Carnegie Building/City Assets Ad Hoc Committee

Monday, February 9, 2015
11:00 a.m.
Governmental Center - 400 Boardman Avenue
Second Floor Committee Room
Traverse City, MI 49684
Posted and Published: February 6, 2014

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

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.

Penny Hill, Assistant City Manager
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
Email: phill@traversecitymi.gov
Web: www.traversecitymi.gov

Agenda

1. Roll Call

2. Consider Approval of Minutes from January 13, 2015 meeting

3. Discussion regarding proposed lease agreements and terms
   a. Crooked Tree Arts Council
   b. History Center of Traverse City
   c. Grand Traverse Rock and Mineral Club

4. Discussion regarding developing a process for property disposal that may be applied to other City-owned properties.
   a. Review inventory of City-owned properties.
   b. Review draft proposal

5. Public Comment

6. Adjournment

City Commission Ad Hoc Committee
Carnegie Building/City Asset Discussion
Minutes
Meeting of January 13, 2015

A meeting of the City Commission Ad Hoc Committee: Carnegie Building/City Asset Discussion was called to order on Wednesday, December 17, 2014 at 10:00 a.m. in the 2nd Floor Committee Room, Governmental Center, Traverse City, Michigan.

The following Commissioners were present, constituting a quorum: Commissioner Easterday, Commissioner Richardson, and Commissioner Howe.

The following Commissioners were absent: None.

Staff in attendance: Jered Ottenwess, Penny Hill, Lauren Vaughn, Dave Green, and Rob Bacigalupi.

1. The first item being: "Consideration of approving the minutes from the meeting of December 17, 2014."

   It was moved by Richardson, seconded by Howe, to approve the minutes from the meeting of December 17, 2014."

   CARRIED unanimously.

2. Next item being, "Discussion regarding Crooked Tree site visit."

   General discussion took place.

3. Next item, "Discussion regarding proposed lease agreements and terms."

   General discussion took place.

   The following people addressed the Committee:

   Maddie Lundy, Executive Director of the History Center
   Bruce Wiggen, Peninsula Township, Board Chair of History Center
   Lauren Vaughn
   Peg Jonkhodd
   Michael Jackson

4. Next item, "Discussion regarding future of Con Foster Collection."

   It was moved by Richardson, seconded by Howe, to authorize the City Manager to identify an expert to assist the City in evaluating deaccession of the Con Foster collection.

   CARRIED unanimously.

5. Next item, "Discussion regarding developing a process for property disposal that may be applied to other City-owned properties."

   General discussion took place.

6. Next item, "Discussion regarding Ad Hoc expiration and upcoming meeting schedule."

   It was moved by Richardson, Seconded by Howe, to recommend extending the ad hoc committee for 6 months from February 18, 2015.

   CARRIED unanimously.

7. Next item, "Public Comment."

   The following people addressed the Committee:

   Rob Bacigalupi
   John Noonan
   Bruce Wiggen, Peninsula Township, Board Chair of History Center

There being no objection, Commissioner Easterday declared the meeting adjourned at 11:24 a.m.

_____
Commissioner Gary Howe
Designated Secretary

Next meetings to be determined.

All meetings are held in the 2nd Floor Committee Room of the Governmental Center unless otherwise stated.

If interested in being on the outreach list for this ad hoc, please email: kstroven@traversecitymi.gov.

Memorandum

The City of Traverse City

Office of the City Manager

TO: CARNEGIE BUILDING/CITY ASSETS AD HOC COMMITTEE

FROM: JO JERED OTTENWESS, CITY MANAGER

DATE: FEBRUARY 5, 2015

SUBJECT: DRAFT LEASE WITH CROOKED TREE ARTS COUNCIL, HISTORY CENTER OF TRAVERSE CITY AND GRAND TRAVERSE ROCK AND MINERAL CLUB

The City Commission passed a motion on December 1, 2014 to authorize me to move forward with developing non-exclusive lease agreements for use of the Carnegie Building with the History Center and Crooked Tree based on my proposal that was reviewed and forwarded to the City Commission by the Ad Hoc. The Ad Hoc Committee subsequently indicated that they would like to continue a lease arrangement with the Grand Traverse Rock and Mineral Club.

