



Notice
City Commission Regular Meeting

7:00 pm

TUESDAY, January 20, 2015

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
Posted and Published 01-15-15

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. Penny Hill, 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 individual consideration by the Commission; and 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 City Commission meetings of January 5, 2015, and January 12, 2015. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of authorizing the City Clerk to issue a Street Closure Permit to the National Cherry Festival for the closure of Front Street between Park Street and Cass Street at 12 a.m. beginning February 13, 2015, to 12 a.m. February 15, 2015, for the annual Traverse City Winter Comedy Arts Festival. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)
- c. Consideration of authorizing the grant agreement accepting an \$8,000 Byrne Memorial Justice Assistance Grant for Traverse Narcotics Team Funding and authorizing the related matching funds. (Approval recommended) (Jered Ottenwess, Michael Warren) (5 affirmative votes required)
- d. Consideration of declaring surplus Police Department revolvers and hand gun parts so they may be sold. (Approval recommended) (Jered Ottenwess, Michael Warren)
- e. Consideration of extending the loan from the Economic Development Fund related to the Duncan L. Clinch Marina Improvement Project and removing Traverse City Light and Power as the other loan source. (Approval recommended) (Jered Ottenwess, William Twietmeyer) (5 affirmative votes required)
- f. Consideration of authorizing an encroachment agreement with Big Olives 2, LLC, for it to assume the encroachment agreement at 101 North Park Street, which authorizes the City Manager to approve the installation of future signs provided they are within the approved encroachment, which supersedes the previously-authorized agreement. (Approval recommended) (Jered Ottenwess, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing a service order for GIS Services. (Approval recommended) (Jered Ottenwess) (5 affirmative votes required)
- h. Consideration of authorizing a purchase order for a thermal imaging camera for use by the Fire Department. (Approval recommended) (Jered Ottenwess, James Tuller) (5 affirmative votes required)
- i. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes)

- j. Consideration of accepting the Fiscal Year 2013/2014 Audit. (Acceptance recommended) (Jered Ottenwess, William Twietmeyer)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of introducing an amendment to the Traverse City Code of Ordinances, Public Art, Chapter 299, as recommended by the Downtown Development Authority Board of Trustees. (Jered Ottenwess, Robert Bacigalupi)

4. New Business

- a. Consideration of authorizing a lease for use of space at the Carnegie Building for the Youth Art Show. (Jered Ottenwess)
- b. Consideration of a resolution requesting street lighting funding participation from Traverse City Light and Power for the 2015 West Front Street Reconstruction Project. (Jered Ottenwess, Timothy Arends)
- c. Consideration of a request from Commissioner Jim Carruthers for the City Commission to consider adopting a resolution recognizing the second Monday in October as Indigenous Peoples Day, as recommended by the Human Rights Commission. (Commissioner Jim Carruthers)

5. Appointments

None.

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 Deputy 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. Reports from members of the Commission serving on boards.
 2. Quarterly Financial Report from the City Treasurer/Finance Director for the first quarter which ended September 30, 2014.
 3. Minutes of the Human Rights Commission meeting of November 10, 2014.
 5. Minutes of the Act 345 Retirement System Board meeting of November 19, 2014.
 4. Minutes of the Planning Commission meeting of December 2, 2014.
 5. Annual Report of the Planning Commission for 2014.
- e. Reports and correspondence from non-City officials.
 1. Fractile Emergency Response Reports from North Flight for December, 2014.

7. Public Comment

a. Reserved.

None.

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.

k:\tcclerk\city commission agendas\2015\agendas\agenda_20150120



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- January 5, 2015, Regular Meeting
- January 12, 2015, Study Session

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

that the minutes of the January 5, 2015, Regular Meeting and January 12, 2015, Study Session, be approved.

JJO/kes

k:\tcclerk\city commission\minutes

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



Regular Meeting

January 5, 2015

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 Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: Mayor Michael Estes.

The Pledge of Allegiance was recited.

Mayor Pro Tem Barbara D. Budros presided at the meeting.

2. Consent Calendar

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

- a. the minutes of the December 15, 2014, Regular Meeting, be approved.
- b. the City Commission approves the purchasing process for fuel as described in the Director of Public Services December 22, 2014, communication through December 31, 2015.
- c. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$15,487.50 to Brenner Oil Co. for 10,000 gallons of unleaded gasoline priced at \$1.54875 per gallon with funds available in the Garage Fund.
- d. the competitive bidding policy be waived; and that the Mayor and City Clerk execute a unit prices change order to the contract with Eckler Building

Solutions in the amount of \$34,535, more or less, (originally authorized October 6, 2014), for the 2014 Opera House Dressing Room Project for the replacement of the City Opera House roof system, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Opera House Fund.

- e. that the Mayor and City Clerk execute a consultant agreement with Leading Edge Surveying, LLC, in the amount of \$38,950 for professional services to complete an inventory of the City's storm sewer structure and a benchmark survey, in connection with the Stormwater and Wastewater Grant (SAW Grant), with \$30,000 to be reimbursed by the SAW Grant and the remaining \$8,950 available in the Public Improvement Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- f. the competitive bidding process be waived; and that the Mayor and City Clerk execute a contract with the Watershed Center Grand Traverse Bay in the amount of \$23,500 for services associated with updating the Boardman Lake Watershed Study and Watershed Protection Plan, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the cost of the contract to be covered by the SAW Grant.
- g. the competitive bidding policy be waived; and that the Mayor and City Clerk execute a change order to the contract with Prein & Newhof (originally authorized July 7, 2014), in the amount of \$10,360 for the 2014 Water Treatment Plant SCADA Improvement Project, to include nine additional items in the scope of design services, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Water Fund.
- h. that a 2001 John Deere 445 be declared surplus; and that the City Manager be authorized to issue a purchase order to Ginop Sales in the amount of \$27,999 for a 2014 Kubota and related equipment as outlined in the December 29, 2014, communication from the Director of Public Services, with funds available in the Garage Fund.
- i. an amendment to the Traverse City Code of Ordinances, *Parking Meter Ordinance Clarifications*, Sections 484.02, 484.03 and 484.04, which updates the ordinance to reflect the centralized pay stations as well as new

payment options, as recommended by the Downtown Development Authority Board of Trustees, which was introduced on December 15, 2014, be enacted with an effective date of January 15, 2015.

CARRIED unanimously. (Estes absent)

Items removed from the Consent Calendar

None.

3. Old Business

3(a).

Consideration of introducing an amendment to the Traverse City Code of Ordinances, *Public Art*, Chapter 299, as recommended by the Downtown Development Authority Board of Trustees.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Werner, seconded by Howe, that an amendment to the Traverse City Code of Ordinances, *Public Art*, Chapter 299, which would establish an Arts Commission and certain guidelines for placement of public art in Traverse City as recommended by the Downtown Development Authority Board of Trustees, be introduced and scheduled for possible enactment on January 20, 2015.

Lauren Tribble-Laucht, City Attorney

Robert Bacigalupi, Downtown Development Authority Executive Director

By consensus of Commissioner Werner and Commissioner Howe, the motion was withdrawn.

Brian Haas, 227 East 10th Street – expressed support

Mary Gillett, 1800 Wayne Street – expressed support

There being no objection, Mayor Pro Tem Budros referred Agenda Item 3(a) to a future meeting.

4. New Business**4(a).**

Consideration of authorizing a Funds Administration Agreement and Settlement Agreement in connection with litigation associated with the Brown Bridge Dam Deconstruction Project.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney

Moved by Richardson, seconded by Easterday that the City Commission enter into closed session to discuss an Attorney-Client Privileged communication from the City Attorney in connection with Brown Bridge Dam litigation (Case No. 14-30150-CZ Consolidated) , as authorized by MCL 15.268(e) and (h).

Roll Call:

Yes – Carruthers, Easterday, Howe, Richardson, Werner, Budros

No – None.

CARRIED unanimously. (Estes absent)

4 (b).

Presentation by the City Clerk of the Performance 2014 document which overviews a variety of accomplishments by the City of Traverse City.

The following addressed the Commission:

Benjamin C. Marentette, City Clerk

5. Appointments**5(a).**

None.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the Deputy 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. Reports from members of the Commission serving on boards.
 2. Minutes of the Traverse Area District Library Board meeting of November 20, 2014.
 3. Minutes of the Human Rights Commission meetings of October 13, 2014 and November 10, 2014.
 4. Minutes of the ACT 345 Retirement System Board meeting of October 29, 2014.
- e. Reports and correspondence from non-City officials.
 1. Monthly operations report for the wastewater treatment plant from CH2M Hill for November, 2014.

7. Public Comment

The following addressed the Commission:

1. Reserved.
None
2. General.

Christine Maxbauer, 503 West 8th Street

3. Mayor and City Commissioners.

Commissioner Gary Howe
Commissioner Jeanine Easterday
Commissioner James Carruthers

The Commissioner entered into closed session at 7:59 p.m.

The Commission returned to open session at 8:15 p.m.

Moved by Easterday, seconded by Howe, that the Mayor and City Clerk execute a funds administration agreement in substantially the same form provided with the City Attorney’s attorney-client privileged communication for administration of funds associated with the settlement of Brown Bridge Dam litigation (Brown Bridge Dam Deconstruction Project) against the City, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the Mayor and City Clerk execute a release of cross claim against AMEC in connection with Brown Bridge Dam litigation (Brown Bridge Dam Deconstruction Project), as provided with the City Attorney’s attorney-client privileged communication, such release subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously. (Estes absent)

There being no objection, Mayor Pro Tem Barbara D. Budros declared the meeting adjourned at 8:16 p.m.



Katelyn Stroven
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



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

Study Session

January 12, 2015

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 Barbara D. Budros, James Carruthers, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: Jeanine Easterday.

Mayor Michael Estes presided at the meeting.

1.

Presentation of the Fiscal Year 2013/2014 Audit.

The following addressed the Commission:

Bill Twietmeyer, City Treasurer/Finance Director
Alan Panter, Abraham & Gaffney, P.C.

2.

Discussion regarding Wastewater Treatment Plant membrane replacement.

The following addressed the Commission:

Jered Ottenwess, City Manager
Elizabeth Hart, CH2MHill
John Bowman, CH2MHill
Scott Levesque, CH2MHill

3.

Presentation and discussion regarding the Water System Reliability Study.

The following addressed the Commission:

Jered Ottenwess, City Manager

4.

Announcements from the Deputy City Clerk.

The following addressed the Commission:

Katelyn Stroven, Deputy City Clerk

5.

Public comment.

The following addressed the Commission:

Timothy Grey, 123 ½ East Front Street

Jay Zollinger, Acme Township Supervisor

Christine Maxbauer, 503 West 8th Street, Grand Traverse County
Commissioner

There being no objection, Mayor Michael Estes declared the meeting
adjourned at 8:37 pm.



Katelyn Stroven
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ^{JO}JERED OTTENWESS, CITY MANAGER

SUBJECT: TRAVERSE CITY WINTER COMEDY FESTIVAL

Attached is a memo from City Clerk Benjamin Marentette recommending that the City Commission authorize the street closure related to the Traverse City Winter Comedy Arts Festival. As explained by the City Clerk, City Commission approval is required for this street closure because it is for a period greater than 24 hours.

I recommend the following motion:

that the City Clerk be authorized to issue a Major Street Use Permit to the National Cherry Festival for the 2015 Traverse City Winter Comedy Arts Festival, for the closure of Front Street between Park and Cass Streets, as outlined in the City Clerk's January 13, 2015, communication.

JJO/bcm

K:\tcclerk\city commission\street use permits\winter comedy arts festival 2015

copy: Trevor Tkach, National Cherry Festival Executive Director
Deb Lake, Traverse City Film Festival Executive Director
Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

COPY: Rob Bacigalupi, Downtown Development Authority Executive Director

FROM: Benjamin Marentette, City Clerk *[Handwritten signature]*

DATE: Tuesday, January 13, 2015

SUBJECT: TRAVERSE CITY WINTER COMEDY ARTS FESTIVAL – STREET CLOSURE

The National Cherry Festival, in collaboration with the Traverse City Film Festival, applied for a permit to close Front Street between Park and Cass for the 2015 Traverse City Winter Comedy Arts Festival. City Commission approval is required because the street closure is for more than 24 hours. The following are the details:

Street closure: 12:01 a.m. Friday, February 13, 12:01 a.m. to 11:59 p.m. Sunday, February 15, 2015 (likely they will have the street opened up sooner than that)

Street events: Friday, February 13, 3p.m. to 9 p.m., and Saturday, February 14, 10 am. To 9 p.m., and Sunday, February 15, 10 a.m. to 4 p.m.

Last year, the portion of Front Street between Cass and Union was also closed; this year's closure will be limited to one block of East Front Street rather than two. The following are elements which will be part of the events on the closed section of street, all of which are free with the exception of the food item(s):

- Inflatable sledding hill (rather than snow sledding hill as in past years)
- 'Synthetic' ice skating rink
- Ferris wheel
- Children's curling lane and/or kid's maze
- Miniature golf
- Warming tent
- Casual food item(s) such as French fries or elephant ears

We have reviewed this request thoroughly; and on January 8, 2014, the City's Event Planning Group met and discussed this event; and I recommend that the City Commission authorize this office to issue a Major Street Use Permit for this street closure. We will issue the permit only once all necessary details have been finalized.

As always, please let me know if you have any questions.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 13, 2015

FROM: JERED OTTENWESS, CITY MANAGER

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

Attached is a memo from Chief of Police Michael Warren recommending that the City Commission accept the 2014-2015 Byrne Memorial Grant Funds in the amount of \$8,000; and that the related agreement be authorized.

This funding amount is \$12,000 lower than budget for Fiscal Year 2014/15. This may be the last year grant funds are awarded.

This grant has provided funding for a portion 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 \$8,000 and provide matching funds in the same amount, for Traverse Narcotics Team Funding, with matching funds available in the Police Department Budget.

JJO/kes

k:\ccclerk\city commission\grants\byrne memorial justice assistance grant for traverse narcotics team 2015.doc

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 JUSTICE ASSISTANCE (BYRNE JAG) GRANT PROGRAM
SUBCONTRACT - TRAVERSE NARCOTICS TEAM - #72315-8-TNT-15
OCTOBER 01, 2014 – SEPTEMBER 30, 2015
Date: JANUARY 05, 2015

Please be advised we have received authorization and approval from the State of Michigan on the annual *Byrne Justice Assistance (Byrne JAG) Grant* for the operations of the Traverse Narcotics Team (TNT). This grant cycle runs from October 01, 2014, through September 30, 2015.

The 2014-2015 Grant funding is \$8,000. The City of Traverse City will match the grant funding with \$8,000. The grant funding break down is as follows:

Byrne Grant Funds	\$ 8,000.00
Matching Funds (TCPD)	\$ 8,000.00
TOTAL:	\$ 16,000.00

The matching funds listed above are budgeted in our 2014-2015 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 Justice Assistance (Byrne JAG) Grant Subcontract* agreement and accept this grant money and City matching funds in the amount shown above.

Please place this item on the January 20, 2015, City Commission meeting agenda.

If you have any questions, please contact me.

Thank you.

Cc: 205
206
File

TNTMKWVGRANT.CONTRACT.2014.2015

**BYRNE JUSTICE ASSISTANCE (BYRNE JAG) GRANT or
RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT**

**Subcontract Agreement
between**

CONTRACTOR: Missaukee County

Federal I.D. Number: 38-6004872

and

SUBCONTRACTOR: City of Traverse City

Federal I.D. Number: 38-6004740

Project Title: Traverse Narcotics Team

MSP Contract Number: 72315-8-TNT-15

MSP Project Number: 72315-8-TNT-15

CFDA Number: 16.738

CFDA Title: 16.738

Federal Agency Name: U.S. Department of Justice, Bureau of Justice Assistance

Federal Grant Award Number: 2013-MU-BX-0051

Federal Program Title: Byrne Jag State FY 2015

I. Period of Agreement:

This Agreement shall commence on October 1, 2014 and terminate on September 30, 2015.

This Agreement is in full force and effect for the period specified in this section and must be signed prior to the initiation of any associated subcontract activity unless an exception is explicitly granted by the Michigan State Police (MSP).

All projects must be initiated within 30 days of the start date of this Agreement.

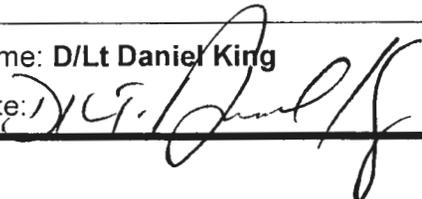
II. Agreement Amount and Budget:

The agreed upon Project Budget for this Agreement is described in this section. Any changes to the Project Budget, by either the Contractor or Subcontractor, must be in writing and signed by both parties. Budget deviation allowances are not permitted.

Salary and Wages & Fringe Benefits	\$ 8,000.00
Travel Expenses	\$
Supplies and Materials	\$
Equipment Expenses	\$
Other Expenses	\$
Total Agreement Amount	\$ 8,000.00

III. Project Budget Detail:

Contractor to the MSP. The Agreement becomes effective upon the return of the signed Subcontract to the Contractor. This award does not assure or imply continuation in funding beyond the funding period of this Subcontract. The Subcontractor agrees to provide the Contractor with a copy of the Single Audit Report of the Subcontractor's entity.

SUBCONTRACTOR: Address: 851 Woodmere Ave City, State & Zip: Traverse City, MI 49686 Phone: 231-995-5151 Fax: 231-995-0745	CONTRACTOR: Address: 111 S. Canal St City, State & Zip: Lake City, MI 49651 Phone: 231-839-4967 Fax: 231-839-3684
Authorized Official Signature:	Authorized Official Signature:
Name: Mayor Date:	Name: Susan Rogers, Chairman of Bd Date:
Project Official Signature:	Project Director Signature:
Name: Michael Warren, Chief Date:	Name: D/Lt Daniel King Date: 
Financial Official Signature:	
Name: Wm Tweitmeyer, Treasurer Date:	



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ¹⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: POLICE DEPARTMENT REVOLVERS AND GUN PARTS

Attached is a memo from Chief of Police Michael Warren recommending that revolvers and hand gun parts which no longer have use for the Police Department be declared surplus and authorized for sale at the values appraised by Hampel's Gun Shop.

I recommend the following motion:

that various revolvers and hand gun parts as outlined in the January 5, 2015, communication from the Chief of Police be declared surplus and authorized for sale.

JJO/bcm

K:\teclerk\city commission\surplus weapons

copy: Michael Warren, Chief of Police

TRAVERSE CITY POLICE DEPARTMENT

OFFICE MEMORANDUM

TO: JERED OTTENWESS, CITY MANAGER
FROM: MICHAEL WARREN, CHIEF OF POLICE *MKW*
SUBJECT: SURPLUS PROPERTY
DATE: JANUARY 05, 2015

Please find a list of Smith & Wesson revolvers along with miscellaneous hand gun parts the department wishes to have declared as surplus.

These items are to be sold after being in our armory for over 25 years. They are of no use to our department.

Please see the attached appraisal from Jack Fellows of Hampel's Gun Shop. The prices listed represent the resale value.

We respectfully request the attached items be placed on the agenda for the City Commission meeting of January 20, 2015, declaring these items outlined as surplus and giving authorization to sell these items at the resale value as quoted by Mr. Fellows of Hampel's Gun Shop. The \$1,055 will be collected and turned into the City Treasurer's office upon receipt.

If you have any questions, please contact me at 231-995-5151.

MKW/ldg

Cc: File

LisaMKW\Surplus.Old Gun.Parts.Fitz.2015

Values of unused revolvers owned by the Traverse City Police Department

As appraised by Jack Fellows at Hampel's.

<u>Make</u>	<u>Model</u>	<u>Serial #</u>	<u>Value</u>
Smith & Wesson	10 (frame only)	C487860	\$37.50
Smith & Wesson	10	C542914	\$192.50
Smith & Wesson	10-2	C569057	\$225.00
Smith & Wesson	14	K366035	\$187.50
Smith & Wesson	14	K366836	\$187.50
Smith & Wesson	15-2	K478524	<u>\$225.00</u>
			\$1055.00



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: INTERNAL LOAN FOR MARINA FUND

Attached is a memo from City Treasurer/Finance Director William Twietmeyer regarding the internal loan history which began in 2001 for improvements to the Duncan L. Clinch Marina.

As indicated by Mr. Twietmeyer, Light and Power and the Economic Development Fund equally advanced funds needed for cash flow purposes associated with the marina improvements. We have sufficient funds in the Economic Development Fund to advance the entirety of funding needed for the Marina Fund and therefore no longer need Light and Power funding.

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

that the City Commission authorize the advance of \$1,075,000 from the Economic Development Fund to the Marina Fund; and that this advance of \$1,075,000 shall be paid back over a five-year period at the rate of 1.45%; and that this advance of \$1,075,000 shall be reflected as a Long-Term Advance to Other Funds on the Economic Development Fund balance sheet and reflected as an Advance from Other Funds of \$1,075,000 on the Marina Fund balance sheet.

