



CITY COUNCIL

November 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. Public Hearing
 - (a) Receipt of comments concerning a proposed special-assessment roll that would spread costs of downtown-area programs and services during 2016, as requested by the Downtown Management Board, and consideration of a resolution that would confirm the proposed special-assessment roll
 - (b) Receipt of comments concerning the City's proposed 2016 Annual Budget and the property-tax-millage rates and appropriations as recommended for the 2016 fiscal year
5. Consent Agenda - Adoption of a proposed resolution that would confirm approval of the following:
 - (a) November 2, 2015 regular session City Council meeting minutes
 - (b) Acknowledge receipt of a report concerning certain administrative transactions since November 2, 2015
6. Miscellaneous Public Comments
7. City Manager Updates
8. Old Business
 - (a) Discussion on 1% Property Tax Administration Fee
 - (b) Further discussion and possible adoption of the City's proposed recommended 2016 Annual Budget
9. New Business - Discussion on crossing guards at East Mitchell Street and Kalamazoo Avenue and Hill Street and Kalamazoo Avenue
10. City Council Comments
11. Adjournment



BOARD: City Council

MEETING DATE: November 16, 2015

DATE PREPARED: November 10, 2015

AGENDA SUBJECT: Downtown-Area Special-Assessment Public Hearing and Assessments-Confirmation Resolution

RECOMMENDATION: That the City Council conduct this public hearing and consider adopting a proposed resolution that would confirm this proposed special-assessment roll

Background. On November 2 City Council decided to conduct a public hearing on November 16 to consider imposing special assessments against eligible, non-residential, downtown-area properties. This action follows the annual request of the Downtown Management Board that a special assessment be used to raise revenues that would be sufficient to offset costs of the Management Board's routine programs and services for 2016. If, after conducting the public hearing on November 16, the City Council decided that it wished to proceed with levying these proposed special assessments, the City Council then could adopt a resolution that would direct the City staff to spread assessments and to invoice affected property owners.

Process. As required of City Code provisions, the City Council on October 5 acknowledged receipt of a September 29 report by the City Manager that had outlined the Downtown Management Board's request. The City Council then confirmed that all costs of proposed programs and services would be offset by special assessments, designated the Management Board's territory as the assessment district, approved the recommended assessment formula for notice purposes, and set an October 19 public hearing to receive comments concerning proposed programs and services. After the October 19 public hearing, the City Council directed that an assessment roll be prepared for its review on November 2, after which the roll was accepted and ordered placed on file. A second public hearing was set for November 16 to receive comments concerning proposed special assessments.

Action. Enclosed is a proposed special-assessment roll, based upon the Downtown Management Board's recommended assessment formula of \$0.16 per square foot of usable, first-floor space within eligible, non-residential buildings located in the Management Board's territory as the assessment district; \$0.04 per square foot of usable space on floors other than first floors; and \$0.05 per square foot of area on vacant, buildable lots. No comments concerning the proposed roll have been received. If the City Council wishes to proceed with this special assessment, enclosed is a proposed resolution that would confirm the City Council's approval of the proposed roll and would direct the City staff to certify the roll, spread assessments accordingly, and invoice property owners within 30 days.

sb
Enclosures



WHEREAS, the City Council on October 5, 2015, reviewed a report of September 29, 2015, that had been prepared by the City Manager that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with the proposed special-assessment roll that could be implemented to finance such programs and services;

WHEREAS, following that review, the City Council conducted a public hearing on October 19, 2015, to receive comments concerning recommended programs and services as proposed to be provided by the Downtown Management Board as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, after having received no comments at its October 19 public hearing, the City Council then approved the programs and services as had been recommended by the Downtown Management Board, as well as approved the costs for such programs and services that had been estimated by the Downtown Management Board; and

WHEREAS, in addition to approving proposed downtown programs and services and costs of such programs and services, the City Council directed the City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council on November 2, 2015; and

WHEREAS, after receiving a proposed special-assessment roll, the City Council accepted the assessment roll, ordered that it be placed on file with the City staff and made available for inspection by the public, scheduled a public hearing for November 16, 2015, to receive comments concerning the proposed special-assessment roll, and directed the City staff to publish a notice of the November 16, 2015 public hearing and to notify potentially affected property owners of said hearing; and

WHEREAS, the City Council conducted its November 16 public hearing and is satisfied with the assessment roll as prepared by the City staff and believes that assessments are in proportion to benefits to be received:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby accepts the special-assessment roll as prepared by the City staff and as presented to the City Council and is satisfied with the roll and believes that assessments are in proportion to benefits to be received; and

BE IT FURTHER RESOLVED that the City Council does and hereby confirms the special-assessment roll as prepared by the City staff and as presented to the City Council; and

BE IF FURTHER RESOLVED that the City Council does and hereby orders that a certified copy of said special-assessment roll be placed on file at the City Hall and that the staff be and is hereby directed to spread the assessments and collect the various sums and amounts that appear on said special-assessment roll.

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT**

AREA AND COST PER FLOOR

STREET	FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		VACANT LAND		TOTAL COST
	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
Bay Street	28,772	\$ 4,603.52	13,330	\$ 533.20	5,417	\$ 216.68	-	\$ -	3,240	\$ 129.60	-	\$ -	\$ 5,483.00
Division Street	-	-	-	-	-	-	-	-	-	-	-	-	-
Howard Street	70,662	11,305.92	24,347	973.88	-	-	-	-	20,554	822.16	-	-	13,101.96
Lake Street	93,247	14,919.52	55,614	2,224.56	8,273	330.92	-	-	46,480	1,859.20	10,941	547.05	19,881.25
Lewis Street	15,360	2,457.60	12,590	503.60	12,590	503.60	3,922	156.88	8,711	348.44	-	-	3,970.12
Michigan Street	24,493	3,918.88	300	12.00	-	-	-	-	-	-	-	-	3,930.88
Mitchell Street	173,341	27,734.56	60,631	2,425.24	15,367	614.68	-	-	81,601	3,264.04	32,823	1,641.15	35,679.67
Park Avenue	5,756	920.96	860	34.40	-	-	-	-	4,939	197.56	-	-	1,152.92
Petoskey Street	22,309	3,569.44	3,672	146.88	3,672	146.88	-	-	3,314	132.56	43,764	2,188.20	6,183.96
Rose Street	4,428	708.48	3,608	144.32	-	-	-	-	-	-	-	-	852.80
Waukazoo Street	6,791	1,086.56	2,462	98.48	-	-	-	-	-	-	-	-	1,185.04
TOTALS	445,159	\$ 71,225.44	177,414	\$ 7,096.56	45,319	\$ 1,812.76	3,922	\$ 156.88	168,839	\$ 6,753.56	87,528	\$ 4,376.40	\$ 91,421.60

	Rate
First Floor	\$0.16
Non-First floor	\$0.04
Unimproved	\$0.05

effective 9/30/15

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
BAY STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-001	CITY OF PETOSKEY	BAY STREET											
06-226-002	CITY OF PETOSKEY	BAY STREET											
06-226-003	SHAFER BAY LTD., LC	322 BAY STREET	5,893	\$ 942.88	3,086	\$ 123.44							\$ 1,066.32
06-200-011	MCGRAW, VAUGHN & HARRIETT T	319 BAY STREET	1,476	\$ 236.16									236.16
06-200-006	WINE GUYS HOLDINGS, LLC	321 BAY STREET	1,763	\$ 282.08	1,433	57.32							339.40
06-200-007	KONDZIELA, PAUL TRUST	327 BAY STREET	2,176	\$ 348.16									348.16
06-200-008	LONGTON HALL ANTIQUES	329 BAY STREET	1,112	\$ 177.92	556	22.24							200.16
06-200-009	331 BAY STREET, LLC	331 BAY STREET (HOWARD STREET)	1,228	\$ 196.48	888	35.52							232.00
05-101-017	NATIONAL CITY BANK	401 BAY STREET (HOWARD STREET)	3,436	\$ 549.76	930	37.20					1,209	\$ 48.36	635.32
05-101-062	TIP OF MIT WATERSHED	426 BAY STREET (PARK AVENUE)	2,590	\$ 414.40	1,020	40.80							455.20
05-104-101	BANK OF NORTHERN MICHIGAN	406 BAY STREET	5,190	\$ 830.40	5,417	216.68	5,417	\$ 216.68					1,263.76
05-105-101	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 1	802	\$ 128.32									128.32
05-105-102	ANDREW & KATHLEEN BULTMAN	400 BAY STREET, UNIT 2	1,354	\$ 216.64							744	29.76	246.40
05-105-103	HOWARD PROPERTY PARTNERS	400 BAY STREET, UNIT 3	1,752	\$ 280.32							1,287	51.48	331.80
TOTALS			28,772	\$ 4,603.52	13,330	\$ 533.20	5,417	\$ 216.68	0.00	\$ -	3,240	\$ 129.60	\$ 5,483.00

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
DIVISION STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR								TOTAL COST		
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR			BASEMENT	
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-021	EMMET COUNTY	200 DIVISION STREET											
05-101-046	EMMET COUNTY	DIVISION STREET											
05-101-048	EMMET COUNTY	DIVISION STREET											
TOTALS			-	-	-	-	-	-	-	-	-	-	-

