



CITY COUNCIL

February 16, 2015

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) February 2, 2015 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since February 2, 2015
 - (c) Authorization to contract with Jordan Construction Group, Inc., East Jordan, for roof replacements at various Bayfront Park facilities for \$78,196
5. Miscellaneous Public Comments
6. City Manager Updates
7. Old Business – Discussion and possible action on appointments to the Downtown Management Board
8. City Council Comments
9. Adjournment



BOARD: City Council

MEETING DATE: February 16, 2015 **PREPARED:** February 9, 2015

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 February 2, 2015 regular session City Council meeting;
- (2) Acknowledge receipt of a report from the City Manager concerning all checks that have been issued since February 2 for contract and vendor claims at \$713,534.36, intergovernmental claims at \$107,115.11, and the February 12 payroll at \$168,067.33 for a total of \$988,716.80; and
- (3) Authorization to contract with Jordan Construction Group, Inc., East Jordan, for roof replacements at various Bayfront Park facilities for \$78,196.

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Enclosures



CITY COUNCIL

February 2, 2015

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, February 2, 2015. 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 Acting City Manager Alan Terry, Director of Parks and Recreation Allen Hansen, Administrative Assistant Sarah Bek, Downtown Director Becky Goodman and City Attorney James Murray.

Resolution No. 18849-18851
Approve Consent Agenda Items

Following introduction of the consent agenda for this meeting of February 2, 2015, Councilmembers concurred to extract vehicle and equipment purchases and the tree contract and vote on matters separately. City

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

BE IT RESOLVED that the City Council does and hereby confirms that the draft minutes of the January 16 and January 17, 2015 special-session and January 19, 2015 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 January 19 for contract and vendor claims at \$774,614.97, intergovernmental claims at \$15,888.90, and the January 29 payroll at \$177,135.19, for a total of \$967,639.06 be and is hereby acknowledged.

Said resolution was adopted by the following vote:

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

Resolution No. 18850 – Approve Motorpool Purchases

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

BE IT RESOLVED that the City Council does and hereby authorizes replacement purchases of vehicles and equipment available under the Mi-Deal State Purchasing contract including a latest-production four-wheel-drive Tahoe Police Pursuit from Berger Chevrolet Fleet Sales, Grand Rapids, Michigan, at a cost not to exceed \$33,588,

a latest-production Chevrolet Traverse, mid-size SUV, from Berger Chevrolet Fleet Sales, Grand Rapids, Michigan, at a cost not to exceed \$28,389, a latest production commercial mower, Toro Groundsmaster with 62" base deck from Spartan Distributors, Sparta, Michigan, at a cost not to exceed \$17,915 and a latest production trailer mounted asphalt recycler & hot patch heater assembly from Falcon Asphalt Repair Equipment, Midland, Michigan, at a cost not to exceed \$23,624.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Resolution No. 18851 – Approve Tree Planting Contract

In response to questions the Director of Parks and Recreation reviewed there is a one year warranty on trees; trees will be planted late April to mid-June; the contractor is required to water trees; typically 10-20 trees are warranted annually; and City staff determines condition of trees.

Mayor Fraser asked for public comments and heard from a citizen that there is a soft spot for contracting with local businesses, but need to realize its business and competition is a good thing and that Council should service the taxpayers and take the lowest bid.

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

BE IT RESOLVED that the City Council does and hereby authorizes to contract with KLM Landscape, Traverse City, for planting of trees at various locations throughout the City for \$46,650.

Said resolution was adopted by the following vote:

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

NAYS: None (0)

Discuss DMB Appointments

Shorter, 301 East Lake Street, and appointment of Doug Buck, 822 Grove Street, both for four-year terms ending December 1, 2018.

Mayor Fraser then reviewed that City Council consider possible appointments to the Downtown Management Board and recommended reappointment of Jennifer

Board and recommended reappointment of Jennifer

City Councilmembers discussed possible appointments; expressed appreciation to those willing to serve, but that additional discussion should take place on candidates who have applied and attended DMB meetings; and that underlying DMB issues still need to be discussed. City Councilmembers concurred that both candidates would make great contributions and would serve well on the DMB, but that diverse ideas are good assets as well.

Mayor Fraser asked for public comments and heard an inquiry on who the other candidates were for possible appointment. Mayor Fraser reviewed that other candidates included Ed Karmann, County Emmet Celtic Shop, Ben Slocum, Beard's Brewery, a representative from the Polish Kitchen and Cynthia from Cynthia's Yarn Shop.

Mayor Fraser reported that this matter would be tabled and further discussed at the next regular City Council meeting.

Hear Public Comment

Mayor Fraser asked for public comments and there were no comments.

Hear City Manager Updates

The Acting City Manager did not have any updates.

Resolution No. 18852
Approve City Manager Contract

The Acting City Manager reviewed that the City Council offered the position of City Manager to Robert Straebel, Charlevoix, at their January 17, 2015 special meeting. The offer was contingent upon City Council's approval of an employment agreement. The City Attorney worked with Mr. Straebel to prepare an agreement.

The City Attorney reviewed parts of the contract and that the start date would be on or before May 4, 2015 due to his obligation in Charlevoix and a pre-planned vacation.

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

WHEREAS, the City Council performed interviews of candidates for the position of City Manager on Friday, January 16, 2015; and

WHEREAS, the City Council on January 17, 2015 appointed Robert Straebel as City Manager for the City of Petoskey pursuant to Chapter 5 of the City Charter, contingent upon City Council's approving the terms and conditions of an employment contract:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does hereby approves the terms and conditions of an employment contract with Robert Straebel as presented.

