2014	63447	EMMET COUNTY TREASURER	701-040-272.000	93.36
07/14	07/16/2014	63448	ENGLEBRECHT, ROBERT	101-209-802.000	3,750.00
07/14	07/16/2014	63449	FACTOR SYSTEMS INC.	101-208-803.000	2,935.35
07/14	07/16/2014	63449	FACTOR SYSTEMS INC.	101-208-802.000	600.00
07/14	07/16/2014	63450	FASTENAL COMPANY	204-481-935.000	18.00
07/14	07/16/2014	63450	FASTENAL COMPANY	592-705-725.000	8.97

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/14	07/16/2014	63450	FASTENAL COMPANY	661-540-725.000	8.90
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	271-540-752.000	23.99
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	271-540-753.000	89.00
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	271-540-749.000	293.95
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	271-540-727.000	1,244.91
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	271-540-958.000	172.95
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	204-784-775.000	757.00
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	101-345-775.000	189.32
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	101-345-956.000	60.67
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	101-345-727.000	89.98
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	101-345-931.000	61.28
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	101-101-727.000	23.94
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	592-705-956.000	358.07
07/14	07/16/2014	63451	FIRST NATIONAL BANK OMAHA	101-010-158.000	181.33
07/14	07/16/2014	63452	FORSTER, BRIAN	101-774-753.140	933.42
07/14	07/16/2014	63452	FORSTER, BRIAN	101-774-753.140	1,898.80
07/14	07/16/2014	63452	FORSTER, BRIAN	101-774-753.140	141.00
07/14	07/16/2014	63452	FORSTER, BRIAN	101-774-753.140	855.40
07/14	07/16/2014	63453	FRANCIS, GARY	101-774-753.120	150.00
07/14	07/16/2014	63454	GIBBY'S GARAGE	101-770-775.000	65.00
07/14	07/16/2014	63454	GIBBY'S GARAGE	202-479-775.000	65.00
07/14	07/16/2014	63454	GIBBY'S GARAGE	203-479-775.000	227.50
07/14	07/16/2014	63454	GIBBY'S GARAGE	518-539-881.000	487.50
07/14	07/16/2014	63454	GIBBY'S GARAGE	582-597-932.000	97.50
07/14	07/16/2014	63454	GIBBY'S GARAGE	661-540-931.000	1,007.50
07/14	07/16/2014	63454	GIBBY'S GARAGE	661-540-933.000	1,397.50
07/14	07/16/2014	63455	GREENWOOD CEMETERY BOARD	701-040-272.000	261.52
07/14	07/16/2014	63455	GREENWOOD CEMETERY BOARD	701-040-272.000	175.52
07/14	07/16/2014	63456	HAMLIN, STEVE	101-774-753.120	120.00
07/14	07/16/2014	63457	HARBOR HOUSE PUBLISHERS	280-739-905.000	595.00
07/14	07/16/2014	63458	HARBOR-PETOSKEY AREA	101-728-902.000	12,700.95
07/14	07/16/2014	63459	HOFFMAN'S SONS, JIM	271-540-932.000	91.40
07/14	07/16/2014	63459	HOFFMAN'S SONS, JIM	582-010-158.000	558.00
07/14	07/16/2014	63459	HOFFMAN'S SONS, JIM	582-010-158.000	558.00
07/14	07/16/2014	63460	HORIZON BOOKS	271-540-752.100	37.00
07/14	07/16/2014	63461	HUNTINGTON NATIONAL BANK, THE	592-710-995.000	21,900.00
07/14	07/16/2014	63461	HUNTINGTON NATIONAL BANK, THE	592-711-995.000	173,243.75
07/14	07/16/2014	63462	INGRAM LIBRARY SERVICES	271-540-746.000	715.88
07/14	07/16/2014	63462	INGRAM LIBRARY SERVICES	271-540-748.000	242.97
07/14	07/16/2014	63462	INGRAM LIBRARY SERVICES	271-540-745.000	1,232.50
07/14	07/16/2014	63462	INGRAM LIBRARY SERVICES	271-540-749.000	88.51
07/14	07/16/2014	63463	KORTHASEFLINN	101-010-158.000	784.00
07/14	07/16/2014	63464	KOZLOWSKI, JIM	101-774-753.120	120.00
07/14	07/16/2014	63465	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	548.80
07/14	07/16/2014	63466	LO, DREE	101-774-753.140	1,963.66
07/14	07/16/2014	63466	LO, DREE	101-774-753.140	3,409.38
07/14	07/16/2014	63467	MAC DONALD GARBER BROADCASTING	280-540-242.100	384.00
07/14	07/16/2014	63468	MANTHEI, KATE	518-539-802.100	26.00
07/14	07/16/2014	63469	MCCARDEL WATER CONDITIONING	518-539-802.100	16.50
07/14	07/16/2014	63470	MDC CONTRACTING LLC	582-549-802.000	130.00
07/14	07/16/2014	63471	MERCER GROUP INC, THE	101-172-802.000	6,366.69
07/14	07/16/2014	63472	MICH. PUBLIC POWER AGENCY	582-540-759.000	298,942.88

