



DOWNTOWN MANAGEMENT BOARD

October 20, 2015

1. Call to Order – 7:00 P.M. - City Hall Community Room
2. Consent Agenda:
 - (a) Approval of the regular meeting minutes of September 22, 2015 and special meeting minutes of October 13, 2015
 - (b) Payment of bills
 - (c) Acceptance of expense and income reports
3. New Business:
 - (a) Discuss Brownfield TIF and proposed position statement concerning 200 East Lake Street property
 - (b) Reports by Downtown Management Board Committees
 - (c) Report by the City staff
4. Miscellaneous
5. Adjournment

MISSION STATEMENT

A self-governing board dedicated to planning, promoting, and preserving the downtown business district - the hub of our community – for the greater good of the business, professional, social, cultural and service activities located within the defined downtown area.

Purposes of the Downtown Development Authority Board of Directors and Downtown Management Board are to: (1) Provide leadership for the implementation of improvements as outlined in the Downtown Master Plan as adopted by the City of Petoskey in 1987; (2) Promote public and private development and physical improvements in the downtown business district as initiated by individuals and organizations; (3) Serve as an advisory body to the City of Petoskey in matters pertaining to the downtown business district; and (4) coordinate appropriate downtown programs and services.



BOARD: Downtown Management Board

MEETING DATE: October 20, 2015 **PREPARED:** October 16, 2015

AGENDA SUBJECT: Consent Agenda

RECOMMENDATION: That the Downtown Management Board approve items and administrative transactions that have been included on the Consent Agenda

The Downtown Management Board will be asked to approve the consent agenda that includes: (1) Enclosed minutes of the Downtown Management Board regular meeting minutes of September 22, 2015 and special meeting minutes of October 13, 2015; (2) Acknowledgement of bills since September 22, 2015; and (3) Acceptance of the September expense and income reports as prepared by the Downtown Director.

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Enclosures



DOWNTOWN MANAGEMENT BOARD

September 22, 2015

A regular meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, September 22, 2015. The meeting was called to order at 7:00 P.M., and the following were

Present: Lawrence Rochon, Chairperson
Doug Buck
David Carlson
William J. Fraser, Mayor
Jason Keiswetter
James M. Reid Jr., Vice Chairperson
Jennifer Shorter
S. Reginald Smith

Absent: None

Also in attendance were the Downtown Director Becky Goodman and City Planner Amy Tweeten.

Approve Consent Agenda Items

Downtown Management Board members discussed the first item of routine business, the August 18, 2015 regular session meeting minutes; acknowledgement of bills since August 18, 2015; and acceptance of the August expense and income reports as prepared by the Downtown Director.

Upon motion made and seconded, the August 18, 2015 regular session meeting minutes were approved, acknowledgement of bills since August 18, that totaled \$28, 503.04 and expense and income reports for August were approved. Said motion was unanimously approved as submitted.

Hear Brownfield TIF Presentation

Mac McClelland, Otwell Mawby Brownfield Manager, gave an informational presentation and answered questions regarding Brownfield TIF. Mr. McClelland was invited by the City Manager who was seeking information regarding downtown parking needs and acceptable funding strategies for the purpose of assisting potential developers of the 200 East Lake Street property.

Mr. McClelland reviewed opportunities, Brownfield TIF related to DDA TIF and additional downtown parking options; that underground and multilevel parking is more expensive vs. surface parking; that Brownfield support can help ways to fund 200 East Lake Street property; that project and costs need to be identified and approved upfront with a Brownfield Plan; eligible properties have to be contaminated, historic, functionally obsolete or blighted; that a Brownfield Plan is limited to 30 years; and that the existing plan could be amended or a new plan created.

City Planner Amy Tweeten inquired if adjacent parcels can be included in Brownfield TIF and if Michigan Street is adjacent and could be part of the plan.