After meeting with representatives from the History Center and Crooked Tree to discuss lease terms we received feedback from the Ad Hoc Committee on several points. City staff has prepared draft lease agreements with each of the three entities based on this input, and have attached the draft leases for your review.

We have received comments on the proposed leases from the Crooked Tree Arts Council and the Grand Traverse Rock and Mineral Club. We have received some preliminary comments from the History Center, but they have indicated that they would need more time to fully review the lease and possibly make additional comments. After initial comments were received, we agreed to include a 90 day termination clause by either party for all leases. Other comments are shown below:

1. Crooked Tree Arts Council
    - Would like the lease to begin either March 1 or Mar 15 if possible
    - Would like a provision written into the lease for using and managing shared space, such as the kitchen area
    - Questioned the procedure for requesting use of other areas of the building for expanded activities or exhibits (Refer to proposed Building/Room Use Policy)
    - Change payment schedule to quarterly rather than a single annual payment

- Public hours are dependent on the exhibit and time of year. Change to 10 am to 5 pm for exhibits; classes and workshops will be into the evening hours.
- Unsure whether the dividing wall will be needed or not; change "shall" to "may".

2. History Center
    - The cost per square foot is not acceptable vis a vis the Art Center costs.
    - Board consensus is not to sign a new lease until the Carnegie Building major defects--boiler & HVAC repairs, for example--are remedied.
    - Has other concerns about building security and access that have not been fully discussed to date.

3. Grand Traverse Rock and Mineral Club
    - Concerned about how lease fees were determined. If on a per square foot basis, then the lease fees are inequitable.

It should be noted that final agreement on the three leases may not occur simultaneously, so the execution date of individual leases may not coincide with the other leases.

Once the Carnegie Ad Hoc Committee has discussed the proposed lease terms and comes to a consensus regarding the proposed terms, I suggest the next step would be to bring the concepts forward to the City Commission for its review and discussion. After the City Commission comes to a consensus regarding the proposed terms for each lease, final lease agreements incorporating those terms would be drafted by City staff for final approval by the City Commission, the Crooked Tree Arts Center Board of Directors, and the History Center Board of Directors, and the Grand Traverse Rock and Mineral Club Board of Directors.

DRAFT

LEASE AGREEMENT

This Lease has been entered into this _____ day of _____, 2015, between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman, Traverse City, Michigan, 49684, ("Landlord") and the CROOKED TREE ARTS COUNCIL, INC., a Michigan Nonprofit 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, those portions of the building located at 322 Sixth Street, Traverse City, Michigan, commonly known as the Carnegie Building (the "Building"), which are attributed to the Tenant on the attached **Exhibit A**, which is hereby incorporated herein by reference (the "Premises").

2. Term. The term of this Lease shall be three (3) years commencing on _____ and continuing through _____, subject to the provisions of this Lease Agreement.

3. Rent. The fixed annual rent for the Premises shall be TWENTY FIVE THOUSAND DOLLARS ($25,000.00). Rent shall be upon execution of this Lease and annually thereafter upon invoice from the Landlord.

4. Utilities. Landlord shall pay all charges for water, sewer, heat, gas, electricity, and solid waste collection during the term of this Lease. Tenant shall pay all charges for telephone and internet service during the term of this Lease.

5. Acceptance of Premises. Except as Landlord and Tenant may otherwise agree in writing, the taking of possession by Tenant shall be conclusive evidence that, at such time, the Premises were in satisfactory or acceptable condition. Landlord has made no representations as to the condition of the Premises except as provided and Landlord shall not be liable for any latent or patent defects therein.