JJO/bcm

K:\tcclerk\city commission\internal loan marina fund

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Marina Fund – Internal Fund Loan
Date: January 9, 2015

In 2001 the City decided to expand and enhance the Duncan L. Clinch Marina facilities. The State of Michigan through its Waterways Commission provided \$7.5 million toward funding the total project cost. The City needed to provide \$2.5 million as its match for the project. Initially the City approached Light & Power and approval was granted to provide the Marina Fund the internal fund loan that was needed for cash flow purposes during the construction of the project. That loan was paid back to Light & Power on December 17, 2004.

However, at that time, the City determined that the Marina Fund still needed to continue an internal fund loan but at the lower amount of \$1,700,000. Therefore, the City Commission approved on December 20, 2004 a five year internal fund loan of \$1,700,000 with \$850,000 provided by the Light & Power Fund and \$850,000 provided by the Economic Development Fund. That internal fund loan was once again approved by the City Commission for an additional five years by the City Commission on December 21, 2009 at a lesser amount of \$1,450,000 since principal payments had been made on the first five year loan.

At present the five year internal fund loan approved on December 21, 2009 has now expired. However, the Marina Fund needs to continue this arrangement for at least several more years. The dollar amount of the loan would need to be \$1,075,000 and I would recommend that the internal fund loan be provided entirely by the Economic Development Fund. Furthermore, I recommend that the internal fund loan be set with the terms of five years at the rate of 1.45% which is today's prevailing rate for a five year treasury note.

If these terms are acceptable, the following motion would be appropriate and should be approved by the City Commission:

That the City Commission authorize the advance of \$1,075,000 from the Economic Development Fund to the Marina Fund; and that this advance of \$1,075,000 shall be paid back over a five year period at the rate of 1.45%; and that this advance of \$1,075,000 shall be reflected as a Long-Term Advance to Other Funds on the Economic Development Fund balance sheet and reflected as an Advance from Other Funds of \$1,075,000 on the Marina Fund balance sheet.

Balance \$1,075,000.00
 1st Payment \$90,587.50
 2nd Payment \$89,500.00
 Interest Rate 1.45%

Interfund Loan from Economic Development Fund
 to the Marina Fund

First Payment on Loan for Marina Fund
 is due on Jan 12, 2016 and annually thereafter.

Year	Principal	Interest	Total	Balance	Due
				\$1,075,000.00	
1	\$75,000.00	\$15,587.50	\$90,587.50	\$1,000,000.00	Jan 12,2016
2	\$75,000.00	\$14,500.00	\$89,500.00	\$925,000.00	Jan 12,2017
3	\$75,000.00	\$13,412.50	\$88,412.50	\$850,000.00	Jan 12,2018
4	\$75,000.00	\$12,325.00	\$87,325.00	\$775,000.00	Jan 12,2019
5	\$775,000.00	\$11,237.50	\$786,237.50	\$0.00	Jan 12,2020
Total	\$1,075,000.00	\$67,062.50	\$1,142,062.50		



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: ENCROACHMENT AGREEMENT – 101 NORTH PARK STREET

In 2011, the City Commission approved an encroachment agreement with Wet Mitten Surf Shop for it to install a 3' x 3' sign approximately 2.5' into the right-of-way at 101 North Park Street. Wet Mitten no longer occupies that space.

Attached is a memo from City Engineer Timothy Lodge regarding a request from Big Olives 2, LLC, which owns 101 North Park Street, to have an existing encroachment agreement assigned to it so that their current tenant, Hatlem Churchill, may install a sign in the same encroachment. Additionally, the agreement provides that the City Manager can approve a future sign provided it doesn't exceed the encroachment limits identified in Attachment 1 of the agreement.

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

that the Mayor and City Clerk execute a Permission of Encroachment Agreement with Big Olives 2, LLC, which authorizes an approximately 2.25' encroachment over the right-of-way at 101 North Park Street for the installation of a sign by Hatlem Churchill and authorizes the City Manager to approve the installation of future signs provided they are within the scope of the encroachment, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and that the December 5, 2011, City Commission action authorizing a Permission of Encroachment Agreement with Wet Mitten Surf Shop be superseded.

JJO/bcm

K:\ccclerk\city commission\agreements\encroachment 101 north park street big olives 2 llc
copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: January 7, 2015

SUBJECT: Encroachment Request for a Proposed 36"x36" Sign at
101 N Park St, Ste 2A

On December 5, 2011, the City Commission authorized an Encroachment Agreement with the owners of Wet Mitten Surf Shop to permit an encroachment over the City right-of-way on Front Street to install a 3 feet long by 3 feet high sign that will encroach 2.5' over the right-of-way on the south side of the existing building.

The Wet Mitten Surf Shop is no longer the building tenant at 101 N Park St., Ste 2A. The building owner, Thom Darga of Big Olives 2, LLC would like the existing encroachment agreement transferred from Wet Mitten to Big Olives 2. A sign permit has been issued for the new sign (Hatlem Churchill) at 101 N. Park St, Ste. 2A contingent that a modified encroachment agreement be approved. The City Attorney has modified the encroachment agreement document stating that a future sign can be replaced upon approval of the City Manager provided it does not exceed the encroachment limits identified in the attached survey.

Should the City Commission find that the request is in the best interest of the public and decide to approve this request for a "Permission of Encroachment", we suggest the following motion:

The Mayor and City Clerk be authorized to execute a Permission of Encroachment Agreement with Big Olives 2, LLC, for an encroachment into the City right-of-way as described in the memo from the City Engineer dated January 7, 2015 (known as 101 N. Park Street, Ste 2A and generally located on the north side of Front Street, west of N. Park Street) subject to approval as to substance by the City Manager and as to form by the City Attorney, and further contingent upon the City's receipt of new legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and a copy of the required insurance policy.

PERMISSION OF ENCROACHMENT AGREEMENT

This Agreement made this ____ day of _____, 2015, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation (the "City"), of 400 Boardman Avenue, Traverse City, Michigan 49684, and Big Olives 2, LLC, a Michigan limited liability company, ("Grantee") of 101 N Park Street, Suite 2A, Traverse City Michigan 49684;

WHEREAS, the City is the owner of the public right-of-way commonly known as Front Street; and

WHEREAS, Grantee is the lessee of real property commonly known as 101 N Park Street, Suite 2A, Traverse City Michigan 49684, which is legally described as follows:

A PART OF THE ORIGINAL PLAT OF TRAVERSE CITY, AS RECORDED IN LIBER 1 OF PLATS, PAGE 1, CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN, MORE FULLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF BLOCK 24 OF THE ORIGINAL PLAT OF TRAVERSE CITY; THENCE ALONG THE SOUTH LINE OF SAID BLOCK AND NORTH RIGHT-OF-WAY LINE OF FRONT STREET, AS PLATTED, N90°00'00"W 48.64 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE SAME LINE N90°00'00"W 0.38 FEET; THENCE S00°00'00"W 2.17 FEET; S00°00'00"E 0.38 FEET; THENCE N00°00'00"E 2.17 FEET TO THE POINT OF BEGINNING CONTAINING 0.94 SQUARE FEET OF LAND, MORE OR LESS.

and,

WHEREAS, Grantee wishes to encroach in said right-of-way as follows:

See Certificate of Survey, attached hereto as Attachment 1 and made a part hereof.

for the purpose of installing a 36 inch by 36 inch sign that will encroach over the Front Street right-of-way as shown on Attachment 1 on the south side of the building commonly known as 101 North Park.

NOW, THEREFORE, in consideration of this Agreement and other good and valuable consideration, the City grants its permission to Grantee to have the above encroachment in the right-of-way to the same extent and in the same manner as described herein.

IT IS FURTHER UNDERSTOOD that this Permission is subject to the following:

1. Grantee hereby quitclaims to the City any and all right, title or interest of Grantee in its encroachment in the right-of-way except such right expressly granted herein.
2. Grantee shall indemnify, defend and save the City harmless from any and all claims for personal injury or property damage which may at any time arise under or in connection with the installation, use and maintenance of said encroachment and shall obtain and maintain during the term of this Permission such insurance as may be required by the City and shall cause the City to be shown as an additional named insured on all applicable policies of insurance.
3. This permission is granted for the exclusive benefit of the Grantee's property described herein. This permission may not be severed from the Grantee's property described herein.
4. This Permission is granted on the basis of the character of the encroachment as described herein, and, in no event, shall it be enlarged or modified to create a greater degree of encroachment. In the event the encroachment is removed, relocated or lessened for any reason, the encroachment shall not be continued or re-established without express written approval of the City Manager. The encroaching sign may be replaced upon approval of the City Manager provided it does not increase or create a greater degree of encroachment than herein specified.
5. This Permission shall not restrict the City or any other public entity or utility's right to the proper use of the right-of-way, including but not limited to construction, excavation, landscaping, signage, regulation and maintenance.
6. The Grantee shall not assign this Agreement or any part thereof unless authorized in writing by the City.
7. This Permission may be revoked at any time within the sole discretion of the City Commission. Should this Agreement be revoked, Grantee releases and waives all damage claims against the City, its officials and employees, for such revocation. In the event that this Permission is revoked for any reason, Grantee shall upon

reasonable notice by the City remove the encroachment at no expense to the City.

- 8. This Permission shall be binding on the parties' respective successors and permitted assigns.
- 9. This Permission confers no rights or remedies on any third party, other than the parties to this agreement and their respective successors and permitted assigns.
- 10. The City's rights and remedies shall not be diminished, waived, or extinguished by any failure or delay by the City in asserting or exercising its rights or remedies under this agreement.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands effective as of this ____ day of _____, 2015.

CITY OF TRAVERSE CITY

By: _____
Michael Estes, Mayor

By: _____
Benjamin C. Marentette, City Clerk

GRANTEE:
BIG OLIVES 2 LLC

By: _____
Thom Darga
Its: Member

Approved as to Form:

Approved as to Substance:

Lauren Tribble-Laucht, City Attorney

Jered Ottenwess, City Manager

STATE OF MICHIGAN)
)ss
COUNTY OF GRAND TRAVERSE)

This instrument was acknowledged on the __ day of _____, 2015, by Michael Estes, the Mayor, of the City of Traverse City, a Michigan municipal corporation on behalf of the City.

_____, Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My commission expires:

STATE OF MICHIGAN)
)ss
COUNTY OF GRAND TRAVERSE)

This instrument was acknowledged on the __ day of _____, 2015, by Benjamin Marentette, the City Clerk, of the City of Traverse City, a Michigan municipal corporation on behalf of the City.

_____, Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My commission expires:

STATE OF MICHIGAN)
)ss
COUNTY OF GRAND TRAVERSE)

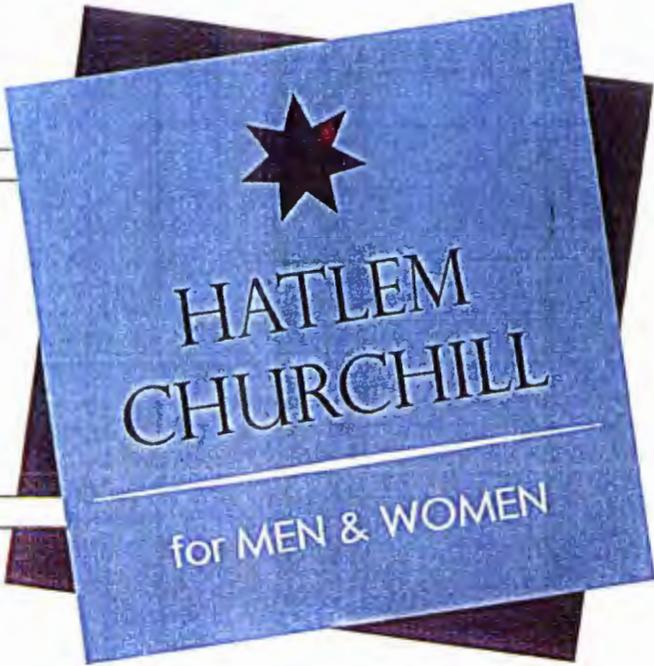
This instrument was acknowledged on the __ day of _____, 2015, by Thom Darga, Member of Big Olives 2, LLC.

_____, Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My commission expires:

Document prepared by:
Lauren Tribble-Laucht
City Attorney
City of Traverse City
400 Boardman Ave.
Traverse City MI 49684

When recorded return to:
Benjamin Marentette
City Clerk
City of Traverse City
400 Boardman Ave.
Traverse City MI 49684

28" x 28" blade sign
2 sided



Approval Signature: _____ Date: _____
By signing, you acknowledge that you have viewed this drawing and approve all messaging, design and layout shown on this page. This drawing is just a virtual representation of what your final product will look and is not an exact representation of what you will receive.

Client: Hatlem Churchill
Project: Blade Sign

Date: 11-25-2014

Order:

...signplicity
sign systems

1555 M37 Traverse City, MI 49685 | 231.943.3800 | www.signplicity.com

a sign of creativity

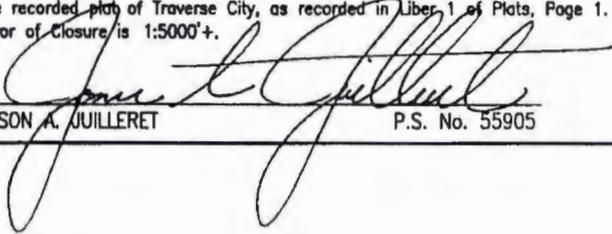
CERTIFICATE OF SURVEY

DARGA REAL ESTATE INVESTMENTS

101 North Park Street, Suite 2A, Traverse City, MI 49684

PART OF GOVERNMENT LOT 1, SECTION 3, TOWNSHIP 27 NORTH, RANGE 11 WEST,
CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN

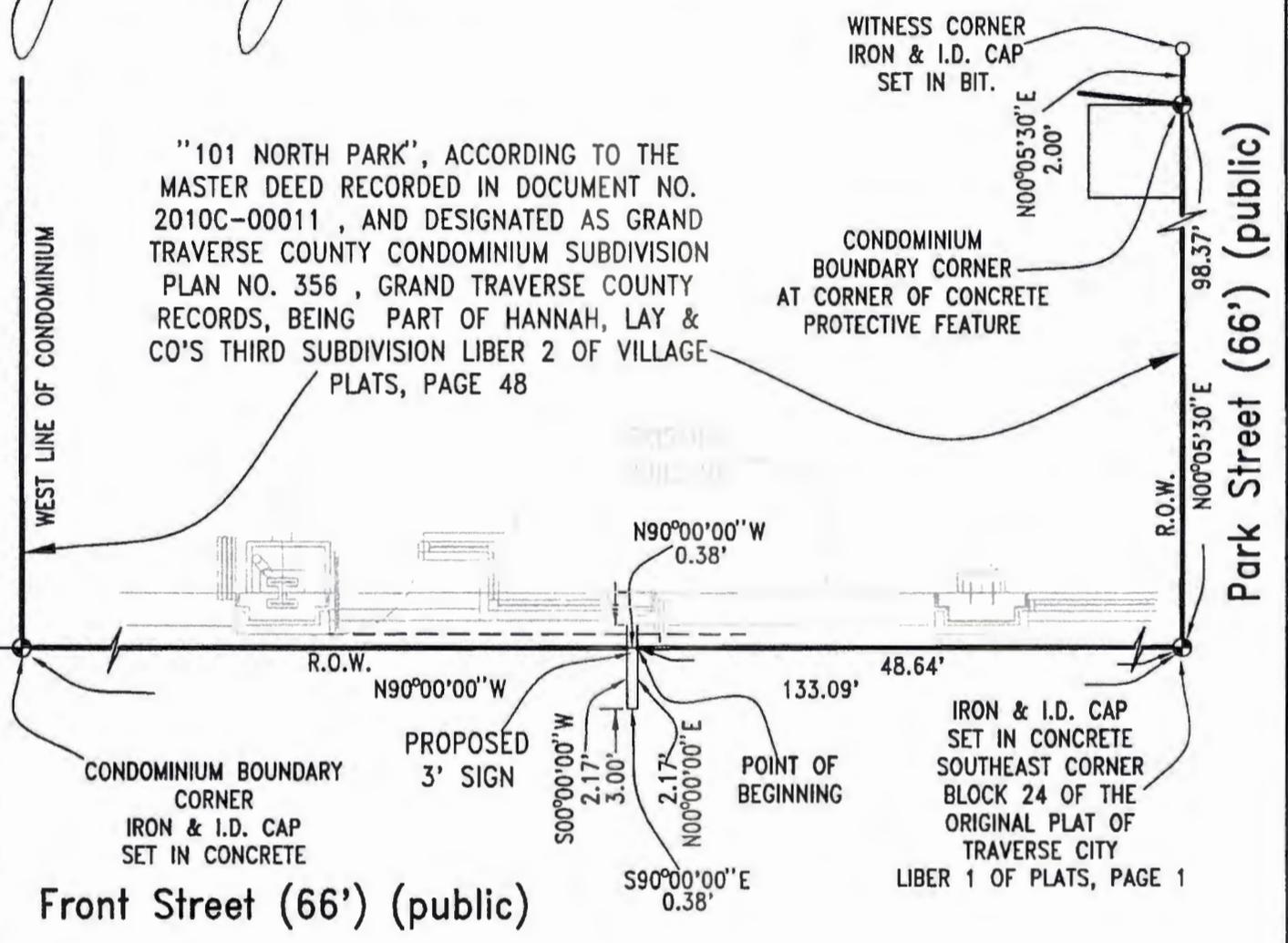
I, the undersigned, being a Professional Surveyor, hereby certify that I have surveyed and mapped the above parcel of land, that the ratio of closure of the unadjusted field observations is noted, and within limits and that I have fully complied with the regulations of Act 132, P.A. 1970 as amended. The basis for bearings is: the North line of Front Street as N90°00'00"W according to the recorded plat of Traverse City, as recorded in Liber 1 of Plats, Page 1. Error of Closure is 1:5000'±.



JASON A. JULLIQUET

P.S. No. 55905

P:\2014658.01\CADD-Detail\201465801 Sign Certified Survey 2014-12-08.dwg Tab: Sheet 1 Saved by: jjuilleret 12/08/14, 8:09am Plotted by: jjuilleret 12/08/14, 8:20am

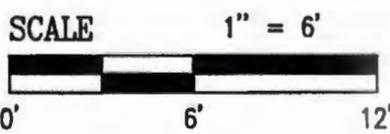


"101 NORTH PARK", ACCORDING TO THE MASTER DEED RECORDED IN DOCUMENT NO. 2010C-00011, AND DESIGNATED AS GRAND TRAVERSE COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 356, GRAND TRAVERSE COUNTY RECORDS, BEING PART OF HANNAH, LAY & CO'S THIRD SUBDIVISION LIBER 2 OF VILLAGE PLATS, PAGE 48

SIGN DESCRIPTION:

A PART OF THE ORIGINAL PLAT OF TRAVERSE CITY, AS RECORDED IN LIBER 1 OF PLATS, PAGE 1, CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF BLOCK 24 OF THE ORIGINAL PLAT OF TRAVERSE CITY; THENCE ALONG THE SOUTH LINE OF SAID BLOCK AND NORTH RIGHT-OF-WAY LINE OF FRONT STREET, AS PLATTED, N90°00'00"W 48.64 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE SAME LINE N90°00'00"W 0.38 FEET; THENCE S00°00'00"W 2.17 FEET; S00°00'00"E 0.38 FEET; THENCE N00°00'00"E 2.17 FEET TO THE POINT OF BEGINNING CONTAINING 0.94 SQUARE FEET OF LAND, MORE OR LESS.



<p>LEGEND</p> <p>⊕ MAJOR CONDOMINIUM MONUMENT (R) RECORDED</p> <p>○ IRON & CAP SET</p>	<p>Date: 11/04/2011 Scale: AS SHOWN Drawn: WWA / JAJ Chk'd.: JAJ Rev.:</p>	 <p>Gosling Czubak engineering sciences, Inc. 1280 Business Park Drive Traverse City, MI 49686-9607 231-946-9191 800-966-1062 Fax: 231-941-4603</p> <ul style="list-style-type: none"> • Engineers • Surveyors • Environmental Services • Landscape Architecture
<p>Job No.: 2014.658.01</p>		<p>Sheet: 1 of 1</p>



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 13, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: SERVICE ORDER REQUEST FOR GIS SERVICES

The City has been working on hiring a GIS Administrator since June of 2014. We have advertised the position twice, have made offers of the position to three well qualified candidates, and each time the selected candidate has declined to accept the position.

The need to fill this position is acute, especially since we are trying to fulfill the City's requirements for data collection with regard to the SAW grant. City staff has been collecting data for the project, but we need GIS administration assistance in order to place the data on the county servers. This requires a coordinated effort between the county and the GIS Administrator to configure the server, set permissions, acquire licenses, etc.

Absent hiring a GIS Administrator, we propose a short term solution to this time-sensitive issue. City Staff prepared a Request for Proposals for Professional Services to complete the work necessary to allow them to begin migrating data to City databases on County Servers. A copy of the RFP and response from InfoGeographics is attached.