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/14	07/16/2014	63473	MICH. RURAL WATER ASSOCIATION	592-705-956.000	590.00
07/14	07/16/2014	63474	MICHIGAN OFFICE SOLUTIONS	271-540-727.000	179.70
07/14	07/16/2014	63475	MID MICHIGAN BODY PARTS INC.	661-540-933.000	33.00
07/14	07/16/2014	63476	MIGHTY FINE PIZZA	101-770-963.100	95.00
07/14	07/16/2014	63477	MILLER, GREG	101-774-753.120	50.00
07/14	07/16/2014	63478	MONAHAN, BUFFY	518-539-802.100	66.00
07/14	07/16/2014	63479	NORTH CENTRAL MICH. COLLEGE	701-040-272.000	618.20
07/14	07/16/2014	63479	NORTH CENTRAL MICH. COLLEGE	701-040-272.000	555.37
07/14	07/16/2014	63479	NORTH CENTRAL MICH. COLLEGE	701-040-272.000	149.06
07/14	07/16/2014	63479	NORTH CENTRAL MICH. COLLEGE	701-040-272.000	414.90
07/14	07/16/2014	63479	NORTH CENTRAL MICH. COLLEGE	701-040-272.000	372.73
07/14	07/16/2014	63479	NORTH CENTRAL MICH. COLLEGE	701-040-272.000	100.04
07/14	07/16/2014	63480	NORTON, BILLY	101-774-753.120	180.00
07/14	07/16/2014	63481	OAKLAND COMMUNITY COLLEGE	101-345-956.000	250.00
07/14	07/16/2014	63482	OCLC INC.	271-540-802.000	36.91
07/14	07/16/2014	63483	PARKTRAK INC.	518-539-977.000	4,769.98
07/14	07/16/2014	63484	PELCO	701-000-230.900	600.00
07/14	07/16/2014	63485	PETOSKEY PUBLIC SCHOOLS	701-040-272.000	1,046.09
07/14	07/16/2014	63485	PETOSKEY PUBLIC SCHOOLS	701-040-272.000	734.10
07/14	07/16/2014	63485	PETOSKEY PUBLIC SCHOOLS	701-040-272.000	233.70
07/14	07/16/2014	63485	PETOSKEY PUBLIC SCHOOLS	701-040-272.000	702.07
07/14	07/16/2014	63485	PETOSKEY PUBLIC SCHOOLS	701-040-272.000	492.68
07/14	07/16/2014	63485	PETOSKEY PUBLIC SCHOOLS	701-040-272.000	156.85
07/14	07/16/2014	63486	PHILLIPS, DAN	101-774-753.120	90.00
07/14	07/16/2014	63487	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	412.97
07/14	07/16/2014	63488	PORCELAIN PATROL SERVICE	582-597-932.000	1,231.40
07/14	07/16/2014	63488	PORCELAIN PATROL SERVICE	592-693-802.000	549.60
07/14	07/16/2014	63489	PRINT SHOP, THE	518-539-775.000	285.00
07/14	07/16/2014	63490	PURITY CYLINDER GASES INC.	204-481-935.000	134.70
07/14	07/16/2014	63490	PURITY CYLINDER GASES INC.	592-705-725.000	67.41
07/14	07/16/2014	63490	PURITY CYLINDER GASES INC.	661-540-725.000	67.41
07/14	07/16/2014	63491	RANGE TELECOMMUNICATIONS	204-481-850.000	30.00
07/14	07/16/2014	63491	RANGE TELECOMMUNICATIONS	582-595-850.000	30.00
07/14	07/16/2014	63491	RANGE TELECOMMUNICATIONS	592-685-850.000	90.00
07/14	07/16/2014	63491	RANGE TELECOMMUNICATIONS	592-705-850.000	90.00
07/14	07/16/2014	63491	RANGE TELECOMMUNICATIONS	661-540-850.000	18.80
07/14	07/16/2014	63491	RANGE TELECOMMUNICATIONS	101-770-802.000	20.00
07/14	07/16/2014	63492	RASMUSSEN, DEREK	101-774-753.120	100.00
07/14	07/16/2014	63493	RESORT TOWNSHIP	701-040-274.000	992.77
07/14	07/16/2014	63493	RESORT TOWNSHIP	701-040-274.000	1,183.73
07/14	07/16/2014	63494	ROSS, JACK	280-540-242.100	200.00
07/14	07/16/2014	63495	ROSTAR PROFESSIONAL CONCRETE	203-469-802.000	592.00
07/14	07/16/2014	63495	ROSTAR PROFESSIONAL CONCRETE	204-448-802.000	374.40
07/14	07/16/2014	63496	S & S WORLDWIDE INC.	101-774-753.010	17.99
07/14	07/16/2014	63497	SCHMIDT, MIKE	101-774-753.120	60.00
07/14	07/16/2014	63498	SIMON, RICK	101-774-753.120	120.00
07/14	07/16/2014	63499	SIMPLE DIGITAL MEDIA INC.	280-540-242.100	240.00
07/14	07/16/2014	63500	SMITH, EDWARD J	101-774-753.120	300.00
07/14	07/16/2014	63501	SPARTAN DISTRIBUTORS INC.	661-540-931.000	3,025.97
07/14	07/16/2014	63502	STAFFORD'S HOSPITALITY	280-739-975.000	25.00
07/14	07/16/2014	63503	STATE OF MI. DEPT. OF TRANSP.	582-549-802.000	437.18
07/14	07/16/2014	63504	STATE OF MI. DEPT. OF TREASURY	703-040-250.000	54,024.39

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
07/14	07/16/2014	63504	STATE OF MI. DEPT. OF TREASURY	701-040-272.000	26,744.85
07/14	07/16/2014	63505	THOMPSON, WILLIAM S.	518-539-802.100	700.00
07/14	07/16/2014	63506	THRU GLASS WINDOW CLEANING	518-539-802.100	100.00
07/14	07/16/2014	63507	TRAVERSE MAGAZINE	280-739-905.000	805.00
07/14	07/16/2014	63508	TRI-TURF	101-774-775.000	1,077.95
07/14	07/16/2014	63508	TRI-TURF	204-010-111.000	794.92
07/14	07/16/2014	63509	TROPHY CASE, THE	271-540-727.000	10.00
07/14	07/16/2014	63509	TROPHY CASE, THE	280-739-881.000	9.00
07/14	07/16/2014	63509	TROPHY CASE, THE	101-789-775.000	79.00
07/14	07/16/2014	63510	UPS STORE, THE	661-540-931.000	26.68
07/14	07/16/2014	63511	VERIZON WIRELESS	101-441-850.000	47.05
07/14	07/16/2014	63511	VERIZON WIRELESS	582-595-850.000	5.80
07/14	07/16/2014	63511	VERIZON WIRELESS	101-770-850.000	153.44
07/14	07/16/2014	63511	VERIZON WIRELESS	101-345-850.000	180.18
07/14	07/16/2014	63511	VERIZON WIRELESS	592-685-850.000	19.35
07/14	07/16/2014	63511	VERIZON WIRELESS	592-634-850.000	80.02
07/14	07/16/2014	63511	VERIZON WIRELESS	592-634-920.000	400.16
07/14	07/16/2014	63511	VERIZON WIRELESS	204-481-850.000	12.78
07/14	07/16/2014	63511	VERIZON WIRELESS	101-773-850.000	57.08
07/14	07/16/2014	63511	VERIZON WIRELESS	101-789-850.000	57.02
07/14	07/16/2014	63512	WADE TRIM OPERATIONS SERVICES	101-208-802.000	8,000.00
07/14	07/16/2014	63513	WALTERS SHARPENING SERVICE INC	101-770-775.000	29.25
07/14	07/16/2014	63514	WHITAKER, NICK	101-201-956.000	134.00
07/14	07/16/2014	63515	WILDLIFE MANAGEMENT AND	271-540-932.000	210.00
Grand Totals:					<u>1,106,047.19</u>