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-067	CRC HOLDINGS LLC	107 HOWARD STREET	3,780	\$ 604.80									\$ 604.80
05-101-011	SELDEN CARS, LLC	113 HOWARD STREET	1,306	208.96	852	\$ 34.08							243.04
05-101-015	117 HOWARD STREET, LLC	117 HOWARD STREET	2,280	364.80	788	\$ 31.52							396.32
05-101-022	ORAHAM, WALT/GENEVA TRUST	203 HOWARD STREET	4,786	765.76									765.76
05-101-024	HOWARD PROPERTY PARTNERS	209 HOWARD STREET	1,630	260.80	756	30.24							291.04
05-101-025	PHILLIPS, JUDY L. TRUST	215 HOWARD STREET	1,500	240.00	1,500	60.00							300.00
05-101-059	SYMONS, CHANDLER/LYNN TRUS	217 HOWARD STREET	900	144.00									144.00
05-101-036	SECOND EDITION INVEST. CO.	303 HOWARD STREET (EAST LAKE STREET)	1,425	228.00	1,425	57.00							285.00
05-101-047	SHANDERS LLC	307 HOWARD STREET	2,057	329.12									329.12
05-101-049	LAKE HOWARD LLC	309 HOWARD STREET (PARK AVENUE)	1,114	178.24	1,114	44.56							222.80
05-101-050	VIGNEAU, PAUL	311 HOWARD STREET (PARK AVENUE)	1,857	297.12	897	35.88							333.00
-----	CITY OF PETOSKEY	CHAMBER OF COMMERCE											
05-151-001	SEL WAYS, LLC	411 HOWARD STREET	2,886	461.76									461.76
05-151-008	MUNSON, THOMAS	415 HOWARD STREET	1,560	249.60									249.60
05-151-010	BOWE, JOHN	417 HOWARD STREET	3,666	586.56									586.56
05-151-012	421 HOWARD ST LLC	421 HOWARD STREET	1,881	300.96									300.96
06-226-041	R S F HOLDINGS	200 HOWARD STREET	5,247	839.52									839.52
06-226-042	SECOND-HALF PRODUCTIONS	206 HOWARD STREET	1,903	304.48						1,903	\$ 76.12		380.60

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
HOWARD STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-006	T.J.B. PROPERTY HOLDINGS LLC	208 HOWARD STREET	1,755	\$ 280.80									\$ 280.80
06-226-007	CHENEY, JOHN T. & POLLY W.	210 HOWARD STREET	2,888	462.08							2,888	\$ 115.52	577.60
06-226-019	WJ & C, LLC	216 HOWARD STREET	2,400	384.00									384.00
06-226-027	CHEMICAL BANK	300 HOWARD STREET (LAKE STREET)	1,975	316.00							1,964	78.56	394.56
06-226-028	ANDREWS PROPERTIES LLC	306 HOWARD STREET	1,250	200.00	1,250	\$ 50.00							250.00
06-226-030	HOWARD PROPERTY PARTNERS	308 HOWARD STREET	1,165	186.40	1,165	46.60							233.00
06-226-031	KROLL, BARBARA J.	310 HOWARD STREET	2,500	400.00	2,500	100.00							500.00
06-226-037	MANTHEI, CORA TRUST	314 HOWARD STREET	5,000	800.00	5,000	200.00					4,832	193.28	1,193.28
06-226-040	BANK ONE	324 HOWARD STREET (MITCHELL STREET)	7,100	1,136.00	7,100	284.00					7,100	284.00	1,704.00
06-277-054	NCCS PROPERTIES LLC	410 HOWARD STREET	1,867	298.72							1,867	74.68	373.40
06-277-021	STAHL, WAYNE & DIANE	418 HOWARD STREET (MICHIGAN STREET)	2,984	477.44									477.44
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
			AREA	COST									
05-151-015	EV INVESTMENTS LLC	425 HOWARD STREET	PARKING LOT										
TOTALS			70,662	\$ 11,305.92	24,347	\$ 973.88	-	\$ -	-	\$ -	20,554	\$ 822.16	\$ 13,101.96

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-227-015	MORRIS, ROBIN	215 EAST LAKE STREET	5,212	\$ 833.92	686	\$ 27.44					4,176	\$ 167.04	\$ 1,028.40
06-226-008	SHORTER, MARIETTA TRUST	301 EAST LAKE STREET (PETOSKEY STREET)	3,325	532.00	3,325	133.00					1,325	53.00	718.00
06-226-009	M.E.M. PROPERTIES	305 EAST LAKE STREET	1,850	296.00							1,750	70.00	366.00
06-225-101	LONGFIELD FARM LTD PARTNER	307 EAST LAKE ST, UNIT 1	2,030	324.80							2,346	93.84	418.64
06-225-102	MAGER PETOSKEY LTD PARTNEF	307 EAST LAKE ST, UNIT 2	2,084	333.44							1,681	67.24	400.68
06-226-012	SHORTER PROPERTIES, LLC	311 EAST LAKE STREET	1,238	198.08	1,238	49.52					1,238	49.52	297.12
06-226-013	TESKA, MICHAEL & LINDA	313 EAST LAKE STREET	675	108.00									108.00
06-226-014	WARD, DONALD & JENNIFER TRU	315 EAST LAKE STREET	1,225	196.00									196.00
06-226-015	SUMMERHILL ESTATES, LLC	317 EAST LAKE STREET	2,075	332.00	1,775	71.00							403.00
06-226-016	NORWOOD GROUP, LLC	319 EAST LAKE STREET	2,000	320.00							5,020	200.80	520.80
06-226-017	321 EAST LAKE STREET, LLC	321 EAST LAKE STREET	4,050	648.00	4,050	162.00							810.00
06-226-018	SPLASH PROPERTIES, LLC	325 EAST LAKE STREET	4,000	640.00	4,000	160.00					4,000	160.00	960.00
06-226-020	WJ & C, LLC	329-331 EAST LAKE ST. (HOWARD STREET)	4,065	650.40	4,065	162.60	4,065	162.60			3,911	156.44	1,132.04
06-226-021	SCOTT, JOHN F & KAYE S.	306 EAST LAKE STREET (PETOSKEY STREET)	5,323	851.68	625	25.00							876.68
06-226-022	HAAS, THERESA	312 EAST LAKE STREET	2,295	367.20	1,275	51.00							418.20
06-226-023	ROBINSON, GEORGE & BARBARA	314 EAST LAKE STREET	2,015	322.40									322.40
06-226-024	HOWARD PROPERTY PARTNERS	316 EAST LAKE ST.	4,603	736.48	3,843	153.72							890.20
06-226-025	PHILLIPS, JUDY L. TRUST	320 EAST LAKE STREET	3,344	535.04	1,500	60.00							595.04

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
LAKE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST	
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT			
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST		
06-226-026	PHILLIPS, JUDY L. TRUST	322-340 EAST LAKE ST.	12,002	\$ 1,920.32	10,355	\$ 414.20					2,550	\$ 102.00	\$ 2,436.52	
05-101-035	SYMONS, CHANDLER T JR TRUST	401 EAST LAKE STREET (HOWARD STREET)	1,590	254.40	1,590	63.60					1,590	63.60	381.60	
05-101-058	CIPIO LLC	403 EAST LAKE STREET	1,500	240.00	1,500	60.00					1,500	60.00	360.00	
05-101-027	MASONIC ASSOCIATION	405 EAST LAKE STREET	4,208	673.28	4,208	168.32	4,208	168.32			2,800	112.00	1,121.92	
05-101-028	NORTH HARBOR GROUP, LLC	409 EAST LAKE STREET	1,945	311.20	975	39.00					1,945	77.80	428.00	
05-101-029	AMERICAN SPOON FOODS INC	411 EAST LAKE ST. (PARK AVENUE)	3,568	570.88									570.88	
05-101-031	EMMET-PETOSKEY B.A.	321 ELK AVENUE												
05-101-037	SECOND EDITION INVEST. CO.	406 EAST LAKE STREET	3,611	577.76	3,611	144.44							722.20	
05-101-040	WINE GUYS HOLDINGS LLC	432 EAST LAKE STREET	7,434	1,189.44	3,175	127.00					7,411	296.44	1,612.88	
05-101-041	SASS INVESTMENT CO	434 EAST LAKE STREET	1,475	236.00									236.00	
05-101-042	438 INVESTMENT CO LLC	438 EAST LAKE STREET	3,237	517.92	2,550	102.00					3,237	129.48	749.40	
05-101-043	CITY OF PETOSKEY	EAST LAKE STREET												
05-101-044	CITY OF PETOSKEY	EAST LAKE STREET												
05-101-045	EMMET COUNTY	454-456 EAST LAKE ST.												
05-101-038	APPLE PIE PROPERTIES, LLC	410 E. LAKE ST. (formerly 300 Park Ave.)	1,268	202.88	1,268	\$ 50.72							253.60	
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND											
			AREA	COST										
06-223-001	LCA PROPERTIES LLC	200 EAST LAKE STREET	10,941	\$ 547.05										547.05
TOTALS			93,247	\$ 14,919.52	55,614	\$ 2,224.56	8,273	\$ 330.92	-	\$ -	46,480	\$ 1,859.20	\$ 19,881.25	