InfoGeographics is familiar with our IT environment, has made an assessment of our GIS system capabilities, requirements and made recommendations for the development of a City GIS program in two separate reports, the first in 2013 and a supplement in 2014. City staff has worked extensively with InfoGeographics and has an excellent working relationship with the company.

I recommend the following motion:

(see motion on next page)

That the City Commission waive competitive bidding as being in the best interest of the City and authorize a Service Order for professional GIS services to InfoGeographics at a not to exceed cost of Twenty-Two Thousand, Eight Hundred Eighty dollars (\$22,880), with funding to come from the GIS Fund through cost savings realized by the delay in hiring a GIS Administrator.

JJO:psh

REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR the Creation and Implementation of an
Enterprise GIS/ArcGIS for Server
2014-15

BACKGROUND:

The City of Traverse City has a robust GIS database that encompasses physical assets (Utilities) along with Land based information (Parcel Data) that resides on County servers. The City's GIS database is outdated and is limited when trying to incorporate "Best Management Practices" (BMPs). One of these BMPs is utilizing GIS for Asset Management. The City recently has been awarded a SAW Grant through the DEQ to create an Asset Management Plan (AMP) for wastewater and storm water. The AMP integrates multiple software solutions that will be dependent on a City centralized GIS database. The need to upgrade the database is imperative to creating the AMPs. The City also struggles with data accessibility that will be remedied with ArcGIS for Server, which is a powerful BMP through publishing web applications and designing mobile collection processes that will save time and money for the City. Creating and implementing an Enterprise GIS will achieve multiple Departmental goals of creating, maintaining, and sharing GIS data internally and externally.

SCOPE OF WORK:

The selected consultant shall perform services to build a new Enterprise GIS along with the implementation of ArcGIS for Server. The County IT Department is in the process of building an environment to host the City's GIS data. The City has an abundant amount of data residing on the County's existing server and needs to transfer that data to the newly created server. The scope of the work is further detailed as follows:

1. Creation of an Enterprise GIS 10.1 or greater. (Urgent)
 - i. Create an authoritative SQL Server/ArcSDE instance on the County Servers. This server will be allocated for City data only. Prepare access rights and permissions to appropriate staff utilizing Roles or Active Directory for connecting to the database via Windows Authentication. (Urgent)
 - ii. Check health of current TCDB, recommend a betterment program and migrate all Feature Datasets, Feature Classes, Tables, Relationship Classes, and Address Locators into the new ArcSDE instance that utilizes Local Governments 10.2 Geodatabase schema. Any data pertaining to the City's SAW Grant will be the highest priority for migration. (Urgent)
2. Install and implement ArcGIS for Server on the County server and set up ArcGIS Server Manager. ArcGIS for Server must be compatible with Lucity (Asset Management/Work Order Management System). (Urgent)
 - i. Assign access rights and permissions to appropriate Staff. (Urgent)

- ii. Create web feature services for storm water and waste water that can be utilized with Collector for ArcGIS on iPhone, iPad and tablets so that the City can collect SAW grant related information in the field. (Urgent)
 - iii. Create work flows for creating Web Feature Services. (Long Term)
 - iv. Create a work flow to build Web Applications. (Long Term)
3. Implement ESRI Maps for SharePoint. (Long Term)
- i. Create a work flow utilizing SharePoint. (Long Term)

Please separate those items marked (Urgent) from those marked (Long Term) and provide a separate, not to exceed amount for each group of items, using the format below:

Urgent Items:	\$ <u>22,880</u> [Not to exceed Price]	<u>Twenty Two Thousand Eight Hundred Eighty Dollars</u> [Not to exceed Price – Written]
Long Term Items:	\$ <u>Requested to be determined</u> [Not to exceed Price]	<u>Requested to be determined</u> [Not to exceed Price – Written]
Total of all Items:	\$ <u>22,880</u> [Not to exceed Price]	<u>Twenty Two Thousand Eight Hundred Eighty Dollars</u> [Not to exceed Price – Written]

Company: InfoGeographics, Inc.
[Print Name of Company]

By: James A. Bennett
[Signature]

James A. Bennett
[Printed Name]

City of Traverse City Enterprise GIS Implementation RFP Additional Materials

This document offers a detailed look at various topics to accompany and support InfoGeographics (IGI) response to the RFP for the GIS Implementation Project by the City of Traverse City (TC).

Scope of Work Supplemental Information

InfoGeographics, Inc (IGI) presents this information to augment the scope of work as listed in the RFP document. This is primarily intended to communicate methods that IGI proposes to use in the conduct of the work and to enumerate the extent of certain efforts for estimation purposes. Any of these items can be discussed and refined with City staff to reach a final scope of work and costs that meet the intent and requirements of the project.

1. Creation of an Enterprise GIS 10.1 or greater.

- IGI proposes to perform this portion of the implementation through a series of well thought out steps, or phases, presented in general as follows. Please note that many of these steps can be performed in parallel fashion, hence no numbering.
 - Specification of the database server and environment encompassing computer resources (IGI assumes this will be a virtual server); software requirements and versions; network and computing infrastructure requirements; Internet/firewall requirements, user roles and permissions, backup processes, etc. This specification will guide the creation and configuration of the host virtual machine(s). Statistics on existing and projected data sizing will probably be needed from the City for this stage.
 - Database design and source data evaluation, also resulting in recommendations for best practices to assemble authoritative data for integration into the enterprise GIS database.
 - Data grooming and preparation of authoritative source data. This is assumed to be performed by City staff with guidance and QC by IGI, though IGI is available for more in-depth assistance with this effort upon request.
 - Establishment and configuration of the City database server on the County system in conjunction with City and County IT staff. IGI's work will focus on installation of ArcSDE and any further configuration of SQL Server.
 - Implementation of database access rights and permissions to appropriate staff utilizing Database Roles and/or Active Directory.

- Integration and testing of authoritative data to the enterprise GIS database as it is ready.
- ArcSDE and SQL Server training (up to two days) at an administrative level to support the implementation. If requested as additional services, IGI can perform editing training as required and arranged.

The following are some additional factors and assumptions IGI is using to define and estimate this portion of the project.

- IGI is assuming it will be able to perform primary development services remotely utilizing VPN or other secure remote-access technologies.
- IGI assumes that the target database server will be pre-configured by County IT and City staff to match the recommended server specification. IGI further assumes County IT and City staff will perform any necessary configuration of the server's network settings and domain membership.
- IGI assumes that the target database server will be pre-configured by County IT and City staff to match the recommended MS SQL Server version. If requested as additional services, IGI can perform installation and base configuration of Microsoft SQL Server software as required and arranged.
- IGI proposes to employ spatial data types in the database schema whenever possible to simplify and increase performance of query and application interaction.
- IGI is using a figure of up to 50 feature/object classes for this project estimation. Emphasis will be placed on SAW Grant-related data and other data identified by the City as higher priority.
- IGI proposes to build and utilize the database design as flexibly as possible, including modeling both spatial and non-spatial data in the geodatabase where appropriate. Esri's Local Government and Utilities Models will be used as starting points, but existing data content and use (think Lucity) may dictate some modifications so that no loss of existing content and interoperability is ensured. Also, IGI has extensive experience through other SAW Grant projects in building NASSCO compliant geodatabases for storm water and waste water (as required by the grant program) and can apply this knowledge to the project and data.
- In addition, IGI will strive to use both geodatabase and non-geodatabase objects and methods where they add maximum value for code efficiency and performance. Some of these database objects and methods, which may or may not be used, are views (tabular and layer), schemas, linked servers, etc.
- IGI is assuming that it will be provided complete or sample datasets for development on its own server resources when required.

- IGI proposes to present the data model(s) to the City and garner feedback in an onsite session.
- Database design, schema documentation, and training materials will be delivered in file geodatabase and Word format. IGI will work with the City to ensure basic metadata requirements are met using preferred and practical methods.

2. Install and Implement ArcGIS for Server (Urgent items)

- IGI proposes to perform this portion of the implementation through a series of well thought out steps, or phases, presented in general as follows. Please note that many of these steps can be performed in parallel fashion, hence no numbering. IGI is also making a base assumption that there will be a dedicated database server and a dedicated applications server (a basic, good recommendation).

Also, IGI would also like to reiterate again that there is a strong business case for the purchase and use of *Geocortex Essentials* along with ArcGIS for Server (AGS) to enhance the rapid and rich building and use of web mapping, both in the traditional and mobile settings. If the City does decide to purchase Geocortex, these implementation tasks can be adjusted to encompass its inclusion.

- Specification of the web/application server and environment encompassing computer resources (IGI assumes this will be a virtual server); software requirements and versions; network and computing infrastructure requirements; Internet/firewall requirements, user roles and permissions, backup processes, etc. This specification will guide the creation and configuration of the base system. Any existing statistics on application use (if available from County IT) will be helpful though basic projections may be more useful given expansion of this capability.
- Basic ArcGIS for Server implementation specifications to guide the installation and configuration of these components. This will also result in recommendations for migrating existing web mapping and other selected applications (think CIP) to the new server/platform as necessary.
- Establishment and configuration of the City application server on the County system in conjunction with City and County IT staff. IGI's work will focus on installation, configuration, and testing of ArcGIS for Server and supporting technologies.
- Development of web feature services for storm water and waste water to support the use the Collector for ArcGIS application on mobile devices.
- ArcGIS for Server training (up to two days) at an administrative level to support the implementation. This would include the ability to create and manage map and feature services using AGS. If requested as additional services, IGI can

perform high level web mapping site development training as required and arranged (it would be assumed that participants would have an in-depth degree of web development and programming experience).

The following are some additional factors and assumptions IGI is using to define and estimate this portion of the project.

- IGI is assuming it will be able to perform primary development services remotely utilizing VPN or other secure remote-access technologies.
- IGI assumes that the target web/application server virtual machine will be pre-configured by County IT and City staff to match the recommended server specification(s). IGI further assumes County IT and City staff will perform any necessary configuration of the server's network settings and domain membership.
- IGI assumes that internet access to the target web/application server will be configured by County IT and City staff, including domain registration, internal and external DNS, procurement and installation of SSL certificate(s), firewall, and reverse proxy configurations.
- IGI's proposed implementation includes hours for a secured deployment of ArcGIS for Server via HTTPS and ArcGIS for Server GIS tier authentication and authorization (aka token security). Security is an important aspect of deployments allowing editing via the web interface, however it is important that County IT and City staff are aware of the configuration and management overhead and potential end-user impacts associated with secured deployments of ArcGIS for Server.
- IGI is using a figure of developing up to 4 feature/map services for this project estimation.
- While IGI cannot certify that ArcGIS for Server is fully compatible with Lucity, it will strive to design and implement a system using industry standards and best management practices. This is envisioned as a joint effort with City, Lucity, and IGI staff. As there are many unknowns with this integration at this time, additional resources may be necessary to accomplish City goals in this respect.
- IGI is assuming that it will be provided complete or sample datasets for development on its own server resources when required, and access to the enterprise GIS database server as described in section 1 above.
- ArcGIS for Server/web mapping system documentation and training materials will be delivered in Word format.

2: Install and Implement ArcGIS for Server (Long Term items)

- The items listed in the RFP as “Long Term” are so broad in topic and effect that IGI requests that they be addressed in greater detail through discussion with City staff. IGI could make a variety of assumptions and estimations at this point which may or may not follow what the City is envisioning in these efforts. It should be noted however that one of the long term items pertaining to creation of web feature services (2iii) will be covered in the main project IGI is proposing.

In addition, the potential use of Geocortex Essentials (GE) would dramatically affect these desired capabilities. For instance, developing customized, repeatable, and useful workflows is very easy and powerful with GE, and could very likely be applied to integrations with Lucity and SharePoint. Also, IGI cannot stress enough how much easier it is with Geocortex Essentials to develop and manage the building of web mapping applications and sites, a capability that will serve the City well beyond the SAW Grant project and impact multiple departments and their operations.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015
FROM: JERED OTTENWESS, CITY MANAGER
SUBJECT: FIRE EQUIPMENT PURCHASE – THERMAL IMAGER PACKAGE

Attached are memos from Jim Tuller, Fire Chief, and Larry Mueller, Fire Captain, requesting a purchase order to Douglass Safety Systems of Sanford, MI for the purchase of a thermal imager package.

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

That the City Manager be authorized to issue a purchase order to Douglass Safety Systems, in the amount of \$9,620.00 for the purchase of an ISG – X380 Thermal Imager package, with funds available in the 2014-2015 Capital Outlay budget for the Fire Department.

JO/jd

cc: Jim Tuller, Fire Chief
Larry Mueller, Fire Captain

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 January 12, 2015

TO: Jered Ottenwess, City Manager

REF: Fire equipment purchase

Jered,

I am requesting an expenditure of funds allocated in the TCFD 2014-2015 Budget under Capital Outlay (101-999-977.01) in the amount of \$9,620.00 for the purchase of a new thermal imaging camera. There is \$11,553.00 set aside in the account for this purchase.

Thermal imaging cameras are used in the fire service during the initial fire attack operation to look "through" the smoke to search for victims who may still be in the area of the fire, and to locate the seat of the fire itself. Once the main body of the fire is extinguished, they are used to search for hidden fires in walls and ceiling to focus the effort to extinguish these smaller fires and thereby minimize further damage to the structure.

Thermal imaging cameras have been employed by TCFD in this fashion for 15+ years. They are invaluable to our efforts to protect our citizens and to limit the damage caused by fires to property.

We are in need of replacing one of our current units which is over 12 years old, and is out of service. Repair to the unit is very costly and if performed, would not enable us to take advantage of the current technology provided with a new unit. The old unit would also not meet the current National Fire Protection Association recommended specifications.

We received a total of 4 bids from 2 vendors for this project. The unit we are choosing to purchase is an ISG – X380 model. Photos and bid sheets have been attached.

I request that we purchase 1 ISG – X380 Thermal Imager package through Douglass Safety Systems of Sanford MI for \$9,620.00. They are the low bid for this project. Douglass can provide a loaner within 24 hours should our unit have to be sent in for service.

I am available to meet at any time to discuss this purchase. Thank you for your time.

Respectfully,

A handwritten signature in blue ink, appearing to read "Chief Tuller".

Chief Tuller,
T.C.F.D.

Jan. 7, 2015

TO: Chief Tuller

FR: Capt. Mueller

RE: Thermal Imaging Camera – Purchase

We received a total of (4) bids for purchase of new Thermal Imaging Camera. Only two vendors met the product our department was interested in purchasing. The other vendor was selling used reconditioned models with out any warranty.

Of the two bids received, the equipment committee recommends we purchase from Douglas Safety Systems:

ISG – X380.

This camera has updated technologies that meet the NFPA recommended specs, as well as a two year warranty. The vendor is local out of Sanford, Michigan and offered a replacement camera within 24 hours should our camera ever need to be sent in for service.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: J^{so} JERED OTTENWESS, CITY MANAGER

SUBJECT: #2 DIESEL FUEL PURCHASE

Telephone / fax bids were received for dyed #2 diesel fuel for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Brenner Oil	Mount Pleasant	\$1.73375
Lemmen Oil	Coopersville	\$1.77725
Crystal Flash	Traverse City	Did not bid
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilbert,s Service	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 order in the amount of \$17337.50 to Brenner Oil Co. for 10,000 gallons of dyed #2 diesel fuel without additives priced at \$1.73375 per gallon with funds available in the Garage Fund.

JJO/wb

The previous purchase price on 11/7/14 was \$3.26975 per gallon.

K:\tcclerk\city commission\purchase orders\diesel fuel 20150120



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: CITY OF TRAVERSE CITY FORMAL ACCEPTANCE OF AUDIT
OF FISCAL YEAR 2013-2014

At the January 12, 2015 Study Session, representatives of Abraham and Gaffney, the professional audit firm, that performed the annual audit for Fiscal Year 2013-2014, gave a presentation of the financial statements. Attached is a memo from City Treasurer/Finance Director William Twietmeyer indicating the audit needs to be formally accepted.

I recommend the following motion:

that the independent auditors report as provided by representatives of Abraham and Gaffney for Fiscal Year 2013-2014, which ended June 30, 2014, be accepted.

JJO/kes

K:\tcclerk\city commission\budget\auditaccept2013_2014_20150120

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Acceptance of Audit
Date: January 13, 2015

A formal presentation of the audit for the fiscal year ended June 30, 2014 has been made by the firm of Abraham & Gaffney. As a formality, the audit needs to be accepted by the City Commission. I recommend that the City Commission approve a motion to formally accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014. Please place this item on the consent calendar of the next City Commission meeting for their approval.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: ESTABLISHING A PUBLIC ART ORDINANCE

Attached is a previously-submitted memo from Downtown Development Authority Executive Director Rob Bacigalupi outlining the proposed Public Art Ordinance. As you are aware, the proposed ordinance has been discussed and amended to address concerns noted at the December 8, 2014, Study Session and January 5, 2015, Regular Meeting.

This ordinance would establish an Arts Commission, Art Selection Panel and certain guidelines for placement of public art in Traverse City. The following outlines the general scope of the two bodies:

<i>Body:</i>	<i>Scope:</i>
Arts Commission	<ol style="list-style-type: none">1.) Develop a Public Art Master Plan for approval by the Parks & Rec Comm., DDA Board, and City Commission.2.) Seek public art project conceptual approval from City Commission; then issue RFP or RFQ.3.) Approve public art project and authorize expenditure and contracts consistent with prior City Commission approval, following review and recommendation by Art Selection Panel.
Art Selection Panel	As a panel made up of subject matter specialists, review proposals and make recommendations to Arts Commission.

If the City Commission introduces this ordinance and schedules it for possible enactment on February 2nd, the Commission could establish a nominating committee to work on filling the seats on the Arts Commission at that meeting.

Rescission of the Monument and Public Art Policy will be scheduled to coincide with enactment of the Public Art Ordinance. Please keep in mind any forthcoming or pending projects will need to adhere to the Public Art Ordinance once it has been enacted.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Public Art*, Chapter 299, which would establish an Arts Commission and certain guidelines for placement of public art in Traverse City as recommended by the Downtown Development Authority Board of Trustees, be introduced and scheduled for possible enactment on February 17, 2015.

JJO/bcm

K:\tcclerk\city commission\ordinance amendments\Public Art_Intro_20150120

copy: Robert Bacigalupi, Downtown Development Authority Executive
Director



To: Jered Ottenwess, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Public Art Ordinance

Date: Tuesday, December 2, 2014

The DDA Board, at their October 17, 2014 Board meeting, approved a draft public art ordinance prepared by a committee with the City Attorney's help. We look forward to discussing this in detail with the City Commission at their December 8 Study Session. Attached are the following documents related to the proposed public art ordinance:

- Public Art Ordinance FAQ
- Current Monument and Public Art Policy
- Proposed Traverse City Public Arts Commission Public Art Guidelines
- Proposed Public Art Ordinance
- One Percent For Art (estimating how much revenue one percent of eligible capital improvements would generate for public art annually)

I look forward to discussing this on Monday!

Traverse City Public Art Ordinance Frequently Asked Questions (FAQ)

A. Public Art and Placemaking go hand-in-hand

What is Public Art, and what is its role in Placemaking?

“Public Art” is government sponsored or funded artwork created by or with professional artists and legally sited in publicly-accessible venues. It improves our quality of life because it makes us stop and open our eyes... it ignites conversation. Public Art and Placemaking go hand-in-hand.

B. Traverse City has the opportunity to strategically evolve its current Public Art Policy

Does Traverse City have a Public Art Policy today?

Yes. Currently, there is a *Monument and Public Art Policy* that was adopted by the Traverse City Commission on January 6, 2003. This Policy details how the public or an organization shall make requests for donated monuments and public art pieces to be located within on public property within the city. The city’s Parks and Recreation Commission then the City Commission react and respond to these requests as they occur.

Could Traverse City benefit by evolving its current Policy into a more *proactive* one?

Yes. Traverse City has the opportunity to strategically and consciously expand its collection of public art and monuments. By developing a *proactive* Public Art Ordinance that builds upon the 2003 Policy, Traverse City will have a process in place to plan for, professionally seek out, and evaluate opportunities for locating commissioned, leased, and donated artwork and monuments within the city limits. Over 350 cities throughout the United States have successfully developed and implemented Public Art Policies, and Traverse City can benefit from established best practices.

What would be the objectives of a proactive Public Art program?

A planned, strategic Public Art Ordinance would help to ensure that Traverse City:

- Builds a diverse collection of permanent and temporary artworks, accessible to all
- Engages local, regional, and national artists from multiple disciplines
- Includes artworks of highest design quality – not necessarily highest costs
- Fosters an environment where diverse viewpoints are welcomed and shared
- Provides artists the opportunity to explain their work and help broaden understanding
- Leaves a legacy of artwork for future generations

C. Start with a city-wide approach that serves as catalyst for a regional arts destination

Where would this Public Art Ordinance apply?

It is envisioned that the Public Art Ordinance and Traverse City Arts Commission would serve the entire City of Traverse City. And while the DDA has taken the lead in researching best practices for Public Art Ordinances and how a tailored program may ideally work for Traverse City, the DDA has created a committee consisting of various stakeholders with the intention of successful implementation.