Board members commented on the bonding amount and that an estimated \$17M in revenues would be needed and that \$10M would be the principle amount; and that Brownfield TIF is right expectation, but concerns if a developer is going to spend \$30M to develop.

Chairperson Rochon asked for public comments and heard an inquiry if there is a public input requirement in Brownfield Plan and to add non-Board members to Parking Committee.

The Downtown Director reviewed that the Parking Committee will discuss Brownfield TIF information, recommend to the DMB for review and then be reviewed at a future City Council meeting.

Approve 2016 Downtown Development and Management and Parking Fund Budgets

Board members then reviewed and discussed the proposed 2016 Downtown Development and Management and Parking Fund budgets. The Downtown Director reviewed some large expenditures in the Parking Budget first and that there may be a potential purchase of new parking software before the end of 2015 (or possibly in 2016) in Capital Outlay; expenditures of \$148,500 in Capital Outlay includes Elks Lot expenses of repairs to rock wall, drainage and paving improvements and pay stations to replace meters; an increase in Contracted Services to cover the cost of a parking structure study for \$20,000; additional funds for increased enforcement hours; and trolley expenses moved to the Parking Fund as recommended by the Board. The Downtown Director also reviewed that City Council approved CIP 2016-2021 at last night's meeting and moved restroom design process from 2017 to 2016.

Board members inquired why DMB had to pay for restroom design and construction; why carry over funds for parking lots are used to fund priority projects when there is no money in the General Fund; that Councilmembers should be present at DMB meetings to discuss these matters; that Capital Outlay is considerably higher than previous years; and that the Board could be better educated on information regarding the parking structure study.

Chairperson Rochon asked for public comments and heard a comment that Board members haven't looked at budget cuts, but rather spending money.

Upon motion made by Ms. Shorter, seconded by Mr. Smith, adoption of the 2016 Parking Budget was unanimously approved as submitted. Said motion was approved by the following vote:

AYES: Buck, Carlson, Fraser, Keiswetter, Reid, Shorter, Smith, Rochon (8)
NAYS: None (0)

The Downtown Director then reviewed the 2016 Programs and Services Budget which had been revised to include a net figure of \$398 compared to last month's first proposed budget. To achieve the net figure the Downtown Director made the following changes including funding for Petoskey Rocks! to come approximately half from the budget and half from sponsorships; Winter Carnival income is proposed to be from the event and \$6,000 from the budget with no major sponsorship unless approved by the DMB; and trolley expenses were moved to the Parking Fund.

Board members inquired on the DMB's support for events such as Festival on the Bay, Farmer's Market and Fourth of July and had concerns with whether businesses felt they were being double-dipped after paying assessments and then donations to these events.

Upon motion made by Mr. Smith, seconded by Ms. Shorter, adoption of the 2016 Programs and Services Budget was unanimously approved as submitted. Said motion was approved by the following vote:

AYES: Buck, Carlson, Fraser, Keiswetter, Reid, Shorter, Smith, Rochon (8)
NAYS: None (0)

Recommend Special Assessment
Levy to City Council

The Chairperson next reported that the Downtown Management Board routinely asked the City Manager each year to recommend that the City Council levy special assessments on the Downtown Management Board's behalf against eligible, non-residential properties within the Downtown Management Board's jurisdictional territory, with the proceeds from such levies then used to finance downtown-area programs and services through the City's Downtown Development and Management Fund.

2016 downtown-area special-assessment levies would be the 22nd such annual levy. The approved 2015 downtown-area programs-and-services special-assessment formula included \$0.16 per square foot of useable, first-floor, non-residential building area; \$0.04 per square foot of useable, non-residential area on floors other than first floors; and \$0.05 per square foot of unimproved lots that do not contain buildings. Although not yet calculated, City staff believes that revenues next year would be comparable to the \$91,000 that had been received in 2015.

Upon motion made and seconded, the Board requested that the City Manager consider this proposed 2016 programs and services special assessment and to recommend to City Council through a required written report, that the same formula be levied on behalf of the Downtown Management Board. Said motion was unanimously approved as submitted.