Said resolution was adopted by the following vote:

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

Resolution No. 18853 – Approve 2013-2017 Parks & Recreation Master Plan Bayfront Marina Amendment

The Acting City Manager next reviewed that the Michigan Department of Natural Resources Waterway Grant Program, for 2015, requires that "Public Marina Facilities" be included in the municipality's 5-year Parks and Recreation Master Plan in order to apply for grant funding. The Director of Parks and Recreation gave a brief overview of the process and that prior to 2015 this was not required, however the City's 2013-2017 Parks and Recreation Master Plan did mention marina improvements under the Bayfront Park category. To comply with policy change, City staff prepared a draft plan amendment listing the Marina as a stand-alone facility. The plan amendment if approved, will allow the City to apply for a Waterways Infrastructure Grant for the replacement of aging wood decking and wood substructures on Piers B and D and the removal and replacement of the fuel dock office with a more functional office that will meet the current and future needs of the boating public and staff operations. A grant match of \$150,000 was placed in the 2015 Marina Budget.

At its January 12, 2015 Parks and Recreation Commission meeting, Commissioners reviewed and commented on the draft plan amendment for the marina and directed staff to initiate the 14-day public review period commencing on January 14, 2015. The Planning Commission, at its January 15, 2015 meeting, also reviewed and commented on the draft plan. On January 28, 2015 a public hearing was conducted by the Parks and Recreation Commission to receive comments on the plan.

The Parks and Recreation Commission after reviewing the plan amendment and receiving no public comments, adopted the Bayfront Park Municipal Marina Facility plan amendment for inclusion in the City's current 2013-2017 Parks and Recreation Master Plan and recommended that City Council endorse the plan and approve its submittal to the Michigan Department of Natural Resources.

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

WHEREAS, to meet recently changed requirements from the Michigan Department of Natural Resource's Waterways Grant Program, a plan amendment to the City's current Parks and Recreation Master Plan for 2013-2017 was prepared for inclusion highlighting the Bayfront Park Municipal Marina as a stand-alone element within the master plan document; and

WHEREAS, as required by the Michigan Department of Natural Resources, the draft plan amendment went through a 14-day public review process, was reviewed by the Planning Commission and a public hearing was held to receive comments; and

WHEREAS, the Parks and Recreation Commission, upon receiving the plan amendment and hearing public comments, approved this plan amendment and forwarded it to City Council with the recommendation that the Council endorse the proposed plan.

NOW, THEREFORE, BE IT RESOLVED, that the City of Petoskey City Council does and hereby confirms its endorsement of the Bayfront Park Municipal Marina Facility plan amendment and directs that the amendment be forwarded to the Michigan Department of Natural Resources for inclusion in the City's Parks and Recreation Master Plan for 2013-2017.

Said resolution was adopted by the following vote:

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

Hear Council Comments

Mayor Fraser asked for Council comments and heard from City Councilmember Wills on the ongoing electric utility issues that result in electric costs increasing due to these changes in federal regulations and that the City needs to be aware of these changes and that Petoskey was noted in the current issue of MPPA's Current magazine. City Councilmember Murphy encouraged the public to attend the Winter Carnival on February 12-15; and City Councilmember Marshall congratulated the local speed skaters club on their accomplishments a few weekends ago.

There being no further business to come before the City Council, this February 2, 2015, meeting of the City Council adjourned at 7:45 P.M.

W.J. Fraser, Mayor

Alan Terry, City Clerk-Treasurer

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/15	02/04/2015	65639	ALL-PHASE - MICHIGAN DIVISION	101-773-931.000	11.62
02/15	02/04/2015	65639	ALL-PHASE - MICHIGAN DIVISION	101-266-932.000	69.06
02/15	02/04/2015	65639	ALL-PHASE - MICHIGAN DIVISION	101-266-775.000	55.06
02/15	02/04/2015	65639	ALL-PHASE - MICHIGAN DIVISION	101-770-775.000	62.21
02/15	02/04/2015	65640	AMERICAN MESSAGING	204-481-850.000	22.82
02/15	02/04/2015	65640	AMERICAN MESSAGING	582-595-850.000	22.82
02/15	02/04/2015	65640	AMERICAN MESSAGING	592-685-850.000	22.82
02/15	02/04/2015	65640	AMERICAN MESSAGING	592-705-850.000	22.82
02/15	02/04/2015	65640	AMERICAN MESSAGING	661-540-850.000	22.82
02/15	02/04/2015	65641	BALLARD'S PLUMBING & HEATING	518-539-802.000	95.00
02/15	02/04/2015	65642	BRADFORD MASTER DRY CLEANERS	101-345-775.000	400.80
02/15	02/04/2015	65643	CENTER POINT LARGE PRINT	271-540-745.000	984.96
02/15	02/04/2015	65644	CHARTER COMMUNICATIONS	582-597-850.000	29.28
02/15	02/04/2015	65644	CHARTER COMMUNICATIONS	592-705-850.000	114.26
02/15	02/04/2015	65645	CINTAS CORPORATION	582-597-932.000	32.80
02/15	02/04/2015	65645	CINTAS CORPORATION	592-685-727.000	69.97
02/15	02/04/2015	65645	CINTAS CORPORATION	661-540-725.000	32.79
02/15	02/04/2015	65646	CLOUDACCESS.NET	101-228-726.000	12.65
02/15	02/04/2015	65647	CONTINENTAL LINEN SERVICE	204-481-935.000	21.25
02/15	02/04/2015	65647	CONTINENTAL LINEN SERVICE	582-595-725.000	55.00
02/15	02/04/2015	65647	CONTINENTAL LINEN SERVICE	592-685-725.000	75.00
02/15	02/04/2015	65647	CONTINENTAL LINEN SERVICE	592-705-727.000	75.00
02/15	02/04/2015	65648	DERRER OIL CO.	661-540-751.000	2,225.58
02/15	02/04/2015	65649	DTE ENERGY	271-540-924.000	2,975.09
02/15	02/04/2015	65649	DTE ENERGY	592-634-920.000	83.74
02/15	02/04/2015	65649	DTE ENERGY	518-539-802.100	165.10
02/15	02/04/2015	65650	ENGLEBRECHT, ROBERT	101-209-802.000	3,750.00
02/15	02/04/2015	65651	ENVISIONWARE INC.	271-540-802.000	406.30
02/15	02/04/2015	65652	ETNA SUPPLY	592-010-111.000	2,043.36
02/15	02/04/2015	65652	ETNA SUPPLY	101-770-775.000	57.31
02/15	02/04/2015	65653	FIRST CLASS WINDOW CLEANING	101-770-802.000	125.00
02/15	02/04/2015	65654	GIBBY'S GARAGE	101-770-931.000	134.00
02/15	02/04/2015	65654	GIBBY'S GARAGE	661-540-931.000	502.50
02/15	02/04/2015	65654	GIBBY'S GARAGE	661-540-933.000	1,809.00
02/15	02/04/2015	65654	GIBBY'S GARAGE	101-010-158.000	134.00
02/15	02/04/2015	65655	GOODMAN, BECKY	518-539-802.100	47.09
02/15	02/04/2015	65655	GOODMAN, BECKY	518-539-956.000	321.73
02/15	02/04/2015	65655	GOODMAN, BECKY	280-739-970.000	30.38
02/15	02/04/2015	65656	GORDON FOOD SERVICE	101-770-963.100	1,685.19
02/15	02/04/2015	65656	GORDON FOOD SERVICE	101-266-963.000	29.02
02/15	02/04/2015	65657	GOVCONNECTION INC.	101-228-775.000	5,172.03
02/15	02/04/2015	65657	GOVCONNECTION INC.	101-345-727.000	1,518.51
02/15	02/04/2015	65657	GOVCONNECTION INC.	582-597-730.000	509.29
02/15	02/04/2015	65658	HACH COMPANY	592-692-775.000	651.49
02/15	02/04/2015	65659	HALEY'S PLUMBING & HEATING	101-770-802.000	170.00
02/15	02/04/2015	65659	HALEY'S PLUMBING & HEATING	582-597-932.000	244.76
02/15	02/04/2015	65659	HALEY'S PLUMBING & HEATING	592-693-802.000	170.11
02/15	02/04/2015	65660	INTEGRITY BUSINESS SOLUTIONS	518-539-802.100	68.82
02/15	02/04/2015	65661	INTERNATIONAL ASSOCIATION OF	101-345-957.000	150.00
02/15	02/04/2015	65662	KENT POWER INC.	582-010-158.000	69,703.14
02/15	02/04/2015	65663	KRING CHEVROLET CADILLAC, DAVE	661-540-933.000	789.20
02/15	02/04/2015	65664	LITTLE TRAVERSE TWP TREASURER	701-040-274.000	585.22

