



Notice

City Commission Regular Meeting

7:00 pm

Monday, December 2, 2013

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 11-27-13

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Makayla Vitous, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

City Commission:
c/o Benjamin C. Marentette, CMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Welcome to the Traverse City Commission meeting!

Agenda

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the Organizational Meeting of November 11, 2013, Regular Meeting of November 18, 2013, Quorum of the City Commission of November 20, 2013, and Study Session of November 25, 2013. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of declaring two Police Department vehicles surplus and authorizing a purchase order for the purchase of two replacement vehicles for the Police Department. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing a confirming purchase order for unleaded gasoline for city operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- d. Consideration of approving parking permit rates for the Larry C. Hardy Parking Deck and Old Town Parking Deck and surface lots and event rates for the Larry C. Hardy Parking Deck and Old Town Parking Deck, as recommended by the Downtown Development Authority Board of Trustees. (Approval recommended) (Jered Ottenwess, Robert Bacigalupi)
- e. Consideration of authorizing a Permit for Fireworks Display in connection with the Cherry-T Ball Drop Event, with fireworks to be displayed from the Marina Parking Lot on January 1, 2014 at 12:00a.m. (Approval recommended) (Jered Ottenwess, James Tuller)
- f. Consideration of authorizing an agreement to accept \$38,701 in grant funds from the Byrne Memorial Formula Grant administered by the Michigan State Police, to provide matching funds for the Traverse Narcotics Team and authorizing a related budget amendment. (Approval recommended) (Jered Ottenwess, Michael Warren) (5 affirmative votes required)
- g. Consideration of adopting the annual resolution certifying the city intends to implement the state-prescribed limits on health care plans. (Adoption recommended) (Jered Ottenwess)
- h. Consideration of enacting an amendment to the Traverse City Code of Ordinances which would rezone the properties at 221 Cass Street and 215, 223 and 229 Washington Street from C-4a to C-4b in connection with the *Washington Place* development, which would allow buildings to be 60 feet by right and 68 feet by Special Land Use Permit, rather than 45 feet in height, as recommended by the City Planning Commission. (Enactment recommended) (Jered Ottenwess, Dave Weston)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of approving the development plans for Washington Place, as required by the Option Agreement between the city and S.N.A.F.U.. (Jered Ottenwess)
- b. Consideration of authorizing a Grant Agreement for a Coastal Zone Management grant for the Boat Launch at Parking Lot D (near the mouth of Boardman River) and approving a related budget amendment. (Jered Ottenwess, Dave Weston) (5 affirmative votes required)

4. New Business

- a. Consideration of authorizing a letter to Senator Howard Walker and Representatives Ray Franz and Wayne Schmidt from Mayor Michael Estes on behalf of the City Commission requesting the reinstatement of Michigan Department of Environmental Quality funding for E.Coli monitoring efforts for waters along Great Lakes beaches. (Mayor Michael Estes)

5. Appointments

- a. Consideration of appointment by the Mayor to the Planning Commission. (Mayor Michael Estes)

6. Reports, Announcements and Correspondence

Please note: For this section of the agenda, when an actual report is included or expected, the item will be underlined.

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Report from Human Resources Generalist Kelli Schroeder dated November 22, 2013, regarding Affordable Care Act Mandatory Taxes & Fees.
 6. Minutes of the Historic Districts Commission Regular Meeting of October 24, 2013.
 7. Minutes of the Traverse City Light and Power Board Regular Meeting of October 23, 2013.
- e. Reports and correspondence from non-City officials.

1. Monthly Operations Report for the Wastewater Treatment Plant from CH2MHILL for October 2013.

7. Public Comment

- a. Reserved.
 1. Request from Derek J. Bailey, 216 Jefferson Street, Suttons Bay, MI, regarding ... “Anishinaabek presence; prehistory to the present... requesting City Commission Consideration to have this reflected in the concrete sidewalk that leads out of the tunnel toward the splash pad.”
- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the city's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

Attached are minutes from the following meetings of the City Commission:

- November 11, 2013, Organizational Meeting
- November 18, 2013, Regular Meeting
- November 20, 2013, Quorum of the Commission
- November 25, 2013, Study Session

The City Clerk recommends that these minutes be approved. The following motion would be appropriate:

that the minutes of the November 11, 2013, Organizational Meeting, November 18, 2013, Regular Meeting, November 20, 2013, Quorum of the Commission, and November 25, 2013, Study Session, be approved.

JJO/kes

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**Minutes of the
City Commission for the City of Traverse City
Organizational Meeting**

November 11, 2013

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Commissioner Barbara D. Budros; Commissioner James Carruthers; Commissioner Jeanine Easterday; Commissioner Gary L. Howe; Commissioner Ross W. Richardson; and Commissioner Timothy M. Werner.

The following Commissioners were absent: None.

City Clerk Benjamin Marentette presiding.

Pledge of Allegiance

City Clerk Benjamin Marentette administered the Oath of Office of City Commissioner to Gary Lee Howe.

City Clerk Benjamin Marentette administered the Oath of Office of City Commissioner to Ross William Richardson.

City Clerk Benjamin Marentette administered the Oath of Office of City Commissioner to Timothy Michael Werner.

City Clerk Benjamin Marentette administered the Oath of Office of Mayor to Michael Estes.

City Clerk Benjamin Marentette turns the gavel and meeting over to newly-elected and sworn in Mayor Michael Estes.

Mayor Michael Estes presiding.

Roll Call

1.

Selection of the Mayor Pro Tem from the membership of the City Commission for a one-year term expiring November 10, 2014.

Commissioner Easterday nominated Commissioner James Carruthers to serve as Mayor Pro Tem until November 2014.

There being no further nominations, Mayor Estes called for a vote for Commissioner James Carruthers to serve as Mayor Pro Tem until November 2014.

CARRIED unanimously.

2.

Consideration of appointment by the City Commission of two of its members to the City Planning Commission.

Moved by Richardson, seconded by Carruthers, that Commissioners Easterday and Werner be appointed each to a one-year term expiring November 10, 2014, on the Planning Commission

CARRIED unanimously.

3.

Consideration of appointment by the Mayor with approval of the City Commission of an administrative official to the City Planning Commission.

Moved by Richardson, seconded by Easterday, that the Mayor's appointment of City Treasurer/Finance Director William Twietmeyer to a two-year term expiring November 9, 2015, on the City Planning Commission, be approved.

CARRIED unanimously.

4.

Consideration of appointment by the Mayor with approval of the City Commission of four citizen members to the City Planning Commission.

Moved by Easterday, seconded by Werner, that the Mayor's appointment of Janet Fleshman to a three-year term (seat previously held by Cecil McNally) expiring November 14, 2016, on the City Planning Commission; and the Mayor's appointment of Cecil McNally to one unexpired three-year term (seat previously held by now-Commissioner Timothy Werner) expiring November 10, 2014, on the City Planning Commission; and the Mayor's appointment of Jody Bergman to one unexpired three-year term (seat previously held by now-Commissioner Gary Howe) expiring November 9, 2015, be approved.

CARRIED unanimously.

5.

Consideration of appointment by the Mayor with approval of the City Commission of one of the Commission members to the Grand Traverse County Township Association.

Moved by Carruthers, seconded by Easterday, that the Mayor's appointment of Commissioner Budros to a two-year term expiring November 9, 2015, (seat previously held by Commissioner Budros), on the Grand Traverse County Township Association, be approved.

CARRIED unanimously.

6.

Consideration of appointment by the Mayor with approval of the City Commission and Grand Traverse County Board of one of the Commission members to the Grand Traverse County Department of Public Works Board.

Moved by Carruthers, seconded by Howe, that the Mayor's appointment of Commissioner Richardson to one unexpired three-year term, expiring December 31, 2014, (seat previously held by former Commissioner Michael Gillman) on the Grand Traverse County Department of Public Works Board, be approved.

CARRIED unanimously.

7.

Consideration of appointment by the City Commission of two of its members to the Traverse City Light and Power Board.

Moved by Richardson, seconded by Easterday, that Commissioner Budros and Mayor Pro Tem Carruthers each be reappointed a two-year term expiring November 9, 2015, on the Traverse City Light and Power Board.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

8.

Consideration of appointment by the City Commission of one of its members to serve on the Grand Traverse County Brownfield Redevelopment Authority, with approval of the Grand Traverse County Board.

Moved by Budros, seconded by Carruthers, that Commissioner Richardson be appointed to a three-year term, expiring December 31, 2016, (seat previously held by former Commissioner Michael Gillman) on the Grand Traverse County Brownfield Redevelopment Authority Board of Directors.

CARRIED unanimously.

9.

Consideration of appointment by the City Commission of one of its members as a Regular Member and one of its members as an Alternate Member on

the Next Michigan Development Corporation Board.

Moved by Carruthers, seconded by Budros, that Commissioner Easterday be appointed as a Regular Member and Commissioner Howe be appointed as an Alternate Member, each to a one-year term expiring November 10, 2014, (seats previously held by Mayor Estes and Commissioner Easterday, respectively) on the Next Michigan Corporation Board.

CARRIED unanimously.

10.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

11.

Public Comment.

The following addressed the Commission:

Commissioner Jeanine Easterday

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:22 pm.



Benjamin C. Marentette, CMC
City Clerk

Approved: _____,
(Date) (Initials)

**Minutes of the
City Commission for the City of Traverse City**



Regular Meeting

November 18, 2013

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L. Howe, Ross W. Richardson, Timothy M. Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

2. Consent Calendar

Moved by Carruthers, seconded by Budros, that the following actions as recommended on the Consent Calendar portion of the Agenda be approved:

- a. The minutes of the November 4, 2013, Regular Meeting, be approved.
- b. The Mayor and City Clerk execute a contract with SE Group for the preparation of a Hickory Hills Master Plan in the amount of \$32,000, with the city to provide \$16,000 in funding, Garfield Township to provide \$8,000 in funding, Preserve Hickory and Grand Traverse Ski Club to each provide \$4,000 in funding, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with the city's funding available in the Parks Division Budget.

- c. The City Manager be authorized to declare a 2002 Ford F450 (Truck #67) surplus and issue a purchase order to Altec Industries of Indianapolis, Indiana in the amount of \$115,014 for the purchase of a 2014 Dodge chassis with a thirty foot Altec aerial bucket to be used by the Streets Department, with funds available in the Garage Fund.
- d. The City Manager be authorized to issue a purchase order to Fabco Industries in the amount of \$33,750 for 45 replacement cartridges with funds available in the Capital Projects Fund, to be reimbursed by the Great Lakes Restoration Initiative Grant program
- e. The Mayor and City Clerk execute Amendment No. 1 to the Agreement with CH2MHILL for Operations, Maintenance and Management Services, at the Wastewater Treatment Plant (originally authorized March 5, 2012) for the period of July 1, 2013, to June 30, 2014, which would increase the base fee by 3.5% and increase the Direct Cost 1.7%, with the total payment to be \$2,307,561, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.
- f. The Mayor and City Clerk execute a unit prices change order to the contract with DHE Plumbing and Mechanical for the Fluoride Feed System Upgrade Project (originally authorized June 17, 2013) to complete the 2013 Water Treatment Plant Alum Feed System Upgrade Project in the amount of \$35,000, more or less, with funds available in the Water Fund, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously

Items removed from the Consent Calendar

None.

3. Old Business**3(a).**

Consideration of introducing an amendment to the Traverse City Code of Ordinances to establish various regulations regarding noise within the city, including regulating “C-Scale Noise”; discussion regarding proposed amendments to the Parks and Public Land Use Policy and fees for the Open Space.

The following addressed the Commission:

Jered Ottenwess, City Manager

Benjamin Marentette, City Clerk

Trevor Tkach, National Cherry Festival Executive Director

Brian Haas, 227 East 10th Street

Cindy Ruzak, Maritime Heritage Alliance, Schooner Festival, no address given

John Pack, 824 Webster Street, Cherry Tree Suites General Manager

Tim Hinkley, 3015 East Partridge Court, Solon Township, Traverse City Boom Boom Club

Mike Dow, 436 Washington Street

Brad Van Dommelen, Traverse City Tourism Organization President

Raymond Minervini, The Minervini Group, 800 Cottageview Drive

Denny Braun, 602 Washington Street

Rick Buckhalter, 932 Kelley Street

Doug Dornbos, 10260 South Dalzell Road, Elmwood Township, Cherry Capital Cab and Grand Traverse Limousine Owner, Grand Traverse Area Hospitality Association Treasurer

Alfred Warmbier, 803 Cass Street

Andy McFarlane, 716 Washington Street

Carol Lewis, Taste of Traverse City Festival Producer, no address given

Mark Walter, 13842 South Windcrest Court, Elmwood Township, Sound Environments

Debbie Lake, 1122 Lake Ridge Drive, Traverse City Film Festival Executive Director

Lee Kurt, 428 East State Street, TART Trails Program and Planning Coordinator

Fran Denewitz, 2738 Neah Ta Wanta Road, Peninsula Township

Sam Porter, 426 West Eighth Street

Moved by Richardson, seconded by Carruthers, that a City Commission Ad Hoc Committee to review Park and Public Land Use Policy and Noise Ordinance be established; and that Commissioners Richardson, Howe and Budros be appointed to such committee, with Commissioner Richardson to serve as chair, with the committee to expire April 18, 2014.

CARRIED unanimously.

There being no objection, Mayor Michael Estes declared a recess.

3(b).

Consideration of adopting resolutions authorizing grant agreements with the Michigan Department of Environmental Quality for a stormwater and wastewater asset management program, including a local match.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Werner, that the Resolution Authorizing the SAW Grant Agreement for a wastewater asset management plan and the Resolution Authorizing the SAW Grant Agreement for a stormwater asset management plan and stormwater management plan be adopted, with the city to provide matching funds up to \$444,000, to be provided in the following manner: matching funds to be provided in the form of in-kind services to the greatest extent possible, along with a not-to-exceed amount of \$50,000 from the Sewer Fund and a not-to-exceed amount of \$25,000 from the General Fund.

CARRIED unanimously.

4. New Business

4(a).

Consideration of introducing an amendment to the Traverse City Code of

Ordinances which would rezone the properties at 221 Cass Street and 215, 223 and 229 Washington Street from C-4a to C-4b in connection with the *Washington Place* development, which would allow buildings to be 60 feet by right and 68 feet by Special Land Use Permit, rather than 45 feet in height, as recommended by the City Planning Commission.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Easterday, seconded by Werner, that an amendment to the Traverse City Code of Ordinances, *Zoning Map Amendments*, to rezone 221 Cass Street and 215, 223, and 229 Washington Street from C-4a (Regional Center) District to C-4b (Regional Center) District which would allow for buildings to be 60 feet high by right and 68 feet by Special Land Use Permit, based on the Future Land Use Map in the City of Traverse City Master Plan, as recommended by the City Planning Commission, be introduced and scheduled for possible enactment on December 2, 2013.