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
 2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
 LEWIS STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-060	MS LODGING LLC	100 LEWIS STREET (ROSE & BAY STREETS)	15,360	\$ 2,457.60	12,590	\$ 503.60	12,590	\$ 503.60	3,922	\$ 156.88	8,711	\$ 348.44	\$ 3,970.12

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
MICHIGAN STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-277-022	CITY OF PETOSKEY	MICHIGAN STREET (PETOSKEY STREET)											
06-277-019	CITY OF PETOSKEY	MICHIGAN STREET											
06-277-020	CITY OF PETOSKEY	MICHIGAN STREET											
05-151-011	VANTREESE, JERRY & LINDA	411 MICHIGAN STREET	2,400	\$ 384.00									\$ 384.00
05-151-002	EV INVESTMENT	407 MICHIGAN STREET	10,428	1,668.48									1,668.48
05-151-003	BURRELL, JACKLYN	413 MICHIGAN STREET	4,318	690.88									690.88
05-151-004	BLDG AUTH CITY OF PETOSKEY	417 MICHIGAN STREET											
05-151-005	M DAVERN, P FOCHTMAN TRUST	425 MICHIGAN STREET	5,816	930.56									930.56
05-151-006	CITY OF PETOSKEY	MICHIGAN STREET											
05-151-013	BLUEWATER INVESTMENT GROUF	445 MICHIGAN	1,531	244.96	300	12.00						-	256.96
TOTALS			24,493	\$ 3,918.88	300	\$ 12.00	-	\$ -	-	\$ -	-	\$ -	\$ 3,930.88

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-038	MARY LOU FRANKHOUSER	301 EAST MITCHELL ST. (PETOSKEY STREET)	3,120	\$ 499.20									\$ 499.20
06-226-039	REID, JAMES III	307 EAST MITCHELL	6,141	982.56	5,808	232.32					5,696	227.84	1,442.72
06-226-033	NORTHERN MICHIGAN REVIEW	311 EAST MITCHELL	6,308	1,009.28	5,390	215.60					5,390	215.60	1,440.48
06-226-034	PAUL KRECKE	317 EAST MITCHELL ST.	5,050	808.00	-	-							808.00
06-226-043	HERMAN, VICTOR TRUST	319 EAST MITCHELL ST.	5,050	808.00									808.00
06-226-044	DUSE, MARNIE	323 EAST MITCHELL ST.	1,700	272.00							1,625	65.00	337.00
06-277-001	BETTY SMITH FARLEY	202 EAST MITCHELL ST. (EMMET STREET)	2,640	422.40									422.40
06-277-003	GRAIN TRAIN NATURAL FOOD CO	220 EAST MITCHELL ST.	6,571	1,051.36									1,051.36
06-277-050	MIGHTY FINE PIZZA & DELI	222 EAST MITCHELL ST.	480	76.80									76.80
06-277-004	C4 HOLDINGS, LLC	224 EAST MITCHELL (PETOSKEY STREET)	3,388	542.08	3,482	139.28							681.36
06-277-052	FIFTH THIRD BANK	300 EAST MITCHELL ST. (PETOSKEY STREET)	10,181	1,628.96	5,529	221.16					10,181	407.24	2,257.36
06-277-007	KOSCH PROPERTIES LLC	316 EAST MITCHELL ST.	6,640	1,062.40	4,410	176.40	4,410	176.40			4,410	176.40	1,591.60
06-277-008	PHILLIPS, JUDY L TRUST	320 EAST MITCHELL ST.	1,750	280.00									280.00
06-277-009	PETOSKEY LAND & CATTLE CO	322 EAST MITCHELL ST.	3,375	540.00	1,890	75.60							615.60
06-277-010	PETOSKEY RE LLC	324 EAST MITCHELL ST.	1,684	269.44									269.44
06-277-053	JORGENSEN, JOHN & KATHLEEN	326 EAST MITCHELL ST.	2,935	469.60							2,625	105.00	574.60
06-277-013	PETOSKEY COMMUNITY CORP.	330 EAST MITCHELL ST. (HOWARD STREET)	2,734	437.44	2,734	109.36							546.80

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2014 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-039	GEMINI LAND CO.	421 EAST MITCHELL ST. (EAST LAKE STREET)	8,250	\$ 1,320.00							8,250	\$ 330.00	\$ 1,650.00
05-101-051	NORCOR LLC	427 EAST MITCHELL	2,839	454.24									454.24
05-101-057	PETOSKEY LAND & CATTLE CO LL	435 EAST MITCHELL ST.	6,495	1,039.20	4,623	184.92							1,224.12
05-101-052	PETOSKEY LAND & CATTLE CO	441 EAST MITCHELL ST.	6,892	1,102.72									1,102.72
05-101-053	PETOSKEY LAND & CATTLE CO	443 EAST MITCHELL	13,800	2,208.00							9,660	386.40	2,594.40
05-101-054	CITY OF PETOSKEY	451 EAST MITCHELL ST.											
05-101-055	CROOKED TREE ART COUNCIL	461 EAST MITCHELL ST. (DIVISION STREET)	9,432	1,509.12	700	28.00	-	-	-		9,952	398.08	1,935.20
05-100-001	J. C. PENNEY CO. #703-9	408 EAST MITCHELL ST. (HOWARD STREET)	10,108	1,617.28	10,108	404.32					10,108	404.32	2,425.92
05-100-148	SKOP, DAVID & RUTH	416 EAST MITCHELL ST.	8,466	1,354.56							5,814	232.56	1,587.12
05-100-004	420 E. MITCHELL, LLC	418 EAST MITCHELL ST.	5,390	862.40	5,390	215.60	5,390	215.60			5,390	215.60	1,509.20
05-100-005	484 BENNAVILLE LLC	422 EAST MITCHELL ST.	5,567	890.72	5,567	222.68	5,567	222.68					1,336.08
05-100-006	ROCHON, LAWRENCE & ELAINE	426 EAST MITCHELL ST.	2,500	400.00									400.00
05-100-007	ROCHON ELAINE TRUST	430 EAST MITCHELL ST.	2,500	400.00							2,500	100.00	500.00
05-100-008	SMITH, RICHARD	434 EAST MITCHELL ST.	5,000	800.00	5,000	200.00							1,000.00
05-100-009	REDDING, CHRISTOPHER M.	436 EAST MITCHELL ST.	2,500	400.00									400.00
05-100-010	PETOSKEY LAND & CATTLE CO	438 EAST MITCHELL ST.	2,375	380.00									380.00

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
MITCHELL STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-100-011	PETOSKEY LAND & CATTLE CO	440 EAST MITCHELL ST.	2,825	\$ 452.00									\$ 452.00
05-100-012	PETOSKEY LAND & CATTLE CO	442 EAST MITCHELL ST.	2,650	424.00									424.00
05-100-013	AMBITIOUS BEE PROPERTIES LLC	444 EAST MITCHELL ST.	1,625	260.00									260.00
05-100-014	PETOSKEY LAND & CATTLE CO	446 EAST MITCHELL ST. (WAUKAZOO AVENUE)	4,380	700.80									700.80
			VACANT LAND										
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA	COST									TOTAL COST
06-223-003	LCA ENTERPRISES LLC	207 EAST MITCHELL ST. (EMMET STREET)	10,941	\$ 547.05									547.05
06-223-004	LCA ENTERPRISES LLC	211 EAST MITCHELL ST.	10,941	547.05									547.05
06-277-002	BLDG AUTH CITY OF PETOSKEY	212 EAST MITCHELL ST.											
06-223-002	LCA ENTERPRISES LLC	221 EAST MITCHELL ST.	10,941	547.05									547.05
			<u>32,823</u>	<u>\$ 1,641.15</u>									
TOTALS			<u>173,341</u>	<u>\$ 27,734.56</u>	<u>60,631</u>	<u>\$ 2,425.24</u>	<u>15,367</u>	<u>\$ 614.68</u>	<u>-</u>	<u>-</u>	<u>81,601</u>	<u>\$ 3,264.04</u>	<u>\$ 35,679.67</u>

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
PARK AVENUE**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-030	WILLIAM & TAMMY THOMPSON	216 PARK AVENUE	2,901	\$ 464.16							2,861	\$ 114.44	\$ 578.60
05-101-033	PETOSKEY LAND & CATTLE LLC.	222 PARK AVENUE	1,188	190.08							1,188	47.52	237.60
05-101-034	PETOSKEY LAND & CATTLE, LLC	224 PARK AVENUE	807	129.12							890	35.60	164.72
05-101-038	APPLE PIE PROPERTIES, LLC	300 PARK AVENUE moved to 410 E Lake St											-
05-101-063	CIPIO LLC	214 PARK AVE	860	137.60	860	34.40							172.00
TOTALS			5,756	\$ 920.96	860	\$ 34.40	-	\$ -	-	\$ -	4,939	\$ 197.56	\$ 1,152.92