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/15	02/04/2015	65665	MANGO LANGUAGES	718-540-963.000	1,273.39
02/15	02/04/2015	65666	MANTHEI, KATE	518-539-956.000	70.00
02/15	02/04/2015	65666	MANTHEI, KATE	518-539-802.100	49.98
02/15	02/04/2015	65666	MANTHEI, KATE	280-540-243.000	20.62
02/15	02/04/2015	65667	MCVEIGH'S TRUCK SPRINGS INC.	661-010-111.000	898.78
02/15	02/04/2015	65668	MEYER ACE HARDWARE	101-770-775.000	95.18
02/15	02/04/2015	65668	MEYER ACE HARDWARE	101-266-932.000	25.99
02/15	02/04/2015	65668	MEYER ACE HARDWARE	101-266-775.000	1.79
02/15	02/04/2015	65668	MEYER ACE HARDWARE	518-539-775.000	35.97
02/15	02/04/2015	65668	MEYER ACE HARDWARE	592-692-775.000	23.92
02/15	02/04/2015	65668	MEYER ACE HARDWARE	592-693-775.000	114.95
02/15	02/04/2015	65668	MEYER ACE HARDWARE	661-540-931.000	160.87
02/15	02/04/2015	65669	NATIONAL ASSOCIATION OF BUNCO	101-345-956.000	60.00
02/15	02/04/2015	65670	NATIONAL MAIN STREET CENTER	518-539-956.000	250.00
02/15	02/04/2015	65671	NORTH CENTRAL LABORATORIES	592-692-775.000	1,989.40
02/15	02/04/2015	65672	NORTH CENTRAL MICH. COLLEGE	101-774-753.030	180.00
02/15	02/04/2015	65673	NORTHERN FIRE & SAFETY	101-266-802.000	510.00
02/15	02/04/2015	65673	NORTHERN FIRE & SAFETY	101-345-805.100	215.00
02/15	02/04/2015	65673	NORTHERN FIRE & SAFETY	101-345-931.000	190.00
02/15	02/04/2015	65674	OTIS ELEVATOR COMPANY	101-266-802.000	2,793.94
02/15	02/04/2015	65675	OVERDRIVE INC.	271-540-745.000	1,210.00
02/15	02/04/2015	65675	OVERDRIVE INC.	271-540-746.000	140.00
02/15	02/04/2015	65675	OVERDRIVE INC.	271-540-748.000	300.00
02/15	02/04/2015	65675	OVERDRIVE INC.	271-540-749.000	1,000.00
02/15	02/04/2015	65675	OVERDRIVE INC.	271-540-751.000	350.00
02/15	02/04/2015	65675	OVERDRIVE INC.	718-540-963.000	1,000.00
02/15	02/04/2015	65676	PARKMOBILE LLC	518-539-802.000	741.30
02/15	02/04/2015	65677	PMP PERSONNEL SERVICES	101-345-805.000	382.80
02/15	02/04/2015	65678	POLLUTION CONTROL SERVICES	101-770-802.000	594.76
02/15	02/04/2015	65678	POLLUTION CONTROL SERVICES	101-345-805.100	594.76
02/15	02/04/2015	65678	POLLUTION CONTROL SERVICES	582-597-932.000	517.50
02/15	02/04/2015	65678	POLLUTION CONTROL SERVICES	582-547-802.000	517.50
02/15	02/04/2015	65679	POWER LINE SUPPLY	582-547-775.000	287.00
02/15	02/04/2015	65680	SCIENTIFIC BRAKE & EQUIPMENT	661-540-933.000	585.47
02/15	02/04/2015	65681	SPARTAN DISTRIBUTORS INC.	661-010-158.000	86.10
02/15	02/04/2015	65682	STAFFORD'S PERRY HOTEL	518-539-995.000	21.60
02/15	02/04/2015	65683	STAPLES ADVANTAGE	101-101-727.000	23.04
02/15	02/04/2015	65683	STAPLES ADVANTAGE	101-345-727.000	75.50
02/15	02/04/2015	65683	STAPLES ADVANTAGE	101-010-158.000	798.99
02/15	02/04/2015	65684	TRAVERSE MAGAZINE	280-739-905.000	853.00
02/15	02/04/2015	65685	TROPHY CASE, THE	518-539-802.100	72.00
02/15	02/04/2015	65685	TROPHY CASE, THE	271-540-727.000	16.00
02/15	02/04/2015	65686	VAN'S BUSINESS MACHINES	518-539-802.100	532.50
02/15	02/04/2015	65687	VOSS LIGHTING	582-549-775.000	359.88
02/15	02/11/2015	65694	ACH-CHILD SUPPORT	701-000-230.160	1,099.54
02/15	02/11/2015	65695	ACH-EFTPS	701-000-230.100	18,835.12
02/15	02/11/2015	65695	ACH-EFTPS	701-000-230.200	10,040.16
02/15	02/11/2015	65695	ACH-EFTPS	701-000-230.200	10,040.16
02/15	02/11/2015	65695	ACH-EFTPS	701-000-230.200	2,348.14
02/15	02/11/2015	65695	ACH-EFTPS	701-000-230.200	2,348.14
02/15	02/11/2015	65696	ACH-ICMA 457	701-000-230.700	4,841.30
02/15	02/11/2015	65697	AIRGAS USA LLC	661-540-730.000	137.52