Approve Committee Appointments

The Downtown Director reported that it has been customary for the Downtown Events Committee to include a representative from the Petoskey District Library. Ron Fowler served in this capacity for several years and is no longer working at the Library. Val Meyerson, Library Director, volunteered to replace him on the Committee.

Upon motion made and supported, the appointment of Val Meyerson, be appointed to the Downtown Events Committee. Said motion was unanimously approved as submitted.

Hear Committee Reports

The Downtown Director reported on behalf of the Events Committee and that registration for the Shopping Scramble is going well; that A Moveable Feast is October 16 and 17 and reviewed activities coordinated with the Michigan Hemingway Festival; that Downtown Trick or Treat is scheduled for Saturday, October 31; and Haunted Halloween Progressive Dinner is October 30.

The Downtown Director reported on behalf of the Marketing Committee and that the Committee is working on a new website and mobile friendly updates; brand tweaking and potential updates; and that the Holiday Catalog will be available in digital or print form.

In beautification, the Downtown Director reported that cornstalks will be installed on Friday and the scarecrow contest will be up the entire month of October and judged on Facebook.

The Downtown Director reported on behalf of Parking and that a new Parking Ambassador was hired, Tom Devitt; that chronic abuser fees have been updated; and that new meter heads were ordered for the newly installed meters.

In design, the Downtown Director reported that the bike corrals are being used and will be removed at the end of October.

The Downtown Director also reported that City Council reviewed and did not approve an application from BRKP Cigar Group, LLC, for a redevelopment liquor license; and that Council had a 30 day deadline to accept a Hemingway statue location presented by Ernie Mainland on behalf of Mr. Dau.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:45 P.M.



DOWNTOWN MANAGEMENT BOARD

October 13, 2015

A special meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Tuesday, October 13, 2015. The meeting was called to order at 5:30 P.M., and the following were

Present: Robin Bennett
Doug Buck
David Carlson
William J. Fraser, Mayor
James M. Reid Jr., Vice Chairperson
Jennifer Shorter
S. Reginald Smith

Absent: Jason Keiswetter and Lawrence Rochon, Chairperson

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

Vice Chairperson Reid welcomed new Board member Robin Bennett.

Recommend BRKP Cigar Group, LLC
for a Redevelopment Liquor License

The Downtown Director reviewed that the Board reviewed an application for a Redevelopment Liquor License from BRKP Cigar Group, LLC, for 446 East Mitchell Street at its August 18, 2015 meeting for the purpose of making a recommendation for approval to City Council. The DMB approved recommending the granting of the license to Council at that meeting with the provision that all taxes and fees owed by the property owner be brought current within 30 days. To date, the property owner of 446 East Mitchell Street has not provided any payment to the City.

Bill Tribble, BRKP Cigar Group, LLC, principal, selected a different location, 320 East Lake Street, Unit 2, for his business and requested the DMB to consider a recommendation to City Council to approve the application. The property owner of the new location has paid all taxes and assessments.

Mr. Tribble reviewed that the new location was a larger space, had more opportunities to develop and hopes to open by May 1, 2016.

Board members inquired on how signage would be displayed; if the only access to the building was via the alley; if there was room for trash receptacles; if discussions had been made with the landlord concerning rent since the lease was blank; if the applicant had experience in this type of business; if deliveries would occur in the alley; inquiries on the exterior building plans; and if one door would be up to code regulations. Board members also discussed recommending to the City Manager to make Howard alley exit a "no in or out" for delivery vehicles and expressed the need to support the economic development trade-off adding a new mix to downtown vs. potential health issues.

Vice Chairperson Reid asked for public comments and heard inquiries on proposed hours of operation; concerns with how the smoke will be vented so it does not impact surrounding businesses; if there were any restrictions on distance between the number of licenses issued; and heard from those opposed to approving the license.