Rick Buckhalter, 932 Kelley Street – made general comments

John Scrudato, 422 East State Street - made general comments

CARRIED unanimously.

4(b).

Consideration of adopting a Resolution Concurring with a Brownfield Plan for 647 East Eighth Street (located at the corner of Eighth Street and Railroad Avenue), which would make the property eligible for Brownfield Redevelopment tax incentives.

The following addressed the Commission:

Jered Ottenwess, City Manager

Jean Derenzy, Grand Traverse County Planning and Development Deputy Director

Moved by Easterday, seconded by Howe, that the Resolution Concurring

with Grand Traverse County Brownfield Plan for 647 East Eighth Street, be adopted.

Rick Buckhalter, 932 Kelley Street – made general comments
John Scrudato, 422 East State Street – made general comments
Debra Graetz, owner of 647 East Eighth Street – made general comments
John Serratelli, 237 Midtown Drive – expressed support
Connie Friedrich, 701 Webster Street - made general comments
Ty Schmidt, 841 Washington Street – expressed support
Lee Kurt, 428 East State Street – expressed support
Tom Szafranski, 210 South Elmwood – expressed support
Michael Strom, 605 East State Street – made general comments
Ken Richmond, 333 Boardman Avenue – made general comments

Roll Call:

Yes - Budros, Carruthers, Easterday, Howe, Werner, Estes.

No - Richardson.

CARRIED.

4(c).

Consideration of adopting a Resolution Concurring with a Brownfield Plan for 147 East Eighth Street (located at the northwest corner of Eighth Street and Cass Street), which would make the property eligible for Brownfield Redevelopment tax incentives.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Howe, seconded by Werner, that the Resolution Concurring with Grand Traverse County Brownfield Plan for 147 East Eighth Street, be adopted.

Deni Scrudato, 422 East State Street – made general comments

Moved by Richardson, seconded by Budros, that the motion be amended to amend the resolution to stipulate that the concurrence is subject to a maximum of two years of capture to fund the Local Site Remediation Fund.

Roll Call:

Yes - Budros, Richardson, Carruthers

No - Easterday, Howe, Werner, Estes

FAILED.

Therefore, City Clerk Benjamin Marentette announced the motion on the floor is as follows:

Moved by Howe, seconded by Werner, that the Resolution Concurring with Grand Traverse County Brownfield Plan for 147 East Eighth Street, be adopted.

Mayor Michael Estes called for a vote on the motion on the floor.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of re-establishing the City Commission Ad Hoc Committee to make a recommendation regarding providing water bottle filling stations at the Open Space.

Moved by Carruthers, seconded by Easterday, that a City Commission Water Bottle Filling Station Ad Hoc Committee be re-established to make a recommendation regarding bottle water filling stations at the Open Space during events and festivals; and that Commissioner Easterday, Mayor Pro Tem Carruthers, and Mayor Estes be appointed to such committee, with Commissioner Easterday to serve as chair, with the committee to expire April 19, 2014.

CARRIED unanimously.

5(b).

Consideration of appointment by the Mayor with approval of the City Commission to the Housing Commission.

Moved by Carruthers, seconded by Budros, that the Mayor's reappointment of Kay Serratelli to one five-year term expiring November 30, 2018, on the Housing Commission, be approved.

CARRIED unanimously.

5(c).

Consideration of accepting the resignation of Mayor Pro Tem James Carruthers from the Brown Bridge Advisory Committee as the City Commission's representative and appointing a City Commission representative to fill the vacancy.

Moved by Carruthers, seconded by Richardson, that the resignation of Commissioner Carruthers dated November 13, 2013, from the Brown Bridge Advisory Committee, be accepted; and that Commissioner Howe be appointed to one unexpired three-year term expiring October 6, 2014, (seat previously held by Commissioner Carruthers), on the Brown Bridge Advisory Committee.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.

1. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Minutes of the Act 345 Retirement System Board Meeting of August 28, 2013.
 6. Minutes of the Historic Districts Commission Regular Meeting of September 26, 2013.
 7. Minutes of the Traverse City Light and Power Board Regular Meeting of October 8, 2013.
 8. Communication from the City Treasurer/Finance Director regarding Tax Tribunal Refunds dated November 11, 2013.
- e. Reports and correspondence from non-City officials.

None.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County

Commissioner
Larry Titus, 1231 Santo Street
John Serratelli, 237 Midtown Drive

3. Mayor and City Commissioners.

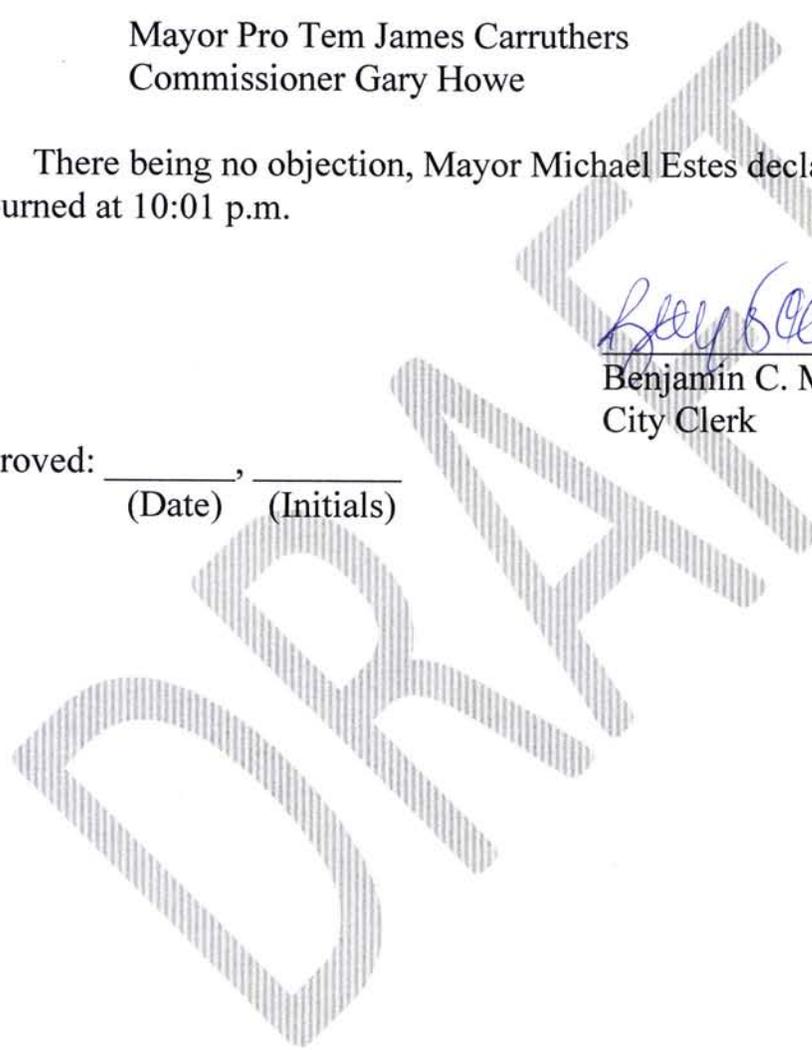
Mayor Pro Tem James Carruthers
Commissioner Gary Howe

There being no objection, Mayor Michael Estes declared the meeting adjourned at 10:01 p.m.



Benjamin C. Marentette, CMC
City Clerk

Approved: _____, _____
(Date) (Initials)



CITY OF TRAVERSE CITY



Minutes

Quorum of City Commission

November 20, 2013

A quorum of the City Commission was present on November 20, 2013, at 8:30 a.m., regarding an invitation from City Manager Jered Ottenwess for a City Commission orientation, which was held in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

The following Commissioners were present, constituting a quorum: Mayor Pro Tem James Carruthers (arrived at 8:38 a.m.), Barbara D. Budros (arrived at 8:57 a.m.), Jeanine Easterday (departed at 9:50 a.m.), Gary Howe, Ross Richardson, Tim Werner.

The following member of the Commission was absent: Mayor Michael Estes.

The following items were reviewed:

1. From City Manager Jered Ottenwess:

- Organizational overview
- Commission-Manager relations
- Administrative issues
- Goal setting

2. From City Attorney Lauren Tribble-Laucht:

- Commission-Manager form of government
- Key City Charter provisions
- Conflicts of interest
- Ethics

(Commissioner Jeanine Easterday departed)

3. From City Clerk Benjamin Marentette:

- Open Meetings Act, including discussion regarding emails
- Freedom of Information Act
- City Commission Rules of Order
- Motions
- Different types of Commission meetings
- Agenda development and protocol
- Boardmanship

There was no longer a quorum at 10:44 a.m.



Benjamin C Marentettes, CMC
City Clerk

Approved: _____,
(Date) (Initials)

DRAFT



**Minutes of the
City Commission for the City of Traverse City
Study Session**

November 25, 2013

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary Howe, Ross Richardson.

The following Commissioner was absent: Timothy Werner.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding development plans for Washington Place.

The following addressed the Commission:

Jered Ottenwess, City Manager
Lauren Tribble-Laucht, City Attorney
Rick Buckhalter, 932 Kelley Street
Dale Ostema, 222 Cass Street, Central United Methodist Church Pastor
Rob Bacigalupi, Downtown Development Authority Acting Executive Director

2.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

3.

Public comment

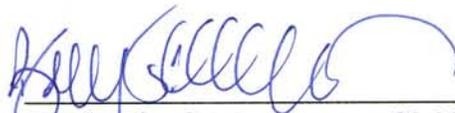
The following addressed the Commission:

Mayor Pro Tem James Carruthers
Commissioner Jeanine Easterday
Commissioner Barbara Budros
Commissioner Gary Howe
Chris Maxbauer, 503 West Eighth Street
Rick Buckhalter, 932 Kelley Street

4.

Adjournment.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:28 pm.



Benjamin C Marentette, CMC
City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM:  JERED OTTENWESS, CITY MANAGER

SUBJECT: 2013 SCHEDULED FLEET EQUIPMENT REPLACEMENT

Attached are memos from Dave Green, DPS Director, and Scott Meter, Garage Superintendent, requesting approval to purchase two 2014 Dodge Charger Police Interceptors for the Police Department, and declaring two Crown Victorias surplus.

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to declare surplus two Crown Victorias and issue a purchase order to Sterling Heights Dodge in the amount of \$47,072.00 for the purchase of two 2014 Dodge Chargers with patrol packages, with funds available in the Garage Fund.

cc: Dave Green, DPS Director
Scott Meter, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director 
DATE: November 29, 2013
SUBJECT: 2013 Scheduled Fleet Equipment Replacement

Attached is a memorandum from Scott Meter, Garage Superintendent, requesting approval to purchase two 2014 Dodge Charger Police Interceptors for the Police Department. Bids were received from three vendors with Sterling Heights Dodge being low on both cars.

Please request that the City Commission declare two Crown Victoria's surplus and approve a purchase order in the amount of \$47,072.00 to Sterling Heights Dodge for the purchase of two 2014 Dodge Chargers with patrol packages with funds available in the Garage Fund for these planned replacements.

MEMO

To: Dave Green
From: Scott Meter *scm*
Garage Superintendent
Subject: Equipment Purchase
Date: November 13, 2013

We are planning to replace three police vehicles this year. Two of them are to be the same model as last year; the Dodge Charger.

Bids were solicited and compared with MiDeal pricing, and are as follows:

MiDeal price through Snethkamp fleet of Lansing \$24,012.00 each

Fernelius of Cheboygan \$24,150.00 each.

Sterling Heights Dodge \$23,536.00 each.

Please request of the City Commission permission to issue a purchase order to Sterling Heights Dodge in the amount of \$47,072.00 for two (2) 2014 Dodge Chargers with patrol packages.

This is a scheduled purchase and funds are available in the Garage fund.

Also, please request the City Commission to declare two Crown Victorias surplus so they may be disposed of.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: UNLEADED GASOLINE PURCHASE

Telephone / fax bids were received for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Crystal Flash	Traverse City	\$2.464751
Lemmen Oil	Coopersville, MI	\$2.47475
Brenner Oil Company	Holland, MI	Did not bid
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil Co.	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

I recommend the following motion (5 affirmative votes required):

that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$24,637.65 to Crystal Flash Energy for 9,996 gallons of unleaded gasoline priced at \$2.464751 per gallon with funds available in the Garage Fund.

JO/wb

The previous purchase price on 9/11/13 was \$2.83125 per gallon.
K:\tcclerk\city commission\purchase orders\fuel_20131202



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: PERMIT AND SPECIAL EVENT RATES – PUBLIC PARKING DECKS AND PUBLIC PARKING LOTS

Attached is a memo from Downtown Development Authority Acting Executive Director Rob Bacigalupi outlining the DDA Board's recommendation that the permit and special event rates be increased for the public parking decks and public parking lots.

Mr. Bacigalupi outlines two primary factors for raising the rates: 1) existing parking facilities are near capacity; and 2) the rates generate revenue that is below the cost of operating the public parking decks. Current operating revenue is \$245,145 less than operating expenses. It should be noted that with these increases, we will be making progress toward closing the gap between operational costs and the rates charged.

I recommend the following motion:

That the parking permit rates and special event rates for the city's public parking lots and public parking decks, as recommended by the Downtown Development Authority Board of Trustees, be approved.

JJO/bcm K:\tcclerk\city commission\parking rates\rates public lots and public decks 2013.doc
e-copy: Rob Bacigalupi, DDA Interim Executive Director



To: Jered Ottenwess, City Manager

From: Rob Bacigalupi, Acting Executive Director

RMB

Re: Recommendation for Permit and Event Rate Increase

Date: Wednesday, November 20, 2013

The Parking & Access Committee discussed parking rates at their October 25 meeting and ultimately concurred with staff to raise permit and event rates for 2014. This recommendation was considered by the DDA Board at their November 15 meeting at which they took the following action: **Motion by Judson, seconded by Korndorfer that the DDA Board of Directors recommend to the City Commission that the permit rates and event rates be increased as described in the Acting Executive Director's November 12, 2013 memorandum. Motion carried 9-0.** My November 12 memorandum is attached and details the recommendation as well as explains the reasoning behind it.