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/15	02/11/2015	65698	ALEXANDER CHEMICAL CORPORATION	592-640-663.000	1,365.00
02/15	02/11/2015	65699	AMERICAN WASTE	101-770-802.000	349.20
02/15	02/11/2015	65699	AMERICAN WASTE	101-730-802.000	87.30
02/15	02/11/2015	65699	AMERICAN WASTE	582-580-775.000	251.75
02/15	02/11/2015	65699	AMERICAN WASTE	582-547-775.000	251.75
02/15	02/11/2015	65699	AMERICAN WASTE	582-597-932.000	436.50
02/15	02/11/2015	65699	AMERICAN WASTE	592-691-806.000	332.00
02/15	02/11/2015	65700	AT&T	101-172-850.000	244.34
02/15	02/11/2015	65700	AT&T	101-201-850.000	130.31
02/15	02/11/2015	65700	AT&T	101-208-850.000	81.45
02/15	02/11/2015	65700	AT&T	101-209-850.000	81.45
02/15	02/11/2015	65700	AT&T	101-215-850.000	65.16
02/15	02/11/2015	65700	AT&T	101-345-850.000	179.18
02/15	02/11/2015	65700	AT&T	101-400-850.000	81.45
02/15	02/11/2015	65700	AT&T	101-774-850.000	97.74
02/15	02/11/2015	65700	AT&T	101-441-850.000	146.60
02/15	02/11/2015	65700	AT&T	204-481-801.000	48.87
02/15	02/11/2015	65700	AT&T	204-481-801.000	48.87
02/15	02/11/2015	65700	AT&T	582-595-850.000	162.89
02/15	02/11/2015	65700	AT&T	582-597-850.000	192.02
02/15	02/11/2015	65700	AT&T	592-634-850.000	159.74
02/15	02/11/2015	65700	AT&T	592-685-850.000	97.74
02/15	02/11/2015	65700	AT&T	592-705-850.000	265.02
02/15	02/11/2015	65700	AT&T	592-699-920.000	83.29
02/15	02/11/2015	65701	AT&T	101-789-850.000	87.05
02/15	02/11/2015	65702	B & L SOUND	101-770-775.000	29.99
02/15	02/11/2015	65703	BOBB, SHELLEY	271-540-753.000	250.00
02/15	02/11/2015	65704	BROAD REACH	271-540-746.000	140.70
02/15	02/11/2015	65705	CHAR-EM UNITED WAY	701-000-230.800	57.30
02/15	02/11/2015	65706	CHARLEVOIX-EMMET ISD	703-040-234.214	72,731.54
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-172-850.000	175.44
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-201-850.000	93.57
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-208-850.000	58.48
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-209-850.000	58.48
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-215-850.000	46.78
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-345-850.000	128.65
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-400-850.000	58.48
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-441-850.000	105.26
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	101-774-850.000	70.17
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	204-481-801.000	35.09
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	204-481-801.000	35.09
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	271-540-801.000	75.00
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	582-595-850.000	116.96
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	582-597-850.000	101.78
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	592-685-850.000	70.18
02/15	02/11/2015	65707	CHARTER COMMUNICATIONS	592-705-850.000	70.18
02/15	02/11/2015	65708	CHEMCO PRODUCTS INC.	592-691-663.000	2,004.29
02/15	02/11/2015	65709	CITY TREAS. FOR GENERAL FUND	703-040-250.000	14,304.20
02/15	02/11/2015	65709	CITY TREAS. FOR GENERAL FUND	703-040-250.000	911.88
02/15	02/11/2015	65710	CITY TREAS. FOR LIBRARY FUND	703-040-250.000	3,382.90
02/15	02/11/2015	65711	CITY TREAS. FOR R.O.W.	703-040-250.000	7,194.34
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-265-920.000	1,822.54