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
PETOSKEY STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
06-226-032	REID, JAMES III	313 PETOSKEY STREET	676	\$ 108.16									\$ 108.16
06-277-018	CITY OF PETOSKEY	PETOSKEY STREET											
06-277-022	CITY OF PETOSKEY	PETOSKEY STREET (MICHIGAN STREET)											
06-226-045	BEAR RIVER REALTY LLC	1 PETOSKEY STREET	3,672	587.52	3,672	\$ 146.88	3,672	\$ 146.88					881.28
06-277-015	HARRIS, DANIEL & AMY	410 PETOSKEY STREET	2,262	361.92									361.92
06-227-001	LAMBERT, MICHAEL T & HELEN T	202 PETOSKEY STREET	4,024	643.84									643.84
06-227-004	MOELLERING CORMICAN MOELLE	214 PETOSKEY STREET (EAST LAKE STREET)	3,285	525.60							3,314	\$ 132.56	658.16
06-277-017	REED, PAUL W & KATHLEEN A	414 PETOSKEY STREET	2,010	321.60									321.60
06-278-005	ALM, MARIE C TRUST	418 PETOSKEY STREET	1,128	180.48									180.48
06-278-008	HARRIS PROFESSIONAL PROPER	424 PETOSKEY STREET (MICHIGAN STREET)	1,820	291.20									291.20
06-226-029	BEIER FAMILY REAL ESTATE CO.,	309 PETOSKEY STREET	3,432	549.12									549.12
PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	VACANT LAND										
			AREA	COST									
06-223-005	LCA ENTERPRISES LLC	302 PETOSKEY STREET (EAST LAKE STREET)	10,941	\$ 547.05									547.05
06-223-006	LCA ENTERPRISES LLC	312 PETOSKEY STREET	10,941	547.05									547.05
06-223-007	LCA ENTERPRISES LLC	314 PETOSKEY STREET	10,941	547.05									547.05
06-223-008	LCA ENTERPRISES LLC	316 PETOSKEY STREET	10,941	547.05									547.05
			<u>43,764</u>	<u>\$ 2,188.20</u>									
		TOTALS	<u>22,309</u>	<u>\$ 3,569.44</u>	<u>3,672</u>	<u>\$ 146.88</u>	<u>3,672</u>	<u>\$ 146.88</u>	<u>-</u>	<u>\$ -</u>	<u>3,314</u>	<u>\$ 132.56</u>	<u>\$ 6,183.96</u>

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
ROSE STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR										TOTAL COST
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		BASEMENT		
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-101-002	MS LODGING LLC	410 ROSE STREET	4,428	\$ 708.48	3,608	\$ 144.32	-	\$ -	-	\$ -	-	\$ -	\$ 852.80

**CITY OF PETOSKEY DOWNTOWN MANAGEMENT BOARD
2015 DOWNTOWN PROGRAMS AND SERVICES ASSESSMENT
WAUKAZOO STREET**

PROPERTY NUMBER	PROPERTY OWNER	PROPERTY ADDRESS (ADDITIONAL FRONTAGE)	AREA AND COST PER FLOOR								TOTAL COST		
			FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR			BASEMENT	
			AREA	COST	AREA	COST	AREA	COST	AREA	COST	AREA	COST	
05-151-007	CRESS ENTERPRISES INC.	414 WAUKAZOO STREET	1,763	\$ 282.08	680	\$ 27.20						\$ -	\$ 309.28
05-151-009	CRESS ENTERPRISES INC.	418 WAUKAZOO STREET	1,932	\$ 309.12	1,782	71.28						-	380.40
05-151-014	1ST CHURCH CHRIST SCIENTIST	420 WAUKAZOO STREET	3,096	\$ 495.36	-	-						-	495.36
TOTALS			6,791	\$ 1,086.56	2,462	\$ 98.48	-	\$ -	0.00	\$ -	-	\$ -	\$ 1,185.04



City of Petoskey

INVOICE

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

2015 DOWNTOWN PROGRAMS AND SERVICES SPECIAL ASSESSMENTS

Invoice Date: Nov. 17, 2015

Mail to:

ABC Company
101 East Lake Street
Petoskey, MI 49770

Property ID: 06-200-007

Address: 101 East Lake Street
Petoskey, MI 49770

SQUARE FOOTAGE	DESCRIPTION	PRICE PER SQUARE FOOT	AMOUNT
2,176	First Floor	\$0.16	\$348.16
0	Second Floor	\$0.04	\$0.00
0	Third Floor	\$0.04	\$0.00
0	Fourth Floor	\$0.04	\$0.00
0	Basement	\$0.04	\$0.00
0	Vacant Space	\$0.05	\$0.00
TOTAL SPECIAL ASSESSMENT			\$348.16
<p>Since, 1993, annual special assessments paid by downtown property owners have helped to fund programs and services provided by the Downtown Management Board. Programs such as 14 special events, economic enhancement, beautifications, marketing and promotions, and administration are funded by these assessments. Assessments are determined by a square-footage formula of eligible, non-residential properties assessed at \$0.16 per square foot for useable first-floor area, \$0.04 per square foot for floors other than first floors, and \$0.05 per square foot for vacant, unimproved lots.</p> <p>Persons with questions about this assessment should call either the City of Petoskey Director of Finance at 231-347-2500 or the Downtown Management Board Downtown Director at 231-622-8501.</p>			

\$348.16

Questions concerning this invoice?

Call: DIRECTOR OF FINANCE
231-347-2500

MAKE ALL CHECKS PAYABLE TO:
CITY OF PETOSKEY

**PAY THIS
AMOUNT**

PAYMENT DUE WITHIN 30 DAYS FROM DATE OF INVOICE. A 4% PENALTY WILL BE ASSESSED ON AMOUNTS UNPAID, AFTER 12/17/15. INTEREST WILL BE ADDED AT A RATE OF 1% PER MONTH.



BOARD: City Council

MEETING DATE: November 16, 2015

DATE PREPARED: November 10, 2015

AGENDA SUBJECT: Public Hearing and Discussion of the 2016 Proposed Budget and Resolution

RECOMMENDATION: That the City Council adopt this proposed resolution

Background. Following a brief presentation at the November 2, 2015 City Council meeting concerning the City's recommended 2016 Annual Budget, City Council scheduled a public hearing for November 16 to receive comments concerning both the budget recommendation and property tax millage rates that are proposed within it, the former being a requirement of the City Charter and the latter being mandated by State law. Following the public-hearing, City Council could consider adopting the enclosed proposed resolution that would confirm approval of the 2016 Annual Budget, including appropriations of anticipated revenues and expenditures, as well as authorizing implementation of certain associated procedures, rates and charges, and continuation of on-going programs.

Millage Rates. Estimated within the proposed 2016 Annual Budget are individual millage rates that would total 13.7871 mills (same rate as the current 2015 mill levy rate). Final adjustments of property tax millage rates would be approved by the City Council midway through 2016, following the State's annual equalization of assessed and taxable values. For the purpose of preparing the proposed 2016 Annual Budget, property-tax rates have been proposed at the amounts of 7.6346 mills to produce revenues to offset costs of general government services and projects, with .4890 mills added for solid-waste programs; 3.8580 mills to offset costs of maintenance operations and public improvements within street right-of-ways; and 1.8055 mills to offset costs for operation and maintenance of the Petoskey District Library.

The 1% Property Tax Administration Fee is not included within the budgeted revenues.

Changes to Budget. Since the November 2 City Council meeting, the following proposed changes are recommended by the City Manager:

1. General Fund - Strike the 1% Tax Administration Fee. This would equate to a reduction of \$221,000 in Property Tax revenues in the General Fund. With this change, expenditures would exceed revenues by \$154,600 leading to a reduction in the General Fund Reserve Fund Balance. To create a more sustainable overall budget in 2016, Staff will continue to monitor expenses and hopefully find cost saving measures and new revenue streams to minimize reductions in the General Fund Reserve Account. See revised General Fund Financials, (Pages 1-2 attached.)

2. Library Fund - The Library Board has approved slight changes to their budget since the November 2, 2015 City Council meeting. The revisions decrease the amount of carryover to the Library Fund Balance from \$11,100 to \$1,300. (See revised Library Fund Financials, Page 1 attached.) Changes include:

- Overall revenues increased by \$2,000 due to increases in Charges for Services and Reimbursements.
- Overall Expenditures increased by \$11,800 attributed to increases in Personnel and Building Expenses.

3. Right-of-Way Fund - Property Tax Revenues of \$1,629,000 was inadvertently left out. Revenues exceeding Expenditures are estimated at \$77,500 with an Ending Fund Balance on December 31, 2016 of \$740,468. (See revised Right-of-Way Fund Financial, Page 1 attached.)

Rates and Charges. The schedule of various rates and charges is reviewed each year with any adjustments being presented to Council for consideration. The entire schedule is then approved by Council through adoption of the enclosed resolution to simplify the process of tracking when each charge may have been first approved. Changes to the schedule this year include:

Rates and Charges
Proposed Changes for 2016

Office of City Manager	Proposed	Current	Difference
Redevelopment Liquor License	\$ 350.00	\$ 250.00	\$ 100.00
Vacation Rental - each return visit	25.00	-	25.00
<u>Parks and Recreation</u>			
Campground			
Magnus Park:			
Full Hookup - daily	30.00	25.00	5.00
Full Hookup - monthly	720.00	600.00	120.00
Electric only - daily	28.00	23.00	5.00
Electric only - monthly	645.00	545.00	100.00
Shelters			
Bayfront Park Festival Shelter:			
Resident	100.00	75.00	25.00
Nonresident	150.00	125.00	25.00
Bayfront Park West Shelter: New			
Resident	50.00	-	50.00
Nonresident	100.00	-	100.00
Bear River Shelter:			
Resident	100.00	75.00	25.00
Nonresident	150.00	125.00	25.00
West Side Shelter: New			
Resident	50.00	-	50.00
Nonresident	100.00	-	100.00
Waterfall Area:			
Resident	100.00	75.00	25.00
Nonresident	150.00	125.00	25.00
Other			
Block Parties: New			
Request for picnic tables (max of ten)	50.00	-	50.00
Street Closure	100.00	-	100.00
<u>Public Safety</u>			
Fingerprinting	10.00	-	10.00

The aforementioned changes in Rates and Charges have been included in the entire schedule of fees that is attached to the resolution adopting the budget.