To: DDA Board of Directors

From: Rob Bacigalupi, Acting Executive Director

RMB

Re: Recommendation for Permit and Event Rate Increase

Date: Tuesday, November 12, 2013

The Parking & Access Committee discussed parking rates at their October 25 meeting and ultimately concurred with staff to raise permit and event rates for 2014. The reason for the permit rate increase boil down to two reasons:

- Our parking facilities are near capacity and we need to add more
- Permit rates are considerably below operational costs for the parking decks

The recommendation for permit rates is to increase them 5 to 11% as follows:

	Current	Proposed
Annual Deck	\$405	\$425
Quarterly Deck	\$120	\$130
Monthly Deck	\$60	\$65
Annual Surface	\$320	\$345
Quarterly Surface	\$90	\$95
Monthly Surface	\$40	\$45

Currently we charge either \$3 or \$4 for event parking. Event parking is simply when there is a large event that requires many cars to leave the deck at one time, such as fireworks, parades and Friday Night Live. Parkers pay up front so that they do not have to bother paying when leaving, which would otherwise cause a large backup. We have gotten complaints from private parking lot owners about our "ridiculously low" rates and how they cannot compete with us. We do not suggest raising rates to \$10 or \$15 which is what some private lots charge but rather to \$6 which is more in line with what a customer would pay if they were charged the hourly rate.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: FIREWORKS DISPLAY PERMIT – NEW YEAR CELEBRATION
(CHERRY T BALL DROP)

Attached is a memo from Fire Chief James Tuller recommending that the City Commission issue a Fireworks Display Permit to Peninsula Pyrotechnics for a fireworks display (show) scheduled for midnight on New Year's Day in conjunction with the Cherry T-Ball Drop Event.

I recommend the following motion:

that the City Commission authorizes the City Clerk and other officials to execute the necessary Fireworks Display Permit to Peninsula Pyrotechnics for a display in conjunction with the Cherry T-Ball Drop New Year's Celebration, to take place at 12:00 a.m. on January 1, 2014, in a specified area in the Clinch Park Marina Parking lot, subject to Peninsula Pyrotechnics holding harmless and indemnifying the City and submitting to the City Clerk a certificate of comprehensive general liability in the amount of \$2 million per occurrence, naming the city as additional insured, as recommended by the Fire Department.

JJO/kjl

k:\tcclerk\city commission\fireworks_2014.doc

e-copy: James Tuller, Fire Chief
Captain Mike Sheets, Fire Marshal

Communication

From the Office of the Fire Chief

The City of Traverse City
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684

(231) 922-4930 Ext. 2

Monday November 25, 2013

TO: Jered Ottenwess, City Manager
REF: Cherry – T Ball Drop Fireworks

Jered,

After reviewing the information provided by Peninsula Pyrotechnics LLC and Fire Marshal Captain Mike Sheets, it is my recommendation that the City Commission issue a Fireworks Display Permit

The permit is for the current proposed site of the parking lot for the Clinch Park Marina. The display will occur at midnight on January 01, 2014. The display will consist of consumer grade fireworks, and shall be closely monitored by this department.

I am available at any time to provide further.

Respectfully,

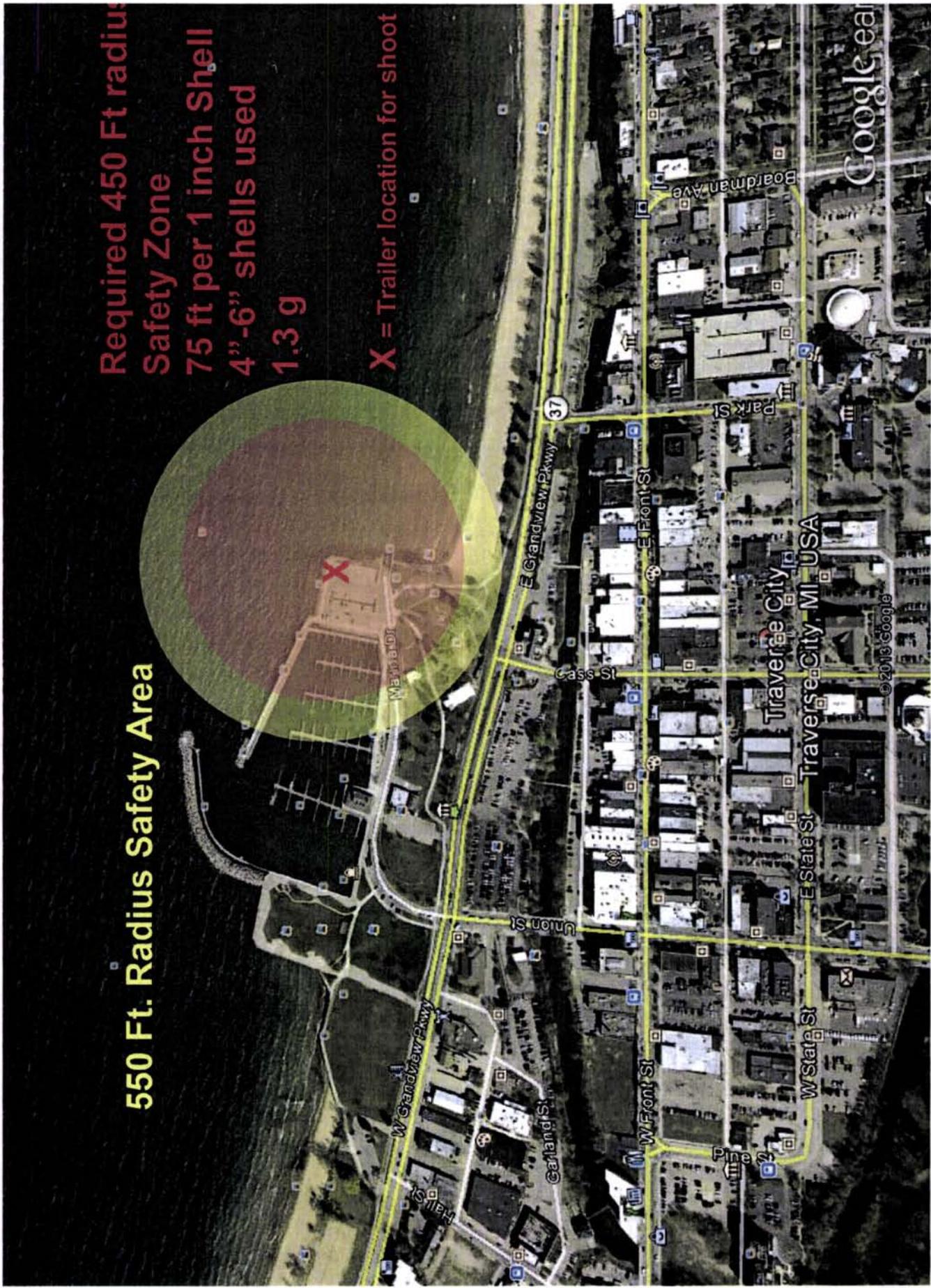
A handwritten signature in blue ink that reads "Chief Tuller".

Chief Tuller,
T.C.F.D.

550 Ft. Radius Safety Area

Required 450 Ft radius
Safety Zone
75 ft per 1 inch Shell
4"-6" shells used
1.3 g

X = Trailer location for shoot





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: TRAVERSE NARCOTICS TEAM FUNDING -- BRYNE JUSTICE ASSISTANCE GRANT

Attached is a memo from Chief of Police Michael Warren recommending that the City Commission accept the 2013-2014 Byrne Memorial Grant Funds in the amount of \$38,701; and that the related agreement be authorized.

This grant essentially provides funding for 45% of all costs associated with the salary, benefits, vehicle and other costs for one officer of the Police Department that serves on the Traverse Narcotics Team. The Traverse Narcotics Team is a collaborative anti-narcotics program with the Michigan State Police, and police agencies in the Counties of Antrim, Benzie, Grand Traverse and Leelanau. The matching funds and remaining costs associated with the officer are budgeted in the Police Department's Budget.

I recommend the following motion (5 affirmative votes required):

That the Mayor, Police Chief and City Treasurer/Finance Director execute the Byrne Memorial Justice Assistance Grant (Byrne JAG) Program Subcontract to accept funds in the amount of \$38,701 and provide matching funds in the same amount, for Traverse Narcotics Team Funding, with matching funds available in the Police Department Budget.

JJO/bcm

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e-copy: Michael K. Warren, Chief of Police

TRAVERSE CITY POLICE DEPARTMENT
MEMORANDUM

To: JERED OTTENWESS, CITY MANAGER
From: MICHAEL K. WARREN, CHIEF OF POLICE *MKW*
Subject: OFFICE OF DRUG CONTROL POLICY
BYRNE MEMORIAL FORMULA GRANT PROGRAM
SUBCONTRACT - TRAVERSE NARCOTICS TEAM - #72315-7-14-B
OCTOBER 01, 2013 – SEPTEMBER 30, 2014
Date: NOVEMBER 19, 2013

Please be advised we have received authorization and approval from the State of Michigan on the annual *Byrne Memorial Formula Grant* for the operations of the Traverse Narcotics Team (TNT). This grant cycle runs from October 01, 2013, through September 30, 2014.

The 2013-2014 Grant funding is \$38,701.04. The City of Traverse City will match the grant funding or \$38,701.04. The grant funding break down is as follows:

Byrne Grant Funds	\$38,701.00
Matching Funds (TCPD)	<u>\$38,701.00</u>
TOTAL:	\$77,402.00

The matching funds listed above are budgeted in our 2013-2014 Budget under "Salary and Wages."

Based on this we respectfully recommend the appropriate individuals (Michael Estes, Mayor; Michael Warren, Chief of Police; William Twietmeyer, Treasurer) be authorized to sign the attached *Byrne Memorial Formula Grant Subcontract* agreement and accept this grant money and City matching funds in the amount shown above.

Please place this item on the December 02, 2013, City Commission meeting agenda.

If you have any questions, please contact me.

Thank you.

Cc: 204
205
File

TNT\MKWVGRANT.CONTRACT.2013.2014



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: MEDICAL CARE PLANS

Attached is a memo from Human Resource Generalist Kelli Schroeder in regards to Public Act 152 of 2011 (Senate Bill 7) passed by the Michigan Legislature to limit a public employer's expenditures for employee medical benefit plans.

In December 2011, the City Commission took action to adopt option #2, which provides the 80/20 cost sharing option. The Michigan Department of Treasury has informed us this resolution must be adopted annually.

I recommend the following motion:

that the City of Traverse City Resolution to Comply with the requirements of Public Act 152 of 2011, which establishes that the city will pay no more than 80% of the health care costs for any employee group or union, be adopted.

JJO/kjl

k:\tcclerk\city commission\resolutions\healthcarecosts2013.doc

e copy: Kelli Schroeder, Human Resource Generalist

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager
FROM: Kelli Schroeder, Human Resource Generalist
DATE: November 25, 2013
SUBJECT: Medical Insurance Plans – 80/20 Cost Share

A handwritten signature in black ink, appearing to read 'Kelli', with a long horizontal line extending to the right.

In 2011 Public Act 152 took effect which limited the amount a public employer could pay towards medical insurance plans.

Under the law, a public employer has three options:

1. Apply “hard caps”, which places a fixed dollar “cap” on the amount an employer is required to pay. These amounts are adjusted on an annual basis. (No City Commission action required);
2. Annually adopt a resolution establishing that the City will pay no more than 80% of the cost of the medical insurance plan(s) being offered. (4 affirmative votes required);
3. Annually adopt a resolution opting-out of both the “hard cap” and 80/20 option indicated above, allowing an employer to pay up to 100% of the costs. (5 affirmative votes required).

Beginning in December 2011, and subsequently thereafter, the City Commission has taken action to adopt the 80/20 cost sharing option. This has, and will continue to assist in negotiations by taking this issue off the table. As indicated above, this resolution must be adopted on an annual basis.

Please pass this information on to the City Commission for their consideration.



**CITY OF TAVERSE CITY RESOLUTION TO
COMPLY WITH THE REQUIREMENTS OF
PUBLIC ACT NO. 152 OF 2011**

- Because, Public Act 152 of 2011, was passed by the State Legislature and signed by the Governor to limit a public employer's expenditure for employee medical benefits; and
- Because, the Traverse City, City Commission supports home rule government and believes that compensation determinations for city employees are most properly the responsibility of the City's elected representatives and not the State of Michigan or its officials; and
- Because, the Act provides for three options for complying with the requirements:
1. Apply the hard cap (caps the dollar amount a public employer may pay for employee health care costs)
 2. Adopt by majority vote the 80%/20% cost-sharing (a public employer shall not pay more than 80% of the total amount of health care costs it offers);
 3. Opt out by 2/3 vote of the cost sharing model as set for in the Act and revisit it prior to the next plan year; and
- Because, the Traverse City, City Commission has decided to adopt the 80/20 cost sharing model as its choice in order to comply with the Act for the City and apply the 80/20 cost sharing to each employee group (union and non-union) in the City; and
- Because, this Resolution applies to the medical benefit plan coverage years beginning on or after January 1, 2014, and continues until changed by future Resolution or change in State Legislation;
- Because, the City is required to adopt an annual Resolution stating its medical benefit plan in connection with Public Act 153 of 2011; now therefore, be it
- Resolved,** that the Traverse City, City Commission elects to comply with the requirements of the Act by adopting the 80/20 cost sharing model set forth in Section 4 of Public act 153 of 2011.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on December 2, 2013, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, MI.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – REZONING CASS STREET AND WASHINGTON STREET

Attached is a previously submitted memo from City Planning Director Russell Soyring regarding the rezoning of 221 Cass Street and 215, 223, and 229 Washington Street from C-4a (Regional Center) District to C-4b (Regional Center) District which would allow for buildings to be 60 feet high by right and 68 feet by Special Land Use Permit. The current C-4a zoning allows buildings for up to 45 feet in height. As indicated by Mr. Soyring, this amendment is recommended by the Planning Commission.

The City Planning Commission initiated this rezoning to facilitate the anticipated *Washington Place* development, which will be located at Washington and Cass. 229 Washington Street is a privately-owned parcel and not part of the proposed development or potential property transfers; however, because all of these parcels are contiguous, to provide uniformity, it is included in the rezoning even though it is not part of the development.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Zoning Map Amendments*, to rezone 221 Cass Street and 215, 223, and 229 Washington Street from C-4a (Regional Center) District to C-4b (Regional Center) District which would allow for buildings to be 60 feet high by right and 68 feet by Special Land Use Permit, based on the Future Land Use Map in the City of Traverse City Master Plan, as recommended by the City Planning Commission, which was introduced on November 18, 2013, be enacted with an effective date of December 12, 2013.

jjO/kjl k:\tcclerk\city commission\Ordinance Amendments\ordamend_rezone_cass_washington_enact.doc
e-copy Russ Soyring, Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: JERED OTTENWESS, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*

SUBJECT: REZONING OF 221 CASS STREET AND 215, 223, AND 229 WASHINGTON STREET

DATE: November 8, 2013

On November 5, 2013 the Planning Commission held a Public Hearing to consider a possible rezoning of 221 Cass Street; 215, 223 and 229 Washington Street from C-4a (Regional Center) District to C-4b (Regional Center) District. The zoning change to C-4b would allow for buildings to be 60 feet by right and 68 feet by Special Land Use Permit. The current, C-4a zoning allows buildings up to 45 feet in height. All other zoning regulations would remain the same.