Upon motion made by Mr. Carlson, seconded by Mr. Smith to recommend to City Council a Redevelopment Liquor License to BRKP Cigar Group, LLC, 320 East Lake Street, Unit 2.

Said motion was adopted by the following vote:

AYES: Bennett, Buck, Carlson, Fraser, Reid, Shorter, Smith (7)

NAYS: None (0)

ABSENT: Keiswetter, Rochon (2)

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 5:40 P.M.

DRAFT

Downtown Management
Monthly Bills - September 2015

October 11, 2015

PROGRAMS AND SERVICES

| | | | |
|--------------------|--|--------------------|--------------------|
| Downtown Marketing | Goodman/reimburse software charges | Downtown Assessmer | \$ 31.78 |
| Downtown Marketing | Traverse/ad | Downtown Assessmer | \$ 525.00 |
| Downtown Marketing | Treasure Certificates/donation | Downtown Assessmer | \$ 50.00 |
| Downtown Marketing | Traverse/ad | Downtown Assessmer | \$ 830.00 |
| Fall Decorations | Johan's/Coffee & donuts for volunteers | Downtown Assessmer | \$ 28.60 |
| Fall Decorations | City of Petoskey DMB/Treasure Certificates | Downtown Assessmer | \$ 150.00 |
| Fall Decorations | Bill's Farm Market/cornstalks | Downtown Assessmer | \$ 516.00 |
| Flowers | Pontius/flowers for urns | Downtown Assessmer | \$ 70.00 |
| Moveable Feast | Jelly Roll Blues Band/performance fees | Downtown Assessmer | \$ 800.00 |
| Petoskey Rocks! | Chris Struble/Ghost Walk fees | Downtown Assessmer | \$ 231.00 |
| Petoskey Rocks! | Scott Ward/carriage rides | Downtown Assessmer | \$ 1,625.00 |
| Petoskey Rocks! | MacDonald Garber/Ads | Downtown Assessmer | \$ 1,180.00 |
| Shopping Scramble | City of Petoskey/Treasure Certificates | Downtown Assessmer | \$ 90.00 |
| Shopping Scramble | Happy Snappy/Photo Booth | Downtown Assessmer | \$ 475.00 |
| Shopping Scramble | Lite 96/ad | Downtown Assment | \$ 400.00 |
| Sidewalk Sales | MacDonald Garber/ads | Downtown Assment | \$ 1,600.00 |
| TOTAL | | | \$ 8,602.38 |

PARKING FUND

| | | | |
|-------------------------|--|--------------|---------------------|
| Administrative Services | City of Petoskey/Admin Fees | Parking Fund | \$ 18,600.00 |
| Contracted Services | OmniPark/October | Parking Fund | \$ 230.00 |
| Contracted Services | OmniPark/July, August, September | Parking Fund | \$ 690.00 |
| Contracted Services | LexisNexis/contract, August and Septembe | Parking Fund | \$ 100.00 |
| Contracted Services | Applied Pavement Marking/stripping | Parking Fund | \$ 625.00 |
| Downtown Office | Goodman/reimbursement trash bags | Parking Fund | \$ 46.00 |
| Downtown Office | McCardel Culligan/water | Parking Fund | \$ 31.50 |
| Downtown Office | Van's/ink,toner | Parking Fund | \$ 674.04 |
| Downtown Office | Meyer ACE/supplies | Parking Fund | \$ 2.99 |
| Downtown Office | Van's/ink,toner | Parking Fund | \$ 765.79 |
| Downtown Office | Thru Glass/window cleaning | Parking Fund | \$ 25.00 |
| Downtown Office | DTE/utilities | Parking Fund | \$ 51.56 |
| Downtown Office | Charter/phone, internet | Parking Fund | \$ 99.81 |
| Downtown Office | Wm Thompson/rent | Parking Fund | \$ 700.00 |
| Downtown Office | City of Petoskey/utilities | Parking Fund | \$ 52.21 |
| Downtown Office | Wages | Parking Fund | \$ 14,402.64 |
| Education & Training | MDA/Annual Membership | Parking Fund | \$ 200.00 |
| Education & Training | MDA/Fall conference registration | Parking Fund | \$ 155.00 |
| Materials & Supplies | Meyer ACE/ice melt | Parking Fund | \$ 6,039.25 |
| Signs | Sign & Design/HC vinyl signs | Parking Fund | \$ 30.00 |
| TOTAL | | | \$ 43,520.79 |