Resolution. Enclosed is a proposed resolution that would confirm adoption of the 2016 Annual Budget as presented, with estimated property tax millage rates totaling 13.7871 mills, and that would assign balances and appropriations. The proposed resolution would authorize the declaration of City-owned personal property as surplus and to arrange for its sale or disposal; adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded; negotiation with and establishment of certain rates for electric-utility customers in response to on-going utility-industry restructuring efforts; and continuation of participation in feasibility studies conducted by the Michigan Public Power Agency or other established by the Agency related to power-supply issues and meeting the City's electrical system needs.

Action. After a Public Hearing is held, the City Council should discuss the proposed changes for the 2016 Budget. If agreeable to the City Council, a motion can be made to approve the enclosed resolution approving the 2016 Budget. If there are still outstanding questions or issues, City Council should direct Staff to complete additional research and continue the discussion at the next City Council meeting on December 7, 2015.

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Enclosures

General Fund

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
FUND BALANCE - January 1	\$ 2,226,719	\$ 3,811,963	\$ 2,955,269	\$ 3,273,669
REVENUES				
Operating :				
Property Tax	3,527,692	3,401,300	3,448,800	3,466,100
Licenses and Permits	13,275	33,100	10,200	10,300
State Shared Revenues	497,704	503,000	505,200	518,700
Charges for Services	37,056	17,000	31,300	16,300
	4,075,726	3,954,400	3,995,500	4,011,400
Nonoperating:				
Interest Income	23,467	20,000	20,000	20,000
Other	93,052	2,500	10,400	2,500
	116,520	22,500	30,400	22,500
Activities:				
Grants	299,880	283,600	135,300	210,100
Public Safety	29,970	18,100	28,700	19,700
Recreation	134,536	125,900	126,100	123,400
Parks	358,793	381,400	240,300	499,400
Bayfront Park Marina	701,418	791,900	675,800	680,900
	1,524,597	1,600,900	1,206,200	1,533,500
Transfers:				
City Hall Building Rent	31,000	31,000	31,000	31,000
Electric Fund	217,000	218,800	218,800	221,300
Water and Sewer Fund	360,200	351,600	351,600	342,900
Administration Fees	1,577,600	1,507,400	1,507,400	1,536,700
	2,185,800	2,108,800	2,108,800	2,131,900
TOTAL REVENUES	7,902,643	7,686,600	7,340,900	7,699,300
EXPENDITURES				
Legislation and Citizen Participation:				
City Council	8,761	8,600	7,800	8,700
Elections	16,457	6,500	13,700	21,000
	25,219	15,100	21,500	29,700
General Administration:				
City Manager	180,268	237,200	226,900	234,000
City Assessor	141,657	137,000	154,900	145,600
City Attorney	124,292	150,000	125,000	150,000
City Planner	117,096	146,200	139,400	128,300
Economic Development	18,491	18,800	18,700	19,200
	581,803	689,200	664,900	677,100

	2014	2015	2015	2016
	Actual	Budget	Estimate	Budget
Department of Finance:				
Clerk-Treasurer	321,940	262,700	261,900	271,600
Accounting	279,365	267,800	266,500	279,000
Utility Billing	232,318	207,100	203,500	213,700
Information Technology	135,302	144,900	135,900	184,900
	<u>968,925</u>	<u>882,500</u>	<u>867,800</u>	<u>949,200</u>
Department of Public Safety:				
Law Enforcement, Fire Protection, Emergency Medical Services	2,797,053	2,910,100	2,791,400	3,004,300
Department of Parks and Recreation:				
Building and Grounds	285,935	317,100	304,700	248,100
Downtown Maintenance	63,295	82,500	80,000	82,100
Parks and Special Facilities	856,949	925,300	662,600	915,800
Magnus Park	111,479	94,600	106,600	99,700
Recreation Programs	279,322	295,400	285,600	325,100
Bayfront Park Marina	645,012	1,004,300	639,800	903,700
	<u>2,241,992</u>	<u>2,719,200</u>	<u>2,079,300</u>	<u>2,574,500</u>
Department of Public Works:				
Administration	405,079	423,800	418,400	427,700
Solid Waste	154,023	190,900	179,200	191,400
	<u>559,102</u>	<u>614,700</u>	<u>597,600</u>	<u>619,100</u>
TOTAL EXPENDITURES	<u>7,174,093</u>	<u>7,830,800</u>	<u>7,022,500</u>	<u>7,853,900</u>
Excess of Revenues Over Expenditures	<u>728,550</u>	<u>(144,200)</u>	<u>318,400</u>	<u>(154,600)</u>
FUND BALANCE - DECEMBER 31	<u>\$ 2,955,269</u>	<u>\$ 3,667,763</u>	<u>\$ 3,273,669</u>	<u>\$ 3,119,069</u>

Library Fund

REVISED

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
FUND BALANCE - January 1	\$ 567,552	\$ 642,747	\$ 642,747	\$ 664,247
REVENUES				
Operating :				
Property Tax	738,343	759,800	759,800	775,400
Grants	-	-	37,000	37,000
State Aid	11,268	11,000	8,500	8,500
Library Book Fines	9,154	8,000	8,000	8,000
County Penal Fines	70,678	50,000	60,000	65,000
Intergovernmental services	279,018	280,000	278,800	290,200
Charges for Services	22,018	20,000	19,500	57,100
	1,130,480	1,128,800	1,171,600	1,241,200
Nonoperating:				
Interest Income	8,331	5,000	5,000	5,000
Donations	-	-	9,500	2,000
Reimbursements	28,685	18,000	26,000	16,000
	37,015	23,000	40,500	23,000
TOTAL REVENUES	1,167,495	1,151,800	1,212,100	1,264,200
EXPENDITURES				
Library services:				
Personnel	579,621	542,000	576,800	650,200
Office Expense	36,091	47,000	42,400	48,100
Contracted Services	63,900	60,000	66,000	44,300
Book, Periodicals and audio-Visual	64,010	72,000	74,500	76,000
Programming	5,414	6,000	6,500	7,500
Building Expense	73,394	92,000	86,000	99,800
Debt Service	259,194	281,700	281,700	278,000
Capital Outlay	10,676	32,000	56,700	59,000
	1,092,300	1,132,700	1,190,600	1,262,900
TOTAL EXPENDITURES	1,092,300	1,132,700	1,190,600	1,262,900
Excess of Revenues Over Expenditures	75,195	19,100	21,500	1,300
FUND BALANCE - DECEMBER 31	\$ 642,747	\$ 661,847	\$ 664,247	\$ 665,547

Right-Of-Way Fund

	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
FUND BALANCE - January 1	\$ 506,252	\$ 609,468	\$ 609,468	\$ 662,968
REVENUES				
Operating :				
Property Tax	1,552,139	1,591,900	1,602,000	1,629,000
Interest income	2,604	100	2,000	500
TOTAL REVENUES	1,554,743	1,592,000	1,604,000	1,629,500
EXPENDITURES				
Construction:				
Contracted Services	1,527	2,000	500	2,000
Transfers:				
Major Street Fund	600,000	200,000	200,000	150,000
Local Street Fund	-	500,000	500,000	550,000
General Street Fund	850,000	850,000	850,000	850,000
Water & Sewer Fund	-	-	-	-
	1,450,000	1,550,000	1,550,000	1,550,000
TOTAL EXPENDITURES	1,451,527	1,552,000	1,550,500	1,552,000
Excess of Revenues Over Expenditures	103,216	40,000	53,500	77,500
FUND BALANCE - DECEMBER 31	\$ 609,468	\$ 649,468	\$ 662,968	\$ 740,468



City of Petoskey

Resolution

WHEREAS, as required of City Charter provisions, the City Manager has presented to the City of Petoskey City Council the City's proposed annual budget for 2016; and

WHEREAS, as also is required of City Charter provisions, the City Council on November 16, 2015, conducted a public hearing to receive comments concerning these proposed budgets for the City's various funds:

General Fund

January 1, 2016 Fund Balance	\$ 3,273,669
Revenues	<u>7,699,300</u>
Expenditures:	
General Governmental Services	1,656,000
Public Safety	3,004,300
Public Works	619,100
Recreation and Cultural	<u>2,574,500</u>
Total Expenditures	<u>7,853,900</u>
December 31, 2016 Fund Balance	\$ <u>3,119,069</u>

Major Street Fund

January 1, 2016 Fund Balance	\$ 635,448
Revenues	606,300
Expenditures	<u>581,300</u>
December 31, 2016 Fund Balance	\$ <u>660,448</u>

Local Street Fund

January 1, 2016 Fund Balance	\$ 385,756
Revenues	688,800
Expenditures	<u>636,100</u>
December 31, 2016 Fund Balance	\$ <u>438,456</u>