6. Use of the Premises. Tenant shall use and occupy the Premises for a community art center offering services including exhibits, concerts, classes, lectures, and special events, and shall not use the Premises for any other purpose without the prior written consent of the Landlord. The Premises shall be open to the public at no cost during all hours of operation. Generally hours of operation shall be Monday through Saturday, 10:00am through 7:00pm, although these hours may be altered for special events or for other good cause approved by the City Manager. Tenant acknowledges that it has made its own determination as to the suitability of the Premises for this use, and that the Landlord has made no representations with respect thereto. 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. Tenant hereby expressly agrees that the Building will continue to serve as a polling location/precinct for elections. Tenant hereby expressly agrees that the upper level of the Cornwell Addition may be used by the Landlord during the term of this Lease for the Festival of Trains event, which has traditionally

been held in December and January each year. During the Festival of Trains event the Landlord shall allow Tenant to use the upper level of the Carnegie portion of the Building in the same manner as it would otherwise be entitled to use the Premises according to the terms of this Lease.

7. Improvements, Alterations and Renovation. No construction, alteration, or remodeling may be made to the Premises without obtaining the prior express written permission of the City Manager. Any such alterations, additions or improvements and the construction of them shall be the legal and financial responsibility of the Tenant and shall in addition conform in all respects to all applicable statutes, ordinances, rules, regulations and orders. Tenant shall commit no waste on the premises. Landlord shall install a permanent partition to allow for locked, restricted access to the upper level of the Cornwell Addition. Landlord shall seek input from the Tenant regarding the placement and specifications of the wall prior to its construction, however Landlord shall make the final decisions regarding construction of the wall in its sole discretion. Landlord and Tenant shall split the cost of construction equitably as may be agreed upon by the parties.

8. Maintenance and Repair. Tenant shall maintain the Premises in a clean and sanitary condition and shall surrender the Premises at the termination of this Lease in as good a condition as when received, ordinary wear and tear excepted. Tenant agrees to be responsible for any damage caused to the Premises by Tenant or Tenant's sublessees, agents, employees, guests, or invitees.

Landlord shall maintain the HVAC system and other utility systems in the Building at its cost and expense.

Landlord shall maintain the exterior areas of the property including the parking lot, snow removal of the parking lot and lawn/landscaping maintenance. However, Tenant shall maintain sidewalks, entrances and walkways free of snow and ice and in a safe and passable condition.

Landlord shall provide bathroom cleaning services to the Building at least weekly. However, Tenant shall be responsible for day-to-day cleaning responsibilities, for example ensuring adequate bathroom supplies and cleanliness.

Tenant shall immediately submit to the City Manager a written report of any accident occurring on the Premises or any dangerous or unsafe condition or non-routine maintenance issue observed by the Tenant, its agents or employees.

9. Insurance. 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 ($1,000,000.00) 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 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.

10. Governmental Immunity. This Lease does not constitute a joint endeavor. The parties to not intend to waive any governmental immunity available to a party or an employee or official of a party.

11. 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.

12. Signs. Tenant may erect signs on the Premises or the Building as shall be approved by the City Manager in writing prior to the installation thereof. Tenant shall maintain such signs during the term of this Lease and at the end of the term shall remove the same, at its own cost and expense. All signs must conform to the City's sign ordinance.

13. Tenant's Personal Property and Taxes. All personal 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. Tenant shall pay promptly when due all taxes levied on personal property owned by Tenant and shall promptly pay when due all real property taxes, if any, levied on the Premises.

14. Destruction - Fire or Other Cause. If the Premises shall be rendered untenantable by fire or other casualty, the insurance proceeds may be used to repair the damage as speedily as possible. In the event such proceeds exceed the cost of such repair, such excess shall belong to Landlord. In the event the Building or the Premises is completely destroyed or so extensively damaged to as to make restoration impractical or uneconomical, this Lease may be terminated by Landlord upon notice thereof to Tenant given within ninety (90) days of such damage. Landlord shall not be responsible for any damages suffered by Tenant as a result of said termination or interruption in Tenant's enjoyment of the Premises.

15. 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.

16. 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.