Report Criteria:

Check.Date = 07/09/2014-07/16/2014

Check Number	Date	Name	GL Account	Amount
63402	07/09/2014	ADVANCED ENERGY MANAGEMENT	582010158000	74.00
63403	07/09/2014	BOURNE, DAVID	101087632000	23.00
63404	07/09/2014	HAMILTON, ROSS	582010158000	79.02
63405	07/09/2014	JOHNSON, JULIA	101087634000	125.00
63406	07/09/2014	PATTON, JOHN	101087632000	96.00
63407	07/09/2014	PEGGY'S GARDENING	582010158000	89.46
63408	07/09/2014	RINKE-MOGLE, MARY	582081643000	2.78
63409	07/09/2014	TASIEMSKI, GARY	101087632000	46.00
63410	07/09/2014	THARP, DAVID	101087632000	46.00
63516	07/16/2014	LAMAR CONSTRUCTION COMPANY	592060367000	1,470.00
63517	07/16/2014	NIELSEN, CARIN	582040285000	33.53
63518	07/16/2014	RASPER, DANE	582040285000	56.69
63519	07/16/2014	ROZNOWSKI, JAMIE	582040285000	30.45
63520	07/16/2014	SKINNER, CLARE	582040285000	60.23
Grand Totals:				<u>2,232.16</u>



City of Petoskey

Agenda Memo

BOARD: City Council

MEETING DATE: July 21, 2014

PREPARED: July 15, 2014

AGENDA SUBJECT: Non-Profit Organization Confirmation Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

Background. State statutes require that not-for-profit organizations that seek gaming licenses receive from the legislative boards of local units of government in communities where they are located certifications that such organizations do in fact operate locally. The Friends of the Petoskey Public Library, Petoskey, as administrator of raffle drives has requested the City Council's verification as part of future fundraising events.

Resolution. Enclosed is a proposed resolution that would confirm that the friends of the Petoskey Public Library, is a local not-for-profit organization that is known by the City. This resolution would be submitted to the Michigan Bureau of the Lottery, Charitable Gaming Division, Lansing, with future applications for gaming licenses that would permit this organization to conduct future fundraising raffles.

Action. Council consider adoption of the enclosed resolution that would recognize the Friends of the Petoskey Public Library, Petoskey as a non-profit organization operating within the community.

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, local governmental units are required to certify status of local non-profit organizations that seek permission of the Michigan Bureau of the Lottery, Charitable Gaming Division, to conduct certain types of fundraising campaigns that require issuing of gaming licenses; and

WHEREAS, the Friends of the Petoskey Public Library, Petoskey, has requested that the City recognize it as a non-profit organization that operates within the community for the purpose of administering gaming licenses that would permit a raffle and future fundraising events, the proceeds from which would benefit the individual affiliate conducting the event:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby certifies that the Friends of the Petoskey Public Library, Petoskey, is a recognized non-profit organization that operates within the Petoskey community.

State of Michigan)
County of Emmet) ss.
City of Petoskey)

I, Alan Terry, Clerk of the City of Petoskey, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Council of the City of Petoskey on the ___ day of July, 2014 and of the whole thereof.

In witness whereof, I have hereunto set my hand and affixed the corporate seal of said City of Petoskey this ___ day of July, 2014.

Alan Terry, City Clerk



BOARD: City Council

MEETING DATE: July 21, 2014

PREPARED: July 8, 2014

AGENDA SUBJECT: Sign Ordinance Amendments

RECOMMENDATION: That the City Council conduct a first reading of revision

Background. The Planning Commission Sign Committee has been working on amendments to the Sign Ordinance for the past year. The proposed changes all pertain to questions or difficulties that have arisen in the administration and enforcement of the ordinance, or as changes that the Committee felt needed to be made to minimize sign clutter.

The Planning Commission then reviewed and amended further the proposed amendments at its March 20 and May 8 meetings and held a public hearing on the amendments at its June 12 meeting. The Planning Commission then moved to recommend the enclosed ordinance changes to City Council. Changes are shaded in grey in the enclosed proposed ordinance.

At their July 7, 2014 meeting City Council made revisions to Section 6.1(7) of the proposed ordinance amendment. The City Attorney determined the revisions were substantive enough to require another first reading of the proposed ordinance.

Summary of Changes.

1. Section 2.1 Definitions

There are three proposed definition changes, two are amending current definitions for improved clarity (“Ground-floor Wall Area” and “Historic Sign”) and one is a new definition (“Mural”). The Planning Commission does not believe that murals, as public art, should be regulated by the sign ordinance, so a definition has been created and if a mural meets the definition, would not be regulated by the ordinance. The Commission does believe, however, that there should be a defined review process for murals and other public art and this should be established by City Council.

2. Section 6.1 Permitted Permanent Signs (Do not require permits)

6.1(3) Commemorative Signs. The proposed language places a size restriction to these wall-mounted historical markers, requires historical proof, and exempts architectural features such as corner stones or date stones.

6.1(7) Council amended the proposed ordinance on July 7, 2014 to read “Murals on a non-street and non-park facing wall subject to staff review that there is no commercial purpose or message included.” Based on Council’s motion, staff has recommended that verbiage from the Sign Ordinance dealing with sign maintenance be inserted in Section 6.1(7) that reads “Murals shall be maintained by all times in a safe condition and kept in good repair.” After the City Attorney reviewed, staff further refined both the definition of a mural and the language in Section 6.1(7).

3. Section 7.1 On-premise Signs Requiring a Permit

The majority of changes to this section are adding the requirements for the two newly-adopted zoning districts (B-2A and B-2B), which will be the same as the B-2 Central Business District, to the relevant tables.