Could bordering townships review and adopt this Policy if they choose?

Yes. Area townships may not have a Public Art Policy today and it may save them time to take implement Traverse City's program, when confirmed, and tailor it to meet their needs if they choose to do so. Subsequently, if neighboring townships institute a policy, there may be opportunities to collaborate with the city on traveling art exhibits or leased artworks to save costs while bringing higher-quality artwork from regionally and nationally-acclaimed artists to our local audiences.

D. Appoint an Arts Commission that has complete responsibility and authority to act

Who would oversee the Public Art Program in Traverse City?

The Public Art Ordinance has been drafted that a dedicated Arts Commission, appointed by the City Commission, would be identified with the responsibility and authority to own the process, manage, and execute for the city.

The Traverse City Arts Commission will consist of seven members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining three members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

A five-member Art Selection Panel would also be appointed to review proposals and make recommendations to the Arts Commission.

What would be some of the main responsibilities of this Arts Commission?

While the Arts Commission would be responsible to identify its own processes and practices, a summary of duties would be:

- Develop a Public Art Master Plan for the City
- Recommend the purchase of works of Public art or commission the design, creation, execution and/or placement of Public Art
- Responsible for promoting the arts in the community
- Advise the City Commission on matters pertaining to the arts program
- Manage all competitions for commissioned artwork

Is there a point in the "process" where public input would be sought?

Yes. Following other cities' best practices, there would be several opportunities for the public to be involved in various parts of the process, such as:

- The development of the Public Art Master Plan would be thoughtfully communicated and seek public input throughout the process
- The make up of the Arts Commission will have representatives from not only the City Commission, but DDA and Parks and Recreation, creating additional opportunities to keep the public informed on the public art programs by discussing all proposals and engaging the public in the process
- Meeting agendas would be posted on the City's web site; every meeting is open to the public

If the Arts Commission is effective, what would they deliver to the community?

The Arts Commission would have full responsibility and authority to act, including setting its annual goals and effectively communicating to the public and city stakeholders. Given this, a possible goal might be to execute one commissioned artwork piece per calendar year. Execution of commissioned artwork could be complemented by adding leased or temporary art in selected Master Plan locations as these opportunities arise.

E. Identify a reliable funding mechanism based on best practices

What are the funding sources that the Arts Commission would be considering?

How a Public Art Policy is set up and funded will help to ensure its success.

Many cities use a 1% or ½% CIP budget to enable a reliable funding mechanism for public art. The Traverse City Arts Commission would consider and seek funding from the DDA and City based on the projections of 1% for Art.

Why public funding?

The arts are an important educational component to foster our community in a positive direction and also serve as an economic development tool. Developing a stable source of funding for public art will ensure community access to arts and instill community pride.

Research shows that youth who participate in comprehensive, sequential, and rigorous arts programs are:

-More likely to be recognized for academic achievement, to be elected to class office within their schools, participate in a math and science fair, to win an award for school attendance, to win an award for writing an essay or poem, and to have improved scores on ACT and SAT tests

F. Communicate consistently and clearly how the process works so that individuals and organizations can become actively involved

How will the Public Arts Commission Process work?

Phase One: Assess the Project
Phase Two: Call for Proposals or Artists
Phase Three: Artist Selection
Phase Four: The Artist and Work of Art
Phase Five: Public Education/Information
Phase Six: Contracts and Budget
Phase Seven: Documentation/Evaluation

What is an example for how “Leased Art and Traveling Exhibitions” would work?

For example, “Leased/temporary Art and Traveling Exhibitions” may be located on a designated site within the Master Plan for a period of time.

Will there be an opportunity for monetary and artwork donations?

Yes. The Public Art Guidelines specifically address how artwork donations and monetary donations will be handled. All artwork donations or monetary donations proposed for a specified project will be evaluated based on the goals of the public art program and the Public Art Master Plan.

G. Ensure everyone understands, up front, how every project cost will be covered

There are many costs associated with public art. Who is responsible for what?

While the Arts Commission would have the responsibility and authority to establish processes and practices and make the final decisions, best practices have identified the following guidelines:

Commissioned Art – The Arts Commission identifies and seeks approval from the City Commission for a budget to commission an artwork: Expenditures would include payment to artist; artwork including transportation to site; installation and lighting; signage; maintenance; insurance; artist's travel and lodging to Traverse City for public education/speaking purposes.

Leased Artwork and Traveling Exhibitions – The Arts Commission identifies and secures all funds to cover: lease payment to artist or institution; transportation to site; installation and lighting; signage; maintenance; insurance; artist's travel and lodging to Traverse City for public education/speaking purposes.

Donation of Existing Art and Donation of a Memorial or Monument – The Donor(s) is responsible for all funds to cover: transportation to site; installation and lighting; signage; maintenance; insurance; artist's travel and lodging to Traverse City for public education/speaking purposes.

###



MONUMENT AND PUBLIC ART POLICY

This policy is designed to allow for the managed placement of monuments, memorials and public pieces of art in Traverse City parks and public spaces. The intent of this policy is to provide a structured procedure for the review of the proposal and the subsequent placement of items in parks and other City property (excluding road rights-of-way and alleys). Monuments will be limited to events and groups of historic or local significance and will be limited in total size, including base, to four feet wide, three feet tall and one foot deep.

Monument-free areas on specific monument zones may be designated by the City Commission to protect natural features or the character of a park or public area.

Requests for proposed items will first be reviewed by the Parks and Recreation Commission followed by the City Commission with opportunity at both levels for public input.

1. Monument and Public Art Review Process.

A. Review Criteria:

The Parks and Recreation Commission will consider several factors before making a recommendation. These will include but not be limited to:

1. Location, develop list of possible locations.
2. Character of area.
3. Safety factors to pedestrians, park users, motorists.
4. Size of item versus area of proposed installation.
5. Proximity and density of other monuments and/or public art.
6. Blocking of view corridors to bay or other significant natural features.
7. Appropriateness of item for public display.
8. Impact on park and public land usage.

The types of proposed installations to be sent to the Commission would be monuments of historic or local significance recommended by individuals, groups or organizations, and public art pieces. Items to be reviewed only by City Staff would be trees and landscape features, benches, tables, play equipment, drinking fountains, or other simple public improvements.

B. Recommendation Process:

At the conclusion of a favorable review process by the Parks and Recreation Commission, a recommendation to approve the proposed installation would be made to the City Commission. If there were no support from the Parks and Recreation Commission, at the request of the applicant, the request would be forwarded to the City Commission.

C. Upkeep of Monuments and Public Art:

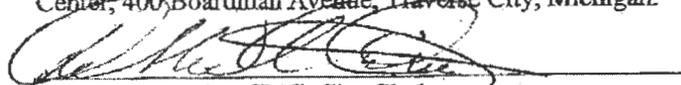
As part of the approval process, the individual or group proposing the installation shall enter into an agreement with the City to provide the necessary financial and/or physical resources to keep the monument or art piece in good condition.

If the monument or public art is damaged due to vandalism, storm, vehicular accidents, or various acts of God, the party responsible for installation of the piece will be responsible to repair or replace it in such a manner and time period deemed acceptable by the City. If the group is unable or unwilling to make the needed repair or replacement, the City may remove the item with no responsibility to repair or replace the item.

D. Public Recognition of the Item Installed:

A small plaque or other identification method may be placed on or near the item as space allows. The size, type and location of such recognition is subject to review by the Parks and Recreation Commission and the City Commission. The recognition could indicate by whom the item is being donated, or in whose honor or memory the item is being donated.

I hereby certify that the above Policy was adopted by the Traverse City City Commission at its regular meeting held on January 6, 2003, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.


Debbra A. Curtiss, CMC, City Clerk

Adopted:
Effective:

Traverse City Arts Commission Public Art Guidelines

Introduction

In 2014, the City of Traverse City embarked on a public art program, and joins cities around the country that have enlivened their appearance and their appeal through the placement of art where the community gathers such as parks, buildings, plazas, pedestrian and vehicular access paths.

Funding

The Public Art Ordinance provides the City Commission shall annually appropriate an amount not to exceed \$45,000 from the general fund to the Public Arts Trust starting in fiscal year 2015/16 to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate an amount not to exceed \$25,000 to the Public Arts Trust starting in fiscal year 2015/16 to be used for in accordance with this Chapter within the Downtown District Funds collected in the Public Arts Trust will be expended consistent with Chapter 299 of the City of Traverse City's Codified Ordinances.

Statement of Purpose

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City's citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City.

The public art program enhances life in Traverse City. Art in public places provides opportunity for visual delight; it can stimulate community dialogue by challenging familiar experience. Public art enriches lives as it creates a more cultural urban environment.

Goals of the Public Art Program

The goals of the City of Traverse City's Public Art Program are to:

- promote the visual arts in Traverse City.
- include works of art representing a broad variety of media, styles and community interests.
- provide opportunities for artists of all racial, ethnic and cultural backgrounds, disabilities and other diverse groups.
- enhance the urban environment and public spaces throughout the City.
- pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process.

- document, maintain and conserve works of art in the public art collection.

Traverse City Arts Commission

The Traverse City Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission and then City Commission. The Arts Commission shall regularly assess its consistency with the City Master Plan and Parks and Recreation five-year plan.

The Traverse City Arts Commission is responsible for the administration and overall management of the City of Traverse City's Public Art Program, implementation of the Public Art Master Plan, including budget supervision, securing a site location; releasing a call for proposals or call for artists, identifying and contracting with the artist, supervising fabrication and placement, creating signage, coordinating public art dedication and carrying out an educational program.

Art Selection Panel

The Art Selection Panel (ASP), a five-member panel appointed by the Traverse City Arts Commission, will review proposals and make a recommendation to the Traverse City Arts Commission.

The Art Selection Panel members must:

- be art professionals familiar with the special characteristics of Traverse City;
- have a strong background in the visual arts and have been involved in a public art selection process previously;
- be free of conflict of interest or the potential for financial gain from either the project or the purchase of that specific work of art by the City;
- be willing to sign a conflict of interest statement.

The ASP will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping, cost for maintenance and site concerns. The members may consult with landscape architects or other project design professionals as needed.

The ASP is composed of arts professionals to assure objective judgment based on the critical success and professional accomplishments of the artists under consideration and to find the best possible match between the site, the community and artist.

The Traverse City Arts Commission will solicit proposals for specified projects and the ASP will evaluate the proposals based on the goals of the public art program and make a recommendation to the Traverse City Arts Commission.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the ASP.

Donations

Groups or individuals may request that the Traverse City Arts Commission consider the placement of a donated work of art or funds to initiate a new public art project.

The following parameters apply:

Artwork Donations

A potential donor of artwork will submit a written proposal, including an example of the proposed artwork, for initial review to the Traverse City Arts Commission. The donor will present the actual artwork or an image of the artwork for approval.

Following the initial Arts Commission review, the artwork will be reviewed by the ASP, which will evaluate the proposal based on the goals of the public art program and the Public Art Master Plan. The Arts Commission does reserve the right to reject artwork donations.

After evaluating the proposal, the ASP will make its recommendation to the Traverse City Arts Commission.

Gift proposals should include:

1. A site plan that locates the artwork if a specific location is proposed
2. Description of materials included in the artwork
3. Installation details
4. Recommended maintenance plan
5. Source of funding, if any, for installation and maintenance

Monetary Donations

A financial donor may contribute monetary gifts to the Public Arts Trust for use in a future public art project.

If the donor proposes a specific project or commission, a written proposal must be submitted to the Traverse City Arts Commission for review and approval.

Following Traverse City Arts Commission approval, the commission will solicit proposals for the specified project and the ASP will evaluate the proposals based on the goals of the public art program and the Public Art Master Plan and make a recommendation to the Traverse City Arts Commission.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.

Public Arts Commission Process

The phases below outline the process for carrying out a commissioned public art project. The Arts Commission will engage the public at various stages of the process.

Phase 1: Assess the Project

At the earliest stage, the Traverse City Arts Commission discusses the feasibility of a proposed public art project. These discussions include, but are not limited to, the following questions:

1. How would the public art project serve the goals of the public art program and Public Art Master Plan and the needs of the community?
 - What art is currently included in the City's program?
 - What themes, materials and style will add to the diversity of public art in Traverse City?
 - Is there an expressed interest of style preference for this site or project?
 - What site would work for this placement?
2. What site is currently available for placement and is a feasible, visible location for public art?
3. Will the community have sufficient access to the art once it is placed and will its placement enhance the public art program as a whole?
4. If a site is first chosen, what medium would be best suited for this space?
5. Is the budget sufficient to pay for this placement or will additional funds be required from another source? If other funds are to be sought, will these funds come from a grant, contribution or by collaboration with a private sector entity such as a developer?
6. What difficulties or resistance are likely to be met?
7. What time lines and other site factors that may affect placement need to be considered?
8. What are the maintenance considerations?
9. Who besides the Traverse City Arts Commission will be actively involved in this project? Will there be architects, landscape architects, engineers, residents, affected property owners (commercial or resident), other City staff or donors involved?
10. What is the proposed budget for the project, including the cost of the public art, installation costs, signage and all other associated costs?
11. What is the timeline for the project?

Once the Traverse City Arts Commission has considered the above, it may choose to formally pursue the project by a majority vote of the commission. If the commission is unable to achieve a majority vote of its members for a project, it may continue with the discussion to resolve issues of concern.

Phase Two: Call for Proposals or Artists

Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Traverse City Arts Commission will seek authorization from the City Commission for expending funds and for the Arts Commission to enter into an agreement with recommended artists. The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision. The Arts Commission will seek approval of a site plan from the appropriate staff. It is suggested that selection criteria be included in the RFP or RFQ.

The selection criteria could include originality of artwork, credentials of artist(s), relevance of artwork's theme, sustainability and maintenance. Criteria can be changed or modified depending on the needs in the RFP. The creation of selection criteria will set up an agreed upon expectation as to what basis the RFP or RFQ should be judged upon.

Upon agreement, the Traverse City Arts Commission will prepare and send out the RFP or RFQ. This call includes project specifics regarding the location, style or nature of the placement, type and theme of project, maintenance considerations and a budget. It is distributed to artists locally, throughout Michigan and nationally, so that the best possible pool of candidates can be assembled.

Applicants may be asked to provide examples of work (2D or 3D), a resume, a statement of interest in the project, an artist's statement and a budget. Artists are free to include other materials as they wish.

The Traverse City Arts Commission staff will create a catalog of all the artists and/or proposals.

Phase Three: Artist Selection

The ASP is called upon by the Traverse City Arts Commission to review the proposals. The ASP will review the proposals and other artist materials. It may choose to interview artists to gather additional information on the proposals, including revisions to artwork.

After deliberating on the proposals, the ASP will make a recommendation to the Traverse City Arts Commission. The ASP may choose to recommend one artist and/or proposal or a list of finalists. The Arts Commission may recommend that the finalists be displayed to the public for community feedback.

Phase Four: The Artist and the Work of Art

Once the ASP has made its recommendation to the Traverse City Arts Commission, the commission then reviews the recommendation and votes to accept or reject the recommendation. Once the recommendation has been approved by the Traverse City Arts Commission, the artist will be notified that he/she is a finalist in the competition.

The Traverse City Arts Commission may also arrange a site visit for the artist(s) so that she/he may learn about the project in more detail, its location and specific features, budget and any architectural/engineering information that is pertinent. In addition, the Traverse City Arts Commission may choose to have the artist meet with community members, stakeholders and City staff involved in the project.

Phase Five: Public Education/Information

A public art program can only be as successful as its community support. This requires an ongoing educational program that provides ample opportunities for community discussion, analysis and debate about the significant topics involved with public art. It must also provide for the informational needs of the community as a particular project is developed. The educational program is a part of the responsibilities of the commission and should be an ongoing part of the commission's annual activities.

Phase Six: Contracts and Budget

Once an artist is selected and a final budget agreed upon, the Traverse City Arts Commission will enter into a contract with the artist. The dollar amount of the contract is subject to the funds approved by City Commission and allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of the public art ordinance.

The contract itself is completed under the supervision of the City Manager and the City Attorney. It is a standard contract for services and transfers ownership of the art to the City at the time of installation. The contract should ensure that the art becomes the full property of the City, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City from the artists duplicating the exact work for sale to others.

The Traverse City Arts Commission and its staff liaison work together with the artist to bring the project to completion. Commissioners may enhance their understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs or inviting the artist to a meeting for an update. Other City staff, community members and professionals related to the project also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City may hold a dedication ceremony to formally introduce the art and the artist to the community. City Commission members, the City Manager and the commission will work together to assure this event is appropriate to the art and the location and that the dedication event will be open to the public. The art and artist will be identified with an appropriate plaque on the site.

Phase Seven: Documentation/Evaluation

The Traverse City Arts Commission will periodically review the Public Art Guidelines and Public Art Master Plan to determine how they can be improved to better meet the community's needs and interests, and the goals of the public art program, especially immediately following a selection.

|

The Traverse City Arts Commission will be responsible for documenting the City of Traverse City's public art. This will include art placed through the public art program and other art that is either donated to the City for public display or is otherwise owned by the City. This documentation will include a file on each work with basic information including date, acquisition process, artist and photographs. It may also include a public art brochure, video tapes and other records of the City's art works.

DRAFT

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: ESTABLISHING A PUBLIC ART ORDINANCE

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 299, *Public Art*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

299.01 PURPOSE AND INTENT

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City's citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City.

299.02 DEFINITIONS

- A. "Arts Commission" shall mean the Traverse City Arts Commission established pursuant to Section 30 of the City Charter.
- B. "Art Selection Panel" shall mean a five-member panel appointed by the Traverse City Arts Commission, who reviews proposals made under this ordinance and make recommendations to the Arts Commission.
- C. "Eligible Fund" shall mean a source fund for construction projects from which art is not precluded as an object of expenditure. Eligible Funds shall exclude those funds expended for construction of utilities.
- D. "Public Arts Trust" shall mean a fund established by the City Treasurer to be used consistent with its duties as outlined in this Chapter.
- E. "Public Art" shall mean Works of Art located in highly visible public areas or private property areas that are highly visible from public areas. These are:
 - a. Outdoor areas on public property or outdoor areas on private property that are highly visible from public areas.
 - b. Interior areas that are highly traveled public areas in public or private buildings. Specifically excluded are interior areas not accessible to the general public (offices, work stations, cafeterias).
 - c. Interior and exterior wall surfaces on or in public or private buildings when the work of art is attached to the wall surface, such as a mosaic or mural and the wall surface is visible from an area that is highly traveled by the public.
 - d. Notwithstanding anything to the contrary contained in this Chapter, unless funding from the Public Arts Trust is provided for the Public Art, this Chapter

shall not apply to Public Art to be located on real property not otherwise subject to City authority.

- A. “Works of Art” shall mean all forms of original creations of visual art, including, but not limited to:
- a. Sculpture: In the round, bas relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials.
 - b. Painting: All media, including portable and permanently affixed words, such as murals and frescoes.
 - c. Architectural Design Features: Visual interest that may be freestanding or placed on roadway structural features such as noise walls, retaining walls, sidewalks, bridges, bike paths or approved engineered structures.
 - d. Mosaics.
 - e. Mixed media: Any combination of forms or media including collage.
 - f. Digital art: An artistic work or practice that uses digital technology as an essential part of the creative or presentation process.
 - g. Photography.

299.03 ESTABLISHMENT

There is hereby established an Arts Commission pursuant to Section 30 of the City Charter and upon recommendation of the City Manager.

299.04 ESTABLISHMENT OF PUBLIC ARTS TRUST

There is hereby established a “Pubic Arts Trust” fund into which will be deposited the funds appropriated pursuant to this Chapter and from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art consistent with this Chapter.

- A. Funding For Public Art: The City Commission shall annually appropriate funds from the general fund to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate funds to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter within the Downtown District.
- B. Private Funding of Public Art: All funds placed into the Public Art Fund through private donations or donations creating an exemption shall be expended for Public Art as hereafter provided.

299.05 INCLUSIONS AND EXCLUSIONS RELATIVE TO EXPENDITURES FOR PUBLIC ART

- A. Inclusions. The portion of the Public Arts Trust reserved for Works of Art may be expended for the following:
 - a. The cost of the Public Art and its installation.

- b. Identification plaques and labels.
 - c. Waterworks, electrical and mechanical devices and equipment which are an integral part of the Public Art.
 - d. Frames, mats, and simple pedestals necessary for the proper presentation of the Public Art.
 - e. Maintenance and repair of the surface of the Public Art.
 - f. Fees to artists for the execution of final proposals for the arts commission to select from.
 - g. Exhibitions, marketing and educational programs.
 - h. For the support of artistic special events at a cost not to exceed five percent of the appropriation reserved for the Public Art.
 - i. Administrative expenses at a cost not to exceed fifteen percent of the appropriation reserved for the Work of Art.
- B. Exclusions. The portion of the Public Arts Trust reserved for Works of Art may not be expended for the following:
- a. Reproductions by mechanical or other means of original Works of Art, however, limited editions controlled by the artist may be included.
 - b. Art objects which are mass produced or of standard designs, such as playground sculpture or fountains.