General Street Fund

January 1, 2016 Fund Balance	\$ 786,976
Revenues	1,101,500
Expenditures	<u>1,099,700</u>
December 31, 2016 Fund Balance	<u>\$ 788,776</u>

Tax Increment Finance Authority Fund

January 1, 2016 Fund Balance	\$ 1,120,483
Revenues	283,000
Expenditures	<u>230,300</u>
December 31, 2016 Fund Balance	<u>\$ 1,173,183</u>

Library Fund

January 1, 2016 Fund Balance	\$ 664,247
Revenues	1,264,200
Expenditures	<u>1,262,900</u>
December 31, 2016 Fund Balance	<u>\$ 665,547</u>

Library Endowment Fund

January 1, 2016 Fund Balance	\$ 14,744
Revenues	10,100
Expenditures	<u>10,000</u>
December 31, 2016 Fund Balance	<u>\$ 14,844</u>

Downtown Management Fund

January 1, 2016 Fund Balance	\$ 181,915
Revenues	144,100
Expenditures	<u>140,700</u>
December 31, 2016 Fund Balance	<u>\$ 185,315</u>

Downtown Parking Fund

January 1, 2016 Retained Earnings	\$ 632,706
Revenues	455,700
Expenses	<u>488,100</u>
December 31, 2016 Retained Earnings	\$ <u>600,306</u>

Right-of-Way Fund

January 1, 2016 Fund Balance	\$ 662,968
Revenues	1,629,500
Expenditures	<u>1,552,000</u>
December 31, 2016 Fund Balance	\$ <u>740,468</u>

Electric Fund

January 1, 2016 Retained Earnings	\$ 22,638,422
Revenues	11,434,600
Expenses	<u>11,085,700</u>
December 31, 2016 Retained Earnings	\$ <u>22,987,322</u>

Water and Sewer Fund

January 1, 2016 Retained Earnings	\$ 14,536,742
Revenues	5,253,600
Expenses	<u>5,181,000</u>
December 31, 2016 Retained Earnings	\$ <u>14,609,342</u>

Motor Pool Fund

January 1, 2016 Retained Earnings	\$ 2,293,029
Revenues	894,900
Expenses	<u>977,800</u>
December 31, 2016 Retained Earnings	\$ <u>2,210,129</u>

Building Authority Marina Improvements Bond Fund

January 1, 2016 Fund Balance	\$ 10,804
Revenues	86,000
Expenditures	<u>84,100</u>
December 31, 2016 Fund Balance	\$ <u>12,704</u>

Building Authority Bear River Valley Improvements Bond Fund

January 1, 2016 Fund Balance	\$ 22,695
Revenues	220,100
Expenditures	<u>210,000</u>
December 31, 2016 Fund Balance	\$ <u>32,795</u>

WHEREAS, following the public hearing to receive comments concerning the proposed 2016 Annual Budget and its consideration of the proposed budget, the City Council wishes to approve the proposed budgets of these various City funds; and

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby approves the 2016 Annual Budget as presented by the City Manager and as summarized in this resolution; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to declare certain obsolete City owned personal property as surplus and to arrange for its sale or disposal; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to make adjustments among line item appropriations so long as the total expenditure budget for the assigned fund is not exceeded: and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to negotiate with and establish certain rates for electric-utility customers as might be deemed appropriate in response to on-going utility-industry restructuring efforts; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to continue the City's participation in the various feasibility studies that are conducted by the Michigan Public Power Agency or to join in with other studies, service committees, or projects that would be established by the Agency, such as those related to power-supply issues, or those that would meet municipal electric-system needs; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to work with other municipally-owned electric utilities to study the feasibilities of satisfying short- and long-term power-supply needs; and

BE IT FURTHER RESOLVED that the City Manager be and is hereby authorized to work through Michigan Public Power Agency to identify and enter into power purchase agreements or transactions to satisfy power supply needs, consistent with the Energy Services Risk Management Policy as adopted by the City of Petoskey; and

BE IT FURTHER RESOLVED the rates and charges for services, fees, permits, licenses and the like and as listed in the City's Schedule of Rates and Charges and as attached to this resolution are approved and authorized to be charged and collected as applicable:

BE IT FURTHER RESOLVED that the various parts, sections, and clauses of this resolution 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 resolution shall not be affected thereby.



CITY OF PETOSKEY

Schedule of Rates and Charges

Effective: January 1, 2016

Approved by City Council: _____

Schedule of Rates and Charges
January 1, 2016

OFFICE OF CITY MANAGER

Business Licenses:

Auction	\$50 per event
Bed and Breakfast	\$125 initial application; \$50 annually thereafter
Door to Door Sales and Canvassing	\$50
Going Out of Business	\$50, up to 90 days maximum
Hotel Operation	\$50 annually
Outdoor Beverage and Food Service	\$50 annually
Redevelopment Liquor License	\$350
Liquor License – State of Michigan	\$50
Retail Business	\$100 at the business start-up
Taxi License	\$50 annually plus \$10 for each additional vehicle
Transient Merchant	\$25/day; \$75/week; \$200/season
Vacation Rental - annual fee first year	\$125 annual fee
Vacation Rental - annual fee after first year	\$50 annual fee
Vacation Rental - return visit	\$25 fee each additional visit

Schedule of Rates and Charges
January 1, 2016

OFFICE OF CITY PLANNER

Zoning Board of Appeals Application	\$300
Site Plan Review:	
Less than one acre	\$250
More than one acre	\$400*
Special Condition Use and Site Plan	\$300
Parking Plan Review	\$200
Special Condition Use and Parking Plan	\$250
Rezoning Application (Map and Text)	\$300
Land Division Review:	
Less than 5 parcels	\$50
More than 5 parcels	\$250
Planned Unit Development Review	\$550*
Special Meeting	\$200

*Any outside consultant costs incurred in review of the application will be forwarded to the applicant for payment

**Penalty fee will be in addition to regular sign fee amount

Sign Permit Applications

Permanent Signs:

Projecting Name Plate	\$20
Overhanging Signs	\$20
Wall mounted Signs	\$20 base plus \$.50/sq. ft. sign area
Freestanding Signs	\$20 base plus \$1.00/sq. ft. sign area
**Fee for installation before approval	\$30

Temporary Signs:

Sandwich Board	\$20
Promotional Event- Directional	\$15
Promotional Event	\$15

Zoning Compliance Permit	\$20
Fence Permit Application	\$20
Zoning Verification Letter	\$50

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF FINANCE

Fax – per page	\$1
Copies for public – per page 8.5" x 11"	\$1
Copies for public - large (ex. Plan documents)	\$4
FOIA Requests – hourly rate after 1 st hour	\$15
*plus copying and postage costs	
Voter list per Ward: paper copy per ward	\$20
E-mail listing	\$5
Electronic media - \$5.00 cd, plus	\$5
Tax Abatement Application – CFT, IFT, etc.	\$200
Street Open-Cut Deposit	\$500
Residential Utility Deposit - Renters	
Water, Sewer and Electric	\$150
Electric - Only	\$75
Water & Sewer - Only	\$85
*Residential utility deposits are returned after 1 year, if monthly bills are paid on time.	
Final Meter Reading - termination of utility service	\$10
Electric:	
Service Upgrade	\$150
Temporary Overhead	\$150
Temporary Underground	\$150 plus \$2.00 per foot
Customer provides trenching and installation of conduit, other costs may apply.	
Permanent Overhead:	
1 Phase	\$200
3 Phase	\$300
Permanent Underground:	\$200 plus \$2.00 per foot
Customer provides trenching and installation of conduit, other costs may apply.	
Turn on/off Service:	
During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150
Water Service:	
Turn on/off Service:	
During Office Hours - 7:30 A.M. to 4:00 P.M.	\$50
After Office Hours - 4:00 P.M. to 7:30 A.M.	\$150
Meter replacement due to damage	\$240
Water Meter Removal and Installation - construction	\$50

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF FINANCE

Meter Size	<u>Water Capital Charges</u>		<u>Sewer Capital Charges</u>		<u>Tap-In Fees</u>	
	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>
5/8"	\$ 900	\$ 1,350	\$ 3,200	\$ 3,200	\$ 1,470	\$ 1,615
3/4"	1,350	2,025	4,800	4,800	1,470	1,615
1"	2,250	3,375	8,000	8,000	1,680	1,845
1-1/2"	4,500	6,750	16,000	16,000	4,360	4,795
2"	7,200	10,800	25,600	25,600	4,640	5,100
3"	15,750	23,625	56,000	56,000	5,040	5,545
4"	27,000	40,500	96,000	96,000	7,075	7,780
6"	56,250	84,375	200,000	200,000	9,730	10,700

Tap-in fees include tapping of the water main by City crews (excavation by owner/contractor) and City supplied valving components for water service connection point at main. Owner/contractor is responsible for all excavating, trenching, service pipe and components from water main connection point to building, street and sidewalk replacements, and right-of-way restorations.