The Future Land Use Map designates this area to be TC-5 (Downtown) which envisions larger buildings built close to the street edge. The subject property is adjacent to C-4c district on the north and east boundaries where buildings up to 100 feet tall are allowed. To the west the properties are zoned C-4b where buildings can be as high as 68 feet. To the south, the property is a City park and zoned OS (Open Space) District where buildings can be as high as 45 feet.

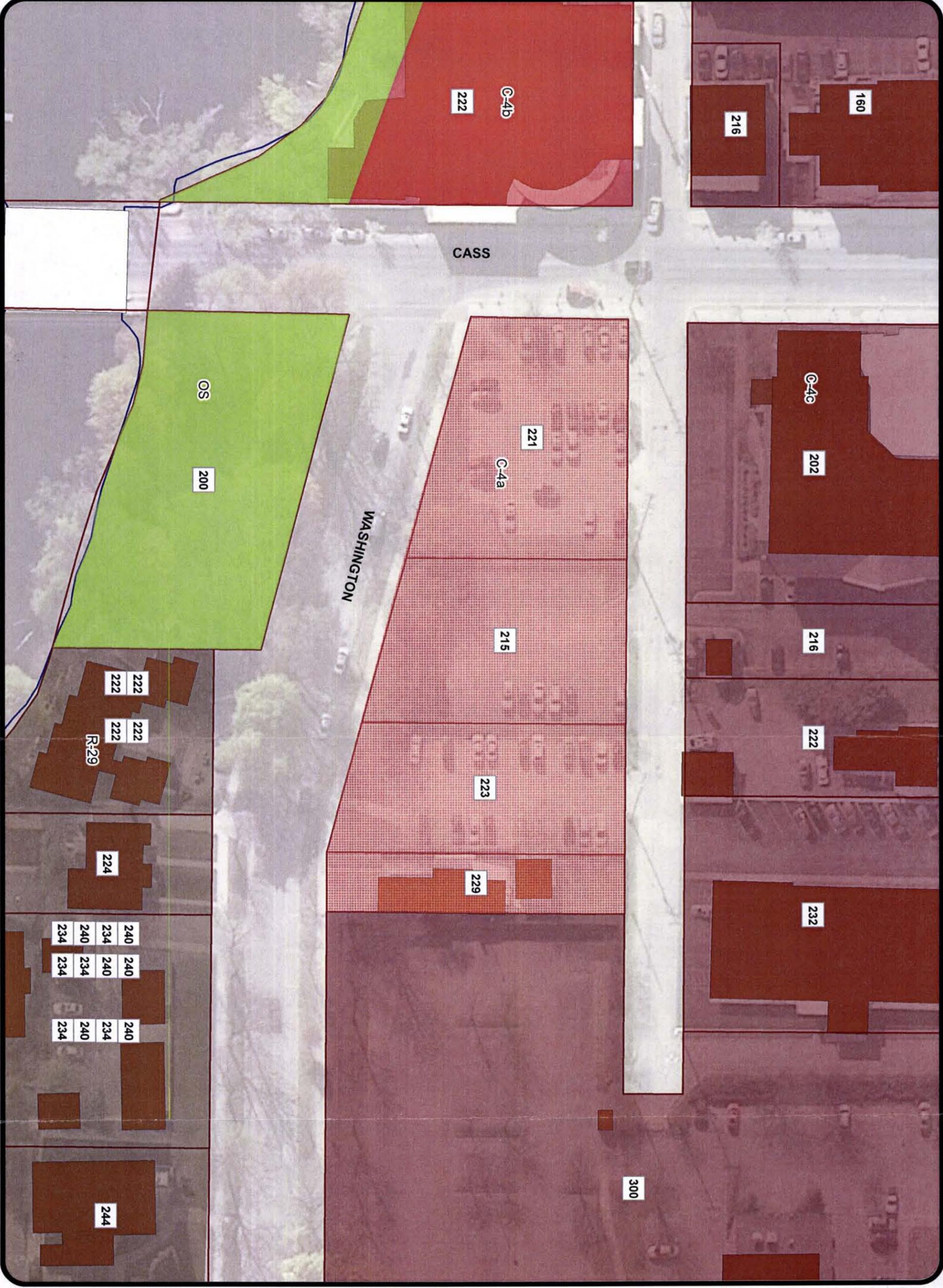
Staff finds the rezoning request to be consistent with the Master Plan. The Zoning Element is silent on these properties. The Planning Commission took the following action:

Motion by Vice-Chairperson McNally, second by Commissioner Werner, that 221 Cass Street; 215, 223 and 229 Washington Street be rezoned from C-4a (Regional Center) District to C-4b (Regional Center) District and that the recommendation is forwarded to the City Commission for their consideration. Motion carried 8-0 (Commissioner Warren absent). There were no comments made during the Public Hearing.

Please pass on the Planning Commission's recommendation regarding this rezoning request.

RAS:mll

Attachments: Property location map



- Legend**
- OS Open Space District
 - RC Residential Conservation District
 - R-1a Single Family Dwelling District
 - R-1b Single Family Dwelling District
 - R-2 Two Family Dwelling District
 - R-9 Multiple Family Dwelling District
 - R-15 Multiple Family Dwelling District
 - R-29 Multiple Family Dwelling District
 - HR Hotel Resort District
 - C-1 Office Service District
 - C-2 Neighborhood Center District
 - C-3 Community Center District
 - C-4a Regional Center District
 - C-4b Regional Center District
 - C-4c Regional Center District
 - T Transportation District
 - I Industrial District
 - GP Government/ Public District
 - PR Planned Redevelopment District
 - NMC-1 University District
 - NMC-2 University District
 - H-1 Hospital District
 - H-2 Hospital District
 - D-1 Development District
 - D-2 Development District
 - D-3 Development District
 - R-1b / Mixed Use PUD - Morgan Farm Area



1 inch = 50 feet

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

CHAPTER 1346

C-4 Regional Center Districts

The Regional Center Districts are for the purpose of accommodating a broad variety of retail, office and residential uses integrated with hotels, convention centers, and integrated common parking facilities. Internal linkage between stores is encouraged. It is extremely important that new development be integrated with historically significant buildings. The first floors of buildings are primarily for retail, financial services and restaurants. Dominant and striking visual features of the central area of the City should be maintained and enhanced. The upper stories of buildings are generally to be occupied by offices, services and residences. High density housing is also appropriate.

It is the intent of these districts to create streets which encourage pedestrian activity. Buildings along Boardman River should be designed to integrate with both the sidewalk and riverwalk systems. Driveways crossing sidewalks should be limited to public parking areas.

CROSS REFERENCES

- Zoning and planning in home rules cities - MCLA 117.4i
- Regulation of location of trades, buildings and uses by local authorities - MCLA 125.581
- Regulation of buildings; authority to zone - MCLA 125.582
- Regulation of congested areas - MCLA 125.583
- Uses of land or structures not conforming to ordinances; powers of legislative bodies; acquisition of property - MCLA 125.583a
- Signs - B & H Chapter 1476

1346.01	Uses allowed.	1346.06	Building height.
1346.02	Uses allowed by special land use permit.	1346.07	Accessory buildings.
1346.03	Lot, density and impervious surface provisions.	1346.08	Parking, loading and driveways.
1346.04	Setbacks.	1346.09	Special requirements.
1346.05	Encroachments into the setbacks.		

1346.01 USES ALLOWED.

The following uses of land and buildings, together with accessory uses, are allowed in these districts:

- GP district uses;
- C-3 district uses, except the following: drive-ins, drive-throughs, sexually-oriented businesses, vehicle wash facilities, veterinary services and kennels;
- Boat liveries;
- Convention centers;
- Drinking places with or without entertainment;
- Markets, public or municipal;
- Parking areas, private, for dwelling units (limited to one per dwelling unit); subject to Chapter 1374.

C-4 REGIONAL CENTER DISTRICTS

- Parking areas, private, interior, subject to the following standards:
 - (1) Parking area is accessed from the alley,
 - (2) Parking area is fully enclosed within a building,
 - (3) Parking surface is on average, at least four feet below the street elevation or is fronted with habitable space.
- Parking areas, private, subject to the following standards:
 - (1) Access shall be limited to one driveway per public street or two driveways per site, whichever is less.
 - (2) The parking is accessory to an allowed use.
 - (3) There can be demonstrated a need for private parking which will not be satisfied by existing public parking within 500 feet of the proposed use, except for private parking areas for dwelling units or interior private parking areas;
 - (4) All requirements of Chapter 1374, *Circulation and Parking*, are met, except Section 1374.03(d), *Parking Space Requirements*.
 - (5) All requirements of Sections 1372.04, *Screening Requirements for Parking Areas*, and 1372.05, *Landscape Development Internal to a Parking Area* are met.
 - (6) Pedestrian travel routes within the parking area shall be provided, clearly defined and approved by the Planning Director.
- Parking areas, public, subject to the following standards:
 - (1) Access shall be limited to one driveway per public street or two driveways per site, whichever is less.
 - (2) All parking areas which abut a public street shall be set back a minimum distance of eight feet from the property line along said street and shall provide in this setback area appropriate screening with plant materials or a combination of plant materials, berming and decorative screenwalls to a minimum height of three feet.
 - (3) Pedestrian travel routes within the parking area shall be provided, clearly defined and approved by the Planning Director.
 - (4) Unless herein varied, the Landscaping and Site Development Chapter shall apply.
- Parking structures, public or private, subject to the following standards:
 - (1) Parking structures shall be designed to have horizontal versus stepped or sloping levels at areas of public view. Ramping shall be concealed from public view to the greatest degree possible.
 - (2) Openings shall not exceed 60% of the total wall surface. Openings shall be vertical or square.
 - (3) Sloped roofs are not required for parking decks, however:
 - A. The upper and lowest level of parking shall incorporate sufficient screening to shield cars from public view.
 - B. Parapet treatment is required to terminate the deck and give proper architectural finish to the structure. Cornices, overhangs and other devices which are consistent with the language of historical buildings may be employed.
 - (4) The design of parking decks shall be consistent with the design of historical buildings in the area.
- Theaters, live and performance art centers.
(Ord. 476. Passed 7-6-99. Ord. 677. Passed 5-2-05. Ord. 782. Passed 2-4-08. Ord. 825. Passed 2-2-09.)

1346.02 USES ALLOWED BY SPECIAL LAND USE PERMIT.

The following uses of land and buildings, together with accessory uses, are allowed in these districts if a special land use permit is issued according to the standards of this Code:

- Communication towers;
- Drive-throughs for finance services;
- Essential services buildings;
- Parking areas, private, if public parking is available within 500 feet of the allowed use;
- Taller buildings in the C4-b or C4-c district;
- Transit centers.

(Ord. 476. Passed 7-6-99. Ord. 610. Passed 9-2-03. Ord. 677. Passed 05-02-05. Ord. 779. Passed 1-7-08.)

1346.03 LOT, DENSITY AND IMPERVIOUS SURFACE PROVISIONS.

<u>Lot width (min.)</u>	<u>Lot area (min.)</u>	<u>Density (maximum)</u>	<u>Impervious surface</u>
No minimum.	No minimum.	N/A	100% maximum.

The surface parking area shall not exceed the total floor area of all buildings on the lot.

(Ord. 476. Passed 7-6-99. Ord. 684. Passed 10-03-05.)

1346.04 SETBACKS

(a) Front setbacks:

Building:

2.5 feet minimum, except existing buildings that have been damaged by fire, explosion, act of God or similar causes and located closer than 2.5 feet may be restored or rebuilt at the same location using the same foundation unless the foundation is located in the right-of-way. 8 feet maximum.

Private parking area:

Behind or to the side of the principal building and set back a distance equal to the setback of the principal building or 25 feet, whichever is greater. For through lots, parking may be provided streetward of the principal building on the street that carries less traffic, but in no case closer than 25 feet from the front property line.

(b) Side setbacks (minimum):

Building:

One side/Aggregate:

None, except 10-foot side setback is required on any side abutting or across an alley from an R-district.

Private parking area:

5 feet, except a 10-foot setback is required on any side abutting an R-district.

(c) Rear setbacks:

None, except a 5 foot setback if abutting an alley. A 20-foot setback is required if abutting or across an alley from an R-district.

(d) Corner lots and through lots shall have a front setback on each street.

(e) Water setbacks:

May build to the edge of a public easement; if no

public easement, then 10 feet inland from the ordinary high water mark or any dockline established by City ordinance.

(f) **Bridge setbacks:**

Buildings shall be set back a distance of 25 feet from any bridge abutment unless otherwise approved by the City Engineer if he or she determines that the building will not interfere with the maintenance or reconstruction of the bridge and that utilities will not be adversely impacted.

(Ord. 476. Passed 7-6-99. Ord. 512. Passed 9-18-00. Ord. 576. Passed 10-7-02. Ord. 685. Passed 10-03-05. Ord. 818. Passed 1-5-09.)

1346.05 ENCROACHMENTS INTO THE SETBACKS.

No encroachments into setbacks are allowed except a building, balcony, porch or deck may project no more than five feet into a rear setback provided these projections are not less than 15 feet above grade and provided they do not project into any public right of way and except eaves, chimneys, sills, belt courses, cornices and ornamental features not to exceed two and a half feet are permitted to extend within the front or rear setbacks.

(Ord. 476. Passed 7-6-99. Ord. 511. Passed 9-18-00. Ord. 577. Passed 10-7-02.)

1346.06 BUILDING HEIGHT.

(a) **Building Height:** Buildings in the C-4 District shall have a minimum height of thirty (30) feet and a maximum building height as listed below. An existing building may have a one-story addition of no larger than the area of the first floor of that building as it existed on the effective date of Ordinance No. 467, which is July 16, 1999. More than sixty (60) feet in height may be allowed only by special land use permit or as part of a planned unit development and subject to the requirements listed below.

→ **C-4a:** 45 feet maximum.