TOTAL BILLS **\$ 52,123.17**

**PROGRAMS SERVICES
MONTHLY REPORT
September 2015**

October 11, 2015

| REVENUES | BUDGET | CURRENT MONTH | YTD | LAST YTD | BUDGET BALANCE |
|---|-------------------|------------------|-------------------|-------------------|-------------------|
| SPECIAL ASSESSMENTS | 88,348.00 | 0.00 | 84,878.48 | 88,348.00 | 3,469.52 |
| PENALTIES & INTEREST | 500.00 | 181.45 | 2,456.56 | 1,873.52 | (1,956.56) |
| INTEREST INCOME | 3,000.00 | 0.00 | 0.00 | 16.72 | 3,000.00 |
| HOLIDAY PARADE SPONSORS | 4,000.00 | 0.00 | 500.00 | 0.00 | 3,500.00 |
| PETOSKEY ROCKS SPONSORS/income | 6,000.00 | 3,412.50 | 13,212.50 | 11,600.00 | (7,212.50) |
| WINTER CARNIVAL | 2,000.00 | 0.00 | 750.00 | 2,160.00 | 1,250.00 |
| MOVEABLE FEAST | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 |
| TROLLEY | 6,500.00 | 0.00 | 1,500.00 | 4,850.00 | 5,000.00 |
| MARKETING & PROMOTIONS | | | | | |
| Shop Map Ads | 8,600.00 | 7,000.00 | 11,500.00 | 500.00 | (2,900.00) |
| Gallery Walk | 4,000.00 | 0.00 | 2,400.00 | 1,750.00 | 1,600.00 |
| Ornaments | 1,500.00 | 0.00 | 0.00 | 709.80 | 1,500.00 |
| Haunted Halloween | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| Shopping Scramble | 5,000.00 | 0.00 | 425.00 | 3,405.00 | 4,575.00 |
| Holiday Catalog | 2,500.00 | 0.00 | 1,895.00 | 0.00 | 605.00 |
| Historic Markers & Tour | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Mardi Paddy Gras | 3,000.00 | 0.00 | 1,889.70 | | 1,110.30 |
| Restaurant Week | | 0.00 | | 1,000.00 | |
| TOTAL REVENUES | 137,048.00 | 10,593.95 | 121,407.24 | 115,213.04 | 15,640.76 |
| EXPENSES | | | | | |
| Events | | | | | |
| HOLIDAY PARADE | 6,500.00 | 0.00 | 0.00 | 0.00 | 6,500.00 |
| HOLIDAY OPEN HOUSE | 1,000.00 | 0.00 | 0.00 | 980.00 | 1,000.00 |
| SIDEWALK SALES | 8,000.00 | 1,600.00 | 5,150.06 | 4,761.21 | 2,849.94 |
| MacDonald Garber/Ads \$1600 | | | | | |
| PETOSKEY ROCKS | 11,000.00 | 3,036.00 | 18,138.85 | 8,637.41 | (7,138.85) |
| Chris Struble/Ghost Walk \$231 | | | | | |
| Scott Ward/carriage rides \$1625 | | | | | |
| MacDonald Garber/Ads \$1180 | | | | | |
| DT TRICK OR TREAT | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| WINTER CARNIVAL | 5,000.00 | 0.00 | 4,664.05 | 5,736.74 | 335.95 |
| MOVEABLE FEAST | 3,000.00 | 800.00 | 41.74 | 0.00 | 2,958.26 |
| Jelly Roll Blues Band/performance \$800 | | | | | |
| Collaborating Events | | | | | |
| CONCERTS IN THE PARK | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 | - |
| FOURTH OF JULY | 800.00 | 0.00 | 0.00 | 800.00 | 800.00 |
| FARMERS MARKET | 500.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| RESTAURANT WEEK | 500.00 | 0.00 | 500.00 | 0.00 | - |
| SANTA'S VISIT | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| FESTIVAL ON THE BAY | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | - |

**PROGRAMS SERVICES
MONTHLY REPORT
September 2015**

October 11, 2015

| | BUDGET | | YTD | LAST YTD | BUDGET BALANCE |
|---|-------------------|-----------------|------------------|------------------|---------------------------|
| Marketing & Promotions | | | | | |
| MARKETING | | | | | |
| Image Campaign | 40,000.00 | 1,436.78 | 24,199.05 | 24,235.14 | 15,800.95 |
| <i>Traverse/Ad \$525</i> | | | | | |
| <i>Treasure Certificates/donation \$50</i> | | | | | |
| <i>Traverse/ad \$830</i> | | | | | |
| <i>Goodman/reimburse software charges \$31.78</i> | | | | | |
| Gallery Walk | 2,500.00 | 0.00 | 4,691.82 | 3,698.85 | (2,191.82) |
| Ornaments | 900.00 | 0.00 | 0.00 | 0.00 | 900.00 |
| Shopping Scramble | 3,500.00 | 965.00 | 1,023.44 | 393.00 | 2,476.56 |
| <i>of Petoskey DMB/Treasure Certificate prizes \$90</i> | | | | | |
| <i>Happy Snappy/Photo Booth \$475</i> | | | | | |
| <i>Lite 96/Ads \$400</i> | | | | | |
| Shop Map | 9,000.00 | 0.00 | 0.00 | 9,043.59 | 9,000.00 |
| Holiday Catalog | 2,500.00 | 0.00 | 0.00 | | 2,500.00 |
| Historic Markers & Tour | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 |
| Haunted Halloween | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| Bags Over Bucks | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 |
| Mardi Paddy Gras | 3,000.00 | 0.00 | 3,245.94 | | (245.94) |
| Restaurant Week | | | 0.00 | 4,295.96 | - |
| Other | 1,800.00 | 0.00 | 0.00 | 0.00 | 1,800.00 |
| Economic Enhancement | | | | | |
| BUSINESS RECRUITMENT | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| BUSINESS RETENTION | 1,500.00 | 0.00 | 738.88 | 1,526.82 | 761.12 |
| TROLLEY | 9,000.00 | 0.00 | 783.62 | 4,116.21 | 8,216.38 |
| Beautification | | | | | |
| HOLIDAY DECORATIONS | 8,000.00 | 0.00 | 0.00 | 5,237.70 | 8,000.00 |
| FALL DECORATIONS | 600.00 | 694.60 | 694.60 | 150.00 | (94.60) |
| <i>Johan's/coffee, doughnuts for volunteers \$28.60</i> | | | | | |
| <i>Bill's Farm Market/cornstalks \$516</i> | | | | | |
| <i>PetoskeyDMB/Treasure Certificates for Vols \$150</i> | | | | | |
| FLOWERS | 5,000.00 | 70.00 | 6,016.00 | 5,149.80 | (1,016.00) |
| <i>Pontius/flowers for urns \$70</i> | | | | | |
| BEAUTIFICATION COMMITTEE | 10,000.00 | 0.00 | 6,427.02 | | |
| CAPITAL OUTLAY | - | | 13,645.00 | | |
| Administrative | | | | | |
| INSURANCE AND BONDS | 500.00 | 0.00 | 0.00 | | |
| OTHER | 100.00 | 0.00 | 67.41 | 332.63 | 32.59 |
| TOTAL | 143,650.00 | 8,602.38 | 97,496.26 | 87,650.06 | 46,153.74 |
| Excess of Revenues Over Expenses | (6,602.00) | 1,991.57 | 23,910.98 | 27,562.98 | (30,512.98) |