However, there is also a reduction in the allowance for free-standing signs in the B-3, I-1 and I-2 Districts from 15 feet in height and 40 square feet to 8 feet in height and 30 square feet. This change came out of the discussion of the signs at the new Big Boy and McDonald's.

The Commission feels that the current standard for the B-3A and B-3B (8 feet/30 square feet) is a more appropriate size for free-standing signs in the community, rather than the current standard. However, the Commission is recommending one change for buildings that have four or more tenants (proposed Section 7.1(5)(d)). In this situation, an applicant could request a larger sign, but not to exceed 42 Square feet.

The Commission is also recommending a change to Section 7.1(3) Promotional Event Signs that would eliminate the ability for a not-for-profit organization to request a longer display period. The Sign Committee experience in reviewing these signs has been that they simply add to community clutter.

4. Section 8.2 Special Condition Signs

There are three changes proposed to the Special Condition Sign Provisions: additional detail on what qualifies as an historic sign and the creation of sign regulations for institutional uses (schools, churches, hospital) in residential districts. These uses are allowed by the zoning ordinance, but not addressed in the sign ordinance.

Action. That City Council considers the proposed amendments to the Ordinance. Since this is the first reading, no action may be taken on adopting the ordinance until the next regular meeting.

at
Enclosure

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTIONS 2.1, 6.1, 7.1 and 8.2 AND TABLES 5, 6, 7, AND 8 OF THE CITY OF PETOSKEY SIGN ORDINANCE

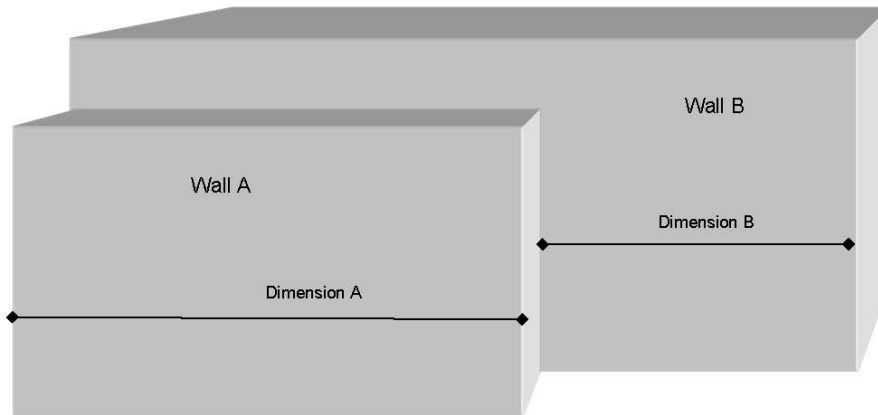
The City of Petoskey ordains:

1. The Text of Section 2.1 of the City of Petoskey Sign Ordinance shall be amended to read as follows.

(29) Ground-floor Wall Area. For purposes of this Ordinance, the ground-floor wall area is the width of the wall multiplied by twelve (12) feet, the assumed standard ground-floor wall height. If there is a setback or variation in the building wall, the width of the wall section upon which the sign is placed is what should be used to calculate the allowable ground floor area. Only that portion of a wall that is visible in its entirety from the street or parking lot and not blocked by adjacent buildings or differing wall planes can be used in the calculation (*Figure 6 for a flat wall, Figure 6a for a wall with setback variation*).

Figure 6a

Wall area measurement for Wall A is Dimension A x 12 Feet;
Wall area measurement for Wall B is Dimension B x 12 Feet;



(31) Historic Sign. A sign located on a building or site that is determined by the City's Planning Commission, or its designated Sign Committee, to be of historic merit and significance and is an integral element to the historic character of the building or site. Particular consideration shall be given to historic signs on buildings or sites that are listed or fall within a district listed on the National Register of Historic Places (See Figure 7).

(39) Mural. A work of decorative art applied on or attached to an exterior wall within public view that does not include graphics or text that can be interpreted as containing commercial advertising or other content intended for commercial purposes.

2. The Text of Section 6.1 of the City of Petoskey Sign Ordinance shall be amended to read as follows.

6.1(3) Commemorative Signs. Commemorative signs such as historical markers, memorial plaques or tablets, and the like mounted on buildings that do not exceed one (1) square foot may be approved by staff upon applicant documentation of historic significance. This does not include cornerstones, date stones or other features integral to the building.

Free-standing commemorative signs placed upon public property are subject to review and approval by the local, state or national government with jurisdiction.

6.1(7) Murals. Murals subject to staff review that there is no commercial purpose or message included, except no murals are permitted on any structure that faces a public street or public park. Murals shall be maintained at all times in a safe condition and kept in good repair.

3. The Text of Section 7.1 and corresponding Tables of the City of Petoskey Sign Ordinance shall be amended to read as follows.

7.1(3) Promotional Event Signs.

Signs for advertising short term sales, promotions or special events, are allowed on private property within the City of Petoskey only under the following conditions:

- a. A permit shall be required to display any promotional event sign. The permit application shall specify dates of display and a mock-up of the proposed sign and sign placement.
- b. Display period cannot exceed 14 days in a 120 day period.
- c. A promotional event sign, whether a banner or other, shall not exceed thirty-two (32) square feet or 20 feet in length; sign may be double-sided.
- d. No more than two (2) signs shall be displayed on any property or parcel at one time and shall not be placed within the vision clearance area as defined in section 1714 of the Zoning Ordinance.
- e. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground-mounted, the top of the sign shall be no more than eight (8) feet above ground level.
- f. Promotional event signs shall be removed within two (2) days of the conclusion of the event.

7.1(4)(h) In the B-1, B-2, B-2A, B-2B and OS Zoning Districts, buildings are permitted a maximum of one six (6) square foot, changeable-message-area sign per building entrance to provide upper floor directories, restaurant menus, and the like.

7.1(5)(d) A building or plaza with four (4) or more businesses may increase the area of a free-standing sign by six (6) square feet per additional business, not to exceed a maximum sign size of 42 square feet.