→ **C-4b:** 60 feet maximum. Sixty-eight (68) feet in height is allowed if at least 20% of the building is designed and used for dwellings.

C-4c: 85 feet maximum. An additional 15 feet shall be allowed for permitted uses that are designed and positioned in a manner that will effectively shield rooftop mechanical equipment or elevator shafts, but not to exceed an overall height of 100 feet. Buildings over 60 feet tall shall have at least 20% of the building designed and used for dwellings. That portion of the building with a finish floor elevation of 45 feet or greater must be recessed at least 10 feet from the first floor building facade.

(b) **Exceptions:** The following are exceptions to the above height restrictions:

(1) **Steeple and clock towers** may be erected in a C-4a district up to a height not exceeding 60 feet.

(2) **Parapet walls** may be erected as necessary to screen rooftop equipment if the wall extends around the perimeter of the building and incorporates exterior building materials similar to those of the main building.

(Ord. 476. Passed 7-6-99. Ord. 528. Passed 3-19-01. Ord. 548. Passed 12-17-01. Ord. 561. Passed 4-1-02. Ord. 631. Passed 4-19-04. Ord. 686. Passed 10-03-05. Ord. 692. Passed 12-05-05. Ord. 733. Passed 3-19-07.)

1346.07 ACCESSORY BUILDINGS.

An accessory building shall:

- (a) Only be permitted in the rear yard, except accessory buildings may be located streetward of the principal building on the less traveled street on through lots.
- (b) Be located no closer than 4 feet to any side or rear property line. A boat house up to 250 sq. feet gross floor area may be built to the water's edge.

(Ord. 476. Passed 7-6-99. Ord. 554. Passed 2-4-02.)

1346.08 PARKING, LOADING AND DRIVEWAYS.

No parking is required in this district, however, if parking is provided, it must meet the standards contained in Chapter 1374, *Circulation and Parking* and restrictions of this chapter.

(Ord. 476. Passed 7-6-99.)

1346.09 SPECIAL REQUIREMENTS.

To preserve and reinforce the context of historic buildings and land to establish development patterns of the Regional Center district, all new buildings and additions to existing buildings are to be designed and constructed in accordance with the following standards:

- (a) The predominant building wall and entryway shall face the public or private street.
- (b) Unless determined to be impractical by the Planning Director, the building width shall not be less than 90 percent of the property width at the street.
- (c) Vertical building modulation shall be used to add variety and interest and to make a large building appear to be an aggregation of smaller units. Relief from a continuous street facing wall may be achieved with wall offsets in combination with pilasters, corbeling or other permanent architectural elements; however, offsets in any wall shall not be less than eight inches from the subject plane.
- (d) Horizontal building modulation, like awnings, balconies and roof features shall be used to reduce the perceived mass of a large building.
- (e) Fenestration, cornices and other architectural elements incorporated in new buildings or additions to existing buildings shall be in context with historic buildings in the area.
- (f) Window glass planes shall be recessed at least four inches from the outside of all building walls to create a shadow line except in bay windows and to other projecting window elements.
- (g) Clear or lightly tinted transparent glass shall be used for all windows facing a public street. Decorative stained glass may be used for accents. Mirrored, smoked and darkly tinted glass is prohibited.
- (h) New buildings and additions to existing buildings, including parking structures, shall be constructed of durable materials utilizing the predominant building materials of traditional brick and stone used in the Regional Center District or constructed of materials of comparable aesthetic value.
- (i) Any rooftop equipment shall be enclosed or screened from street level view using the same materials used for the building walls or a material which is approved by the Planning Director as visually compatible with the building.
- (j) Except for buildings that are solely residential, windows or street level activities are required on 50 percent of the first story street wall facing any public street. Street level activities include public display space, public atriums, pedestrian entrances and exterior

C-4 REGIONAL CENTER DISTRICTS

circulation.

- (k) For each 90 feet of linear building frontage, pedestrian entrances are required. Pedestrian entrances may open onto the sidewalk or mid-block passages or walkways leading to the public right-of-way. Entries must be prominently identified and must not interfere with safe pedestrian passage along walkways. Primary entries must set back a minimum four feet from the property line.

(Ord. 476. Passed 7-6-99. Ord. 545. Passed 10-15-01. Ord. 631. Passed 4-19-04; but with no changes to existing ordinance. Ord. 684. Passed 10-03-05. Ord. 687. Passed 10-03-05.)

TRAVERSE CITY CODE OF ORDINANCES
ORDINANCE AMENDMENT NO. 985

Effective date: _____

TITLE: ZONING MAP AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Part 13, Planning and Zoning Code, Appendix I, Zoning Map Changes, shall be amended by adding the following change to read as follows:

Change No. 34

That the following described property shall hereafter be designated on the Zoning Map of the City of Traverse City as C-4b (Regional Center) District.

221 Cass Street

THT PRT OF LOTS 17 & 18 BLK 7 ORIG PLAT DES AS COM AT A POINT 90 FEET SOUTH OF THE NW COR LOT 18; TH N 90 FT; TH E 132 FEET; THENCE S 123.4 FEET; THENCE W 136 FEET TO POB.

215 Washington Street

LOT 16 & W 26 FT OF LOT 15 BLOCK 7 ORIGINAL PLAT EXCEPT THAT PART THEREOF SURVEYED FOR STREET BY DEED RECORDED AT LIBER 11, PAGE 237.

223 Washington Street

W 1/2 OF LOT 14 & E 40 FT OF LOT 15 BLK 7 ORIG PLAT EXC ST ROW

229 Washington Street

111 E 1/2 OF LOT 14 BLK 7 ORIG PLAT.

A copy of this ordinance may be purchased or inspected at the Office of the City Clerk within the Governmental Center (231-922-4480).

I hereby certify that the above ordinance was introduced on November 18, 2013, at a regular meeting of the City Commission and was enacted at the regular meeting of the City Commission held on _____, by a vote of Yes: ____, No: ____, within the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, CMC, City Clerk

I hereby certify that the above ordinance was published in the Traverse City Record-Eagle, A daily newspaper in Traverse City on _____.

Benjamin C. Marentette, CMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: WASHINGTON PLACE DEVELOPMENT PLANS

As discussed at the November 25 Study Session, the Option Agreement S.N.A.F.U. has on the city-owned parcel at 221 Washington Street requires that the development plans be approved by the City Commission. Those development plans were provided with the packet materials for the November 25 Study Session; please let us know if you would like another copy.

The Option Agreement requires that the developer provide development plans which contain the following elements:

- a) Description of the general use of the property (refer to SNAFU, LLC letter)
- b) Building footprint and general layout (refer to plan sheet A1.1 Architectural Site and Parking Plan)
- c) Parking location and layouts (refer to plan sheets A3 Retail Level Floor Plan, A1.1 Architectural Site and Parking Plan)
- d) Building elevations (refer to floor plans and rendering)
- e) Architectural design and information showing all sides of the Project (refer to floor plans and rendering)

The plans do not show the northeast wall of the building; we understand the developer intends for the northeast wall to be consistent with the façade shown for the other walls.

If the City Commission approves the development plans, then the option to purchase may be exercised. Subsequently, an appraisal of the subject properties will be conducted to update the purchase prices.

Lastly, with respect to the discussion regarding reconfiguration of the parking lot at 223 Washington Street, staff will analyze the options to determine how to configure the parking lot as an ongoing process separate from formal action related to the option agreement.

I recommend the following motion:

That the City Commission approves the development plans submitted with the November 12, 2013 letter from S.N.A.F.U., LLC Co Developer Tom McInty as an approved project pursuant to Paragraph 5 of the Option Agreement between S.N.A.F.U. LLC and the city dated February 22, 2006, and submitted with the November 25, 2013, City Commission Study Session packet materials.

JJO/bcm

e-copy: Russ Soyring, City Planning Director

Tom McIntyre, Washington Place – tom.mcintyre@pways.com

K:\tcclerk\city commission\Washington Place Development Plans



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: GRANT -- BOARDMAN RIVER BOAT LAUNCH AND IMPROVEMENTS TO LOT D

Attached is a memo from Russell Soyering, City Planning Director, indicating the city has been awarded a \$80,000 grant from the Michigan Coastal Zone Management Program for improvements to the Boardman River boat launch and Lot D. The city is required to provide \$80,000 in matching funds for this grant, which have been budgeted.

Mr. Soyering outlines in his memo the improvements that would be made as part of this project and that the estimated costs for the project are \$400,000. This project is featured in the Boardman River Study prepared by students of the University of Michigan as well as supported by the *Your Bay Your Say* initiative.

The following outlines funding sources for this approximately \$400,000 project:

Funding source:	Funding amount:
Michigan Waterways Program Grant	\$156,200
Pledge from Hagerty Insurance Agency	\$ 50,000
Coastal Zone Management Grant (matching funds required)	\$ 80,000
Total	\$286,200

If the actual project cost is \$400,000, we have a \$113,800 funding shortfall, which can be covered by \$143,750 that is budgeted in the Auto Parking System Fund.

Any contract(s) for the work associated with this project will be brought back for City Commission approval.

I recommend the following motion (5 affirmative votes required):

That the Resolution Accepting the Michigan Coastal Zone Management Program Grant in the amount of \$80,000, for the City of Traverse City Boardman River Boat Launch Improvement Project, be adopted; and that the City Manager be authorized to execute related agreements for the acceptance of this grant; and that a budget amendment be made in the Auto Parking System Fund to increase budgeted revenues and budgeted expenses by \$80,000 to reflect the receipt and expenditure of the grant proceeds.

JJO/bcm

e-copy: Russ Soyring, City Planning Director
Dave Green, Director of Public Services

K:\tcclerk\city commission\grants\boardman river boat launch acceptance



City Planning Department

TO: JERED OTTENWESS, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*

SUBJECT: COASTAL ZONE MANAGEMENT PROGRAM- BOARDMAN RIVER BOAT LAUNCH GRANT ACCEPTANCE

DATE: NOVEMBER 26, 2013

The City of Traverse City has been awarded a \$80,000 Michigan Coastal Zone Management Program (CZMP) Grant Agreement for improvements to the Boardman River boat launch and improvements to Lot D. The planned improvements include the following (see Concept Plan)

- Installation of a new launch ramp and piers
- Installation of a universally accessible canoe/kayak launch adjacent to the boat launch
- Resurfacing of the lot with the use of porous pavers in the turnaround area (where most stormwater runoff currently discharges) and launch exit
- Installation of rain gardens along the southern edge of the lot to reduce stormwater runoff directly entering the river and new signage to educate boaters on proper boat hygiene, invasive species, etc.
- Retaining walls near the launch and turnaround to stabilize eroding site banks and define and widen the turnaround
- Installation of trees and native plantings along the areas adjacent to the launch and parking for shade and bank stabilization

Staff estimates the project cost to be approximately \$400,000. We have also been awarded a \$156,200 Waterways Program Grant (of which funds were withheld last year for Statewide emergency dredging, but we received communication that agreements will be sent before year-end to the recipient communities), a \$50,000 pledge from Hagerty Insurance and have up to \$143,750 in Parking System funds in our Capital Improvement Program budget to make up for project shortfall. The time period allowed by CZMP for project completion is March 31, 2015.

If the City Commission decides to accept the grant, the motion should be worded such that the City Manager be authorized to execute the Grant Agreement.

RAS:ml



**RESOLUTION ACCEPTING
the MICHIGAN LAND AND WATER CONSERVATION FUND GRANT
FOR CLINCH PARK BEACH BATHHOUSE/RESTROOM PROJECT**

RESOLVED, that the City of Traverse City, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Traverse City does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period to provide One Hundred Thousand (\$100,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, service, and materials as may be necessary to satisfy the terms of said agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in foregoing portions of this Resolution.

Upon motion made by Commissioner _____, seconded by Commissioner _____, the following Resolution was adopted:

AYES:

NAY:

I, Benjamin C. Marentette, City Clerk for the City of Traverse City, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting of August 6, 2012, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: GREAT LAKES SWIM BEACH MONITORING

Mayor Michael Estes and Mayor Pro Tem James Carruthers have requested that a letter be sent to Senator Howard Walker and Representative Ray Franz and Representative Wayne Schmidt requesting their influence to ensure funding is provided for Great Lakes Swim Beach E.coli monitoring.

Attached is a draft letter which, if approved by the City Commission will be sent by Mayor Estes on behalf of the City Commission. Also attached is a related letter from the Department of Environmental Quality indicating that there would be no funding for Great Lakes Swim Beach Monitoring provided to the Grand Traverse County Health Department in 2014.

I recommend the following motion:

That the draft letter from Mayor Michael Estes regarding funding for Great Lakes swim beach monitoring on behalf of the City Commission be approved.

JJO/bcm

K:\tcclerk\city commission\great lakes swim beach monitoring funding.doc

e-copy: Dave Benda, Grand Traverse County Administrator



December 3, 2013

Distributed Via United States Mail and Electronic Mail

The Honorable Senator Howard Walker
Michigan Senate
P.O. Box 30036
Lansing, MI 48909-7536
SenHWalker@senate.michigan.gov

The Honorable Representative Ray Franz
Michigan House of Representatives
P.O. Box 30014
Lansing, MI 48909-7514
WayneSchmidt@house.mi.gov

The Honorable Representative Wayne Schmidt
Michigan House of Representatives
P.O. Box 30014
Lansing, MI 48909-7514
RayFranz@house.mi.gov

Senator Walker, Representative Franz and Representative Schmidt:

Subject: Funding for Great Lakes Swim Beach Monitoring

I am writing to you on behalf of the City Commission for the City of Traverse City regarding Michigan Department of Environmental Quality (DEQ) funding for swim beach monitoring. In a letter dated November 8, 2013, from William Creal, Chief of the Water Resources Division for the DEQ, he provided a chart that indicated no funding would be provided to the Grand Traverse County Health Department for beach monitoring.

I write most specifically to very strongly urge you to use the powers and influence of your office to ensure adequate funding to the Grand Traverse County Health Department for swim beach monitoring. You are very well aware that the City of Traverse City has beaches on East Grand Traverse Bay and West Grand Traverse Bay – it is vital that we have funding to ensure these beaches are monitored for safe E.coli levels.

December 3, 2013

Funding for E.coli monitoring at our swim beaches benefits not only area residents directly but also the millions of people who visit our area and swim in our beautiful waters. Please ensure we have the necessary funding for a paramount, core service of government – protecting the health and welfare of our residents and visitors.

Thank you for your commitment to finding a solution to this issue.