299.06 TRVERSE CITY ARTS COMMISSION; COMPOSITION; TERMS OF OFFICE; COMPENSATION; EXPENSES

The Traverse City Arts Commission will consist of nine members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining four members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

All members of the Traverse City Arts Commission, excluding those appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission, will be appointed to terms of three years. All members of the Traverse City Arts Commission appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission will be appointed to terms of three years or for the length of their terms on their respective public bodies, whichever is shorter. Members will be eligible for reappointment. Members will serve without compensation, but may be reimbursed for actual expenses incurred in Commission activities consistent with this Chapter.

The Art Selection Panel, a five-member panel appointed by the Traverse City Arts Commission,

will review proposals and make a recommendation to the Traverse City Arts Commission. The Art Selection Panel shall be comprised of one representative from the Arts Commission and four arts professionals, who have knowledge of the visual arts and/or design (public art administrators, artists, architects, landscape architects, art historians, museum and exhibition curators, art critics, educators) and who understand the challenges of Public Art, actively participate in the selection process of artists and/or artists teams. Members of the Art Selection Panel will be appointed to terms of three years.

In cases where there are one or more stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.

299.07 VACANCIES

In the event of a vacancy on the Arts Commission that cannot otherwise be filled consistent with this section, the City Commission will appoint a replacement to serve the remainder of the unexpired term.

299.08 ORGANIZATION

- a) The Arts Commission will schedule regular meetings to be held at least once each month and at other times as necessary. All meetings shall comply with the Open Meetings Act.
- b) At the first regularly scheduled meeting, the Arts Commission will develop by-laws governing the operations of such Commission.
- c) At the first regularly scheduled meeting, a Chairperson and a Vice-Chairperson will be elected to a term of one year. Administrative staff may act as the Recording Secretary and Administrative Manager of the Arts Commission. Officers thereafter will be elected to one-year terms upon the expiration of the terms of the previously elected officers.
- d) Five members will be considered a quorum for the transaction of business of the Arts Commission.

299.09 DUTIES

- a) The Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission, Parks & Recreation Commission and City Commission. The Arts Commission shall regularly assess its consistency with City Master Plan and Parks and Recreation five-year plan.
- b) It will be the duty of the Arts Commission to study and recommend a policy and guidelines to carry out the City's public art program and Public Art Master Plan, and any amendment thereto, which will include, but will not be limited to, a method or methods for the selection of artists or works of art and for the placement of Public Art in the City.
- c) Recommend the purchase of works of Public Art or commission the design, creation, execution, and/or placement of works of Public Art and the payment therefore from the Public Arts Trust pursuant to the following procedure:
 - i) Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Arts Commission shall present a conceptual

project to the City Commission and seek authorization from the City Commission for an authorized budget of funds from the Public Arts Trust and for authorization for the appropriate signatories to enter into an agreement on behalf of the City with an artist to be selected and recommended by the Arts Commission for the specific project under consideration. If the City approves the conceptual project the City Commission shall authorize the necessary individuals to execute documents necessary to carry out the project subject to recommendation of the artist by the Arts Commission.

- ii) The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision.
- iii) The Arts Commission will seek approval of a site plan from the appropriate staff.
- iv) The Arts Commission will prepare and send out the RFP or RFQ.
- v) The Arts Commission shall evaluate the proposals submitted in response to the RFP/RFQ and select an artist for the project.
- vi) Once an artist is selected and a final budget agreed upon, the City will enter into a contract with the artist. The dollar amount of the contract is subject to the funds approved by City Commission and allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of this Chapter.

- C. The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to, dissemination of knowledge with regard to arts, recognizing local artists and their work when appropriate, and cooperation with metropolitan agencies also dealing in the arts.
- D. The Arts Commission shall be responsible for reviewing Public Art proposed to be donated to be in compliance with the public art program and Public Art Master Plan. If the Arts Commission determines the proposed Public Art is not in compliance, it shall advise and provide steps to have the proposed donated Public Art comply with the applicable requirements and standards.
- E. Recommend that site plans be approved by appropriate department heads.
- F. Recommend that any proposed Public Art will be reviewed by the department head responsible for operation or maintenance.
- G. Study and recommend rules and regulations consistent with this Chapter to facilitate the implementation of its duties and responsibilities under this Chapter.
- H. Advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art.
- I. The Arts Commission will have such other duties as designated by the City Commission from time to time.

The effective date of this Ordinance is the _____ day of January, 2015.

I hereby certify the above ordinance amendment was

introduced on January 5, 2015, at a regular meeting of the City Commission and was enacted on _____, at a regular meeting of the City Commission by a vote of Yes: _____ No: _____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 13, 2015

FROM:  JERED OTTENWESS, CITY MANAGER

SUBJECT: REQUEST BY CROOKED TREE ARTS COUNCIL, INC. TO
HOST YOUTH ART SHOW AT CARNEGIE BUILDING

Last year, the Crooked Tree Arts Council, Inc. in Petoskey held a Youth Art show at the Carnegie Building in Traverse City in cooperation with the History Center. This event showcases art from all schools in the Traverse Bay Intermediate School District. With the expiration of the History Center's lease and management agreement with the City, Crooked Tree has requested that the City allow them to continue with the Youth Art Show this year. As the City's only role is leaseholder, this event will require minimal involvement by City staff.

This request was presented to the Carnegie Ad Hoc Committee at its December 17, 2014 meeting. While no formal action was taken, it was the consensus of the committee that the event should be allowed to take place.

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

That the Mayor and City Clerk be authorized to execute a Lease Agreement with the Crooked Tree Arts Council, Inc. for the use of the Cornwell Addition of the Carnegie Building for the purpose of a Youth Art Show from February 1, 2015 through February 28, 2015, such lease subject to approval as to its substance by the City Manager, and as to its form by the City Attorney.

JJO:psh

LEASE AGREEMENT

This Lease has been entered into this _____ day of _____, 2014, between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman, Traverse City, Michigan, 49684, ("Landlord") and CROOKED TREE ARTS COUNCIL, INC., a Michigan non-profit corporation, of 461 East Mitchell, Petoskey, Michigan, 49770 ("Tenant").

In consideration of the mutual covenants herein contained, the Landlord and the Tenant agree as follows:

1. Premises. Landlord leases to Tenant, and Tenant hires from Landlord, on the terms and subject to the conditions herein contained, the property known as that portion of the Carnegie Building located at 322 Sixth Street, Traverse City, Michigan 49684 identified as the "Cornwell Addition) as shown on **Attachment A**, attached hereto and incorporated herein by reference (the "Premises").

2. Term. The term of this Lease shall commence on February 1, 2015 and end on February 28, 2015, subject to the provisions of this Lease Agreement.

3. Rent. The fixed annual rent for the Premises shall be One Dollar (\$1.00). Rental shall be payable on or before February 1, 2015.

4. Use of the Premises. Tenant shall use and occupy the Premises for activities associated with its Youth Art Show, and shall not use the Premises for any other purpose without the prior written consent of the Landlord. The Youth Art Show is coordinated by the Tenant in cooperation with the Traverse Bay Area Intermediate School District whereby student artwork is displayed for the public. The public opening will take place on Sunday, February 8, 2015 from 1:00pm to 4:00pm. The Youth Art Show will be open to the public through February 26, 2015 and shall be free to the public. The days preceding and following the Youth Art show shall be used for set up and tear down of the Youth Art Show. Tenant may hold an opening reception preceding the Youth Art Show. Tenant agrees that its use and occupancy shall conform in all respects to all applicable statutes, ordinances, rules, regulations and orders. Tenant shall not cause or permit any unsafe, offensive or obnoxious activity or public nuisance on the Premises.

5. Repairs and Maintenance.

- a. Landlord agrees, at Landlord's own cost and expense, to maintain the building in good condition.
- b. The Landlord shall not be responsible or liable to the Tenant for any loss or damage resulting to the Tenant's property or to the Tenant from bursting, stoppage or leaking of water, gas, sewer, and sprinkler or steam pipes. Nor shall the Landlord be responsible for any repairs made necessary by the acts of the Tenant, its employees or invitees.

- c. Except as provided above, Tenant shall take good care of the premises and maintain the premises, and the fixtures and equipment therein, including the plumbing and electrical systems located in and serving the premises, in good working order. Tenant agrees to repair all damages caused by the Tenant or its employees or invitees.
- d. At the end, expiration or other termination of the term hereby granted, Tenant shall deliver up the premises in good order and condition, reasonable wear and tear excepted. Tenant shall repair any damages to the Premises or Building caused by Tenant, its employees, agents or invitees.

6. Alterations. Tenant shall not make any alterations, improvements, additions or modifications of any kind to the Premises without first obtaining the written consent of the Landlord, which consent Landlord agrees not to unreasonably withhold.

7. Insurance. Tenant shall carry fire and broad form property damage insurance in the amount of three million dollars (\$3,000,000) on the building and adjoining property. The Tenant shall procure and maintain during the life of this lease, commercial general liability insurance on an occurrence basis with limited liability of not less than one million dollars (\$1,000,000) per occurrence or aggregate combined single limit, personal injury, bodily injury and property damage. Such insurance shall include an endorsement stating that the City of Traverse City, all elected and appointed officials, all employees and volunteers, all boards, commissions, or authorities and board members, including employees and volunteers thereof, shall be additional insured. Insurance policies required under this Lease shall include an endorsement stating that sixty (60) days' advance written notice of cancellation, non-renewal, reduction or material change shall be sent to the City Clerk of the City of Traverse City, 400 Boardman Avenue, Traverse City, MI, 49684.

8. Indemnification. To the fullest extent permitted by law, the Tenant agrees to defend, pay on behalf of, indemnify, and hold harmless the Landlord, its elected and appointed officials, employees and volunteers and others working on behalf of the Landlord, against any and all claims, demands, suits or loss, including all costs and attorneys' costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Landlord, its elected and appointed officials, employees, volunteers or others working on behalf of the Landlord, by reason of alleged personal injury, including bodily injury or death or property damage or by reason of a tort of quasi-contract claim, which arises out of or is in any way connected or associated with this Lease Agreement. This indemnification promise shall not be limited by reason of any insurance policy.

9. Tenant's Property. All property of Tenant kept on the premises shall be at Tenant's sole risk, and Tenant hereby waives all right of recovery which it might otherwise have against Landlord for any loss, theft or damage that may result from Landlord's negligence.

10. Laws and Regulations. Tenant shall, at Tenant's own cost and expense, comply with all of the requirements of all laws and regulations, municipal, state and federal, now in force, or which may hereafter be in force, pertaining to the Premises, and the use and occupancy

thereof.

11. Assignment and Subletting. Tenant shall not assign, or in any way encumber this Lease, or any part, right or interest thereof, nor shall Tenant let or sublet or permit any part of the premises to be used or occupied by others for any reason without the prior written consent of the City Manager. No consent by Landlord to an assignment or subletting shall be construed to relieve Tenant from its obligations hereunder or from obtaining Landlord's written consent to any further assignment.

12. Access to Premises. Landlord shall have the right to enter upon the Premises at all reasonable business hours for the purpose of inspecting same, preventing waste, loss or destruction or removing obstructions. These hours may be extended upon notice to Tenant or Tenant's agent, for repairs or alterations or to enforce any of Landlord's rights or powers under this agreement.

13. Subordination. This Lease is subject and subordinate to all underlying leases and mortgages which now or hereafter affect the Premises and to all renewals, modifications, consolidations, replacements and extensions thereof. Tenant shall execute promptly from time to time any certificate or other instrument that Landlord may request to confirm this subordination.

14. No Waiver. The failure of either party to enforce any covenant or condition of this Lease shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this Lease. No provision of this Lease shall be deemed to have been waived unless such waiver is in writing.

15. Successors and Assigns. The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of Landlord and Tenant and their respective distributees, successors, and, except as otherwise provided in this Lease, their assigns.

16. Quiet Enjoyment. Landlord covenants and agrees with Tenant that upon Tenant's paying the rent and observing and performing all the terms, covenants and conditions on Tenant's part to be performed and observed, Tenant may peaceably and quietly enjoy the Premises leased hereby. Tenant and Landlord agree that in the event that the Premises become untenable due to a casualty uncovered by insurance, and not caused by Tenant, Tenant and the Landlord may elect to terminate this lease with proper notice. Upon termination, neither party shall have any further rights or responsibilities under the terms of this Lease.

17. Impairment of Title. Tenant shall not, directly or indirectly, encumber or impair Landlord's title to the Premises.

18. Termination. Except as otherwise indicated, the parties may terminate this lease upon 24 hours advance written notice. Any personal property fixtures or improvements placed on the premises by the Tenant shall be removed from the property by the Tenant upon termination of this Lease.

19. Landlord's Remedies on Default. If Tenant defaults in the payment of rent or defaults in performance of any other covenants or conditions of this agreement, Landlord may give Tenant notice of the default. If Tenant does not cure any default within three (3) days after the giving of the notice, or, if such default cannot be completely cured within the period, Tenant does not commence the curing within three (3) days and thereafter proceed with reasonable diligence and in good faith to cure the default, then Landlord may terminate this Lease on no less than 24 hours notice to Tenant. On the date specified in the notice, this Lease will terminate and Tenant will surrender the Premises to Landlord, but Tenant will remain liable for any default. If this Lease will have been so terminated by Landlord, Landlord may then retake possession of the Premises by any lawful means and remove Tenant or other occupants and its or their effect.

20. Notices. Any notice which either party may, or is required to, give hereunder may be served personally or sent by first class mail, postage prepaid, to the other party at their address above, or at such other places as may be designated in writing by the parties from time to time.

21. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Lease.

22. Amendments. Any modifications of this Lease shall be in writing and signed by both parties.

23. Venue and Interpretation. Any and all suits for any and every breach of this Lease may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan. This Lease shall be governed by the laws of the State of Michigan, both as to interpretation and performance.

24. Employees. The personnel employed by the Tenant shall not be deemed to be employees of the Landlord and shall not be entitled to any fringe benefits the City affords its employees. Personnel employed by Tenant shall not hold themselves out as employees of the City.

25. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

26. Severability. In the event that any part of this Lease shall be held invalid, the remainder thereof shall remain in full force and effect.

27. Entire Agreement. This Lease, together with all the items incorporated herein by reference, constitutes the entire agreement of the parties and there are no valid promises,

conditions or understandings which are not contained herein.

28. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Lease on behalf of the party to this Lease.

IN WITNESS WHEREOF, the undersigned have executed this Lease as of the date first written above.

CITY OF TRAVERSE CITY

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

CROOKED TREE ARTS COUNCIL, INC.

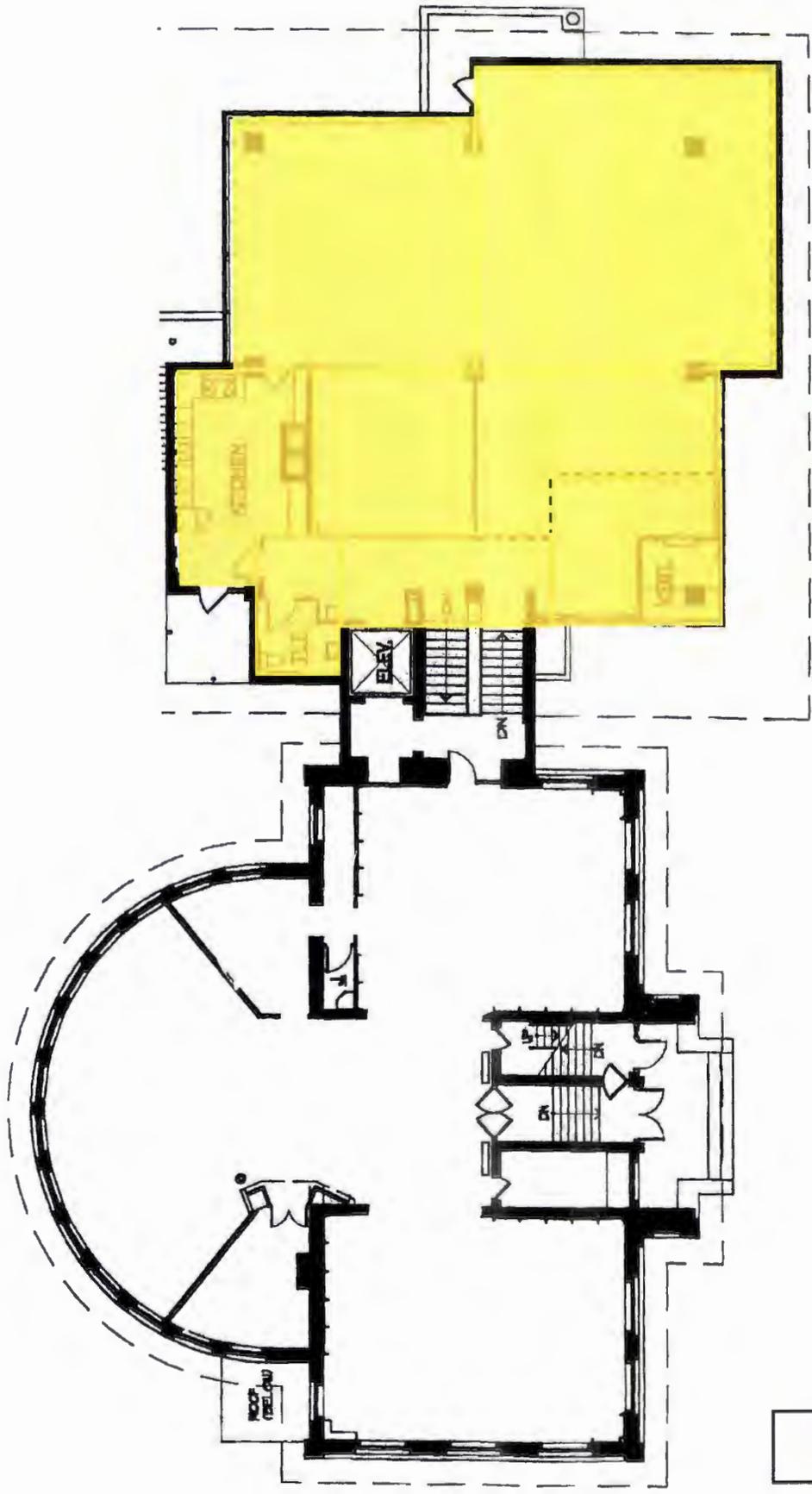
By:
Its:

APPROVED AS TO SUBSTANCE:

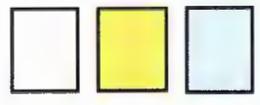
Jered Ottenwess, City Manager
City of Traverse City

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney
City of Traverse City



**GRAND TRAVERSE HERITAGE CENTER
MAIN LEVEL FLOOR PLAN**





The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: TCL&P RESOLUTION FOR WEST FRONT STREET
RECONSTRUCTION PROJECT

The 2015 West Front Street Reconstruction Project is being funded with the Roads and Risks Reserve Fund from the State of Michigan, which was a special appropriation made as part of the FY2014 General Government budget. The City received \$1 million in funding with no match requirement to implement the project. It is a unique opportunity to leverage state funding, utilize a range of funding sources available through City funds, and implement the Corridors Master Plan.

The West Front Street Reconstruction Project is on an accelerated schedule due to constraints imposed by the funding source and is scheduled for spring 2015 construction. It is vital that the City have a complete understanding of available funding as soon as possible and Traverse City Light and Power's participation in funding the street lighting component is an important part of the funding scheme. I am working with the City Engineer to prepare a cost breakdown of the entire project with anticipated funding sources, however, this item was a late addition to the agenda and that documentation is not available in time to be included with the packet. We will be prepared to discuss in more detail at the meeting.

At their January 13, 2015 meeting the Traverse City Light and Power Board discussed their funding participation for street lighting improvements as part of the West Front Street Reconstruction Project. Please refer to the attached materials included with their board packet.

The TCL&P Board indicated through their discussion that they would likely only be willing to fund the high level street lighting component of the project for the base design, not the pedestrian-scaled, low level component and not the other improvements listed on page 61 of their board packet.

Chairman Taylor, who was not in attendance at the meeting but submitted written comments beforehand, inquired as to whether City Commissioners feel that “additional lighting costs should be paid by ratepayer funds.” Therefore I believe it would be appropriate for the City Commission to consider the attached resolution requesting that TCL&P participate in funding the project’s full design.

I recommend the following motion:

that the Resolution Requesting Street Lighting Funding Participation from Traverse City Light and Power for the 2015 West Front Street Reconstruction Project to provide \$652,000 in funding for street lighting improvements as part of the project, be adopted.