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-266-920.000	1,189.43
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-345-920.000	3,585.51
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-345-920.100	1,115.88
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-730-920.000	25.44
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-770-920.000	3,434.52
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-773-920.000	638.04
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	101-789-920.000	2,494.77
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	202-475-920.000	320.00
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	204-450-920.000	2,600.00
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	271-540-920.000	2,628.86
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	582-597-920.000	1,792.29
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	582-542-920.000	162.98
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	592-634-920.000	8,411.94
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	592-660-920.000	162.97
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	592-690-920.000	16,958.30
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	592-696-920.000	1,561.64
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	518-539-920.000	96.73
02/15	02/11/2015	65712	CITY TREAS. FOR UTILITY BILLS	518-539-802.100	112.42
02/15	02/11/2015	65713	COMMON ANGLE INC.	280-739-905.000	90.00
02/15	02/11/2015	65714	COMPLETE PAINT & SUPPLIES	101-773-931.000	61.27
02/15	02/11/2015	65714	COMPLETE PAINT & SUPPLIES	101-266-775.000	19.24
02/15	02/11/2015	65714	COMPLETE PAINT & SUPPLIES	101-770-931.000	61.27
02/15	02/11/2015	65715	DERRER OIL CO.	661-540-751.000	1,745.20
02/15	02/11/2015	65716	DIAMOND LAKE BOOK COMPANY	271-540-746.000	242.39
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	204-481-727.000	11.84
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	582-595-727.000	11.84
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	582-597-727.000	11.84
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	592-685-727.000	11.85
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	592-705-727.000	11.85
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	661-540-727.000	11.84
02/15	02/11/2015	65717	DUNN'S BUSINESS SOLUTIONS	101-010-158.000	100.99
02/15	02/11/2015	65718	EMMET COUNTY TREASURER	703-040-222.214	8,967.49
02/15	02/11/2015	65718	EMMET COUNTY TREASURER	703-040-228.214	11,094.03
02/15	02/11/2015	65718	EMMET COUNTY TREASURER	703-040-222.214	13,074.40
02/15	02/11/2015	65718	EMMET COUNTY TREASURER	703-040-222.214	6,536.62
02/15	02/11/2015	65718	EMMET COUNTY TREASURER	703-040-233.000	356.23
02/15	02/11/2015	65718	EMMET COUNTY TREASURER	703-040-233.000	440.71
02/15	02/11/2015	65719	ENDSLEY, GEORGIA	280-540-243.000	75.00
02/15	02/11/2015	65720	FALCON ASPHALT REPAIR EQUIPMENT	661-540-933.000	3,569.98
02/15	02/11/2015	65721	FLYNN, AMY	101-774-753.030	200.00
02/15	02/11/2015	65722	FRATERNAL ORDER OF POLICE	701-000-230.400	588.00
02/15	02/11/2015	65723	GARDNER MEDIA LLC	271-540-745.000	138.25
02/15	02/11/2015	65723	GARDNER MEDIA LLC	271-540-746.000	156.46
02/15	02/11/2015	65724	GREAT LAKES CENTRAL RAILROAD INC.	582-549-802.000	1,271.00
02/15	02/11/2015	65725	GREAT LAKES PIPE & SUPPLY	592-010-111.000	289.58
02/15	02/11/2015	65726	GREENWOOD CEMETERY BOARD	703-040-238.214	12,289.56
02/15	02/11/2015	65727	HALEY'S PLUMBING & HEATING	592-693-802.000	167.50
02/15	02/11/2015	65728	HUBBELL ROTH & CLARK INC.	592-705-802.000	3,184.06
02/15	02/11/2015	65728	HUBBELL ROTH & CLARK INC.	592-685-802.000	837.78
02/15	02/11/2015	65729	HYDE SERVICES LLC	661-540-931.000	331.00
02/15	02/11/2015	65730	IDEALS PUBLICATIONS	271-540-746.000	10.08
02/15	02/11/2015	65731	INFORMATION SYSTEMS	101-228-726.000	45.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/15	02/11/2015	65732	INGRAM LIBRARY SERVICES	271-540-745.000	942.04
02/15	02/11/2015	65732	INGRAM LIBRARY SERVICES	271-540-748.000	72.05
02/15	02/11/2015	65732	INGRAM LIBRARY SERVICES	718-540-963.000	220.31
02/15	02/11/2015	65733	JAKEWAY, JOHN	202-479-802.000	126.00
02/15	02/11/2015	65734	JUNIOR LIBRARY GUILD	271-540-746.000	732.00
02/15	02/11/2015	65734	JUNIOR LIBRARY GUILD	271-540-748.000	1,113.00
02/15	02/11/2015	65735	K & J SEPTIC SERVICE LLC	592-691-806.000	1,000.00
02/15	02/11/2015	65736	KARLABORATORIES INC.	592-692-802.000	505.75
02/15	02/11/2015	65736	KARLABORATORIES INC.	592-692-802.000	191.25
02/15	02/11/2015	65737	KEVIN'S METER TESTING	582-550-802.000	1,945.60
02/15	02/11/2015	65738	L AND S TREE HEALTH CARE SERVICE	101-770-956.000	180.00
02/15	02/11/2015	65739	LERNER PUBLISHING GROUP	271-540-746.000	993.17
02/15	02/11/2015	65739	LERNER PUBLISHING GROUP	271-540-748.000	707.81
02/15	02/11/2015	65740	LET ME SKI INC.	101-774-753.100	4,071.00
02/15	02/11/2015	65740	LET ME SKI INC.	101-774-753.100	1,104.00
02/15	02/11/2015	65741	LEXISNEXIS RISK DATA MGT	101-208-802.000	50.00
02/15	02/11/2015	65741	LEXISNEXIS RISK DATA MGT	518-539-802.000	50.00
02/15	02/11/2015	65742	MALEC, JOE	101-774-753.030	50.00
02/15	02/11/2015	65743	MALEC, STEVE	101-774-753.030	40.00
02/15	02/11/2015	65744	MCCARDEL CULLIGAN	518-539-802.100	14.00
02/15	02/11/2015	65745	MERCER GROUP INC, THE	101-172-802.000	7,504.77