Table 5		AREA OF WALL MOUNTED SIGNS		
<i>Zoning District</i>	<i>% of Ground Floor Wall Area on Front Facade</i>	<i>% of Ground Floor Wall Area on Rear Facade</i>	<i>% of Ground Floor Wall Area on Side Facade</i>	
OS, B-1	15%	10%	5%	
B-2, B-2A, B-2B	15%	10%	10%	
B-3, B-3A, B-3B, I1, I2	20%	10%	10%	

Table 6	CHANGEABLE MESSAGE AREA WALL MOUNTED SIGNS	
<i>Zoning District</i>	<i>% of Signable Wall Area</i>	<i>Other</i>
R-1, R-2, R-3, RM-1, RM-2	Not permitted	See permitted Temporary Signs
B-1, B-2, B-2A, B-2B, OS	See item (h) below	See Interior Business Signs
B-3, B-3A, B-3B	30%	

Table 7	FREESTANDING SIGNS	
<i>Zoning District</i>	<i>Maximum Height In Feet</i>	<i>Maximum Sign Area In Square Feet*</i>
OS, B-1, B-2, B-2A, B-2B	8 FT	12 FT ²
B-3, B-3A, B-3B, I1, I2	8 FT	30 FT ²

Table 8	FREESTANDING SIGNS
<i>Zoning District</i>	<i>Maximum % Sign Face in Changeable Message</i>
OS, B-1, I1, I2, B-2B	25%
B-3, B-3A, B-3B	40%

4. The Text of Section 8.2(1) of the City of Petoskey Sign Ordinance shall be amended to read as follows.

(d) Historic Signs may be maintained, restored, or renovated subject to review of the sign and historic designation. Particular consideration shall be given to historic signs on buildings or sites that are listed or fall within a district listed on the National Register of Historic Places and that can be proven to have been in place a minimum of fifty (50) years having one or more of the following characteristics:

- Associated with historic figures, events or places specific to the City;
- Significant as evidence of the history of the product, business or service advertised;
- Significant as reflecting the history of the building or the development of the historic district; A sign may be the only indicator of a building's historic use;
- Characteristic of a specific historic period, such as gold leaf on glass, neon, or stainless steel lettering;
- Integral to the building's design or physical fabric, as when a sign is part of a storefront made of Carrara glass or enamel panels, or when the name of the historic firm or the date are rendered in stone, metal or tile;

- Removal can harm the integrity of an historic property's design, or cause significant damage to its materials; or
- Local landmarks, that is, signs recognized as popular focal points in the City.

Signs that violate the prohibited category of the ordinance may not be considered for historic designation.

Re-installation of a sign at its historic premises, where the business no longer exists in the specific building, may be approved by the Planning Commission upon application and documentation of information listed above. In no case shall the Planning Commission approve an historic business sign that increases total allowable sign area more than 25%.

(j) Non-illuminated, free-standing signs for public, non-profit institutional uses in residential districts shall be reviewed by the Planning Commission but in no case shall a free-standing sign exceed 4 feet in height and 12 square feet in area.

(k) Signs for institutional uses in a campus setting shall be reviewed by the Planning Commission for location, number and size. In no circumstance shall free-standing signs exceed ordinance allowances in the B-3A Resort Commercial District, nor shall wall-mounted signs exceed 10% of the front façade wall area nor 5% of the side or rear façades.

5. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.
6. This Ordinance shall take effect fifteen (15) days following its enactment and shall be published once within seven (7) days after its enactment as provided by Charter.

Adopted, enacted and ordained by the City of Petoskey City Council this _____ day of _____ 2014.

W.J. Fraser
Its Mayor

Alan Terry
Its Clerk



BOARD: City Council

MEETING DATE: July 21, 2014 **DATE PREPARED:** July 15, 2014

AGENDA SUBJECT: MSHDA Rental Rehabilitation Program Grant

RECOMMENDATION: That the City Council schedule a public hearing

Summary. In November of 2013, City Council adopted a resolution authorizing the acceptance of a Michigan State Housing Development Authority (MSHDA) Rental Rehab program grant in the amount of \$192,500 to assist in the refurbishment of seven existing residential units at 414 and 418 Waukazoo Street. Due to delays in the project progress, the grant was not issued. The property owner is now ready to proceed with the project, requiring a public hearing to be held before action is taken on the grant request. Staff recommends that a public hearing be scheduled for August 4, 2014, when a resolution authorizing acceptance of Rental Rehab program funds will be presented.

Background. As part of the Downtown Strategic Plan, increasing the number and quality of upper-story downtown residential units has been an identified goal within Petoskey's downtown. A key tool, identified by City staff, to further this goal is MSHDA's Rental Rehabilitation program. The Rental Rehab program provides up to \$25,000 per existing downtown residential unit, and \$35,000 for each new residential unit.

Although immediately proximate to traditional downtown storefronts, the 414 and 418 Waukazoo properties were formally incorporated into the Downtown Development Authority district in 2013. Both buildings would undergo extensive interior and exterior renovations in conjunction with the rehabilitation of the residential units. The property owners have been working with local architect Rick Neumann, and have also secured Historic Tax Credits toward the rehabilitation of the 418 Waukazoo property, which would house a financial services business on the first floor.

Rental Rehabilitation Program. MSHDA's Rental Rehabilitation program is designed to improve investor-owned properties and spur economic development in Michigan downtown areas. Funding for the program flows thru local units of government, which is intended to have a positive impact on the vitality of downtown business districts thru the presence of quality residential units in downtown areas.

51% of the residential units that utilize Rental Rehabilitation funds will have to be rented to persons of low to moderate income (less than \$36,750 for one person) for the first tenant only, up to a period of five years. The Rental Rehabilitation program functions as a grant to the property owner if these income standards for rental units are satisfied.

Action. Council consider adoption of the enclosed resolution that would schedule a public hearing for the August 4, 2014 regular City Council meeting to receive public comment on the proposed grant request.

sb
Enclosure



City of Petoskey

Resolution

WHEREAS, the City of Petoskey, City Council in November 2013 authorized the acceptance of a Michigan State Housing Development Authority (MSHDA) Rental Rehabilitation Program Grant in the amount of \$192,500; and

WHEREAS, due to delays in the process, the owner is now ready to proceed with the rehabilitation project; and

WHEREAS, MSHDA requires a public hearing to receive comment on the proposed Rental Rehabilitation Program Grant:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, August 4, 2014, at the City Hall, to receive comments concerning the City's proposed Rental Rehabilitation Program Grant.