Copy: Tim Arends, Executive Director, Traverse City Light and Power

Tim Lodge, City Engineer

K:\tcclerk\city commission\resolutions\west front street reconstruction lighting TCL&P

FOR THE LIGHT & POWER BOARD MEETING OF JANUARY 13, 2015



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Tim Arends, Executive Director
Date: December 30, 2014
Subject: West Front Street Reconstruction Project

In attendance at your meeting will be Nate Elkins of Influence Design Forum, LLC. Nate was contracted by the City of Traverse City to design the redevelopment of Front Street from the Front Street Bridge to Division Street. The project was extended to Division Street from its original end point of Oak Street in large part due to a \$1 million grant the city was awarded for the project. The City is requesting TCL&P's financial participation in the project as it relates to lighting needs. The project is currently scheduled to be undertaken in the 2015 construction season in coordination with the complete replacement of the Front Street Bridge.

From previous discussions with the Board regarding TCL&P's participation in lighting projects, the Board requested historical information regarding past involvement of the utility. Attached is a spreadsheet Karla prepared that explains well what the utility's contributions have been with past projects. The only other project that is not on the list is Silver Drive lighting which was entirely funded by TCL&P.

To summarize, the city and residents paid 100% of the neighborhood decorative lighting through 20 year interest free special assessments. TCL&P extended funds to the city for the projects and is being paid back on a monthly basis as those assessments are collected. The downtown streetscape projects were funded by special assessments of the property owner's, however, TCL&P paid 100% of the lighting and related circuits, with the city (DDA) paying for the added cost of the decorative lighting circuits. It is important to note that when TCL&P committed to financially participating in lighting projects in the past it invoiced the city the monthly rate per light as revenue to TCL&P. That rate not only paid for the energy used by the lights, but included an amount to pay for their eventual replacement. Today, TCL&P funds are used to pay these monthly fees; currently amounting to nearly \$184,000 per year for 1,799 street lights.

GRP Engineering has prepared two estimates included for your review related to the West Front Street Reconstruction Project (Attached). The first estimate is simply a baseline cost of what TCL&P has financially supported with past projects - \$442,000. The second estimate is the full preliminary design of the project the city would like to construct - \$652,000. A summary is below.

FOR THE LIGHT & POWER BOARD MEETING OF JANUARY 13, 2015

	<u>Base Design</u>	<u>Full Design</u>	<u>Difference</u>
High Level Lights	\$ 245,000.00	\$ 245,000.00	\$ -
Low Level Lights	177,000.00	262,000.00	85,000.00
Holiday Outlet Circuit	-	42,000.00	42,000.00
WiFi Conduits	-	10,000.00	10,000.00
Security Camera Conduits	-	10,000.00	10,000.00
Power Peds	-	63,000.00	63,000.00
Primary Service	<u>20,000.00</u>	<u>20,000.00</u>	<u>-</u>
Total	<u>\$ 442,000.00</u>	<u>\$ 652,000.00</u>	<u>\$ 210,000.00</u>

Supplemental to the bids are some pictures submitted by Nate Elkins, Influence Design Forum, LLC to provide a pictorial view of the new West Front St corridor.

Also attached for your review is the Decorative Lighting Policy adopted in 1990, and the Street Lighting O&M Policy adopted in 2010 as a result of TCL&P taking over the annual costs of city street lights. Staff will be seeking direction from the Board on its financial support of the project, if any, to be incorporated into the TCL&P Six Year Capital Improvements Plan that will be on the Board's agenda January 27 for consideration of approval.

Special Improvement District 91-01

Description: Residential Pedestrian Lighting in all streets between the alley south of Front Street and alley north of Eighth Street from Boardman Avenue to Railroad Avenue.

Cost: \$ 100,635.00

Interest rate 0% or at a rate not in excess of 1% of a rate of interest borne by bonds that may be issued for SID

Number of installments 20

Other notes: City charged \$112.67 per month for energy and bulb replacement for 54 fixtures. Total cost of the project was \$125,266.60, overspent relating to future inventory used to repair bulbs, globes and et cetera.

Special Improvement District 93-01

Description: Residential Pedestrian Lighting Oak Park Neighborhood

Cost: \$ 218,400.00

Interest rate 0% or at a rate not in excess of 1% of a rate of interest borne by bonds that may be issued for SID

Number of installments 20

Other notes: LP Board approved request for Oak Park Lighting Project with a cost roughly of \$218,400 (80%) to be repaid in annual installments by property owners - \$174,720 through the SID process over twenty years at no interest. LP board approved the request for Oak Park Lighting Project with twenty percent of the cost by the City - \$43,680 over twenty years in equal annual installments with no interest.

Special Improvement District 94-01

Description: Streetscape project including new sidewalks and curbs with brick trim, pedestrian lighting, crosswalks, street overlay, and trees in and along the following named streets - Union Street from Front St south to Union St. bridge to south Cass St bridge, State St from Cass St then west 132 feet.

Cost: \$ 555,815.95

Interest rate 6% or at a rate not in excess of 1% of a rate of interest borne by bonds that may be issued for SID

Number of installments 10

Other notes: Found letter of support for \$200,000 street lighting from 1989 board minutes. Approval was granted by the Light and Power Board on March 27, 1990 for a total cost of \$215,532. Contracted labor \$65,000, Material \$139,063, Internal Labor \$9,869 and Internal Equipment \$1,600 less DDA funding for outlets of \$16,000 for a remaining cost of \$199,532.

Special Improvement District 94-02

Description: Streetscape project including new sidewalks and curbs with brick trim, pedestrian lighting, crosswalks, street overlay, and trees in and along the following named streets - Union Street from south Union St Bridge to 9th St.

Cost: \$ 467,120.00

Interest rate: 6% or at a rate not in excess of 1% of a rate of interest borne by bonds that may be issued for SID

Number of installments: 10

Other notes: LP approved on 4/12/94 providing decorative lighting for the Streetscape II approximate cost \$234,400 (Union and Cass St) project subject to the DDA paying \$48,000 for Xmas lighting circuits and the City paying \$1,191.36 per month lighting costs.

Special Improvement District 96-03

Description: Residential pedestrian lighting - Oak Heights Neighborhood - Lincoln Street, Boyd Avenue, Rose & Fern Streets in the area between the alley South of E 8th St and the railroad right of way and between the alley West of Garfield Ave to the alley West of Rose St.

Cost: \$ 60,915.00

Interest rate: 0% or at a rate not in excess of 1% of a rate of interest borne by bonds that may be issued for SID

Number of installments: 20

Other notes: City cost \$12,183 and Owners Cost \$48,732

Special Improvement District 96-04

Description: Residential pedestrian lighting - Central Neighborhood - 5th, 6th, 7th, 8th St, Pine St, Wadsworth St, S Oak St and S Maple St in the area between the alley N of 5th St and the alley S of W 8th St and the area between Division St and Locust St except for 6th St east of Wadsworth

Cost: \$ 198,229.56

Interest rate: 0% or at a rate not in excess of 1% of a rate of interest borne by bonds that may be issued for SID

Number of installments: 20

Other notes: City cost \$39,646 and Owners Cost \$158,584

**TRAVERSE CITY LIGHT & POWER
WEST FRONT STREET LIGHTING - BRIDGE TO DIVISION STREET
FULL DESIGN (HI-LEVEL, LOW-LEVEL, PEDESTRIAN & DECORATIVE CIRCUITS)
CONSTRUCTION COST ESTIMATE**

ITEM	ITEM DESCRIPTION	UNITS	LABOR	MATERIAL	TOTAL	EXTENDED TOTAL
1	Trenching (Feet)	3300	\$8.00	\$2.00	\$10.00	\$33,000
2	Directional Boring (Feet)	300	\$14.00	\$4.00	\$18.00	\$5,400
3	1" PVC Conduit (Spare Wi-fi)	3300	\$1.00	\$1.00	\$2.00	\$6,600
4	1" PVC Conduit (Spare - Cameras)	3300	\$1.00	\$1.00	\$2.00	\$6,600
5	1-1/4" Conduit (Lights)	3980	\$1.00	\$1.15	\$2.15	\$8,557
6	2" Conduit (Lights/Receptacles)	3300	\$1.25	\$1.25	\$2.50	\$8,250
7	3" Conduit (Power Peds)	3300	\$1.50	\$1.50	\$3.00	\$9,900
8	4" Conduit (Primary)	0	\$2.00	\$2.00	\$4.00	\$0
9	Handholes	78	\$250.00	\$180.00	\$430.00	\$33,540
10	#250kCM AL Cable (Power Peds)	3300	\$1.70	\$9.75	\$11.45	\$37,785
11	#6 AL 600V Cable (Hi-Level Lts)	3795	\$2.00	\$0.56	\$2.56	\$9,715
12	#2 CU 600V RHW (Dec Lt's & Rec)	3795	\$2.50	\$2.25	\$4.75	\$18,026
13	#12 CU 600V RHW (Fixtures/Rec)	3340	\$1.50	\$1.75	\$3.25	\$10,855
14	#2 AL 15kV Cable (3Ø Circuit Feet)	300	\$6.00	\$4.50	\$10.50	\$3,150
15	3Ø Padmount Transformer	1	\$700.00	\$8,000.00	\$8,700.00	\$8,700
16	15kV Elbows, Terminations, & Arresters	6	\$125.00	\$75.00	\$200.00	\$1,200
17	Equipment Grounding	1	\$365.00	\$125.00	\$490.00	\$490
18	Street Light Controller	1	\$2,000.00	\$5,000.00	\$7,000.00	\$7,000
19	Street Light Foundation (Low-Level)	37	\$300.00	\$125.00	\$425.00	\$15,725
20	Street Light Foundation (High-Level)	31	\$650.00	\$200.00	\$850.00	\$26,350
21	Street Lights (Low-Level/Laminated)	37	\$250.00	\$3,328.00	\$3,578.00	\$132,386
22	Street Light (High-Level)	31	\$500.00	\$1,745.00	\$2,245.00	\$69,595
23	Secondary Connectors (Handholes)	312	\$85.00	\$20.00	\$105.00	\$32,760
24	Fused Connectors (L/Rec)	278	\$50.00	\$10.00	\$60.00	\$16,680
25	Mobilization, Insurance & Bonding	Lot	\$0.00	\$0.00	\$0.00	\$0

		Subtotal	\$502,000
	High Level Lights	\$245,000	
	Low Level Lights	\$262,000	
	Holiday Outlet Circuit	\$42,000	
	Wi-Fi Conduits	\$10,000	
	Security Camera Conduits	\$10,000	
	Power Peds	\$63,000	
	Primary Service	\$20,000	
		Contingency (15%)	\$75,000
		Engineering Design (10%)	\$50,000
		Construction Inspection (5%)	\$25,000
		Total Estimated Project Cost	\$652,000

Notes:

- All costs are estimated as 2015 construction costs.
- Cost estimate based on proposed streetscape lighting & receptacle system including high-level, low-level, and pedestrian lights plus a decorative lighting circuit, power pedestals, and conduits for future wi-fi & cameras.
- Estimate includes costs to remove existing high-level lights, resize & repaint, install new foundations, and reinstall retrofitted lights.

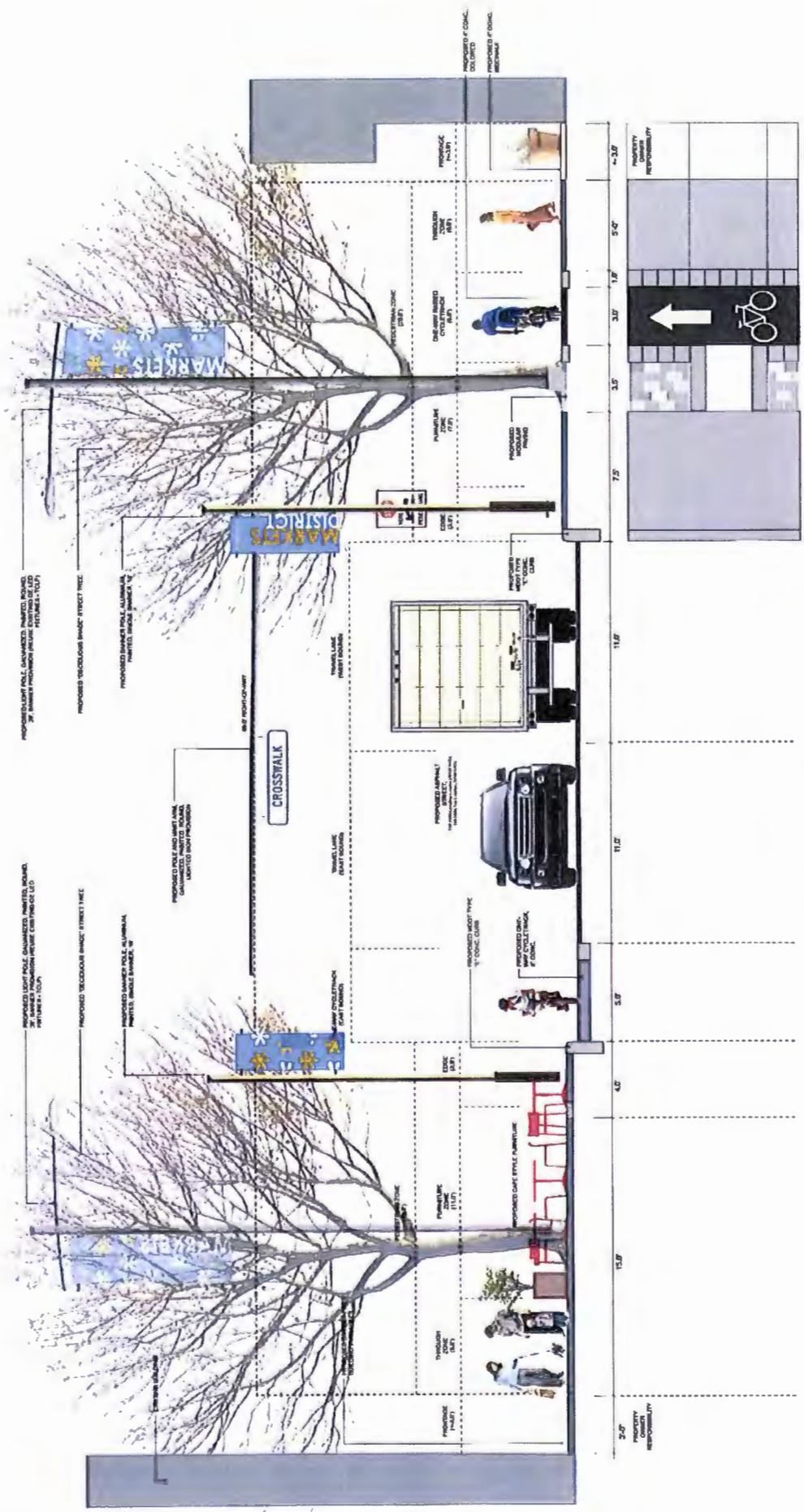
**TRAVERSE CITY LIGHT & POWER
WEST FRONT STREET LIGHTING - BRIDGE TO DIVISION STREET
BASE DESIGN (HI-LEVEL, LOW-LEVEL, & DECORATIVE CIRCUITS)
CONSTRUCTION COST ESTIMATE**

ITEM	ITEM DESCRIPTION	UNITS	LABOR	MATERIAL	TOTAL	EXTENDED TOTAL
1	Trenching (Feet)	3300	\$8.00	\$2.00	\$10.00	\$33,000
2	Directional Boring (Feet)	300	\$14.00	\$4.00	\$18.00	\$5,400
3	1" PVC Conduit (Spare Wi-fi)	0	\$1.00	\$1.00	\$2.00	\$0
4	1" PVC Conduit (Spare - Cameras)	0	\$1.00	\$1.00	\$2.00	\$0
5	1-1/4" Conduit (Lights)	3980	\$1.00	\$1.15	\$2.15	\$8,557
6	2" Conduit (Lights/Receptacles)	3300	\$1.25	\$1.25	\$2.50	\$8,250
7	3" Conduit (Power Peds)	0	\$1.50	\$1.50	\$3.00	\$0
8	4" Conduit (Primary)	0	\$2.00	\$2.00	\$4.00	\$0
9	Handholes	73	\$250.00	\$180.00	\$430.00	\$31,390
10	#250kCM AL Cable (Power Peds)	0	\$1.70	\$9.75	\$11.45	\$0
11	#6 AL 600V Cable (Hi-Level Lts)	3795	\$2.00	\$0.56	\$2.56	\$9,715
12	#2 CU 600V RHW (Dec Lt's & Rec)	3795	\$1.25	\$1.15	\$2.40	\$9,108
13	#12 CU 600V RHW (Fixtures/Rec)	3340	\$1.50	\$1.75	\$3.25	\$10,855
14	#2 AL 15kV Cable (3Ø Circuit Feet)	300	\$6.00	\$4.50	\$10.50	\$3,150
15	3Ø Padmount Transformer	1	\$700.00	\$8,000.00	\$8,700.00	\$8,700
16	15kV Elbows, Terminations, & Arresters	6	\$125.00	\$75.00	\$200.00	\$1,200
17	Equipment Grounding	1	\$365.00	\$125.00	\$490.00	\$490
18	Street Light Controller	1	\$2,000.00	\$5,000.00	\$7,000.00	\$7,000
19	Street Light Foundation (Low-Level)	37	\$300.00	\$125.00	\$425.00	\$15,725
20	Street Light Foundation (High-Level)	31	\$650.00	\$200.00	\$850.00	\$26,350
21	Street Lights (Low-Level, Hook)	37	\$250.00	\$1,200.00	\$1,450.00	\$53,650
22	Street Light (High-Level)	31	\$350.00	\$1,745.00	\$2,095.00	\$64,945
23	Secondary Connectors (Handholes)	292	\$85.00	\$20.00	\$105.00	\$30,660
24	Fused Connectors (Lt/Rec)	204	\$50.00	\$10.00	\$60.00	\$12,240
25	Mobilization, Insurance & Bonding	Lot	\$0.00	\$0.00	\$0.00	\$0

	Subtotal	\$340,000
High Level Lights	\$245,000	
Low Level Lights	\$177,000	
Primary Service	\$20,000	
	Contingency (15%)	\$51,000
	Engineering Design (10%)	\$34,000
	Construction Inspection (5%)	\$17,000
	Total Estimated Project Cost	\$442,000

Notes:

1. All costs are estimated as 2015 construction costs.
2. Cost estimate based on high-level lighting only. No decorative lighting or receptacle circuits included.
3. Estimate includes all new light fixtures, foundations, conduit, handholes, conductors & connections.



2 WEST FRONT STREET - DESIGN DEVELOPMENT
 S3 CROSS-SECTION
 @ SCALE

Light and Power Department
City of Traverse City, MI
Adopted: November 13, 1990

DECORATIVE STREET LIGHTING POLICY

In order to facilitate the development of Decorative Street Lighting projects in Traverse City, the Light and Power Board will participate financially in such projects under the following criteria:

The Light and Power Board would consider installing Decorative Street Lighting, at Light and Power expense, in areas that would benefit the Traverse City community in general. The Light and Power Board retains the right to deny or delay participation in any project.

All other Decorative Street Lighting projects will be paid for by others, either through the establishment of a Special Assessment District (S.A.D.) by the local unit of government or the inclusion of the Capital Costs in the rates for the specific style of lighting fixture installed.

The Operation and Maintenance Costs (O & M) of all Decorative Street Lights shall be included in the billing to the local unit of government.

The City must approve any installation, or upgrade, of lighting installed on public right-of-way.

All lighting projects are subject to the availability of funding through the Light and Power budget process and Light and Power Board approval.

Charles R. Fricke

Charles R. Fricke
Executive Director and Secretary
Traverse City Light and Power Board

Light and Power Department
City of Traverse City, MI
Adopted: June 22, 2010

**CITY OF TRAVERSE CITY AND TRAVERSE CITY LIGHT & POWER
STREET LIGHTING OPERATIONS AND MAINTENANCE POLICY**

JOINT RESOLUTION ESTABLISHING A WRITTEN POLICY REGARDING THE
OPERATIONS AND MAINTENANCE OF THE STREET LIGHTING SYSTEM WITHIN
THE JURISDICTIONAL BOUNDARIES OF THE CITY OF TRAVERSE CITY

WHEREAS Traverse City Light & Power ("TCL&P") is a component unit of the City of Traverse City and under Section 175 of the Charter for the City of Traverse City is responsible for the development, production, purchase and distribution of lighting services within the City of Traverse City as referenced in the City's Attorney opinion; and

WHEREAS pursuant to its responsibility under Section 175 of the City Charter TCL&P shall manage all aspects of the street lighting system within the City of Traverse City's jurisdictional boundaries (the "System"), including all costs of operation and maintenance. The City shall reimburse TCL&P annually an amount equal to 5% of the street lighting revenues recorded on TCL&P's financial statements; and

WHEREAS, TCL&P has the knowledge, expertise, and ability to manage and operate the System;

NOW THEREFORE BE IT RESOLVED THAT, the TCL&P Board and the City of Traverse City adopt the following written policy regarding the operations and maintenance of the System as follows:

1. Street Lighting Defined. A lighting system consisting of one or more luminaries with the intended use for public roadway lighting that is open to the State of Michigan or any political subdivision or agency having jurisdiction over public streets or roadways. No private property applications would be considered part of the System.
2. Engineering & Design. TCL&P shall be responsible for the engineering and design of the System including any new additions. When appropriate, TCL&P shall coordinate installation/replacement of any new or existing street lighting services with the appropriate city department(s).
3. Charges for Service. The charges for street lighting services shall be charged to the appropriate local unit of government in accordance with the tariff rates established by TCL&P. For street lights within the System TCL&P is the appropriate local unit of government.