02/15	02/11/2015	65746	MICHIGAN CAT	661-020-140.000	150,658.00
02/15	02/11/2015	65747	MIILLER, BEN	101-774-753.030	75.00
02/15	02/11/2015	65748	MILLER, GREG	101-774-753.030	200.00
02/15	02/11/2015	65749	MITCHELL GRAPHICS INC.	280-540-243.000	115.00
02/15	02/11/2015	65750	NORTH CENTRAL MICH. COLLEGE	703-040-235.214	29,051.84
02/15	02/11/2015	65750	NORTH CENTRAL MICH. COLLEGE	703-040-235.214	26,099.54
02/15	02/11/2015	65750	NORTH CENTRAL MICH. COLLEGE	703-040-235.214	7,004.28
02/15	02/11/2015	65751	NORTHWEST DESIGN GROUP	202-010-158.000	1,592.10
02/15	02/11/2015	65751	NORTHWEST DESIGN GROUP	204-010-158.000	1,592.10
02/15	02/11/2015	65751	NORTHWEST DESIGN GROUP	592-010-158.000	1,592.10
02/15	02/11/2015	65751	NORTHWEST DESIGN GROUP	592-010-158.000	1,592.10
02/15	02/11/2015	65751	NORTHWEST DESIGN GROUP	582-010-158.000	1,820.10
02/15	02/11/2015	65752	NORTHWEST SERVICES	518-539-802.000	862.50
02/15	02/11/2015	65753	NORTHWOODS SODA & SYRUP CO.	101-770-963.100	50.00
02/15	02/11/2015	65754	PERFORMANCE PAINTING	592-693-802.000	2,829.00
02/15	02/11/2015	65755	PETOSKEY PARTS PLUS	661-540-933.000	12.85
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-236.214	27,350.07
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-237.214	3,399.93
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-237.214	2,439.14
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-237.214	852.32
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	1,092.46
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	135.15
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	96.85
02/15	02/11/2015	65756	PETOSKEY PUBLIC SCHOOLS	703-040-233.000	33.92
02/15	02/11/2015	65757	POLICE AND FIREMEN'S INSURANCE	701-000-230.185	412.97
02/15	02/11/2015	65758	PRESTON FEATHER	101-770-775.000	4.40
02/15	02/11/2015	65758	PRESTON FEATHER	592-675-775.000	26.57
02/15	02/11/2015	65759	R.J. THOMAS MFG. CO.	101-770-931.000	1,903.50
02/15	02/11/2015	65759	R.J. THOMAS MFG. CO.	101-773-931.000	1,503.50
02/15	02/11/2015	65760	RELIABLE RACING SUPPLY INC.	101-774-775.000	86.31
02/15	02/11/2015	65761	ROBINSON, LEWIS	101-774-753.030	50.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account	Check Amount
02/15	02/11/2015	65762	SHORELINE POWER SERVICES INC.	592-693-802.000	1,423.34
02/15	02/11/2015	65763	SMITH, EDWARD J	101-774-753.030	290.00
02/15	02/11/2015	65764	STANDARD ELECTRIC COMPANY	582-595-730.000	77.85
02/15	02/11/2015	65764	STANDARD ELECTRIC COMPANY	101-266-775.000	102.39
02/15	02/11/2015	65765	STATE OF MI DEPT OF LICENSING	582-081-641.200	160.05
02/15	02/11/2015	65765	STATE OF MI DEPT OF LICENSING	582-081-643.000	3,826.65
02/15	02/11/2015	65765	STATE OF MI DEPT OF LICENSING	582-081-644.000	787.64
02/15	02/11/2015	65765	STATE OF MI DEPT OF LICENSING	582-081-644.100	20.37
02/15	02/11/2015	65766	STATE OF MI. DEPT. OF TRANSP.	592-010-158.000	5,520.00
02/15	02/11/2015	65766	STATE OF MI. DEPT. OF TRANSP.	592-010-158.000	2,365.65
02/15	02/11/2015	65767	STATE OF MI. DEPT. OF TREASURY	582-040-228.000	34,545.36
02/15	02/11/2015	65767	STATE OF MI. DEPT. OF TREASURY	701-000-230.300	20,015.23
02/15	02/11/2015	65767	STATE OF MI. DEPT. OF TREASURY	101-087-630.000	245.11
02/15	02/11/2015	65768	SURA, MATT	101-774-753.030	100.00
02/15	02/11/2015	65769	TEAMSTERS LOCAL #214	701-000-230.400	885.00
02/15	02/11/2015	65770	THOMPSON, WILLIAM S.	518-539-802.100	1,400.00
02/15	02/11/2015	65771	THRU GLASS WINDOW CLEANING	518-539-802.100	25.00
02/15	02/11/2015	65772	UPS STORE, THE	592-692-802.000	178.48
02/15	02/11/2015	65773	WADE TRIM OPERATIONS SERVICES	101-208-802.000	9,478.95
02/15	02/11/2015	65774	WESTON, CHRIS	101-774-753.030	175.00
02/15	02/11/2015	65775	WINDFALL	271-540-746.000	86.82
02/15	02/11/2015	65776	WLXT-FM	280-739-905.000	99.00
02/15	02/11/2015	65777	WRUK, MEGHAN	271-540-753.000	216.00
02/15	02/11/2015	65778	CHARLEVOIX-EMMET ISD	703-040-250.000	5,186.52
02/15	02/11/2015	65779	CITY TREAS. FOR GENERAL FUND	703-040-230.214	14,183.17
02/15	02/11/2015	65779	CITY TREAS. FOR GENERAL FUND	703-040-230.214	903.98
02/15	02/11/2015	65779	CITY TREAS. FOR GENERAL FUND	703-040-240.000	2,456.18
02/15	02/11/2015	65779	CITY TREAS. FOR GENERAL FUND	703-040-233.000	3,724.13
02/15	02/11/2015	65779	CITY TREAS. FOR GENERAL FUND	703-040-233.000	35.92
02/15	02/11/2015	65780	CITY TREAS. FOR LIBRARY FUND	703-040-231.214	3,354.08
02/15	02/11/2015	65780	CITY TREAS. FOR LIBRARY FUND	703-040-233.000	133.34
02/15	02/11/2015	65781	CITY TREAS. FOR R.O.W.	703-040-229.214	7,133.27
02/15	02/11/2015	65781	CITY TREAS. FOR R.O.W.	703-040-233.000	283.46
02/15	02/11/2015	65782	EMMET COUNTY TREASURER	703-040-250.000	9,044.20
02/15	02/11/2015	65782	EMMET COUNTY TREASURER	703-040-250.000	932.39
02/15	02/11/2015	65782	EMMET COUNTY TREASURER	703-040-250.000	466.20
02/15	02/11/2015	65783	GREENWOOD CEMETERY BOARD	703-040-250.000	876.45
02/15	02/11/2015	65784	NORTH CENTRAL MICH. COLLEGE	703-040-250.000	2,071.77
02/15	02/11/2015	65784	NORTH CENTRAL MICH. COLLEGE	703-040-250.000	1,861.24
02/15	02/11/2015	65784	NORTH CENTRAL MICH. COLLEGE	703-040-250.000	499.58
02/15	02/11/2015	65785	PETOSKEY PUBLIC SCHOOLS	703-040-250.000	3,429.15
02/15	02/11/2015	65785	PETOSKEY PUBLIC SCHOOLS	703-040-250.000	2,460.21
02/15	02/11/2015	65785	PETOSKEY PUBLIC SCHOOLS	703-040-250.000	859.85
Grand Totals:					819,104.47