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF PARKS AND RECREATION

Magnus Park

	Daily	Monthly
Full Hookup	\$30	\$720
Electric Only	\$28	\$645

Note: Sewer drop station for non-campers = \$5.00/each time
Showers for non-campers = \$1.00

Marina Services

Daily Launch	\$5.00 per day
Annual Launch	\$25.00 per year
Senior Launch	\$20.00 per year
Pump Out (LOA < 60')	\$5.00 per tank
Pump Out (LOA > 60')	\$10.00 per tank
Pump Out-Seasonal Slip	Free
Block & Cube Ice	\$2.00 per bag

Marina Seasonal

30 foot Boat Slip	\$ 2,296
38 foot Boat Slip	\$ 3,091
42 foot Boat Slip	\$ 3,535
45 foot Boat Slip	\$ 3,905
60 foot Boat Slip	\$ 5,558

Note:: Continuous slip holders prior to and including the year 1996 are "grandfathered" into the boat length method for rate calculation. Slip holders entering the Marina after 1996 are charged under the state endorsed slip length method of rate calculation.

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF PARKS AND RECREATION

Marina Transient: (Daily well rental- fees per foot rounded to nearest \$1.00)

<24'	\$ 27.00	37'	\$ 44.00	50'	\$ 69.00	63'	\$ 105.00
25'	28.00	38'	45.00	51'	72.00	64'	106.00
26'	30.00	39'	47.00	52'	73.00	65'	108.00
27'	31.00	40'	49.00	53'	74.00	66'	109.00
28'	32.00	41'	50.00	54'	76.00	67'	111.00
29'	34.00	42'	52.00	55'	78.00	68'	113.00
30'	35.00	43'	54.00	56'	80.00	69'	114.00
31'	37.00	44'	55.00	57'	82.00	70'	116.00
32'	38.00	45'	57.00	58'	83.00	71'	117.00
33'	39.00	46'	58.00	59'	85.00	72'	119.00
34'	40.00	47'	59.00	60'	100.00	73'	120.00
35'	42.00	48'	60.00	61'	101.00	74'	122.00
36'	43.00	49'	62.00	62'	103.00	>75'	CALL

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF PARKS AND RECREATION

Parks Reservation Fees
For Gazebos, Shelters, and Special Areas

<u>Gazebos</u>	<u>Resident</u>	<u>Non-resident</u>
	(Must live within City Limits)	(Lives outside City Limits)
Sunset Park Gazebo		
9:00 A.M. to Noon	\$50.00	\$100.00
1:00 P.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 8:00 P.M.	\$50.00	\$100.00
 Pennsylvania Park Gazebo*		
8:00 A.M. to 11:00 A.M.	\$50.00	\$100.00
Noon to 3:00 P.M.	\$50.00	\$100.00
4:00 P.M. to 7:00 P.M.	\$50.00	\$100.00
 *Exception – Tuesdays Fridays	11:00 A.M. to 2:00 P.M. 11:00 A.M. to 2:00 P.M. 6:00 P.M. to 9:00 P.M.	Closed for concert series Closed for concert series Closed for concert series
 <u>Shelters</u>	<u>Resident</u>	<u>Non-resident</u>
	(Must live within City Limits)	(Lives outside City Limits)
Bayfront Park Festival Shelter (max. 75 people)		
11:00 A.M. to 4:00 P.M.	\$100.00	\$150.00
5:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
 Bayfront Park West (max. 150 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
 Bear River Shelter (maximum 140 people)		
11:00 A.M. to 4:00 P.M.	\$100.00	\$150.00
5:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
 Mineral Well Shelter (maximum 32 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
 West Side Shelter (maximum 32 people)		
11:00 A.M. to 4:00 P.M.	\$50.00	\$100.00
5:00 P.M. to 9:00 P.M.	\$50.00	\$100.00
 Waterfall Area (maximum 150 people)		
10:00 A.M. to 1:00 P.M.	\$100.00	\$150.00
2:00 P.M. to 5:00 P.M.	\$100.00	\$150.00
6:00 P.M. to 9:00 P.M.	\$100.00	\$150.00
 <i>Request for Picnic Tables (specify park event)</i> <i>Maximum of ten (if available)</i>	\$50.00	\$100.00

Schedule of Rates and Charges
January 1, 2016

DEPARTMENT OF PUBLIC SAFETY

Accident Report Copies	\$2.00
Fingerprinting - Nonresidents	\$10.00
Police Report Copies	\$3.00 first page and \$1.00 additional pages
DVD Copies	\$45.00
Digital Photograph copies	\$3.00 each page
CD-ROM Photo Reproduction	\$ 7.50 per CD

Accident reports can be released at the time of the request, provided they are in fact complete and available. Officers have ten days from the time of the accident to complete a report. To obtain police reports, photos, or copies of videos a Freedom of Information Request Form must be filled out. The request will then be reviewed by the Director or the Lieutenant on duty at the time of the request.

DEPARTMENT OF PUBLIC WORKS

Right-of-Way Excavating/Occupancy Deposit	\$500.00
Permit to Use Public Right-of-Way Fee	\$ 50.00
Soil Erosion and Sediment Control Permit	



CITY COUNCIL

November 2, 2015

A regular meeting of the City of Petoskey City Council was held in the City Hall Council Chambers, Petoskey, Michigan, on Monday, November 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: Kate Marshall, City Councilmember
John Murphy, City Councilmember
Grant Dittmar, City Councilmember
Jeremy Wills, City Councilmember

Absent: William Fraser, Mayor

Also in attendance were City Manager Robert Straebel, Clerk-Treasurer Alan Terry and Downtown Director Becky Goodman.

Resolution No. 18910-18911
Approve Consent Agenda Items

Following introduction of the consent agenda for this meeting of November 2, 2015, 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 October 19, 2015 regular-session City Council meeting be and are hereby approved;

BE IT RESOLVED that receipt by the City Council of a report concerning all checks that had been issued since October 19 for contract and vendor claims at \$555,314.18, intergovernmental claims at \$99,195.65, and the October 22 payroll at \$175,356.92, for a total of \$829,866.75 be and is hereby acknowledged; and

BE IT FURTHER RESOLVED that the City Council does and hereby authorizes the purchase of one latest-production-model, heavy-duty truck cab and chassis from Grand Traverse Diesel Service, Inc., Traverse City, for \$114,800, and to contract with Truck & Trailer Specialties, Boyne Falls, through the Mi-Deal Program for purchase and installations of plow attachments and salt spreader components for \$36,802.30, for total costs of \$151,602.30.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills (4)

NAYS: None (0)

Resolution No. 18911

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 enter into a three-year contract with Asplundh Tree Expert Company, Mt. Pleasant, for trimming and pruning of trees for an hourly rate of \$123.50; and

BE IT FURTHER RESOLVED that the City Council does and hereby authorizes to enter into a three-year contract with Willcome Tree Service, Petoskey, for an average cost of \$295 for removal and disposal of trees and stump grinding at unit cost of \$62, when required.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills (4)

NAYS: None (0)

Hear Public Comment

Mayor Protem Murphy asked for public comments and heard Christian Janssens' concerns for a crossing guard at the intersection of Mitchell Street and Kalamazoo Avenue; and also heard from Carlin Smith, Petoskey Chamber Executive Director, concerning the Hemingway statue location and requested City Council reconsider the location.

The City Manager reviewed that there will be changes Hear City Manager Updates to MERS contribution rates beginning in 2017; that the

Magnus Park Campground playground equipment was removed due to safety concerns and could potentially be replaced in 2016; that leaf pickup was rescheduled with revised dates published on the City's website; and that DMB is reviewing a position statement for 200 East Lake Street to help guide potential developers.

Resolution No. 18912
Confirm Special Assessment
Roll; Schedule Hearing

The City Manager next reported that, following City Code provisions that regulated the City's special-assessment procedure, the City Council on October 19 conducted a public hearing and received comments concerning a September 29 report by the City Manager that had recommended the levy of special assessments against eligible, non-residential properties within the Downtown Management Board's territory to offset costs of programs and services that would be provided by the Downtown Management Board during 2016. Such revenues and expenditures have been included within the City's proposed 2016 Annual Budget.

Following the October 19 public hearing, the City Council, again in accordance with City Code special-assessment procedures, conditionally approved the proposed programs and services and their costs as they had been presented, established boundaries of the special-assessment district, and requested that an assessment roll be prepared by the City staff and presented to the City Council for its review at the November 2 City Council meeting.

The City Manager reported that the City Council had been provided a proposed special-assessment roll based upon the Downtown Management Board's September 22 recommendation that the same special-assessment formula that had been used last year for financing downtown-area programs and services again be used, with \$0.16 being the amount that would be assessed per square foot of useable, first-floor, non-residential building area; \$0.04 being charged useable, non-residential area on floors other than the first floor ; and vacant, unimproved lots being charged \$0.05 per square foot for lot area. To meet City Code requirements, the City Council was being asked to adopt a proposed resolution that would confirm the City Council's acceptance of the roll, order that the roll be placed on file at the City Hall for inspection, and schedule a public hearing for 7:00 P.M., Monday, November 16, to receive comments concerning this proposed special assessment.