4. Addition of Street Lights. Any additions to the System shall be at the sole discretion of TCL&P. In the event that the City requests an addition to the System, such request shall be made by the City Manager or his or her designee and the City will agree to pay a one-time fee per light as agreed to by the parties. In all cases TCL&P retains the right to self fund lighting projects it deems in the best interests of the community or the Light & Power Department.
5. Decorative Street Lighting. Public decorative street lighting shall be available along public streets including neighborhoods and business districts; the process for obtaining approval of a new decorative lighting project shall be governed by the TCL&P Decorative Street Lighting Policy.
6. Security Lighting. From time to time citizens may request that lighting be installed in a public right of way, such as an alley, for security reasons. These private party requests shall be directed to the City Police Department who may recommend to the City Manager that lighting be installed. This type of lighting shall be subject to the Private Area Lighting Rate or "Security Lighting" offered by TCL&P. Monthly fees for this service shall be billed to the appropriate unit of government, or to the requesting party as directed by the City Manager, through the utility billing system. TCL&P shall not be considered the appropriate unit of government for this type of lighting.
7. Removal. The removal of street lights shall be the responsibility of TCL&P. Any City request to remove street lights shall be made in writing by the City Manager. Any liability that may arise as a result of the removal of street lighting as requested by the City shall be the responsibility of the City.

Edward E. Rice

Edward E. Rice
Executive Director and Secretary
Traverse City Light and Power Board

I hereby certify that the above Resolution was adopted at the June 21, 2010, Regular Meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684.

Debra A. Curtiss

Debra A. Curtiss, City Clerk



**Resolution Requesting Street Lighting Funding Participation
from Traverse City Light and Power for the
2015 West Front Street Reconstruction Project**

- Because, the State of Michigan Legislature created the Roads and Risks Reserve Fund, using \$230 million in one-time General Fund revenue as part of the Fiscal Year 2014 General Government budget;
- Because, the City of Traverse City's West Front Street Reconstruction Project was one of the 103 state and local transportation projects made possible through the special appropriation of the Roads and Risks Reserve Fund and received \$1,000,000 in funding;
- Because, the West Front Street Reconstruction Project is part of a broader effort to implement the City of Traverse City's Corridors Master Plan;
- Because, the West Front Street Reconstruction Project serves an economic development function through placemaking and extending the built environment that characterizes the traditional core downtown area;
- Because, the West Front Street Reconstruction Project will leverage State-appropriated funding for transportation improvements that have a community-wide benefit by utilizing multiple funding sources within the City of Traverse City's control;
- Because, the West Front Street Reconstruction Project is being implemented in conjunction with the replacement of the West Front Street Bridge Replacement Project and thus investing in excess of \$2,500,000 combined between the two projects;
- Because, the Traverse City Light and Power Department has approved a streetscape improvement project as part of its Six-Year Capital Improvement Plan in conjunction with planned construction on West Front Street, including within the West Front Street Reconstruction Project limits;
- Because, maximizing the level of public investment in the West Front Street Reconstruction Project will encourage a greater level of private investment in the project itself and as a result of the project; now therefore, be it

Resolved, that the City of Traverse City City Commission requests that the Traverse City Light and Power Board authorizes spending \$652,000 to fund street lighting improvements as part of the West Front Street Reconstruction Project.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on January 20, 2015, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JANUARY 20, 2015

DATE: JANUARY 15, 2015

FROM: ⁵⁹ JERED OTTENWESS, CITY MANAGER

SUBJECT: RESOLUTION RECOGNIZING THE SECOND MONDAY OF
OCTOBER AS INDIGENOUS PEOPLES DAY

At the June 2, 2014, Regular Meeting, public comment was given asking that the Commission adopt a resolution recognizing the second Monday in October as *Indigenous Peoples Day*.

At the request of Mayor Pro Tem Carruthers, the Human Rights Commission considered the request. Attached is a letter from Human Rights Commission Chairman Lee Hornberger with the resolution adopted by the Human Rights Commission supporting this request. Additionally, attached is a similar resolution of The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council adopted in December.

Mayor Pro Tem Carruthers has requested that the Commission discuss and consider adopting a resolution that would recognize the second Monday of October as *Indigenous Peoples Day*. At the request of Commissioner Carruthers, Human Rights Commission Chairman Lee Hornberger will be in attendance Tuesday evening to make some introductory remarks regarding this matter.

The following motion would adopt the resolution:

that the Resolution Recognizing the Second Monday of October as Indigenous Peoples Day, be adopted.

JJO/bcmK:\tcclerk\city commission\resolutions\cover memo_Indigenous Peoples Day.doc

copy Alvin Pedwaydon, Grand Traverse Band of Ottawa and Chippewa
Indians Tribal Chairman
Lee Hornberger, Human Rights Commission Chairman
Timothy Grey

THE CITY OF TRAVERSE CITY HUMAN RIGHTS COMMISSION
c/o LEE HORNBERGER, CHAIR
6730 MISSION RIDGE
TRAVERSE CITY, MICHIGAN 49686-6131
leehornberger@leehornberger.com
231-941-0746

January 13, 2015

The Honorable Michael Estes
Mayor
1023 Nakoma Drive
Traverse City, MI 49686

The Honorable Barbara Budros
Mayor Pro Tem
718 Bloomfield Road
Traverse City, MI 49686

The Honorable Jim Carruthers
Commissioner
218 West Eleventh Street
Traverse City, MI 49684

The Honorable Jeanine Easterday
Commissioner
1011 Lake Ridge Dr. #102
Traverse City, MI 49684

The Honorable Gary L. Howe
Commissioner
926 Lincoln Street
Traverse City, MI 49686

The Honorable Ross Richardson
Commissioner
873 Washington Street
Traverse City, MI 49686

The Honorable Tim Werner
Commissioner
400 Boardman Avenue
Traverse City, MI 49684

Re: Indigenous Peoples Day Resolution

Dear Mayor Estes, Mayor Pro Tem Budros, and Commissioners:

RECEIVED
JAN 13 2015
CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Please find enclosed a copy of the Indigenous Peoples Day Resolution that was passed by the Traverse City Human Rights Commission on January 12, 2015.

The idea of such a Resolution was first considered by the Human Rights Commission during the summer of 2014. Subsequently the proposed Resolution was considered by the Commission at several meetings. The proposal was studied by a committee. The committee recommended approval of such a Resolution. In the meantime on December 2, 2014, the Grand Traverse Band of Ottawa and Chippewa Indians passed its Resolution Urging Governments to Recognize Indigenous Peoples Day.

Indigenous Peoples Day is celebrated in various localities in the United States. The purpose of the day is to promote Native American culture and commemorate the history of Native American peoples. The celebration began in Berkeley, California, and Denver, Colorado.

In October 2014 the Seattle City Council unanimously voted to recognize Indigenous Peoples Day, to celebrate "the thriving cultures and values of Indigenous Peoples in our region." This followed in the footsteps of Minneapolis, which made the same decision in April 2014, "to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that Dakota, Ojibwa and other indigenous nations add to our city." Berkeley, California, in 1992 was the first city to formally recognize Indigenous Peoples Day.

In addition, South Dakota celebrates Native American Day in "remembrance of the great Native American leaders who contributed so much to the history of our state." Hawaii observes Discoverers' Day, in which Polynesian explorers are honored.

The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians has passed a Resolution officially recognizing Indigenous Peoples Day on the second Monday in October, and that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region.

The Human Rights Commission recommends that the City Commission give appropriate consideration to passing a Resolution officially recognizing Indigenous Peoples Day.

Your cooperation and courtesy are appreciated. If there are questions, please advise.

Very truly yours,



Lee Hornberger
Chair, Traverse City Human Rights Commission



The Traverse City Human Rights Commission

A Resolution Recognizing the Second Monday of October as Indigenous Peoples Day

- WHEREAS,** the City of Traverse City recognizes the annexation of Ottawa and Chippewa homelands for the building of our City, and knows Indigenous nations have lived upon this land since time immemorial and values the progress our society has accomplished through American Indian technology, thought, and culture; and
- WHEREAS,** the City of Traverse City understands that in order to help close the equity gap, government entities, organizations and other public institutions should change their policies and practices to better reflect experiences of American Indian people and uplift our country's Indigenous roots, history, and contributions; and
- WHEREAS,** the idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native nations to the United Nations – sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and
- WHEREAS,** in 1990, representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing Indian cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and
- WHEREAS:** The Seattle City Council on October 6, 2014, followed the lead of municipalities including the City of Berkeley, California, and City of Minneapolis, Minnesota, in voting to rename Columbus Day as Indigenous Peoples Day to honor the culture, heritage, and contributions of Native Americans; and
- WHEREAS:** The Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians has passed a Resolution (1) officially recognizing Indigenous Peoples Day on the second Monday in October, (2) that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region

WHEREAS, the City of Traverse City has a strong history of over eight decades of American Indian activism, which the City celebrates and honors; and

WHEREAS, the United States Federal Government recognizes Columbus Day on the second Monday of October, in accordance with the Federal holiday established in 1937; now, therefore, be it

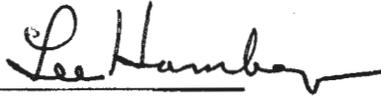
RESOLVED, by the Human Rights Commission that the City of Traverse City shall recognize Indigenous Peoples Day on the second Monday of October; and, further be it

RESOLVED, that the City of Traverse City shall continue its efforts to promote the well-being and growth of the Traverse City American and Indigenous community; and further be it

RESOLVED, that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region; and, further be it

RESOLVED, the City of Traverse City encourages other businesses, organizations and public entities to recognize Indigenous Peoples Day.

I hereby certify that the above Resolution was approved and adopted by the Traverse City Human Rights Commission at its regular meeting held on January 12, 2015, in the County Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan 49684.



Lee Hornberger, Chair



**A Resolution Recognizing the
Second Monday of October as
Indigenous Peoples Day**

- Because, the City of Traverse City recognizes the annexation of Ottawa and Chippewa homelands for the building of our City, and knows Indigenous nations have lived upon this land since time immemorial and values the progress our society has accomplished through American Indian technology, thought, and culture; and
- Because, the City of Traverse City understands that in order to help close the equity gap, government entities, organizations and other public institutions should change their policies and practices to better reflect experiences of American Indian people and uplift our country's Indigenous roots, history, and contributions; and
- Because, the idea of Indigenous Peoples Day was first proposed in 1977 by a delegation of Native nations to the United Nations – sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and
- Because, in 1990 representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing Indian cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and
- Because, the Seattle City Council on October 6, 2014, followed the lead of municipalities including the City of Berkeley, California and the City of Minneapolis, Minnesota, in voting to rename Columbus Day as Indigenous Peoples Day to honor the culture, heritage and contributions of Native Americans; and
- Because, the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians has passed a Resolution (1) officially recognizing the Indigenous Peoples Day on the second Monday in October, and (2) that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that of Odawa, Ojibwe, Potwatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse Region; and
- Because, the City of Traverse City has a strong history of over Eight decades of American Indian activism, which the City celebrates and honors; and

- Because** the United States Federal Government recognizes Columbus Day on the second Monday of October, in accordance with the Federal holiday established in 1937; now, therefore, be it
- Resolved,** by the City Commission that the City of Traverse City shall recognize Indigenous Peoples Day on the second Monday of October; and, further be it
- Resolved,** that the City of Traverse City shall continue its efforts to promote the well-being and growth of the Traverse City American and Indigenous community; and further be it
- Resolved,** that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of Indigenous people on this land, and to celebrate the thriving culture and value that that Odaawa, Ojibwe, and other Indigenous nations add to our city; and, further be it
- Resolved,** the City of Traverse City encourages other businesses, organizations and public entities to recognize Indigenous Peoples Day.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting of January 20, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk



The Grand Traverse Band of Ottawa and Chippewa Indians

2605 N. West Bay Shore Drive • Peshawbestown, MI 49682-9275 • (231) 534-7750

TRIBAL COUNCIL RESOLUTION Resolution # 14-32.2583

Resolution Urging Governments to Recognize Indigenous Peoples Day

- WHEREAS:** The Grand Traverse Band of Ottawa and Chippewa Indians (GTB) became a federally-recognized Indian Tribe having a government-to-government relationship with the United States effective May 27, 1980 (see 45 Fed. Reg. 18321-322 (March 25, 1980)); and
- WHEREAS:** GTB is organized under a Tribal Constitution approved by the Secretary of the Interior on March 29, 1988; and
- WHEREAS:** GTB has a governmental Tribal Council consisting of Alvin V. Pedwaydon, Tribal Chairman; JoAnne Cook, Vice Chair; David Arroyo, Secretary; Thomas P. Shomin, Treasurer; Derek J. Bailey, Councilor; Frank Wilson, Councilor; and Mark L. Wilson, Councilor; and
- WHEREAS:** Article IV, Section (1)(h) of the Tribal Constitution provides that a power of the Tribal Council is “[t]o manage and control the economic affairs, enterprises, property, and all other interests of the Band;” and
- WHEREAS:** The Indigenous Peoples Day concept was first proposed in 1977 by a delegation of Native nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and
- WHEREAS:** In 1990, representatives from 120 Indigenous Nations at the First Continental Conference on 500 Years of Indian Resistance unanimously passed a resolution to transform Columbus Day into an opportunity to educate the rest of the country about pre-existing Indian cultures that have survived an often violent colonization process and continue to exist and thrive in present day America; and
- WHEREAS:** The United States federal government, the State of Michigan, and many local governments recognize Columbus Day as the second Monday in October, in accordance with the federal holiday established in 1937; and
- WHEREAS:** The Seattle City Council on October 6, 2014 followed the lead of municipalities including the City of Berkeley, California and City of Minneapolis, Minnesota in voting to rename Columbus Day as Indigenous Peoples Day to honor the culture, heritage, and contributions of Native Americans; and

WHEREAS: The Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council desires to continue its strong and productive relationship with fellow governmental bodies based on mutual respect and trust.

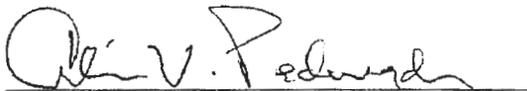
THEREFORE BE IT RESOLVED, that the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians officially recognizes Indigenous Peoples Day on the second Monday in October.

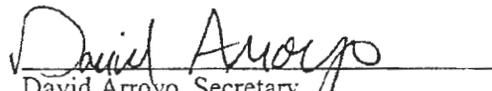
BE IT FURTHER RESOLVED, that Indigenous Peoples Day shall be used to reflect upon the ongoing struggles of indigenous peoples on this land, and to celebrate the thriving culture and value that Odawa, Ojibwe, Potawatomi, and other indigenous peoples add to communities throughout and beyond the Grand Traverse region.

BE IT FINALLY RESOLVED, that the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians urges governmental bodies to officially recognize Indigenous Peoples Day, and encourages other businesses, organizations, and public entities to recognize Indigenous Peoples Day as well.

APPROVED:

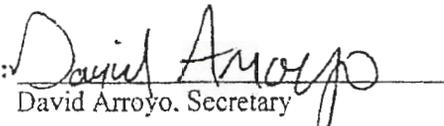
ADOPTED:


Alvin V. Pedwaydon, Chairman


David Arroyo, Secretary

CERTIFICATION

As Secretary of the Tribal Council of the Grand Traverse Band of Ottawa and Chippewa Indians, I hereby certify that the above Poll was approved and adopted on December 2, 2014, by way of the polling procedures authorized in the Legislative Procedures Act of GTB by a vote of: 5 FOR, 0 AGAINST, 0 ABSTAINING. and 1 ABSENT.

ATTEST: 
David Arroyo, Secretary

CITY OF TRAVERSE CITY

MEMORANDUM

To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Quarterly Financial Report
Date: December 30, 2014

Attached is the Quarterly Financial Report for the first quarter ending September 30, 2014. Activity in each of the major fund categories appears to be consistent with prior years or with what has been budgeted in each fund.

There are exceptions that I will point out. First, the Boardman River Dam Removal & Restoration Fund has been eliminated from this summary report as our involvement in that activity has ceased and the fund has been closed out. In its place we have inserted the Road Commission Millage Street Fund. Second, even though no revenue is displayed for the first quarter of the fiscal year in the Road Commission Millage Street Fund, it should be noted that we received distribution of revenue in April of \$742,000 which was carried over into this fiscal year. Expenditures pursuant to the requirements in the ballot language began this fall.

Finally, the year end audit is complete and has been filed with the State of Michigan. The presentation of the audit results will take place at the City Commission study session scheduled for January 12, 2015.

Encl.

**City of Traverse City
Quarterly Reports
Fiscal Year 2014-15**

<i>GENERAL FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	14,293,450.00	14,293,450.00	8,672,128.74				8,672,128.74				60.67%
Surplus	942,800.00	942,800.00	0.00				0.00				0.00%
Total	15,236,250.00	15,236,250.00	8,672,128.74	0.00	0.00	0.00	8,672,128.74	0.00	0.00	0.00	56.92%
<i>EXPENDITURES</i>											
Personnel	8,943,730.00	8,943,730.00	2,191,097.27				2,191,097.27				24.50%
Supplies	359,700.00	359,700.00	68,542.60				68,542.60				19.06%
Contractual	1,372,770.00	1,372,770.00	233,759.38				233,759.38				17.03%
Other	1,825,050.00	1,825,050.00	784,875.11				784,875.11				43.01%
Contingency	30,000.00	30,000.00	0.00				0.00				0.00%
Transfers	2,705,000.00	2,705,000.00	1,458,000.00				1,458,000.00				53.90%
Total	15,236,250.00	15,236,250.00	4,736,274.36	0.00	0.00	0.00	4,736,274.36	0.00	0.00	0.00	31.09%
<i>WATER FUND</i>											
<i>WATER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	3,750,000.00	3,750,000.00	1,264,532.16				1,264,532.16				33.72%
Surplus	0.00	0.00	0.00				0.00				0.00%
Total	3,750,000.00	3,750,000.00	1,264,532.16	0.00	0.00	0.00	1,264,532.16	0.00	0.00	0.00	33.72%
<i>EXPENDITURES</i>											
Treatment Plant	1,153,900.00	1,153,900.00	292,780.86				292,780.86				25.37%
Distribution	1,119,500.00	1,119,500.00	225,985.77				225,985.77				20.19%
Utility Acct	476,100.00	476,100.00	105,980.84				105,980.84				22.26%
Contingency	1,000,500.00	1,000,500.00	0.00				0.00				0.00%
Total	3,750,000.00	3,750,000.00	624,747.47	0.00	0.00	0.00	624,747.47	0.00	0.00	0.00	16.66%

**City of Traverse City
Quarterly Reports
Fiscal Year 2014-15**

<i>SEWER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	6,190,000.00	6,190,000.00	1,613,828.91				1,613,828.91				26.07%
Surplus	0.00	0.00	0.00				0.00				0.00%
Total	6,190,000.00	6,190,000.00	1,613,828.91	0.00	0.00	0.00	1,613,828.91	0.00	0.00	0.00	26.07%
<i>EXPENDITURES</i>											
Treatment Plant	2,996,000.00	2,996,000.00	753,983.69				753,983.69				25.17%
Distribution	825,000.00	825,000.00	200,138.85				200,138.85				24.26%
Utility Acct	998,300.00	998,300.00	224,880.49				224,880.49				22.53%
Contingency	1,370,700.00	1,370,700.00	0.00				0.00				0.00%
Total	6,190,000.00	6,190,000.00	1,179,003.03	0.00	0.00	0.00	1,179,003.03	0.00	0.00	0.00	19.05%
<i>Road Commission Millage Si</i>											
	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>	750,000.00	750,000.00	0.00				0.00				0.00%
<i>EXPENDITURES</i>	750,000.00	750,000.00	362,959.16				362,959.16				48.39%
<i>PARKING SYSTEM</i>											
	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>	2,498,850.00	2,498,850.00	586,666.64				586,666.64				23.48%
<i>EXPENDITURES</i>											
Operating	2,498,850.00	2,498,850.00	596,695.87				596,695.87				23.88%
Contingency	0.00	0.00	0.00				0.00				0.00%
Total	2,498,850.00	2,498,850.00	596,695.87	0.00	0.00	0.00	596,695.87	0.00	0.00	0.00	23.88%

**City of Traverse City
Quarterly Reports
Fiscal Year 2014-15**

<i>MARINA</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>	633,600.00	633,600.00	165,475.16				165,475.16				26.12%
<i>EXPENDITURES</i>											
Operating	633,600.00	633,600.00	193,699.38				193,699.38				30.57%
Contingency	0.00	0.00	0.00				0.00				0.00%
Total	633,600.00	633,600.00	193,699.38	0.00	0.00	0.00	193,699.38	0.00	0.00	0.00	30.57%