Sincerely,

Mayor Michael Estes

ME/bcm

copy: Herb Lemcool, Chairman of the Grand Traverse County Board of Commissioners
Jack Kelly, Elmwood Township Supervisor
Glen Lile, East Bay Township Supervisor
Jay Zollinger, Acme Township Supervisor
Colleagues serving on the Traverse City City Commission
Dave Benda, Grand Traverse County Administrator
Jered Ottenwess, City Manager



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

November 8, 2013

VIA E-MAIL

Dear Local Health Department:

Thank you for helping to protect public health by monitoring Michigan's public beaches and keeping them clean and safe. Over the past ten years, the Department of Environmental Quality (DEQ) has supported local beach monitoring efforts by distributing the following funds:

- \$1.3 million - Clean Michigan Initiative-Clean Water Fund (CMI-CWF)
- \$3 million - Beaches Environmental Assessment and Coastal Health Act (BEACH Act)
- \$3.2 million - Great Lakes Restoration Initiative (GLRI)

In the past, the DEQ awarded the BEACH Act funds to all eligible local health departments based on the number of high priority Great Lakes beaches they oversee. However, due to an unforeseen budgetary requirement, only \$52,000 is available for pass-through grants this year. These funds are insufficient to fund all of the eligible local health departments. We have decided to distribute these funds for monitoring the Great Lakes beaches that do not support the total body contact designated use as reflected in our draft 2014 Integrated Report, except for those in Macomb County. This approach will protect public health by providing funds to 10 eligible local health departments to monitor 20 beaches that consistently exceed water quality standards (see attachment).

Please be aware that state and federal funds for monitoring beaches may no longer be available in the near future. Funds from the CMI-CWF will be exhausted in 2017. BEACH Act funds for the past two years were eliminated in the proposed budget by the President of the United States and have only been provided to states as a result of the Continuing Resolution passed by Congress. Next year may be the last year that we receive any BEACH Act funds. Funds from the GLRI may be available, but the United States Environmental Protection Agency prioritizes restoration projects over monitoring activities.

Again, thank you for your dedication and diligence in helping to protect public health by monitoring Michigan's public beaches. Should you require further information, please contact Dr. Shannon Briggs, Beach Coordinator, Surface Water Assessment Section, Water Resources Division, at 517-284-5526; briggss4@michigan.gov; or DEQ, P.O. Box 30458, Lansing, Michigan 48909-7958; or you may contact me.

Sincerely,

William Creal, Chief
Water Resources Division
517-284-5470

Attachment

Local Health Department

2

November 8, 2013

cc: Ms. Maggie Datema, Director of Legislative Affairs, DEQ
Ms. Dina Klemans, DEQ
Mr. Dennis Bush, DEQ
Dr. Shannon Briggs, DEQ

Attachment. List of Beaches Proposed for Funding and No Funding.

Health Department Name	County Name	Beach Name	Allocation
District Health Department 4	Alpena	1. Starlite Beach	\$2,600
Central Michigan District Health Department	Arenac	1. Bessinger Road Beach 2. Singing Bridge Beach 3. Twining Road Beach 4. Whites Beach	\$10,400
Berrien County Health Department	Berrien	1. Grand Beach	\$2,600
Chippewa County Health Department	Chippewa	1. Brimley State Park	\$2,600
District Health Department 2	Iosco	1. Gateway Park Beach 2. Tawas City Park	\$5,200
Monroe County Health Department	Monroe	1. Luna Pier City Beach	\$2,600
Ottawa County Health Department	Ottawa	1. Grand Haven State Park	\$2,600
Luce-Mackinac-Alger-Schoolcraft District Health Department	Schoolcraft	1. Public Shoreline Beach-Thompson 2. Rogers Park MDOT Beach	\$5,200
St. Clair County Health Department	St. Clair	1. Chrysler Park Beach 2. Conger-Lighthouse Beach 3. Holland Road Beach 4. Keewadhin Road Beach 5. Lakeside Beach	\$13,000
Wayne County Health Department	Wayne	1. Pier Park 2. Port Crescent Sail Yacht Club	\$5,200
Macomb County Health Department or Huron-Clinton Metropolitan Authority	Macomb	1. Lake St. Clair Metropark Beach**	\$100,000
Allegan County Health Department			\$0
Barry-Eaton District Health Department			\$0
Bay County Health Department			\$0
Benzie-Leelanau District Health Department			\$0
Branch-Hillsdale-St. Joseph Community Health Agency			\$0
Calhoun County Public Health Department			\$0
Delta and Menominee Counties, Public Health			\$0
Detroit Department of Health and Wellness Promotion			\$0
Dickinson-Iron District Health Department			\$0
District Health Department #10			\$0
Genesee County Health Department			\$0
Grand Traverse County Health Department			\$0
Holland, City of			\$0
Huron County Health Department			\$0
Ingham County Health Department			\$0
Ionia County Health Department			\$0
Jackson County Health Department			\$0
Kalamazoo County Health and Community Services Department			\$0
Kent County Health Department			\$0
Lapeer County Health Department			\$0
Lenawee County Health Department			\$0
Livingston County Department of Public Health			\$0
Marquette County Health Department			\$0
Marquette, City of			\$0
Midland County Health Department			\$0
Mid-Michigan District Health Department			\$0
Muskegon County, Public Health			\$0
Northwest Michigan, Health Dept. of			\$0
Oakland County Health Division			\$0
Saginaw County Department of Public Health			\$0
Sanilac County Health Department			\$0
Shiawassee County Health Department			\$0
Tuscola County Health Department			\$0
Van Buren/Cass County District Health Department			\$0
Washtenaw County Public Health Department			\$0
The Watershed Center Grand Traverse Bay			\$0
Western Upper Peninsula Health Department			\$0

TOTAL \$152,000

**Funding "to provide beach monitoring equipment on water quality for the Lake St. Clair Metropark Beach" per 2013 PA 59.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 18, 2013

DATE: NOVEMBER 14, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: APPOINTMENT TO CITY PLANNING COMMISSION –
AT-LARGE MEMBER

Attached is a memo from Deputy City Clerk Katie Lowran, regarding the Mayor's recommendation for appointment of one citizen at-large to the City Planning Commission. The term of Jennifer Jaffe has expired; Ms. Jaffe is not seeking reappointment.

This is a Mayoral appointment, with City Commission approval.

I recommend the following motion:

that the Mayor's appointment of Michael Dow to one three-year term, (seat previously held by Jennifer Jaffe), expiring on November 14, 2016, on the City Planning Commission, be approved.

JJO/kjl

k:\tcclerk\city commission\appointments\appt_ccpc2013.doc

Michael F. Dow
436 Washington Street
Traverse City MI 49686

November 12, 2013

City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

To Whom It May Concern:

Please find attached a completed Application to Become Involved for consideration to join the Traverse City Planning Commission.

My family and I moved full-time to Traverse City in 2005, although my family has had a home in the area since the 1930's. In 2012, I was fortunate to sell my Washington DC-based management consulting firm, which has allowed me significant free time and the opportunity to consider "what's next" as we continue to raise our children here. One of my goals has been to find the right way to volunteer and give back to the community, so I was interested to see that there was an opening on the City Planning Commission. Please consider this letter to be an offer to jointly determine whether my background and expertise would be a good fit for the current Commission.

In addition to my educational background at the University of Virginia and the Harvard Business School, my business background includes 25+ years in management consulting to both the public and private sector. I have also served on the Boards of charitable foundations and non-profits, as well as other businesses. I have attached my most recent resume to provide additional details. Over the past 10 years, I was fortunate to run a small management consulting firm that employed Ph.D level psychologists and organizational consultants, and provided clients with unique solutions for problem-solving, group collaboration, and performance-based approaches to organizational effectiveness. I also have extensive experience in strategic planning, to include some in local and international real estate development.

If the commission is in need of these types of skills, from an individual who knows the area but has also lived elsewhere in the U.S. and overseas, then please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Michael F. Dow". The signature is written in a cursive style with a large, stylized "D" at the end.

Michael F. Dow

MICHAEL F. DOW

436 Washington Street
Traverse City, MI 49686

(703) 969-8122
michael.dow@att.net

SENIOR EXECUTIVE AND STRATEGY CONSULTANT

Delivering Value in both public and private sector, Business Strategy, and General Management/Leadership Through Creative Leadership and Innovative Solutions for Problem-Solving and Collaboration

Deliver executive leadership critical to building top-performing teams, prudently managing P&L and developing strong operational and service infrastructures to support small to mid-size businesses ranging from startup to \$650 million. Direct experience in leading and consulting to organizations in both the public and private sector. Exceptional problem solving skills, able to translate organizational challenges into innovative strategies and solutions.

Proven track record of capitalizing on new business opportunities, structuring and negotiating multi-million dollar, multi-year large enterprise contracts, advancing domestic/international expansion and leveraging technology to drive design and implementation of solutions across the public and private sector. Extensive experience in shaping, winning, and executing large-scale government programs, and in designing performance management programs to support business strategies. Academic credentials include Harvard Business School executive education program and a technical undergraduate degree.

PROFESSIONAL EXPERIENCE

SUNTIVA, Falls Church, VA

2004 - 2012

Management and strategy consulting services for large government agencies and Fortune 500 firms

CHIEF EXECUTIVE OFFICER

Hired to formalize the business and expand market presence, growing unique service offerings that integrate strategy consulting with the disciplines of psychology, organizational development, human capital, and Information technology.

- Nine consecutive years of increased revenues and net profits;
- Grew the business from 1 person to 100+ staff in six years;
- Numerous local and national awards, including 3 consecutive years on the Inc 500 list of fastest-growing private companies (one of only 17 businesses in the country to achieve this feat), and Great Place to Work award from Washingtonian Magazine.
- Personally consulted to numerous C-Level and other senior executives, at companies ranging in size from \$20M to Fortune 500. Focused on providing expertise in strategic planning and organizational alignment, with particular emphasis on linking strategies to performance management programs and measurable "scorecard"-type metrics. Particular expertise in building consensus, complex group collaboration, and problem-solving,
- Expanded service offerings from leadership and organizational focus to a much broader solution set including human capital consulting, IT strategy, and large program management.

VITALSPRING TECHNOLOGIES, INC., McLean, VA

2003 - 2004

Innovator in employee health benefits supply chain performance software for Fortune 1000 corporations

CHIEF OPERATING OFFICER

Hired by the CEO to help a 40+ person startup reach the next level and achieve specific revenue and valuation objectives. Responsibilities include overall strategy and management of marketing, sales, business development and alliances, as well as development of analytic and consulting services delivery. Results include:

- Strategy: A member of the 4-person executive team, helping to shape both product and business strategy; designed and implemented a balanced scorecard and incentive program; moved operations and support functions to India.
- Marketing: Created a marketing organization structure and specific set of campaigns and initiatives, to include targeted lead generation activities beyond HR and into the CFO and CIO communities; successfully increased market visibility, including articles placed in Time Magazine, CFO Magazine, and a Product of the Year award from HR Executive Magazine; Also redesigned and launched a new company web site.

- Sales: Hired sales executives and built a professional sales team, to include a formalized account management structure, along with a pipeline management tool and processes. Closed sufficient business, both direct and through new partner channels, to more than triple the companies' customer base.
- Consulting Services. Hired a services organization VP to define and build a consulting services arm that can be complimentary to partner relationships, while generating new revenue from existing customers. Closed several early engagements with the existing customer base.
- *Bottom Line:* During tenure, number of customers increased by 400%, revenue per employee up 585%, cost per employee down 19%, with headcount up 20%.

AMERICAN MANAGEMENT SYSTEMS, INC. (AMS), Fairfax, VA

1988 - 2003

\$1 billion international business and IT consulting firm catering to Fortune 500 corporations and government agencies

VICE PRESIDENT / GENERAL MANAGER, 2000 to 2003

Selected in April 2000 to lead a major business vertical within the Federal group, comprising the largest contract in the company as well as several related multi-million dollar businesses. Launched and grew several new product and service spin-offs, a number of which became \$10M+ businesses. As General Manager, delivered \$150 million in revenue over two years, at profit margins well above industry average. Directed P&L and oversight for 300+ staff as well as strategic planning, partnering, business development and sales activities. Handpicked in 2002 to play an integral role in the development of a reorganization plan converging three previously autonomous government divisions into a single, consolidated Public Sector unit that represent \$650+ million in annual revenue.

Business Leadership

- Selected to serve on the executive management team for the newly formed, 3,000+ staff Public Sector division; specifically focused on implementation of a matrix organization model for management and business execution.
- Developed the strategic plan and roadmap for transforming and growing the Enterprise Resource Planning (ERP) product and services business within the consolidated Public Sector division, with revenues of \$350 million and projected to expand to \$500 million in three years.
- Featured in the AMS 2000 Annual Report as one of five executives delivering "industrial strength IT solutions" to customers.
- Selected to serve on various corporate committees, participate in CIO council initiatives and support AMS University as a trainer. Sought after as a speaker for industry and market conferences and trade associations.

Revenue Growth & Market Expansion

- An original founder and driving force behind the product and service concept launched in the late 90's, which became a \$90 million business by 2001—representing more than one-third of total DoD customer revenues—at profit margins and staff retention rates significantly higher than the industry average.
- Developed a \$100 million revenue pipeline in a previously untapped market segment through new product offerings successfully introduced and sold in the aerospace industry. Initial product sale of \$13 million.
- Created several web-based 'value-added' offerings for the existing customer base, adding \$10+ million in new business as well as a recurring maintenance and services revenue stream.
- Forged strategic alliances with product- and service-oriented companies, growing partnership-based revenue from less than 5% to 20% of total group revenue.
- Expanded product and service offerings into new markets, including telecommunications, energy, and healthcare.

VICE PRESIDENT / PROGRAM MANAGEMENT, 1994 to 2000

Captured the largest contract win in AMS history, and subsequently capitalized on the opportunity to position AMS for more business. Engaged in a three-year strategic positioning initiative to win the business, then appointed to Program Management as COO to direct contract execution and ramp-up from 30 to 200+ staff in the first six months – ultimately becoming an organization of 500+ staff. Achieved \$300 million in contract revenue over the first six years, under a ten-year contract with an original ceiling of \$240 million.

Strategic Business Development

- Led AMS capture of the DoD Standard Procurement System (SPS) program, resulting in the largest contract award in company history. The program has generated over \$350 million in revenue, while successfully deploying enterprise procurement software to over 20,000 DoD users worldwide. In 2003, the system was used to purchase over \$40 billion in goods and services for the Department of Defense.
- Promoted in 1997 to become the youngest Vice President in company history.