BOARD: City Council

MEETING DATE: July 21, 2014

PREPARED: July 14, 2014

AGENDA SUBJECT: Grant Application - Sunset Square Feasibility Study

RECOMMENDATION: That City Council adopt the proposed Resolution

Background. Elias Amash of LAC Enterprises, owner of the Sunset Square property is seeking a grant covering a portion of the costs to perform a feasibility study that would determine if a hotel/conference center is financially viable for the developmental property. The request is being made to the Michigan Economic Development Corporation through their Community Development Block Grant Program. The total project amount is \$25,250 with a grant request of \$12,500 and the remaining \$12,750 funded by the owner.

The grant applicant would be the City of Petoskey, with all project costs borne by the owner who would be partially reimbursed by the grant amount, which is passed through the City. The first part of the process was to submit a Community Development Part I Application that provides basic information about the project which has received preliminary approval. The next step requires City Council to schedule and hold a public hearing regarding the project and grant request and subsequent approval of a resolution agreeing to the terms and conditions of the grant.

The grant request is being made with the assistance of the Northern Lakes Economics Alliance (NLEA). Additional information regarding the grant request would be made available for the public hearing and NLEA staff will also be available, at that meeting, to answer questions. The owner has received three proposals from consultants to perform the hotel/conference center feasibility study.

Action. Council consider adoption of the enclosed resolution that would schedule a public hearing for the August 4, 2014 regular City Council meeting to receive public comment on the proposed grant request.

at
Enclosures



City of Petoskey

Resolution

WHEREAS, LAC Enterprises has acquired property in Petoskey's downtown that encompasses an entire block and is completely undeveloped; and

WHEREAS, the owner would like to proceed with a feasibility study to determine the viability of a hotel/conference center on the site; and

WHEREAS, the Michigan Economic Development Corporation oversees a Community Development Block Grant Program that would make eligible the costs for the study to be partially covered with grant proceeds; and

WHEREAS, the City of Petoskey as the grant applicant is agreeable to a feasibility study being performed for the site and as part of the grant requirements a public hearing must be held to receive comments regarding the proposed project:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, August 4, 2014, at the City Hall, to receive comments concerning the City's proposed Community Development Block Grant request, which if approved, would cover a portion of the costs for a feasibility study of the Sunset Square property as a hotel/conference center.



STATE OF MICHIGAN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Community Development Part I Application

For eligible activities administered by the Michigan Economic Development Corporation (MEDC)
on behalf of the Michigan Strategic Fund (MSF)

Michigan Strategic Fund
c/o Michigan Economic Development Corporation
Community Development Block Grant
300 North Washington Sq., Lansing, MI 48913
CDBG@michigan.org |
www.michiganbusiness.org

PART 1 APPLICATION PROCESS

Please review the [Application Guide](#) for information on completing this application:

- Projects qualified on **Area Benefit**: Where the project benefits the entire UGLG containing over 51% low and moderate income persons, or through local survey efforts as approved by MEDC.
 - Required documents: Part I Application, Attachments A & B1
 - Optional or project specific documents: Attachment C
- Projects qualified on **Blight Elimination**: Where the project can be qualified for Spot Blight (through certification from local building inspectors that the structure meets “blight” as defined in Act 381) or through Area Blight (through local ordinance and resolution that the area meets “blight” as defined in Act 381)
 - Required documents: Part I Application, Attachments A & B2
 - Optional or project specific documents: Attachment C
- Projects qualified on **Job Creation**: Where the project results in job creation or retention where at least 51% of the jobs are made available to, or held by, low and moderate income persons.
 - Required documents: Part I Application, Attachments A, B3, C, D1, D2
 - Optional or project specific documents: Attachment D3
 - For Planning Projects: complete Part I Application and Attachment A

If any questions are not addressed, or attachments are not included, review of the Part 1 Application and the proposed project timeline may be jeopardized.

PART 1 APPLICATION SUBMISSION

Return to your CATeam Specialist the completed Part 1 Application, along with all attachment requirements specified above, electronically in Word format and as a PDF.

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
IDENTIFICATION OF UGLG		FUNDING SOURCES TOTALS (IF MULTIPLE PROPERTIES, INCLUDE ALL)	
Unit of General Local Government (UGLG)	City of Petoskey	CDBG/ CDBG RLF	\$ 12,500
Street/PO Box	101 East Lake St.	UGLG	\$
City	Petoskey	Private	\$ 12,750
County	Emmet	Other	\$
State/Zip	MI 49770	Other	\$
Chief Elected Official Name	William Fraser	Other	\$
Chief Elected Official Title	Mayor	Total	\$ 25,250
Chief Elected Official Email	aterry@petoskey.us		
UGLG Project Contact (PC) Name	Alan Terry	UGLG's CCR# (CCR#)	
UGLG PC Title	Interim City Manager	6FNJ9	
UGLG PC Address	101 East Lake St.	UGLG's DUNS Number (DUNS#)	
UGLG PC Telephone Number	231-347-2500	080367048	
UGLG PC Fax Number	231-348-0350	UGLG's Federal Identification Number	
UGLG PC E-Mail Address	aterry@petoskey.us	386004583	
STATE GOVERNMENT REPRESENTATION			
Senator Name	Howard Walker	Senate District	37
Representative Name	Frank Foster	House District	107
FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Dan Benishek	Congressional District	1
UGLG CAPACITY AND CONFLICT OF INTEREST			
<p>1. If known, identify consultants who will be responsible for administering the proposed project (include names and contact information):</p> <p>X N/A, consultant not yet known</p> <p><input type="checkbox"/> N/A, consultant not anticipated</p> <p><input type="checkbox"/> Contact information provided:</p> <p>Name: [REDACTED]</p> <p>Business Address: [REDACTED]</p> <p>Phone #: [REDACTED]</p> <p>E-mail: [REDACTED]</p> <p>Please Note: Refer to Application Guide for guidance on Administrative Costs.</p>			
<p>2. Has the UGLG received CDBG grants in the past five years and/or have any open CDBG grants? This includes CDBG grants provided by the MSF/MEDC and all MSHDA CDBG programs.</p> <p><input type="checkbox"/> Yes X No</p> <p>If yes, identify the projects and identify/describe all findings regarding those projects:</p> <p>[REDACTED]</p>			

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

3. Does the applicant have any outstanding CDBG grants that have not been drawn down?

Yes X No If yes, describe:

4. Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds?