**Downtown Parking Fund
September 2015**

October 11, 2015

| | Budget | Current Month | YTD | Last YTD | Budget Balance |
|---|-------------------|--------------------------|---------------------|---------------------|---------------------------|
| REVENUES | | | | | |
| Meters | 315,500.00 | 38,385.20 | 249,788.87 | 240,860.03 | 65,711.13 |
| finest | 51,000.00 | 4,103.64 | 39,804.71 | 27,725.03 | 23,274.97 |
| Permits | 31,000.00 | 1,370.00 | 18,752.06 | 23,284.00 | 12,247.94 |
| Bags | 6,000.00 | 50.00 | 3,213.65 | 4,456.02 | 2,786.35 |
| Tokens | 2,500.00 | 85.00 | 2,281.00 | 1,549.75 | 219.00 |
| Interest | 400.00 | 1.85 | 20.88 | 13.45 | 379.12 |
| Meter Sponsorships | 2,000.00 | 0.00 | 700.00 | 400.00 | 1,300.00 |
| Cell Phone Parking | 25,000.00 | 1,528.82 | 20,961.73 | 15,249.48 | 4,038.27 |
| Total Parking Revenue | 433,400.00 | 45,524.51 | 335,522.90 | 313,537.76 | 109,956.78 |
| EXPENSES | | | | | |
| ADMINISTRATIVE FEES | 18,000.00 | 18600.00 | 18600.00 | 18,000.00 | -600.00 |
| CAPITAL OUTLAY | 30,000.00 | 0.00 | 16,258.98 | 10957.61 | 13741.02 |
| CONTRACTED SERVICES | 50,000.00 | 1645.50 | 44,145.53 | 46,495.35 | 5,854.47 |
| OmniPark/Contract fee October \$230 | | | | | |
| Park/Contract fee July, August, September \$690 | | | | | |
| Lexis Nexis/contract \$100 | | | | | |
| Applied Pavement Marking/stripping \$625.50 | | | | | |
| DOWNTOWN OFFICE | 193,000.00 | 16,851.04 | 146,482.62 | 156,035.20 | 46,517.38 |
| McCardel Culligan/water \$31.50 | | | | | |
| Van's/Ink, toner \$674.04 | | | | | |
| Goodman/reimbursement trash bags \$46 | | | | | |
| Meyer ACE/supplies \$2.99 | | | | | |
| Van's/ink, toner \$765.79 | | | | | |
| Thru Glass/window cleaning \$25 | | | | | |
| DTE/utilities \$51.56 | | | | | |
| Charter/phone, internet \$99.81 | | | | | |
| Wm Thompson/rent \$700 | | | | | |
| city of Petoskey/utilities \$52.21 | | | | | |
| Wages \$14,402.64 | | | | | |
| EDUCATION AND TRAINING | 5,000.00 | 355.00 | 5,419.80 | 4,484.56 | (419.80) |
| MDA/Annual Membership \$200 | | | | | |
| MDA/Fall Conference Registration \$155 | | | | | |
| EQUIPMENT REPAIR | 1,000.00 | 0.00 | 482.71 | 167.40 | 517.29 |
| FAÇADE GRANTS | 20,000.00 | 0.00 | 969.50 | 83.56 | |
| LEASE RENTAL TO DEBT | | 0.00 | | 40,000.00 | |
| MATERIALS AND SUPPLIES | 11,000.00 | 6,039.25 | 11,019.05 | 18,190.81 | (19.05) |
| Meyer ACE/ice melt \$6,039.25 | | | | | |
| PROFESSIONAL SERVICES | 500.00 | 0.00 | 351.63 | 346.91 | (618.05) |
| PROPERTY LEASE | 1,000.00 | 0.00 | 1,118.05 | 1,875.00 | (118.05) |
| PUBLIC UTILITIES | 3,200.00 | 0.00 | 1,128.85 | 2,252.86 | 2,071.15 |
| SIGNS | 1,000.00 | 30.00 | 4045.12 | 424.50 | (3,045.12) |
| Sign & Design/HC vinyl signs \$30 | | | | | |
| UNIFORMS | 1,500.00 | 0.00 | 0.00 | 757.17 | |
| OTHER | | - | 16.99 | 84.80 | |
| TOTAL EXPENSES | 335,200.00 | 43,520.79 | 231,554.43 | 300,239.29 | 103,645.57 |
| NET | 98,200.00 | (43,520.79) | (231,554.43) | (300,239.29) | (103,645.57) |