17. 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, making repairs 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 Lease. If as a result of any entry by Landlord into the Premises it is necessary to Tenant to suspend operations therein, Tenant's sole remedy shall be abatement of rent for the period of time normal operations are suspended.

18. 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.

19. 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.

20. 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.

21. 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 untenantable due to a casualty not covered 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.

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

23. Termination. Except as otherwise indicated, the Landlord, in its sole discretion, has the right to terminate this Lease upon thirty (30) days advance written notice to the Tenant. All moveable personal property of the Tenant or any other person other than Landlord shall be promptly removed by the Tenant at the termination of this Lease. Any fixtures or improvements placed on the Premises with the consent of the Landlord shall become the property of the Landlord upon termination of this Lease. Upon termination, rent shall be pro rated and any amount in excess of the duration of Tenant's occupancy shall be paid to Tenant.

24. 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 Lease, Landlord may give

Tenant notice of the default. If Tenant does not cure any default within seven (7) 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 fourteen (14) 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 seven (7) days' 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.

25. 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.

26. 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 race, color, religion, national origin, age, sex, height, weight, handicapped status, or marital status. Breach of this covenant may be regarded as a material breach of this agreement.

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

28. 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.

29. 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.

30. 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.

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

32. 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.

33. 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 the 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

TENANT

_____
Its:

APPROVED AS TO SUBSTANCE:

_____
Jered Ottenwess, City Manager
City of Traverse City

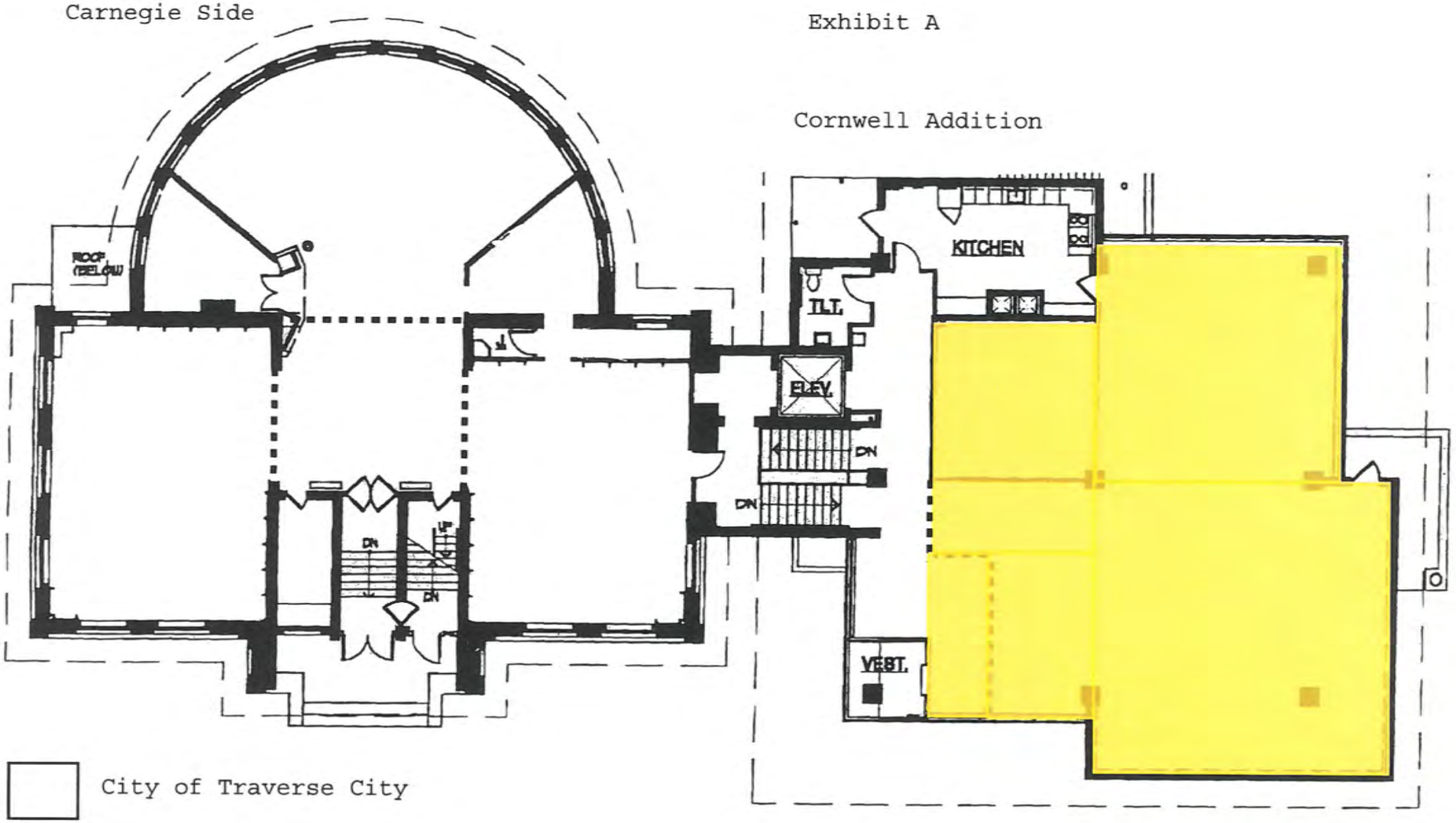
APPROVED AS TO FORM:

_____
Lauren Trible-Laucht, City Attorney
City of Traverse City

Carnegie Side

Exhibit A

Cornwell Addition



City of Traverse City

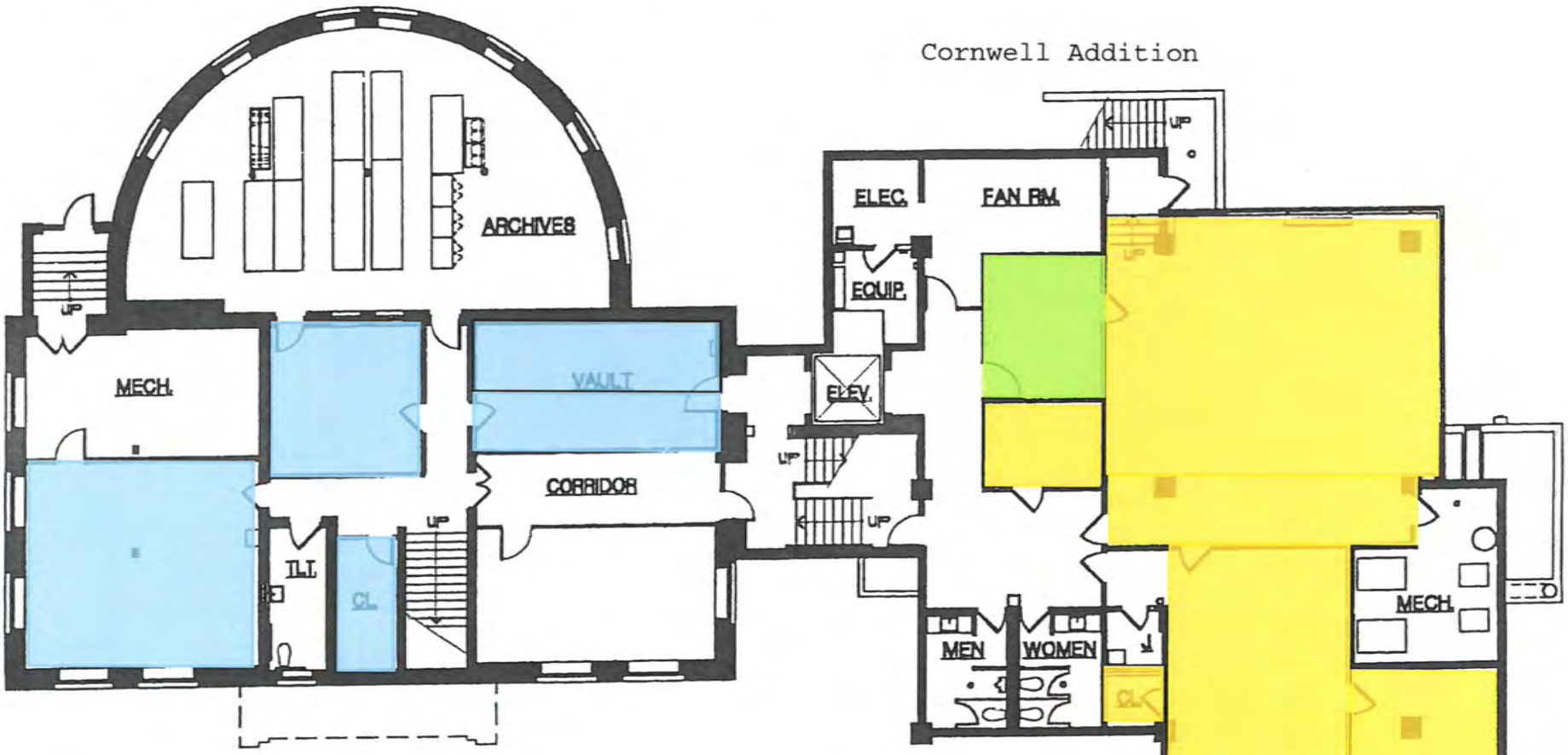
Crooked Tree Arts Center

GRAND TRAVERSE HERITAGE CENTER
MAIN LEVEL FLOOR PLAN

Carnegie Side

Exhibit A

Cornwell Addition



City of Traverse City

Crooked Tree Arts Center

History Center

GT Rock & Mineral Club

GRAND TRAVERSE HERITAGE CENTER
LOWER LEVEL FLOOR PLAN

DRAFT

LEASE AGREEMENT

This Lease has been entered into this _____ day of _____, 2015, between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman, Traverse City, Michigan, 49684, ("Landlord") and the HISTORY CENTER OF TRAVERSE CITY, a Michigan Nonprofit Corporation, of 322 Sixth Street, Traverse City, Michigan, 49684 ("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, those portions of the building located at 322 Sixth Street, Traverse City, Michigan, commonly known as the Carnegie Building (the "Building"), which are attributed to the Tenant on the attached **Exhibit A**, which is hereby incorporated herein by reference (the "Premises").

2. Term. The term of this Lease shall be three (3) years commencing on _____ and continuing through _____, subject to the provisions of this Lease Agreement.

3. Rent. The fixed annual rent for the Premises shall be NINE THOUSAND DOLLARS ($9,000.00). Rent shall be payable upon execution of this Lease and annually thereafter upon invoice from the Landlord.

4. Utilities. Landlord shall pay all charges for water, sewer, heat, gas, electricity, and solid waste collection during the term of this Lease. Tenant shall pay all charges for telephone and internet service during the term of this Lease.

5. Acceptance of Premises. Except as Landlord and Tenant may otherwise agree in writing, the taking of possession by Tenant shall be conclusive evidence that, at such time, the Premises were in satisfactory or acceptable condition. Landlord has made no representations as to the condition of the Premises except as provided and Landlord shall not be liable for any latent or patent defects therein.

6. Use of the Premises. Tenant shall use and occupy the Premises for general office use and storage of its archives, and shall not use the Premises for any other purpose without the prior written consent of the Landlord. Generally hours of operation shall be Monday through Saturday, 10:00am through 7:00pm, although these hours may be altered for special events or for other good cause approved by the City Manager. Tenant acknowledges that it has made its own determination as to the suitability of the Premises for this use, and that the Landlord has made no representations with respect thereto. 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. Tenant hereby expressly agrees that the Building will continue to serve as a polling location/precinct for elections. Tenant hereby expressly agrees that the upper level of the Cornwell Addition may be used by the Landlord during the term of this Lease for the Festival of Trains event, which has traditionally been held in December and January each year.