Yes X No If yes, describe:

5. Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter?

Yes X No If yes, describe:

6. Please indicate below whether or not the **UGLG** has a contractual relationship with one of more of the following entities:

Butzel Long

Yes X No

Michigan Association of Realtors

Yes X No

Michigan Department of Licensing & Regulatory Affairs

Yes X No

Michigan Department of Treasury

Yes X No

Michigan Economic Development Corporation

Yes X No

Michigan Regional Council of Carpenters

Yes X No

PNC Financial Services Group

Yes X No

Prairie & Tireman, LLC

Yes X No

Treystar

Yes X No

If yes to any of the above, please describe the nature of relationship.

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

PROJECT SCREENING GUIDELINES

7. Is the UGLG a Main Street or being evaluated as a Redevelopment Ready Community?
 Yes X No

8. What is the communities Walk Score? **100**
 Walk scores can be obtained online at: <http://www.walkscore.com/>

9. Please check all that apply, indicating the project is located within a traditional downtown or traditional commercial center.

- a. X Yes: 20 or more commercial parcels that have been zoned, planned or used for commercial development for 50 years or more.
- b. X Yes: The area consists of over 50% of zero lot-line developments.
- c. X Yes: The area has a pedestrian-friendly infrastructure.
- d. X Yes: The area consists of over 50% of the property being described as multi-story buildings of historical or architectural significance or a historic district.

10. Is the project located in a Downtown Development Authority (DDA), or Principal Shopping District (PSD)/Business Improvement District (BID)/Business Improvement Zone (BIZ) or other similar entity? X Yes No

11. Does the UGLG have a full time downtown development professional (staff) to administer the project?
 Yes No Petoskey has a full time downtown development staff person, but she will probably not be administering the project.

12. Does the UGLG have an adopted Downtown Development Plan?
 X Yes No

13. Program Priorities: Please check all that apply

- building(s) is a significant structure or has a troubled background
- building(s) is mixed use
- building(s) is multi-story
- building(s) is zero lot line
- building(s) is eligible for Historic or Contributing designation
- building(s) has sufficient parking or parking will be created as part of the project
- building (s) has had a structural analysis completed
- building(s) are vacant or partially vacant and will be returned to an active use
- X reuse will address underserved market

Comments if needed: Project is a feasibility study to determine if a hotel/conference center will be financially viable on the Sunset Square property in downtown Petoskey. The site being studied is an empty city block, located at the entrance to downtown Petoskey. The buildings located on that site were demolished about ten years ago. If built, the project will address an underserved market in the area and region.

PROJECT SCOPE

14. Provide a clear and concise description of the overall proposed project including all work activities. Include the number of businesses/properties involved, the type of assistance needed and why:

This proposal is a request for assistance with financing a feasibility study regarding constructing a hotel/conference center on the Sunset Square site in downtown Petoskey. The project will consist of contracting with a qualified consultant to undertake the study. The study will help identify the need for such a facility, the size and scope of the market gap and assist the property owner in identifying how to proceed. The study may also look at the potential for retail and residential to be located somewhere in the site. During the course of the study, the consultant will work with the City of Petoskey, the owner of the property, the DDA and others on determining the possible need for and overall design of such a facility.

15. Provide the history of the problems associated with this project and explain how this project will help alleviate those problems.

In 2004, this property, which consists of a full block at the entrance of downtown Petoskey, was purchased by a developer who planned a large scale mixed use redevelopment of the property. The existing buildings were demolished and the site fully excavated in 2005, utilizing brownfield incentives. Due in large part to the economic downturn, those plans never moved forward. The bank eventually ended up foreclosing on the property and last year sold it to the present owner – Elias Amash. The site remained in this excavated, unused state until 2013, when the site was partially filled to address safety concerns with the retaining wall system on the property.

Because of this property's prime location at the entrance of Petoskey's historic downtown, the site is likely a good location for additional residential, commercial and retail development. Petoskey currently has only one downtown hotel with 77 rooms and demand for hotel accommodations frequently outstrips the supply of rooms in the downtown.

16. What is the square footage of public space being improved or reactivated?

Check here if Not Applicable:

17. Describe the specific work activities to be completed with CDBG funds and match funds (use bullets).

The specific work activities for this project consists of hiring a qualified consultant to undertake a market and feasibility study of the potential for developing a hotel and conference center, along with possible retail and residential components, on the Sunset Square site in downtown Petoskey.

Not applicable, if completing Attachment C, check here to indicate:

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

<p>18. Describe the location and boundaries of the project, including the street address and property ownership (i.e. UGLG property, other public property, private property) where all project activities will occur.</p> <p>Description: The property is the city block bounded by Lake, Petoskey, Mitchell and US 31 in downtown Petoskey.</p>
<p>19. Provide a detailed map showing that all project activities are located within; the DDA or similar district, a traditional downtown, or traditional commercial center. See Exhibit 1</p> <p>Attached: X Yes <input type="checkbox"/> No</p>
<p>20. Historic Property Screening: Is the property? (check all that apply):</p> <ul style="list-style-type: none"><input type="checkbox"/> Listed in the National Register of Historic Properties<input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties<input type="checkbox"/> Listed in a state or local inventory of historic places<input type="checkbox"/> Designated as a state or local landmark or historic districtX None of the above <p>Comments, if needed: Property is presently vacant.</p>
<p>21. Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant?</p> <p><input type="checkbox"/> Yes X No</p>
<p>22. Will the project result in special fees (i.e., tap in / hookup fees, special assessments)?</p> <p><input type="checkbox"/> Yes X No Project is a study only.</p>
<p>23. Provide architectural renderings or pictures in color illustrating what the building will look like after project completion.</p> <p>Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable – the project is a study. No plans have been developed at this point.</p>

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

24. In addition to all prior questions, Planning Projects must answer the following (Not Applicable for Other Projects):

a. Describe the specific objectives and outcomes of the planning project.