<i>GARAGE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	2,562,091.00	2,562,091.00	786,744.84				786,744.84				30.71%
Surplus	0.00	0.00	0.00				0.00				0.00%
Total	2,562,091.00	2,562,091.00	786,744.84	0.00	0.00	0.00	786,744.84	0.00	0.00	0.00	30.71%
<i>EXPENDITURES</i>	2,562,091.00	2,562,091.00	487,780.39				487,780.39				19.04%

<i>PUBLIC IMPROVEMENT</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	37,000.00	37,000.00	9,943.84				9,943.84				26.88%
Transfer In	1,458,000.00	1,458,000.00	1,458,000.00				1,458,000.00				100.00%
Prior Year Surplus	0.00	0.00	0.00				0.00				0.00%
Total	1,495,000.00	1,495,000.00	1,467,943.84	0.00	0.00	0.00	1,467,943.84	0.00	0.00	0.00	98.19%
<i>EXPENDITURES</i>	1,495,000.00	1,495,000.00	379,600.19				379,600.19				25.39%

**City of Traverse City
Quarterly Reports
Fiscal Year 2014-15**

<i>MAJOR STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimbursements	0.00	0.00	0.00				0.00				0.00%
State Source	789,500.00	789,500.00	201,541.50				201,541.50				25.53%
Interest & Div	500.00	500.00	0.00				0.00				0.00%
Transfer In	80,000.00	80,000.00	0.00				0.00				0.00%
Prior Year's Surplus	54,000.00	54,000.00	0.00				0.00				0.00%
Total	924,000.00	924,000.00	201,541.50	0.00	0.00	0.00	201,541.50	0.00	0.00	0.00	21.81%

<i>EXPENDITURES</i>											
Personnel	395,000.00	395,000.00	92,830.03				92,830.03				23.50%
Supplies	95,000.00	95,000.00	24,094.01				24,094.01				25.36%
Contractual	70,000.00	70,000.00	57,123.67				57,123.67				81.61%
Other	364,000.00	364,000.00	44,643.37				44,643.37				12.26%
Total	924,000.00	924,000.00	218,691.08	0.00	0.00	0.00	218,691.08	0.00	0.00	0.00	23.67%

<i>LOCAL STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimbursement	0.00	0.00	0.00				0.00				0.00%
Metro Authority	47,000.00	47,000.00	0.00				0.00				0.00%
State Source	290,000.00	290,000.00	70,331.64				70,331.64				24.25%
Transfer In	917,000.00	917,000.00	0.00				0.00				0.00%
Total	1,254,000.00	1,254,000.00	70,331.64	0.00	0.00	0.00	70,331.64	0.00	0.00	0.00	5.61%

<i>EXPENDITURES</i>											
Personnel	583,000.00	583,000.00	100,890.08				100,890.08				17.31%
Supplies	86,000.00	86,000.00	8,030.17				8,030.17				9.34%
Contractual	50,000.00	50,000.00	24,187.50				24,187.50				48.38%
Other	535,000.00	535,000.00	102,664.17				102,664.17				19.19%
Total	1,254,000.00	1,254,000.00	235,771.92	0.00	0.00	0.00	235,771.92	0.00	0.00	0.00	18.85%

**City of Traverse City
Quarterly Reports
Fiscal Year 2014-15**

<i>TRUNK LINE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
State Source	289,500.00	289,500.00	236,656.13				23,656.13				81.75%
Interest & Div	200.00	200.00	0.00				0.00				0.00%
Reimbursements	300	300.00	303.10				303.10				101.03%
Prior Years Surplus	0.00	0.00	0.00				0.00				0.00%
Total	290,000.00	290,000.00	236,959.23	0.00	0.00	0.00	23,959.23	0.00	0.00	0.00	81.71%
<i>EXPENDITURES</i>											
Personnel	84,000.00	84,000.00	2,506.09				2,506.09				2.98%
Supplies	45,000.00	45,000.00	0.00				0.00				0.00%
Contractual	30,000.00	30,000.00	6,847.50				6,847.50				22.83%
Other	131,000.00	131,000.00	7,248.49				7,248.49				5.53%
Total	290,000.00	290,000.00	16,602.08	0.00	0.00	0.00	16,602.08	0.00	0.00	0.00	5.72%

MINUTES
TRAVERSE CITY HUMAN RIGHTS COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 10, 2014
5:30 P.M.
County Committee Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Commissioners Gardner, Hornberger, Johnson, McClellan, Mentzer, Nash,
Nerone, Nugent and Stinnet

STAFF PRESENT: Jamie Caroffino

1. APPROVAL OF THE MINUTES OF THE OCTOBER 13, 2014 REGULAR MEETING

Motion by Commissioner Mentzer, seconded by Commissioner McClellan to approve the September 8, 2014 meeting minutes with the replacement of the word "requesting" to be "concerning". Upon vote, motion carried 9-0.

2. PUBLIC COMMENT

Barbara Smith, Beulah in Benzie County, addressed the Commission regarding the resolution for Indigenous Peoples Day.

Ann Rogers, Traverse City resident, addressed the Commission regarding the resolution for Indigenous Peoples Day.

3. OLD BUSINESS

a. Discussion regarding the annual Educational Forum.

Commissioner Mentzer spoke regarding the Educational Forum. The event had opened communication and the discussion was good. Attendance was lower than expected.

Discussion.

b. Discussion regarding the adoption of a Resolution in support of Indigenous Peoples Day.

Commissioner Nugent gave an update regarding contacting the Grand Traverse Band of Ottawa and Chippewa Indians and scheduling a meeting. A letter was sent to the Grand Traverse Band of Ottawa and Chippewa Indians from Commissioner Gardner. Commissioner Nash gave an update on his discussion with the City of Seattle, Washington, regarding their adoption of Indigenous Peoples Day.

Discussion.

c. Discussion regarding the MLK Day Celebration.

The event will take place on January 19 at the State Theatre. The Chair of the HRC will speak at the event. A request is to be set to the Mayor's Office regarding reading of proclamation.

Discussion.

d. Discussion regarding the Sara Hardy Award Celebration.

The Public Service Announcement will be sent out in early January.

Discussion.

4. NEW BUSINESS

a. April Educational Forum

Discussed the scheduling of an Educational Forum to take place in April 2015. Each Commissioner to bring one idea for the topic to the next meeting. A topic will be selected at the December HRC meeting.

Discussion.

5. COMMISSIONER COMMENTS

a. Commissioner McClellan

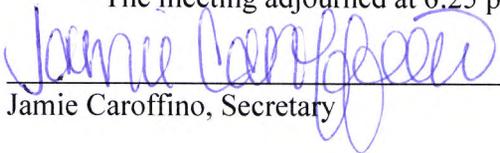
Thanked Commissioner Mentzer for all of the work involved in the Affordable Housing Fall Educational Forum.

b. Commissioner Gardner

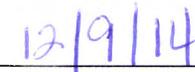
Discussed the decision made by the 6th District Court banning same-sex marriage.

6. ADJOURNMENT

The meeting adjourned at 6:25 p.m.



Jamie Caroffino, Secretary



Date

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: November 19, 2014
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Kuhn, W. Twietmeyer, J. Jenkins, J. Bussell, C. Rueckert
ABSENT:
GUESTS: L. Gray
STAFF: B. Postma

J. Bussell called the regular meeting to order at 12:04 pm.

Moved by W. Kuhn, seconded by J. Jenkins that the minutes of the October 29, 2014 regular meeting be approved.

Motion approved 5-0.

Warrant No. 583 in the amount of \$190,196.78 for Retirees Benefits for December 2014 was approved and signed by J. Jenkins and J. Bussell.

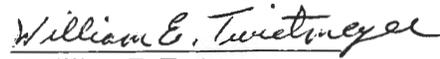
Larry Gray of Gray & Company gave a report to the Board which was the performance report for the period ending September 30, 2014 including a capital market review, a total fund performance and analysis, along with an investment manager performance and analysis. The Board asked various questions. The Board was provided a snapshot of market value as of November 18, 2014. L Gray also addressed questions regarding the Wells Notice issued to Gray & Company from the U. S. Securities and Exchange Commission. The Board asked various questions.

B. Postma distributed to the Board a copy of the GASB 67 plan reporting and accounting schedule valuation that was recently received. The Board asked various questions.

Moved by J. Jenkins, seconded by W. Kuhn to adjourn.

Motion approved 5-0.

Meeting adjourned at 1:09 pm


William E. Twietmeyer
Secretary/Treasurer

MINUTES

TRAVERSE CITY PLANNING COMMISSION

TUESDAY, December 2, 2014

7:30 P.M.

Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Chairperson John Serratelli, Bill Twietmeyer (7:31 p.m.) and Tim Werner

ABSENT: Commissioner Janice Warren

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL**

Commissioner Twietmeyer joined the meeting at 7:31 p.m.

3. **ANNOUNCEMENTS-** Mrs. Luick announced two upcoming meetings regarding the Public Pier project. Next Monday, December 8 at 7:00 p.m., the City Commission will hear an update from our consultants on the current project status. Also next week Thursday, December 11 at 7:00 p.m., there will be another Public Pier workshop where the public will evaluate three or four design schemes and weigh in on amenities and design details. Both meetings are at the Governmental Center.

4. **APPROVAL OF MINUTES**

November 4, 2014 Regular Meeting and November 18, 2014 Study Session minutes (Approval recommended)

Motion by Commissioner Easterday, second by Vice-Chairperson Bergman, that the November 4, 2014 Regular Meeting and November 18, 2014 Study Session minutes be approved as presented.

Motion carried 7-0.

5. **OLD BUSINESS**

A. Consideration of Master Plan Review Committee recommendation to initiate process to amend the Master Plan (Action Requested)

**PLANNING COMMISSION
REGULAR MEETING MINUTES
DECEMBER 2, 2014
Page 2**

Mr. Soyryng explained that the Master Plan Review Committee met and has determined that amendments to the Master Plan are necessary. If the Planning Commission agrees, a suggested motion is included in the memo. Some suggested amendments to the Master Plan are included for reference. If the Planning Commission agrees that amendments are necessary, then notification to amend our Master Plan will be sent to adjacent governmental entities.

Commission discussion.

Motion by Commissioner Dow, second by Commissioner Werner that the Planning Commission has determined to commence the procedure to amend the Master Plan and will send notice of our intent to amend the Master Plan to adjacent governmental entities requesting the recipient's review and comment.

Motion carried 7-0 (Commissioner Warren absent).

B. Review of Housing and Building Committee recommendations regarding Accessory Dwelling Units (Discussion)

Mr. Soyryng summarized the proposed ordinance amendments related to Accessory Dwelling Units (ADU) to the Commission. Since the existing ADU overlay ordinance amendment has been in effect (4/15/13), there have been no requests to construct an ADU in the Traverse Heights neighborhood.

Vice-Chairperson Bergman explained that the Housing and Building Committee made further revisions to the ordinance amendment after considering the comments made at the 8/5/14 Commission meeting. Vice-Chairperson Bergman and the Housing and Building Committee want to hear input and additional feedback from the Commission on their latest draft amendment.

Commission discussion.

The following individuals made public comment on the subject:

- Dan Tholen, 823 Webster, city resident, supports the proposed amendment
- Peter Spaulding, 724 E State St, city resident, supports the proposed amendment

Commission discussion.

**PLANNING COMMISSION
REGULAR MEETING MINUTES
DECEMBER 2, 2014**

Page 3

No action was taken. The Housing and Building Committee will reconvene and a revised amendment will come before the Commission for possible introduction at the January 6, 2015 meeting.

6. **NEW BUSINESS-** None.

7. **CORRESPONDENCE** – None.

8. **REPORTS**

- A. City Commission- Commissioners Easterday and Werner reported.
- B. Board of Zoning Appeals- No meeting.
- C. Grand Traverse Commons Joint Planning Commission- No meeting.
- D. Planning Commission
 - 1. Housing Building Committee— No additional report than what was discussed.
 - 2. Active Transportation Committee—No meeting.
 - 3. Master Plan Review Committee—No additional report than what was discussed.
 - 4. Parking Regulation Committee- Commissioner Serratelli reported that members are still being identified and that the committee will meet in January.
- E. Planning Department—No report
 - 1. Capital Improvement Program—Mrs. Luick reported.

9. **PUBLIC COMMENT**

- Commissioner Twietmeyer commented regarding an email from a citizen regarding snow plowing at Central Grade School.

10. **ADJOURNMENT-** Meeting was adjourned at 8:41 p.m.

Respectfully submitted,

Date: January 7, 2015

Jan Warren
Jan Warren, Secretary

**TRAVERSE CITY PLANNING COMMISSION
2014
ANNUAL REPORT**

ATTENDANCE

COMMISSIONER

MEETINGS ATTENDED

Jody Bergman	21 of 22 meetings
Michael Dow	20 of 22 meetings
Jeanine Easterday	19 of 22 meetings
Janet Fleshman	20 of 22 meetings
Cecil McNally	17 of 20 meetings (term expired 11/10/14)
John Serratelli	21 of 22 meetings
Bill Twietmeyer	20 of 22 meetings
Jan Warren	18 of 22 meetings
Tim Werner	21 of 22 meetings

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
	ORDINANCE AMENDMENTS		
1	An amendment to the Traverse City Code of Ordinances, Section 1324.04, <i>Rules of Procedure</i> , regarding removing the Rules of Procedure section from the zoning code and establishing a separate Rules of Procedure document adopted by the Board of Zoning Appeals.	1/7/14	
2	An amendment to Size and Area Requirements, Section 1368.01, <i>Building Height</i> ; Hotel Resort (HR) District, Section 1338.06, <i>Building Height</i> , and Section 1338.09, <i>Special Requirements</i> ; Office Service (C-1) District, Section 1340.06, <i>Building Height</i> , and Section 1340.09, <i>Special Requirements</i> ; Neighborhood Center (C-2) District, Section 1342.06, <i>Building Height</i> , and Section 1342.09, <i>Special Requirements</i> ; Community Center (C-3) District, Section 1344.09, <i>Special Requirements</i> ; Regional Center (C-4) Districts, Section 1346.09, <i>Special Requirements</i> ; and Development (D) Districts, Section 1347.09, <i>Special Requirements</i> , regarding increasing the building height in HR to 45-feet, increasing the residential bonus height in C-1 and C-2 to 45-feet and requiring a 15-foot first floor height in HR, C-1, C-2, C-3, C-4, and D Districts	5/6/14	
3	An amendment to General Provisions and Definitions Section 1320.07, <i>Definitions</i> ; Special Land Use Regulations Section 1364.01, <i>Types of Special Land Use Review</i> and Section 1364.08, <i>Special Land Use Permits Granted by the City Commission</i> , regarding allowing Emergency shelters and establishing regulations for Emergency shelters and modifying the regulations for Transitional housing.	6/3/14	
4	An amendment to the Traverse City Code of Ordinances Sections 1320.07, <i>Definitions</i> ; 1328.01 Open Space (OS) District <i>Uses Allowed</i> ; 1338.01 Hotel Resort (HR) District <i>Uses Allowed</i> ; 1340.01 Office Service (C-1) District <i>Uses Allowed</i> ; 1344.01 Community Center (C-3) District <i>Uses Allowed</i> ; 1350.01 Government/Public (GP) District <i>Uses Allowed</i> ; and 1358.01 Hospital (H) Districts <i>Uses Allowed</i> ; regarding recreational facilities.	8/5/14	

	CONDITIONAL REZONING		
1	Conditional rezoning request initiated by John Kerridge, Kerridge Architecture + Construction, Inc. of 400 West Front Street, to rezone the property located at 101 N. Madison Street from R1-b (Single Family Dwelling District) to C-1 (Office Service District) with conditions.		4/1/14
	REZONING		
1	A rezoning request initiated by the Planning Department to rezone the property located 10597 East Traverse Highway from R-9 (A) (Multiple Family Dwelling Districts) to MU (Mixed Use PUD Morgan Farm)	3/4/14	
	SPECIAL LAND USE PERMIT		
1	Request by Sandy Oliver, 1012 Centre Street, for a Group Daycare Home at the property mentioned	7/1/14	
2	Request by W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC to allow for a taller building at 124 W. Front Street	10/7/14	
3	Request by Peter Starkel on behalf of Safe Harbor of Grand Traverse, Inc. to allow for an Emergency Shelter at 517 Wellington Street, a property owned by the City of Traverse City	10/7/14	
	SITE PLAN REVIEW		
1	Request by W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for a building at 124 W. Front Street	10/7/14	

MASTER PLAN- PROJECT REVIEWS FOR CONSISTENCY WITH CITY MASTER PLAN

- Approved as consistent with the Traverse City Master Plan in terms of location, extent and character:
 - Approval of Lot D Boardman River Boatlaunch Project (3/18/14)
 - Approval of West Front Street Bridge Project (3/18/14)
 - Approval of Eighth Street Bridge Project (3/4/14)
 - Approval of Pine Street Pedestrian Way (3/4/14)
 - Approval of the City of Traverse City Six-Year Capital Improvement Program 2014-2020 (4/1/14)
 - Approval of Clancy Park Improvements (4/1/14)
 - Approval of 8th Street Restriping Request (6/3/14)
 - Approval of West Front Street Streetscape (9/3/14)
 - Approval of 2015 Street projects (8/5/14, 9/3/14)
 - Approval of Oakwood Cemetery Maintenance Building (10/7/14)

PRESENTATIONS/DISCUSSIONS

- Planning Commission 2014 Goals presented on 1/7/14, 1/22/14 and accepted 2/4/14.
- Multi-use building development at W. Front/Pine Streets conceptual project discussion presented by David Hanawalt (1/22/14)
- Capital Improvement Program discussion (2/4/14, 2/19/14, 3/4/14)
- Four single-family home development at W. Front/Madison Streets discussion of possible conditional rezoning presented by John Kerridge (2/4/14)
- Emergency Shelter regulations discussion (3/4/14)
- Building Heights discussion (3/18/14)
- "Transforming our Major Streets" presentation by Bob Gibbs (4/15/14)
- Freedom of Information Act, Open Meetings Act, Planning Commission rules, ethics and conflicts of interest presentation by Lauren Tribble-Laucht and Benjamin Marentette (5/6/14)
- 2014-15 Street Project discussion (5/6/14, 5/18/14)
- Accessory Dwelling Unit Ordinance amendment discussion (5/20/14, 8/20/14)
- Honey Beekeeping in Multi-Family Dwellings discussion (5/20/14)

- Recreational Facilities in C-2 District discussion (6/3/14, 6/17/14)
- NACTO "Urban Street Design Guide" discussion (6/17/14), endorsement of (7/1/14)
- Master Plan Review Committee recommendations discussion (6/17/14)
- Overnight Parking discussion (7/15/14)
- 808 Carver possible rezoning request discussion (8/5/14)
- Grand Traverse County Master Plan presentation (10/7/14)
- Planning Commission Bylaws discussion (10/21/14)

COMMITTEES

- Planning Commission representatives on the Grand Traverse Commons Joint Planning Committee
- Planning Commission representative on the Board of Zoning Appeals
- Capital Improvement Program Committee as a staff-led committee with representation from three Planning Commissioners, one of which is also a City Commissioner
- Housing Building Planning Committee as a subcommittee of the Planning Commission
- Active Transportation Committee as a subcommittee of the Planning Commission
- Master Plan Review Committee as a subcommittee of the Planning Commission
- Parking Regulation Committee as a subcommittee of the Planning Commission

MISCELLANIOUS

- Planning Commission Bylaws amended (1/7/14, 3/18/14 and 11/4/14)
- Planning Commission Annual Report received (1/7/14)
- 2014-15 Capital Projects for further review by the Planning Commission document accepted (5/6/14)
- 8th Street Restriping Request discussion (5/20/14)
- Consideration of an amended request by Bonnie Adams of 441 Fair Street to vacate a portion of an alley located east of parcel 28-51-582-022-00, commonly known as 449 Fair Street (7/1/14, 8/5/14, approved 9/3/14)
- Grand Traverse County Outstanding Development Award nominations made (9/3/14)
- Bayshore Corridor Resolution approved (10/7/14)

Fractile Emergency Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 12/01/2014 AND 12/31/2014; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
<i>Negative Times</i>	3	3	3.00%	3%
<i>00:00 - 00:59</i>	1	4	1.00%	4%
<i>02:00 - 02:59</i>	5	9	5.00%	9%
<i>03:00 - 03:59</i>	13	22	13.00%	23%
<i>04:00 - 04:59</i>	17	39	18.00%	40%
<i>05:00 - 05:59</i>	19	58	20.00%	60%
<i>06:00 - 06:59</i>	12	70	12.00%	72%
<i>07:00 - 07:59</i>	10	80	10.00%	82%
<i>08:00 - 08:59</i>	7	87	7.00%	90%
<i>09:00 - 09:59</i>	2	89	2.00%	92%
<i>10:00 - 10:59</i>	5	94	5.00%	97%
<i>11:00 - 11:59</i>	1	95	1.00%	98%
<i>12:00 - 12:59</i>	1	96	1.00%	99%
<i>20:00 - 20:59</i>	1	97	1.00%	100%
Total Calls:	97			