Report Criteria:

Check.Date = 02/04/2015-02/11/2015

Check Number	Date	Name	GL Account	Amount
65688	02/04/2015	BEUTER, RYAN	582040285000	15.19
65689	02/04/2015	LOVELESS, DESTARTE	582081643000	26.28
65690	02/04/2015	RSF HOLDINGS LLC	701040274000	300.18
65690	02/04/2015	RSF HOLDINGS LLC	701040274000	206.74
65691	02/04/2015	SQUIRES, TOM	582081643000	78.46
65692	02/04/2015	WIKLANSKI, DONNA	101345719000	612.71
65693	02/04/2015	ZIELINSKI, JASON	582040285000	55.13
65786	02/11/2015	CATTON, STEPHEN	582010158000	27.50
65787	02/11/2015	DELORIA, WOODROW	582081643000	180.56
65788	02/11/2015	MORRIS, MITCHELL	582040285000	42.25
Grand Totals:				<u>1,545.00</u>



BOARD: City Council

MEETING DATE: February 16, 2015 **PREPARED:** February 10, 2015

AGENDA SUBJECT: Roof Replacement – Bayfront Park Buildings

RECOMMENDATION: That the City Council consider awarding the contract to Jordan Construction Group, Inc., East Jordan, in the amount of \$78,196.

Background. City staff prepared detailed specifications and bidding documents for roof replacements on the following buildings located within Bayfront Park:

1. Little Traverse Historical Museum
2. Resource Center Building
3. Ed White Score Booth and Dugouts
4. Lime Kiln Well House

These roofs range in age between 20 and 30+ years and all are showing visible wear and tear and are in need of replacement. Funds were allocated in the 2015 Annual Budget and the projects were also identified in the City’s current capital plan.

Bid Process. City staff prepared detailed specifications and bid documents dated January 14, 2015. This project was publically advertised in the Petoskey News Review on January 15, 2015. Ten contractors were sent bid documents and invitations to bid. There were 12 additional requests for bid packets and two bid proposals were received. Bid results follow:

<u>Bidder</u>	<u>Amount</u>
Jordan Construction Group, Inc. East Jordan, Michigan	\$78,196
Norm’s Roofing Petoskey, Michigan	\$90,215

Review. City staff reviewed the bids received for completeness and compliance to bid specifications. The low bidder, Jordan Construction Group, Inc., East Jordan, Michigan, submitted a complete, compliant bid and supplied project references. Based upon this information and a post bid review, City staff has identified Jordan Construction Group, Inc. as the low bidder at \$78,196.

Recommendation. City Council will be asked to authorize contracting for this roof removal and replacement project with Jordan Construction Group, Inc., based upon their bid proposal pricing of \$78,196.



BOARD: City Council

MEETING DATE: February 16, 2015

PREPARED: February 9, 2015

AGENDA SUBJECT: DMB and DDA Board Appointments

RECOMMENDATION: That City Council review appointments to the Boards

Background. At the February 2, 2015 City Council meeting two names were submitted to Council, as selected by the Mayor, for appointment to the Downtown Development Authority and the Downtown Management Board. City Council discussed, in general, Board appointments and deferred action on actual appointments pending further discussion by the City Council at the next regular session.

A copy of the joint By-Laws and Committee Guidelines for the DMB and DDA are included for information purposes only.

Action. That City Council continue discussion on appointments to the Downtown Development Authority and the Downtown Management Board and possible action on appointments to the Boards.

sb
Enclosures



City of Petoskey

Downtown Development Authority Board and Downtown Management Board

B Y L A W S

Formations of Boards. Under provisions of Act 197 of the Public Acts of Michigan of 1975, as amended, the City of Petoskey Downtown Development Authority was established by the City Council on October 4, 1993, by Resolution 16716 that adopted Ordinance 642. Members to the Downtown Development Authority Board were initially appointed by the Mayor on December 6, 1993. By adopting Resolution 16760, the City Council on February 7, 1994, under provisions of Act 120 of the Public Acts of Michigan of 1961, as amended, appointed members of the Downtown Development Authority Board as members of the City of Petoskey Downtown Management Board.

Regular Meetings. The City of Petoskey Downtown Development Authority Board and Downtown Management Board shall regularly meet each month at a specified time, day, and location to be designated at the annual meeting. This regular meeting schedule may be modified as deemed necessary by the Boards.

Annual Meeting. The regular meeting in January shall be designated as the annual meeting of the Downtown Development Authority Board and the Downtown Management Board.