Technology-Driven Standardization & Change Management

- Spearheaded overall strategy development and initial implementation approach for the SPS program, focused on standardizing both technology and process for the world's largest and most complex buying organization. Aided in developing the overall business case for the customer, identifying total cost savings of over \$1.5 billion during the life of the program. Engaged in significant change management initiatives, as the DoD became an early adopter of commercial software and technology as an enabler for streamlining processes and organizations.
- Successfully deployed the system, interfaces, and support infrastructure to 22,000+ users at 750 sites worldwide. SPS was the first-ever successful deployment of standardized commercial software across all military agencies.
- Replaced 20+ outdated legacy systems across the Department of Defense, while simultaneously integrating the solution into numerous financial, logistics, and reporting systems.

People, Process & Quality Improvement

- Instituted a quality initiative that achieved and sustained a Capability Maturity Model (CMM) Level 3 rating for a 200+ staff software development organization.
- Supported numerous business process reengineering initiatives, which along with technology improvements, allowed the DoD to reduce by 10,000+ staff while processing an increased dollar volume of annual transactions.
- Designed and implemented broad-based Service Level Agreements, including user training, web-based user self-service offerings, and 24x7x365 call center support that consistently exceeded performance-based contract metrics.

PROGRAM MANAGER, 1991 to 1994

PROJECT MANAGER, 1990 to 1991 / SOFTWARE DEVELOPER, 1988 to 1990

Fast-tracked through early roles in designing IT systems and complex business solutions. Demonstrated technical aptitude and solutions design savvy, which provided a solid foundation for future leadership positions and garnered visibility and accolades from national publications such as *Fortune Magazine*.

Tackled a complex international assignment in Saudi Arabia, leading the design of an ERP-type system for a large, diverse customer organization that had little or no previous IT or business system software expertise. Drove change management and process reengineering initiatives organization-wide, managing cross-cultural communications and the building of relationships necessary to gain buy-in and support. Led software development and implementation teams of 20 to 30 staff and generated annual revenues of up to \$5 million.

Global Technology Design & Deployment

- Built a fully integrated, Oracle-based system with classic ERP implementation components. Established dual language applications and data center capabilities to manage overall business financials, personnel and payroll functions, asset tracking and other organizational components.
- Coordinated software development and implementation across two continents, managing joint testing and software acceptance efforts through daily interaction with senior management.
- Initiated design of multiple integrated client/server-based applications for an educational organization, replacing manual processing with "touch of a button" planning and information tracking capability.
- Led training of the organization's staff and facilitated transition of operations following project completion.

Various technical assignments in software development for DoD customers, to include:

- Maintenance systems to monitor and manage component lifecycle analysis and replacement costs across the Navy;
- Numerous information systems for the US Army Military Police, to include Base Security systems, Vehicle Registration, and a personnel tracking system for military prisons. Served as the technical lead in 1991, when the inmate tracking system was rapidly adapted (over a period of a few months) and deployed to Kuwait as a POW tracking system during Operation Desert Storm. This POW tracking system was successful in logging and reporting on more than 70,000 Iraqi POWs.

EDUCATION & PROFESSIONAL DEVELOPMENT

General Manager Executive Education Program, Harvard Business School, 1998

Bachelor of Science – Systems Engineering, University of Virginia, 1988

Courses & Seminars In: Executive Leadership, Program Management, Negotiations, Business Development, Sales

RECEIVED



City of Traverse City
Application to Become Involved

NOV 12 2013

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Board(s)/Committee(s) on which you are interested in serving: Planning Commission

(Please limit to three boards/committees)

Name: Mike Dow E-Mail Address: mikedow13@gmail.com

Address: 436 Washington St TC MI 49686
(Street) (City) (State) (Zip)

Occupation: Self-Employed (if retired, please provide your career)

Home telephone number: (231) 947-0425 Cell telephone number: (763) 969-8122

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? YES Do you reside within the city limits? YES
Do you own taxable property within the City? YES Are you a downtown district (DDA) resident? NO
Do you have Aownership interest@ in downtown district (DDA) property? NO Are you in default to the City? NO
Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? NO
Are you a resident of a complex operated by the City? NO Do you live within the Traverse City Light and Power service area? YES
Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? NO
Are you or are any of your immediate family members a member of any other City board or Committee? NO
If yes, which?

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Signature: [Handwritten Signature]

Date: 11-12-2013

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!
- Benjamin C. Marentette, City Clerk

CITY PLANNING COMMISSION

	<u>Initial Appt.Date</u>	<u>Termination</u>
Bergman, Jody 110 Boughey St, T.C. 49684 947-6464 (Res) jbergman@comstockconstruction.com	11/11/13	11/9/15
Easterday, Jeanine (commissioner rep) 141 Rivers Edge Dr., # 400, T.C. 49684 947-0047 (Res.) jeasterday@ci.traverse-city.mi.us	05/07/12	11/10/14
Fleshman, Janet 210 W. 9 th St, T.C. 49684 935-4316 (Res) 499-3302 (cell) jrftc@sbcglobal.net	11/11/13	11/14/16
Jaffe, Jennifer 1747 Wayne Street, T.C. 49684 392-3029 (Res.) jdjaffetc@gmail.com <i>-Term Expiring, Not Seeking Reappointment-</i>	01/07/08	11/11/13 11/14/16
McNally, Cecil (Vice- Chair) 911 S. Union Street, T.C. 49684 933-6114 (Res.) 995-7710 (Bus) crmcnally@chartermi.net	11/8/10	11/10/14
Serratelli, John (Chair) 237 Midtown Drive, T.C. 49684 929-3252 (Res.) 312-882-0060 (Cell) jfskbs@gmail.com	11/10/08	11/10/14
Twietmeyer, William (Administrative Official) 400 Boardman Ave., T.C. 49684 922-4430 (Office)	08/18/08 (eff. 9/2/08)	11/09/15
Warren, Janice 606 West 10 th St., T.C. 49684 946-5819 (Res.) 922-6240 (Bus.) jawarren@nwm.cog.mi.us	12/08/97	11/9/15
Werner, Tim (commissioner rep) 608 W. 7 th St, T.C. 49684 995-0241 (Res.) 313-6903 (Bus.) twerner@traversecitymi.gov	11/11/13	11/10/14
Russell Soyring, City Planning Director – staff		

CITY PLANNING COMMISSION (continued)

The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

The Planning Commission shall consist of 9 members; members shall **hold no other municipal office** except that one of the members SHALL be a member of the Board of Zoning Appeals or a joint fire administrative board.

NINE MEMBERS:

Six City Representatives appointed by the Mayor with approval of the City Commission (3-yr terms)

Three ex officio members (with full voting rights) as follows:

- One administrative official selected by the Mayor with approval of the City Commission. (Mayoral term). (2-yr term, expiring at Organizational Meeting)
- Two members of the City Commission selected by that Body (1 yr term).
- Appointments made at the City Commission Organizational Meeting.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City**.

See: Policy on Appointments and Committees and City Attorney's Opinion dated November 23, 1977.

All terms **expire** and **all appointments shall be made at the organizational meeting in November**. See: TC Code §1220

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the means originally appointed.

Creation of the City Planning Commission required by City Charter Section 160; provided for by 1931 PA 285 as amended MSA 5.2991 et seq and TC Code §1220.

Purpose: To prepare and adopt master plan for the City; and to review development proposals, both private and public, regarding their consistency with City plans.

Meets the first Tuesday and third Wednesday of each month at 7:00 pm.

Memorandum

The City of Traverse City



TO: JERED OTTENWESS, CITY MANAGER
FROM: KELLI SCHROEDER, HR GENERALIST *Kelli Schroeder*
DATE: NOVEMBER 22, 2013
SUBJECT: AFFORDABLE CARE ACT MANDATORY TAXES & FEES

This communication is to inform you that effective January 1, 2014 the City will incur additional expenses associated with our health insurance. Under the Affordable Care Act (ACA), health insurance companies are required to collect and pay taxes and fees to help pay for various programs required under the ACA. The expenses associated with these costs are then passed on to the City as additions to our monthly invoice. Contract limitations currently require the City to bear the full cost of these new fees.

The following are the taxes and fees that the City will be required to pay under the Act along with an estimate of the total annual cost assessed to the City.

- **Annual fee on health insurance carriers** — This annual fee will be assessed on all fully funded health plans based on 0.84% of premium.
 - Estimated total annual cost - \$15,600
- **Transitional Reinsurance Program** — Fees collected from all commercial plans (fully and self-funded) sold both on and off the exchange and in both the group and the individual markets. This will be used to pay for high-cost claimants insured in the individual market throughout the country. The program is temporary and runs from 2014 through 2016 at a cost of \$5.25 per member per month.
 - Estimated total annual cost - \$30,000
- **Patient-Centered Outcomes Research Institute (PCORI) fee** — This fee will fund the PCORI, which conducts comparative effectiveness research. This fee will be from 2013 through 2019 at \$0.17 per member, per month.
 - Estimated total annual cost - \$960

The fees listed above are in addition to the new Michigan Claims Tax (HICA) that has been in effect since January 1, 2012 and invoiced accordingly at a rate of 0.89% of total premiums per month or approximately \$18,000 per year.

Please place this on the next City Commission Regular Meeting Agenda under Reports and Communications for their information.

MINUTES
TRAVERSE CITY HISTORIC DISTRICTS COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 24, 2013
7:00 P.M.
Committee Room, Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684
231-922-4464

PRESENT: Commissioners Crane, Zacks, Andres, Mansuy and Chairperson Callahan.
ABSENT: Commissioner Brockmiller and Vice-Chairperson Tobin
STAFF PRESENT: David Weston

1. CALL MEETING TO ORDER

The meeting was called to order at 7:00 p.m.

2. APPROVAL OF MINUTES:

Approval of the September 26, 2013 regular meeting minutes.

Motion by Commissioner Zacks, seconded by Commissioner Crane to approve the September 26, 2013 regular meeting minutes as presented. Upon vote the motion carried 5-0.

3. REQUEST 13-HDC-11, FROM CHRIS FIFAREK, 13046 CENTER ROAD, TRAVERSE CITY, MICHIGAN, for:

Approval of plans for the demolition of an existing detached garage and the construction of a new 400 square foot (20' x 20') detached garage located at the property commonly known as **410 Wadsworth Street**, Traverse City, Michigan. (Central Neighborhood Historic District)

Robert Siegle, Architect, 310 West Front Street, Suite 207, Traverse City Michigan, presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Mansuy to approve the drawings as presented. Upon vote the motion carried 5-0. Commissioner Zacks will serve as the project liaison.

4. REQUEST 13-HDC-12, FROM BRIAN HOWARD, HF ARCHITECTURE, 628 EAST PARENT AVENUE, SUITE 107, ROYAL OAK, MICHIGAN FOR MICHIGAN for:

Approval of plans for a first floor façade renovation to the building located at the property commonly know as **154 East Front Street**, Traverse City Michigan, Cherry Republic. (Downtown Historic District)

Brian Howard presented drawings and answered questions from the Commission. Motion by Commissioner Crane, seconded by Commissioner Mansuy to approve the drawings as presented. Upon vote the motion carried 5-0. Commissioner Zacks will serve as the project liaison.

5. REQUEST 13-HDC-13, FROM KRISTEN CONRAD, 217 FRANKLIN STREET, TRAVERSE CITY, MICHIGAN, for:

Approval of plans for the removal and reconstruction of a covered front porch located at the property mentioned.

David and Kristen Conrad presented drawings and answered questions from the Commission. The Commission determined that the drawings were incomplete and more detail need to be added. Motion by Commissioner Zacks, seconded by Commissioner Crane to table the request to a future meeting. Upon vote the motion carried 5-0.

6. REQUEST 13-HDC-14, FROM WILLIAM STEPAN, 526 WEBSTER STREET, TRAVERSE CITY, MICHIGAN, for:

Approval of plans for the demolition of an existing detached garage and the construction of a new 624 square foot (24' x 26') detached garage located at the property mentioned.

William Stepan, presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Crane to approve the drawings as presented. Upon vote the motion carried 5-0. Chairperson Callahan will serve as the project liaison.

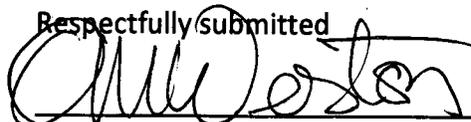
7. PUBLIC COMMENT

Ken Richmond Richmond, 333 Boardman Avenue, Traverse City, Michigan discussed a project that was approved by the Commission at 421 Washington Street on 11-2-12.

8. ADJOURNMENT

The meeting was adjourned at 8:20 p.m.

Respectfully submitted



David M. Weston, Secretary

Date

11-21-13

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, October 23, 2013

Board Members -

Present: Barbara Budros, Jim Carruthers, Jan Geht, Jeff Palisin, Bob Spence, John Taylor, Patrick McGuire

Ex Officio Member -

Present: Jered Ottenwess, City Manager

Others: Tim Arends, Scott Menhart, Karla Myers-Beman, Tom Olney, Kelli Schroeder, Rod Solak, Stephanie Tvardek, Mark Watson, Jessica Wheaton

The meeting was called to order at 5:15 p.m. by Chairman McGuire.

Chairman McGuire announced the Study Session scheduled to follow the Regular Meeting would be canceled and the business intended for that meeting would be conducted during the Regular Meeting.

Item 2 on the Agenda being Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

4(a). Consideration of approving minutes of the Regular Meeting of October 8, 2013.

Moved by Carruthers, seconded by Taylor, that the minutes of the Regular Meeting of October 8, 2013 be approved.

CARRIED unanimously.

4(b). Consideration of authorizing an agreement with RTD Consulting, LLC.

The following individuals addressed the Board:

Karla Myers-Beman, Controller
Tim Arends, Executive Director

Moved by Palisin, seconded by Spence, that the Board authorizes an amendment to the RTD Consulting, LLC contract in the amount of \$109,200, plus any out of pocket expenses for consulting services as presented.

CARRIED unanimously.

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

A. From Legal Counsel.

None.

B. From Staff.

1. Jessica Wheaton announced the Fall Clean Up Green Up event scheduled for November 3, 2013.
2. Staff and Hometown Connections gave a strategic planning presentation.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller
Tom Olney, Operations Manager
Rod Solak, Line Superintendent
Scott Menhart, Manager of Telecom and Technology
Kelli Schroeder, Human Resource Generalist
Jessica Wheaton, Marketing and Community Relations Coordinator
Tim Blodgett, Hometown Connections
Steve VanderMeer, Hometown Connections

3. Tim Arends spoke regarding the legal confidential attorney-client communication provided by Mr. Howard that was distributed to the Board.

C. From Board.

None.