The objective of this project is to determine if a hotel/conference center would be financially viable on this site. If it is, what size and scope is recommended to be built on the site? (How many rooms? What size conferences could be attracted?) The study may also analyze the potential of residential and retail components to be located on the site, as well. The outcome of the study will be to give the property owner a better idea of what type and size of development is recommended for the site and how to proceed from here.

b. Describe the local and regional impact the planning project will have. Identify the development value and expected impact that the planning project will have on the community in six months, two years, and five years. Explain how the proposed planning project supports related local, regional and state community and economic development strategies.

Petoskey and surrounding area are, by far, the population hub of the northern tip of the Lower Peninsula. Due to its population concentration and prime location on Lake Michigan, it is the retail, commercial and employment center for the area. Tourism is a big part of the local economy. The downtown has retained its historic character and walkability and contains many unique retail establishments and attractions. It is a very attractive destination for tourists and locals alike. For the last ten years, however, the downtown has been marred by a very unattractive entrance in the form of a big open hole surrounded by fencing.

According to the Petoskey DDA's "Downtown Petoskey 2013-2017 Strategic Plan" the redevelopment of this site is a top priority of all downtown stakeholders. This site is viewed as an important entry way to the downtown. The redevelopment of the urban core and brownfield sites in communities is encouraged in the county's master plan, as well as the Northwest Michigan Council of Government's Comprehensive Economic Development Strategy.

If the feasibility study shows that this would be a good location for a hotel/conference center, then it is expected that within two years, such a facility would be constructed on this site. While the cost of such a structure is not known at this time, it can be expected that it will run well into the millions. The impact of such a development on Petoskey and the region will go beyond the jobs created at the site. It will help to make downtown Petoskey into a first class attraction for tourists, conventions, large meetings and other gatherings. The rest of the downtown and community will benefit through increased sales, added employment and should encourage more developments in the area.

c. If the planning project is implemented in the future, what is the anticipated number of jobs created? It is unknown at this time, but should be in the range of 50 to 100 new jobs.

What is the estimated number of low and moderate jobs created? While unknown at this time, jobs for low to moderate income people should reach well beyond 51% of those created at the site.

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

25. Other than the preliminary cost estimates, describe the status of any engineering plans or specifications. If engineering plans or specifications have been completed, please provide copies.

If completed, are they attached? Yes X N/A

PLEASE NOTE: Costs for engineering and/or architectural plans to be funded with non-CDBG funds may be incurred at the UGLG's own risk with written authorization from the MSF and may be included in the project budget as match.

Costs for engineering and/or architectural plans to be funded with CDBG funds may be incurred with written authorization from the MSF once the Grant Agreement has been executed and may be included in the project budget. CDBG Procurement requirements apply to all CDBG funded activities.

CDBG funds may be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing an engineering and/or architectural contract for expenses other than the preliminary costs for completing the Part I Application.

26. Describe all temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed in order to complete the project. Include the address, names of anticipated displaced parties, type of displacement (residential or business) and whether the parties are owners and/or tenants.

Not applicable – project is a study only.

Not applicable, if completing Attachment C, check here to indicate:

27. Describe all leases, easements, and property option/purchase agreements needed in order to complete the project activities at this property location. Include the anticipated seller, buyer, property description/location and cost.

Not applicable

PLEASE NOTE: Costs for acquiring real property, to be fully funded with non-CDBG monies, may be included in the project budget as match and may be incurred at the UGLG's own risk once the environmental review and Uniform Act requirements have been completed and written authorization to incur these costs has been provided by the MSF.

Costs for acquiring real property, to be partially or fully funded with CDBG monies, may be included in the project budget and may be incurred with written authorization from the MSF once the environmental review and Uniform Act requirements have been completed and the Grant Agreement has been executed by all parties.

CDBG funds will be jeopardized or withdrawn if written authorization from the MSF has not been provided prior to signing option/purchase/lease/easement agreements.

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

28. List and describe the status of any local, state and federal permits required for implementation of the proposed project.

Not applicable – this is a study only.

29. In the below space, provide an overall project schedule that includes the anticipated start and completion dates (attachments are not acceptable).

Activities	Start Date	End Date
Engineering and/or design	N/A	
Property acquisition, if applicable	N/A	
Bidding, if applicable	N/A	
CDBG funded activities	9/1/14	11/30/14
UGLG funded activities		
Other funded activities		
Job Creation		

PLEASE NOTE: When completing the schedule, please refer to Application Guide with regard to when project costs can be incurred. The attached schedule will be incorporated into the Grant Agreement with the UGLG.

PROJECT BUDGET (ALL PROJECTS)

30. Complete Attachment A (Project Budget). Include all funding sources and identify all project activities. There must be separate line items for: Architecture and/or Engineering; Construction/Contingency; Planning; Demolition/Contingency; Administration; and Acquisition.

Have you attached either three cost estimates or an independent third party quote for all CDBG funded costs (including administration)? **PLEASE NOTE: An appraisal is required for CDBG funded acquisitions. See Exhibit 2**

X Yes No

PLEASE NOTE: Costs for preparing independent cost estimates may be incurred at the UGLG’s own risk without written authorization, but may not be included in the project budget as match. Refer to Application Guide for guidance on administrative costs.

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

31. List the specific source (i.e., DDA, Water & Sewer Fund, General Fund, Private Donation) and dollar amount of any local, state, or other federal funding associated with this project including grants and/or loans. Tax incentives should NOT be included on the project budget, but should be listed here.

Fifty percent of the project's cost, plus 2% for project administration, will be paid for by the property owner – Elias Amash.

32. Identify any program income from previously awarded CDBG grants that the UGLG has available.

Not applicable - none available.

Attachment A

PROJECT BUDGET
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. Applicant: City of Petoskey		2. Project Title: Sunset Square Feasibility Study				
3. Project Cost Elements		4. Project Funding Sources (identify all other funding sources).				
Activities	CDBG	Local	Private	Other	Other	TOTAL
Architecture and/or Engineering						\$0.00
Infrastructure Improvements						\$0.00
Building Expansion						\$0.00
Contingency						\$0.00
Other - Feasibility Study	\$12,500.00		\$12,500.00			\$25,000.00
Other - Grant Administration			\$250.00			\$250.00
Other						\$0.00
TOTALS	\$12,500.00	\$0.00	\$12,750.00	\$0.00	\$0.00	\$25,250.00

Exhibit 1: Project Location Map



-  Sunset Square Location
-  DDA Boundary