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

WHEREAS, at its regular meeting of October 5, 2015, the City Council reviewed a report by the City Manager dated September 29, 2015, as required of City Code provisions, that listed programs and services that had been proposed to be provided property owners and tenants within the Downtown Management Board's territory along with a proposed assessment formula that could be implemented to finance such programs and services during 2016; and

WHEREAS, following that review, the City Council on October 5, 2015, scheduled a public hearing for October 19, 2015, to receive comments concerning proposed programs and services as intended to be provided by the Downtown Management Board, as well as costs that had been estimated by the Downtown Management Board for providing such programs and services; and

WHEREAS, City Council, on October 19, 2015, approved proposed programs and services as recommended by the Downtown Management Board at their September 22, 2015 meeting and costs as estimated by the Management Board to be assessed eligible property owners within the boundaries of the proposed assessment district at the same rate as last year that are coterminous to those of the Management Board's territory; and

WHEREAS, in addition to approving proposed downtown-area programs and services and costs of such programs and services, the City Council directed the City staff to prepare a special-assessment roll in accordance with the City Council's approval of recommended programs and services and costs of such programs and services for presentation to the City Council at its meeting of November 2, 2015; and

WHEREAS, in response to the City Council's direction, and in accordance with City Code provisions that regulate special-assessment procedures, the City staff has provided a proposed special-assessment roll:

NOW, THEREFORE, BE IT RESOLVED that the City of Petoskey City Council does and hereby accepts the assessment roll as prepared by the City staff and as presented to the City Council; and

BE IT FURTHER RESOLVED that the City Council does and hereby orders that said special-assessment roll be placed on file with the City staff and made available for inspection by the public; and

BE IT FURTHER RESOLVED that the City Council does and hereby schedules a public hearing for 7:00 P.M., Monday, November 16, 2015, to receive comments concerning this proposed special-assessment roll; and

BE IT FURTHER RESOLVED that the City Council does and hereby directs the City staff to publish a notice of the November 16, 2015, public hearing and notify potentially-affected property owners of said public hearing as required by City Code provisions that regulate the City's special-assessment procedures.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills (4)

NAYS: None (0)

Resolution No. 18913
Report about 2016 Annual Budget:
Schedule Public Hearing

The City Manager reported that, as required of City Charter provisions, and as part of the City's routine, yearly process, the City Council had been presented with the City's proposed 2016 Annual Budget as part of November 2 meeting-agenda materials, that totaled \$27,912,900 in proposed operating and capital expenditures; and that, except to acknowledge its receipt, no action concerning the proposed budget now would be required of the City Council, but that, in addition to the City Manager's summary of the proposal, the City Council could begin discussions on the proposed budget.

The City Manager also reported that, as the first step in the budget-preparation process, the City Council was being asked to acknowledge receipt of the budget proposal and to adopt a proposed resolution that would schedule a November 16 public hearing to receive comments concerning the proposed budget and property-tax-millage rates that would be recommended as part of the proposed budget; and that the City Council could schedule the public hearing for any date that it chose, but that November 16 was suggested.

The City Manager reviewed the General Fund and various aspects in revenues, expenditures, taxable values and cost cutting measures that had been taken; utility costs that may increase due to wholesale power costs; and miscellaneous 2016 projects.

City Councilmembers discussed if other users are required to go underground when the City does, reviewed property tax administration fee; and discussed raising recreation rates too high, which could prevent lower income families from participating.

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

WHEREAS, as required by City Charter provisions, the City Manager has presented for the City Council's consideration the City's recommended budget for fiscal 2016; and

WHEREAS, City Charter provisions also require that a public hearing be conducted to receive comments concerning the proposed annual budget; and

WHEREAS, this proposed budget includes certain recommendations by the City Manager concerning the amounts of property-tax millage to be levied to partially finance City operations, programs, services, and projects during 2016; and

WHEREAS, the Michigan Truth-in-Taxation Act requires that public hearings be conducted to receive comments concerning proposed property-tax-millage rates, if such rates result in increased tax revenues, when compared with those of the previous year, and although millage rates that have been recommended by the City Manager are not expected to provide revenues in 2016 in excess of revenues that were received in 2015, the City wishes to conduct such a hearing:

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, November 16, 2015, at the City Hall, to receive comments concerning the City's proposed 2016 Annual Budget and property-tax-millage rates that will be recommended to be levied during 2016 as part of the proposed budget.

Said resolution was adopted by the following vote:

AYES: Marshall, Murphy, Dittmar, Wills (4)

NAYS: None (0)

Hear Council Comments

Lake Street property; and both City Councilmember Marshall and

Mayor Protem Murphy asked for Council comments and City Councilmember Dittmar commented that the fence was temporarily fixed after the accident on the 200 East

Murphy reminded citizens to vote

at tomorrow's General Election.

There being no further business to come before the City Council, this November 2, 2015, meeting of the City Council adjourned at 9:15 P.M.

John Murphy, Mayor Protempore

Alan Terry, City Clerk-Treasurer

DRAFT



BOARD: City Council

MEETING DATE: November 16, 2015 **DATE PREPARED:** November 11, 2015

AGENDA SUBJECT: Property Tax Administration Fee

RECOMMENDATION: That the City Council adopt this proposed resolution

Background. At the November 2, 2015 City Council meeting there was much discussion about a 1% Tax Administration Fee that was included in the proposed 2016 City Budget. The City Council directed a separate agenda item be included for discussion and possible action.

The City of Petoskey is required to collect property taxes on behalf of five other taxing jurisdictions including; Emmet County, Public Schools of Petoskey, Charlevoix-Emmet Intermediate School District, North Central Michigan College, and Greenwood Cemetery. In addition to administrative expenses associated with assessing and collection duties, the City is responsible for defending each of these jurisdictions when tax appeals are filed. The City pays for all legal costs associate with tax tribunal cases.

The Michigan General Property Tax Law allows a local property tax collecting unit to add a property tax administration fee of not more than 1% of the total tax bill per parcel. A property tax administration fee is defined as a fee to offset costs incurred by a collecting unit in assessing property values, in collecting the property tax levies, and in the review and appeal processes. The fee is provided by State law as a revenue source to avoid placing an unfunded mandate on tax collecting units.

The City of Petoskey currently incurs annual expenses of approximately \$210,000 for assessing that includes costs for City Assessor/City Attorney, Accounting Department and Director of Finance costs as well as some software and hardware computer costs. A 1% Administration Fee amounts to \$221,000 in additional revenues.

Beginning in 2001, City Council discontinued collection of the 1% Property Tax Administration fee and reinstated the fee for 2014. The fee was not included in the current 2015 budget. Thirteen of the eighteen tax collecting units in Emmet County collect the administration fee.

Following the 1% Tax Administration Fee discussion is an agenda item regarding a possible mill levy increase to pay for aging fire-fighting equipment. Some City Council members have voiced their concerns about the inability of senior citizens on fixed incomes and families of lower economic means to afford both the tax administration fee and a possible mill levy increase. This is an astute observation that could create economic hardships for many senior citizens and families as well as diminish the chances of voter approval of a future mill levy.

Recommendation. To address this issue, the City Manager recommends waiving the 1% Tax Administration Fee for 2016 considering that City Council will move forward with placing a mill levy increase on the ballot in 2016 to pay for the costs of fire-fighting equipment (ladder truck, new pumper). It is critical to move forward with a mill levy vote for fire equipment and not implementing the 1% fee may better our chances of voter approval in 2016.

Eliminating the 1% fee will reduce the General Fund by \$221,000, requiring the City to dip into General Fund Reserves by an estimated \$154,600. City Staff will closely monitor the budget throughout 2016 hopefully finding extra revenues or reducing expenditures to minimize reserve fund spending.

The City Manager believes that this is the best approach considering a possible future mill levy vote in 2016.

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BOARD: City Council

MEETING DATE: November 16, 2015

DATE PREPARED: November 11, 2015

AGENDA SUBJECT: Crossing Guard Discussion

RECOMMENDATION: That the City Council discuss this matter

Background. At one time the Public Safety Department had 4 crossing guards. The City never had one at the intersections of East Mitchell Street and Kalamazoo Avenue or Hill Street and Kalamazoo Avenue. Over the years, Public Safety saw a drastic decrease in the number of students walking to school, the number of crossing guards has been reduced to one, which is located at the intersection of Jennings Avenue and Northmen Drive. The other three locations no longer warranted a crossing guard based on studies conducted.

Mandated budget cuts during the 2011 and 2012 budget years resulted in cuts in the line item that pays for the crossing guards and seasonal park cadets. That funding has not been restored. In addition to a reduction in crossing guards, Public Safety went from having 4 cadets each summer to none, and then two. The pay for a crossing guard is \$10.50 for the morning crossing, and \$10.50 for the afternoon (\$21.00 per day). The yearly cost is about \$3,800 per crossing guard.

This week Lt. Randy Weston conducted a gap study and traffic survey on both intersections. This method is recommended by AAA Community Safety Services, and Lt. Randy Weston has been trained and certified to conduct these studies.

The criteria used in the study includes a gap study. This study is used to determine the number and length of safe crossing opportunities available at a student crossing. Street measurements, the minimum safe crossing gap, average walking speed of the students, number of students crossing the street, and perception and reaction times are figured into the equation.

Other factors considered in the study include sight distances, vehicular traffic volumes, pedestrian traffic volumes, ages and grades of those crossing, vehicular speeds, day/night considerations, truck traffic, existing traffic controls and traffic crash data.

The study conducted indicated that the number of minimum safe crossing times and the length of each crossing time are acceptable.

Action. Based on the study conducted, Public Safety is recommending that crossing guards are not warranted at the intersections of East Mitchell Street and Kalamazoo Avenue or Hill Street and Kalamazoo Avenue.

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