Item 7 on the Agenda being Public Comment

-Scott Potter, 9877 East Northern Heights, Non-Ratepayer
-Ann Rogers, 1236 Peninsula Drive, Ratepayer

There being no objection, Chairman McGuire declared the meeting adjourned at 6:25 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD



Dec 2

MONTHLY OPERATING REPORT

TO: Jered Ottenwess, Traverse City Manager
Mike Slater, Grand Traverse County

COPY: Grand Traverse County Board of Public Works
John Bowman, CH2M HILL, Regional Business Manager
Dave Green, Director of Public Services

FROM: Casey Rose, CH2M HILL Project Manager *CR*

DATE: November 11, 2013

SUBJECT: Monthly Operations Report for October 2013

Attached is a copy of the report to the state, which we submit electronically.

The data sheet showing flows and loadings from the Townships, the City, and the Septage Plant for October is attached to this report. Also attached is financial information as of the last Friday in October.

OPERATIONS AND PROJECTS

The treatment plant continued to be in compliance for October 2013. The boiler pipe replacement project was awarded to ABI and should begin the first part of December.

We have received information from GE regarding the membrane replacement strategy and will be presenting that information to the County Finance Committee in early December.

The number of Gram Positive bacteria has decreased, and are now at a level that doesn't cause concern. DNA analysis has been completed and we believe we are getting closer to determining a source. The plant has returned to normal operations, and the diversion pipe is no longer being used.

MAINTENANCE

Traverse City

Heat tape for the MBR air valves was installed in anticipation of cold weather. The SCADA system is now available for remote access by the programmer providing support. Additional RAM memory was installed in the servers. There remains an issue with lack of alarms when a PLC faults. The MBR RAS pumps shut down and we only know this when a 'secondary' high level alarm dials out. The time delay between a PLC fault and when we become aware of it is a vulnerability. This will require programming time by the technician that

Traverse City continued

installed the new SCADA and our support programmer in Toronto. The lack of alarms when the PLC faults are an artifact of the original programming done in 2004.

The gap between the MBR manhole cap and the underground structure has been sealed. This should eliminate effluent leaks when tank dewatering occurs during daily peak flows.

Annual fire extinguisher inspections were completed. Scour air blowers B & E would not run or be reset using the SCADA system. We had to replace both control power supplies in the scour blower control panels.

The boiler inspection has been arranged with our vendor and the State of Michigan inspector and will be completed before the December expiration date.

Grand Traverse Septage Facility

Total flow from the Septage Facility to the Regional Plant was 866,829 gallons in October.

We opened one roof panel of the foul air chamber and looked at the surface of the wood chip bed. The chips looked OK from above. We are going to 'turn over' the wood chip bed and see what conditions are like down below. This will answer questions about whether the chips are deteriorating, and give us a chance to fully investigate the cost of replacement. If replacement is necessary, it will be scheduled for the spring.

In the meantime to help with odor control, there are two parts of the biofilter system that have not been used since startup of the facility, which we will put in service. At that time of start up we didn't think it was needed because the biofilter was working very well. One system is a spray/diffuser inside the storage tank intended to create a mist of biological material as a 'pretreatment' of the off-gas from the ATAD process. The other system is a water scrubber after the storage tank and before the foul air fan that pumps air into the biofilter. I suggested to the operator that these two systems be put into service and may provide some relief from odor complaints. Ken has scheduled the Biofilter work to begin November 18th.

IPP

New discharge permits were issued for Munson Medical Center, Munson Support Services and Hillshire Brands. All contained updated language that brought them up to date with current regulations. We collected the Annual IPP sample for Hillshire Brands. While there, we spoke with Rich and Phil, the wastewater plant operators, about their new discharge permit and the changes that were made.

IPP continued

Samples were collected from Right Brain Brewery this month. The Regional Treatment Plant is testing their discharge for BOD, NH₃, PO₄ and TSS, to verify that they are meeting local limits. If not, we may need to elevate them from an LIU to an SIU and issue them a permit.

We visited the construction site of Rare Bird Brewery and spoke with the construction manager and owner. After reviewing the site, an Undue Hardship letter was issued, allowing them to install a 2' IPP manhole instead of the 4'. Installing a 4' would have compromised the building foundation and possibly the electrical feed coming in.

Contact was made with the building owner of Brewery Ferment. The need for the manhole was explained to the owner.

A temporary discharge permit was issued to Otwell Mawby for a construction site at the corner of Cass and Front Street. They needed to dewater for an elevator shaft. Later in the month, we wrote an NOV to Otwell Mawby for that same construction site. According to the contact, someone turned the pump back on, after they were done dewatering the shaft, and filled the sewer with several yards of sand. The City Maintenance crew responded and a cost recovery invoice was issued.

The dewatering project for AKT Peerless was completed this month and the report submitted. There were no problems with compliance for this project. They discharged over 19 million gallons to the collection system over the past several months.

We spoke with Britten Banners this month, and opened their inspection manhole for the 2662 location and found it had a lot of sand and roots inside. They were asked them to have the manhole cleaned so that we could sample their discharge.

An inspection was conducted of Natural Gas Systems on Aero Park Drive this past month in an effort to know more about their operations and to track down the continuing source of the Coast Guard oil problem. We discovered an oil water separator that looked as if it hadn't been serviced in a long time. It also showed signs of oil in the pump chamber and looked as if it may have over flowed at some point. The maintenance person was instructed to have it serviced right away and to increase the frequency of the services. He responded a week later saying that the work was done and they are now on the schedule for service every three months, instead of six.

OTHER

In the early morning of October 21st the Woodmere lift station was struck by a motor vehicle. Extensive damage was done to the building, but the pump controls remand functional. Plant staff responded and prepared for the possibility of bypassing the lift station.

Monthly Operating Report
November 11, 2013
Page 4

Other continued

The lift station continued to operate without interruption of service. City Engineering is in the process of having the lift station repaired.

Michigan Department of Environmental Quality Monthly Discharge Monitoring Report (DMR)

DISTRICT: Cadillac
 COUNTY: Grand Traverse

PERMIT NUMBER: M10027481
 MONITORING POINT: 001A

PERMITTEE NAME: Traverse City WWTP
 MAILING ADDRESS: 606 Franklin Street
 Traverse City, MI 49684
 FACILITY: Traverse City WWTP
 LOCATION: 606 Hannah
 Traverse City, MI 49686

Monitoring Period: 2013-10-01 To: 2013-10-31

NO DISCHARGE FROM SITE: ()

Parameter	Sample Measurement Permit Requirement	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average				
Flow		4.673	5.544		*****	*****		0	Daily	Report Total Daily Flow
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	(report) Maximum Monthly Average	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****			Daily	Report Total Daily Flow
Total Suspended Solids		0.0	124		*****	0.0		0	3X Weekly	24-Hr Composite
PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	Sample Measurement Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average	lbs/day	*****	30 Maximum Monthly Average			3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)		0.0	93		*****	0.0		0	3X Weekly	24-Hr Composite
PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	Sample Measurement Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average	lbs/day	*****	25 Maximum Monthly Average			3X Weekly	24-Hr Composite
Total Phosphorus (as P)		14	*****		*****	.35		0	3X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Sample Measurement Permit Requirement	36 Maximum Monthly Average	*****	lbs/day	*****	0.5 Maximum Monthly Average			3X Weekly	24-Hr Composite
Total Copper		*****	*****		*****	8.0		0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	Sample Measurement Permit Requirement	*****	*****	*****	*****	(report) Maximum Monthly Average			Quarterly	24-Hr Composite
Total Mercury		*****	*****		*****	0.0		0	Quarterly	Grab
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	Sample Measurement Permit Requirement	*****	*****	*****	*****	(report) Maximum Monthly Average			Quarterly	24-Hr Composite
Fecal Coliform		*****	*****		*****	4.36		0	3X Weekly	Grab
PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	Sample Measurement Permit Requirement	*****	*****	*****	*****	200 Max Monthly Geometric Mean			3X Weekly	Grab
Name/Title of Principal Executive Officer Or Authorized Agent Casey Rose/Project Manager										
I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.										
Signature of Principal Executive Officer Or Authorized Agent Casey Rose										Telephone No 231-922-4922
When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773										Date (MM/DD/YY) 2013-11-14

Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)

DISTRICT: Cadillac

PERMIT NUMBER: M10027481

PERMITTEE NAME: Traverse City WWTP

Grand Traverse

COUNTY:

001A

MONITORING GROUP:

MAILING ADDRESS: 606 Franklin Street
 Traverse City, MI 49684
 FACILITY: Traverse City WWTP
 LOCATION: 606 Hamnah
 Traverse City, MI 49686

NO DISCHARGE FROM SITE: ()

Monitoring Period : 2013-10-01 To: 2013-10-31

Parameter	Quantity or Loading		Units	Quality or Concentration		Units	No. Ex.	Frequency of Analysis	Sample Type
	Average	Maximum		Minimum	Average				
pH	*****	*****		6.9	7.2		0	3X Weekly	Grab
PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	6.0 Minimum Daily	9.0 Maximum Daily	S U.		3X Weekly	Grab
Dissolved Oxygen	*****	*****	*****	6.8	*****		0	3X Weekly	Grab
PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: 1	*****	*****	*****	4.0 Minimum Daily	*****		0	3X Weekly	Grab
CBOD5 Minimum % Removal	*****	*****	*****	98.9	*****	mg/l		Monthly	Calculation
PARAM CODE: 8009J Mon. Site No.: 001A Stage Code: K	*****	*****	*****	85 Minimum Monthly % Removal	*****			Monthly	Calculation
Total Suspended Solids Minimum % Removal	*****	*****	*****	98.4	*****		0	Monthly	Calculation
PARAM CODE: 8101I Mon. Site No.: 001A Stage Code: K	*****	*****	*****	85 Minimum Monthly % Removal	*****			Monthly	Calculation
Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.			Signature of Principal Executive Officer Or Authorized Agent		Telephone No	Date (MM/DD/YY)		
Casey Rose/Project Manager				Casey Rose		231-922-4922	2013-11-14		

When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773

Traverse City Regional Wastewater Treatment Plant 2013-2014

	October			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Actual	Total Variance
CHEMICALS	15,583	13,412	2,170	62,330	65,894	-3,564
DUES AND SUBSCRIPTIONS	40	0	40	161	24	137
EDUCATION, TRAINING, MEETINGS	465	300	165	1,860	2,164	-304
ELECTRICITY	33,170	34,816	-1,646	132,680	133,275	-595
EMPLOYEE EXPENSE	602	121	481	2,407	3,602	-1,195
INSURANCE	2,534	3,032	-498	10,135	10,868	-733
LABOR	71,464	68,500	2,964	283,552	268,692	14,860
OPERATING EXPENSES	19,578	15,338	4,241	78,212	85,581	-7,368
OUTSIDE SERVICES	2,458	12,381	-9,923	9,833	34,265	-24,431
SOLIDS HANDLING	460	46,744	-46,284	50,140	48,398	1,742
SUPPLIES	1,417	82	1,334	5,667	1,861	3,806
TELECOMMUNICATIONS	739	1,637	-898	2,957	2,979	-23
TRAVEL COSTS	1,725	2,647	-922	6,901	13,947	-7,046
UTILITIES-OPERATIONS	1,713	577	1,136	6,850	2,217	4,633
Total Cost	151,947	199,586	-47,639	653,684	673,767	-20,083

REPAIRS (included in the above)

	9,167	6,836	2,331	36,667	38,390	-1,723
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Grand Traverse County Septage Treatment Facility 2013-2014

	October			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Actual	Total Variance
CHEMICALS	494	0	494	1,976	0	1,976
DUES AND SUBSCRIPTIONS	15	0	15	59	0	59
EDUCATION, TRAINING, MEETINGS	49	0	49	197	0	197
ELECTRICITY	12,500	11,119	1,381	50,000	62,558	-12,558
EMPLOYEE EXPENSE	56	0	56	222	0	222
INSURANCE	443	176	267	1,773	861	912
LABOR	8,779	6,325	2,455	34,834	23,767	11,067
OPERATING EXPENSES	2,065	298	1,767	8,249	6,967	1,282
OUTSIDE SERVICES	2,121	369	1,752	8,483	490	7,994
SOLIDS HANDLING	2,421	504	1,917	9,685	1,897	7,789
SUPPLIES	17	0	17	67	0	67
TELECOMMUNICATIONS	123	195	-71	493	461	32
TRAVEL COSTS	327	37	290	1,308	37	1,271
UTILITIES-OPERATIONS	300	56	244	1,200	189	1,011
Total Cost	29,711	19,080	10,631	118,547	97,227	21,320

REPAIRS (included in the above)

833 0 833 3,333 4,732 6,131



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF DECEMBER 2, 2013

DATE: NOVEMBER 27, 2013

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: PUBLIC COMMENT REQUEST – DEREK J. BAILEY

Attached is a request from Derek J. Bailey, requesting that the “Anishinaabek presence; prehistory to the present” be reflected at Clinch Park in the concrete \ sidewalk that leads out of the tunnel.

As provided in the City Commission Rules, fifteen (15) minutes have been allocated.

JJO/bcm

e-copy: Derek J. Bailey – derek.bailey@7thlegacy.com

k:\tcclerk\city commission\public comment\reserved_BaileyDerek

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@ci.traverse-city.mi.us



RECEIVED

NOV 21 2013

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Request
"Public Comment - Reserved"
(at end of meeting)
City Commission of Traverse City
Regular Meeting

Please Print or Type

I, Derek J. Bailey, representing _____,
pursuant to City Commission Rule 13 (see reverse side), request to be placed under
"Public Comment - Reserved" on the Agenda of the Regular Meeting scheduled for
Monday, December 2nd, 2013.

I understand that 15 minutes is allowed for my presentation at the end of the meeting
under 7(a) of the Agenda

I wish to address the Commission regarding the following matter:

"Anishinaabek presence; prehistory to the present"
Asking for TC Commission consideration at the new
Clinch Park renovations, to have this reflected in the →

11-21-13

Date

231-715-6424

Daytime Phone

derek.bailey@7thlegacy.com

E-mail

Derek J. Bailey

Signature

216 Jefferson St

Address

Suttons Bay

City/Township

Regular meetings are held the 1st and 3rd Mondays of each month at 7:00 pm.
Please return to the City Clerk no later than Monday, 5:00 pm, the week prior to your
requested date.

Thank you for your interest!
Benjamin C. Marentette, CMC
City Clerk

concrete sidewalk that leads out of tunnel
towards the splash pad and the bath house.
Clinch Park has always recognized the
Anishinaabek (Native American) presence, and
this would continue this heartfelt tradition.
Megwetch (thank you)!