Special Meetings. Special meetings may be scheduled by a vote of the Downtown Development Authority Board and Downtown Management Board or called by the Chairperson in consultation with the City staff. Written public notice of the time, place, and purpose of any special meeting shall be posted at the City Hall at least 18 hours prior to the special meeting.

Open Meetings. Deliberations and decisions of the Downtown Development Authority Board and the Downtown Management Board shall be conducted and made at meetings open to the public as required by provisions of Act 267 of the Public Acts of Michigan of 1976, as amended. Persons shall be permitted to address the Authority Board or Management Board concerning pertinent matters and as provided during conduct of the meeting by the Chairperson.

Minutes and Records. A written record of proceedings of the Downtown Development Authority Board and Downtown Management Board shall be retained and made available for public inspection at the City Hall. All records, files, correspondence, and other materials pertaining to agenda topics shall be made available to the public for reading, copying, and other valid purposes as governed by Act 442 of the Public Acts of Michigan of 1976, as amended.

Quorum. A quorum of the Downtown Development Authority Board and Downtown Management Board shall be five members.

Majority. Provided that a quorum is present, a majority of those members in attendance at a meeting shall be required to adopt a motion that has been made and supported, except for any motion that is passed on to City Council for its approval must have the affirmative vote of five (5) members.

Attendance. Members who are absent from consecutive regular meetings shall provide adequate notice or reason for said absences to the Chairperson. Consistent absences from meetings by a member may warrant the Chairperson to request review of said membership by the Mayor.

Elections. The Downtown Development Authority Board and the Downtown Management Board shall elect annually a Chairperson and Vice Chairperson who shall serve both Boards in those capacities and who must be members of the Boards each year and newly elected officers shall assume their offices immediately.

Chairperson. The Chairperson, if present, shall preside over all meetings of the Boards, and be an ex-officio member of all committees.

Vice Chairperson. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson.

Committees. The Chairperson of the Downtown Development Authority Board and Downtown Management Board may establish committees from the membership of the Boards or advisory committees as needed to address matters before the Boards.

Amendments. These bylaws may be amended by the Downtown Development Authority Board and Downtown Management Board as deemed necessary by a majority vote of the Boards subject to the consent and approval of the City Council.

Adoption. These bylaws and rules of procedures initially were adopted by the Downtown Development Authority Board and Downtown Management Board on the 15th day of February, 1994, and approved by the City Council on the 21st day of February, 1994, by provisions of Resolution 16763.

Revisions. (Reserved for adoption dates of amendments to these bylaws.)

DMB COMMITTEE GUIDELINES

Downtown Events Committee – The mission of the committee is to create and coordinate events that lure residents and visitors into Downtown Petoskey, as well as promote the downtown as a community center. This committee should be limited to 12 members, including a DMB representative. The members should be either:

- Downtown retail owners or their representatives, or
- Downtown restaurant/lodging owners or their representatives, or
- Downtown non-profit organization directors or their representatives

Length of service should be determined by their continued attendance, responsible conduct, and willingness to serve; members should be appointed by the DMB at the recommendation of the Downtown Director. This committee is expected to meet monthly.

Petoskey Rocks! Committee – The mission of the committee is to build and maintain a summertime Friday night program and Signature Event in Downtown Petoskey. This committee should be limited to 12 members, including a DMB representative. The members should be either:

- Downtown retail owners or their representatives, or
- Downtown restaurant/lodging owners or their representatives, or
- Downtown non-profit organization directors or their representatives

Length of service should be determined by their continued attendance, responsible conduct, and willingness to serve; members should be appointed by the DMB at the recommendation of the Downtown Director. This committee is expected to meet monthly and as necessary.

Downtown Design Committee – The mission of the committee is to maintain a consistent, first-class visual image of Downtown Petoskey by preserving the area's historic integrity and promoting a high-quality standard for design. This committee should be limited to six members, including at least one DMB representative, and the City Planner as liaison. Members should possess:

- a financial or professional interest in Downtown Petoskey, and
- a background in planning or architecture or possession of a well developed knowledge of the history of Downtown Petoskey's design and character, and
- a respect and understanding of the economic benefits of historic preservation

Length of service should be determined by their continued attendance, responsible conduct, and willingness to serve; members should be appointed by the DMB at the recommendation of the Downtown Director. This committee is expected to meet as needed.

Downtown Marketing Committee – The mission of the committee is to promote the image and virtues of Downtown Petoskey as a shopping, dining, lodging, and leisure time destination. This committee should be limited to 10 members, including at least one DMB member. The members should either:

- have marketing backgrounds or education, or
- be Downtown business owners with successful reputations and experience in placing and purchasing advertising

Length of service should be determined by their continued attendance, responsible conduct, and willingness to serve. Members should be appointed by the DMB at the recommendation of the Downtown Director to the Chair. This committee is expected to meet monthly during the winter months and as needed throughout the year.

Downtown Economic Enhancement Committee - The mission of the committee is to enhance the vitality of Downtown Petoskey through business recruitment and retention, as well as through the development of Downtown residential opportunities. This committee should be limited to nine voting members, including the Mayor and at least one DMB representative. Members should represent either:

- the fields of banking or real estate, or
- Downtown property owners, or
- economic development agencies

Length of service should be determined by their continued attendance, responsible conduct, and willingness to serve. Members should be appointed by the DMB at the recommendation of the Downtown Director to the Chair. This committee is expected to meet in January, May, September, and as needed.

Downtown Parking Committee

The mission of the committee is to oversee parking management and staff activities. This committee is an executive committee of the DMB and includes the DMB Chair, Vice Chair, and a Board member. It also includes the Chief Parking Ambassador and Downtown Director as staff liaisons, and utilizes the Chief of Police and City Manager as City liaisons when necessary. Length of service should be determined by their term on the DMB. This committee is expected to meet monthly.

Removal of Committee Members

Staff will recommend to the Board that a committee member be removed from the committee for lack of attendance or inappropriate conduct. The Board will consider the circumstances and make the final decision.

Adopted April 22, 2014