MEMORANDUM

TO: Downtown Management Board

FROM: Becky Goodman

DATE: October 11, 2015

RE: Discussion of Brownfield TIF

As discussed at the September meeting of the DMB, it is the desire of City staff to attempt to spur development at the 200 East Lake development site. Goal #3 of the City's 2015 Strategic Plan is, "Diversify and Strengthen the City's Economic Base." A strategy of that goal is, "Articulate a policy, even a general framework if necessary, governing the City's position on supporting development/redevelopment efforts through incentives of various kinds."

Mac McClelland, Otwell Mawby, made an informational presentation to the Board at the September meeting regarding the use of Brownfield TIF for improvements at the development site. The subject was referred to the Parking Committee for further discussion. Upon meeting with the Parking Committee and in conference with the City Manager, staff is proposing the attached position statement for consideration of the full Board.

It is the request of staff that the DMB discuss this position statement with the intention of approving or revising it at the November meeting.

Please call me if you have questions or concerns.

Attachment

Position Statement 200 East Lake Street

The Downtown Management Board (DMB) and Petoskey City Council recognize that development of the 200 East Lake Street site is a very complex and expensive undertaking requiring a strong private/public partnership. To this end, development of the site will likely involve implementing a Brownfield Redevelopment Tax Increment Finance plan to fund certain aspects of the project. Currently, the site has a Tax Increment Financing (TIF) mechanism in place that was adopted by the City of Petoskey's City Council and DMB. The existing TIF would need to be waived by the DMB and the City Council as part of establishing a new Brownfield Redevelopment TIF for any proposed development.

To provide guidance and to encourage development, the DMB and City Council present the following position statement regarding development of the site.

The DMB and City Council will examine all aspects of the development plans in making their decisions on whether to revoke the current TIF in consideration of adopting a Brownfield Redevelopment TIF. However, strong consideration for support of a Brownfield Redevelopment TIF will be given to a plan that incorporates the following items:

1. Development to provide sufficient parking to meet all of the private parking needs necessitated by the proposed uses at 200 East Lake Street.*
2. Development to provide sufficient public parking in an amount agreeable to both the DMB and City Council.*
3. A minimum investment of \$30 million.
4. A funding mechanism for providing additional public parking off-site.
5. A strategy for shared maintenance and enforcement of the on-site parking area.
6. A variety of mixed uses such as a hotel/conference center, residential units and commercial and retail space.

*Shared parking may be considered to satisfy both private and public parking needs.



City of Petoskey

Agenda Memo

BOARD: Downtown Management Board

MEETING DATE: October 20, 2015

DATE PREPARED: October 16, 2015

AGENDA SUBJECT: Downtown Management Board Committee Reports

RECOMMENDATION: That the Downtown Management Board hear these reports

Reports could be received from Downtown Management Board committees.

sb



BOARD: Downtown Management Board

MEETING DATE: October 20, 2015

DATE PREPARED: October 16, 2015

AGENDA SUBJECT: City Staff Report

RECOMMENDATION: That the Downtown Management Board hear this report

The City Manager will provide status reports concerning downtown-area projects.

sb