7. Improvements, Alterations and Renovation. No construction, alteration, or remodeling may be made to the Premises without obtaining the prior express written permission of the City Manager. Any such alterations, additions or improvements and the construction of them shall be the legal and financial responsibility of the Tenant and shall in addition conform in all respects to all applicable statutes, ordinances, rules, regulations and orders. Tenant shall commit no waste on the premises.

8. Maintenance and Repair. Tenant shall maintain the Premises in a clean and sanitary condition and shall surrender the Premises at the termination of this Lease in as good a condition as when received, ordinary wear and tear excepted. Tenant agrees to be responsible for any damage caused to the Premises by Tenant or Tenant's sublessees, agents, employees, guests, or invitees. Landlord shall maintain the HVAC system and other utility systems in the Building at its cost and expense. Landlord shall maintain the exterior areas of the property including the parking lot, snow removal of the parking lot and lawn/landscaping maintenance. Landlord shall provide bathroom cleaning services to the Building at least weekly However, Tenant shall be responsible for day-to-day cleaning responsibilities, for example ensuring adequate bathroom supplies and cleanliness of the lower level bathroom adjacent to the Premises. Tenant shall immediately submit to the City Manager a written report of any accident occurring on the Premises or any dangerous or unsafe condition or non-routine maintenance issue observed by the Tenant, its agents or employees.

9. Insurance. 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 ($1,000,000.00) 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 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.

10. Governmental Immunity. This Lease does not constitute a joint endeavor. The parties to not intend to waive any governmental immunity available to a party or an employee or official of a party.

11. 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.

12. Signs. Tenant may erect signs on the Premises or the Building as shall be approved by the City Manager in writing prior to the installation thereof. Tenant shall maintain such signs during the term of this Lease and at the end of the term shall remove the same, at its own cost and expense. All signs must conform to the City's sign ordinance. The currently existing signage on the exterior of the Building shall be removed by the Tenant at its sole cost and expense within thirty (30) days of execution of this Lease.

13. Tenant's Personal Property and Taxes. All personal 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. Tenant shall pay promptly when due all taxes levied on personal property owned by Tenant and shall promptly pay when due all real property taxes, if any, levied on the Premises.

14. Destruction - Fire or Other Cause. If the Premises shall be rendered untenantable by fire or other casualty, the insurance proceeds may be used to repair the damage as speedily as possible. In the event such proceeds exceed the cost of such repair, such excess shall belong to Landlord. In the event the Building or the Premises is completely destroyed or so extensively damaged to as to make restoration impractical or uneconomical, this Lease may be terminated by Landlord upon notice thereof to Tenant given within ninety (90) days of such damage. Landlord shall not be responsible for any damages suffered by Tenant as a result of said termination or interruption in Tenant's enjoyment of the Premises.

15. 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.

16. 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.

17. 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, making repairs 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 Lease. If as a result of any entry by Landlord into the Premises it is necessary to Tenant to suspend operations therein, Tenant's sole remedy shall be abatement of rent for the period of time normal operations are suspended.

18. 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.

19. 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.

20. 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.

21. 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 untenantable due to a casualty not covered 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.

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

23. Termination. Except as otherwise indicated, the Landlord, in its sole discretion, has the right to terminate this Lease upon thirty (30) days advance written notice to the Tenant. All moveable personal property of the Tenant or any other person other than Landlord shall be promptly removed by the Tenant at the termination of this Lease. Any fixtures or improvements placed on the Premises with the consent of the Landlord shall become the property of the Landlord upon termination of this Lease. Upon termination, rent shall be pro rated and any amount in excess of the duration of Tenant's occupancy shall be paid to Tenant.

24. 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 Lease, Landlord may give Tenant notice of the default. If Tenant does not cure any default within seven (7) 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 fourteen (14) 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 seven (7) days' 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.

25. 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.

26. 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 race, color, religion, national origin, age, sex, height, weight, handicapped status, or marital status. Breach of this covenant may be regarded as a material breach of this agreement.

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

28. 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.

29. 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.

30. 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.

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

32. 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.

33. 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 the 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

TENANT

_____

Its:

APPROVED AS TO SUBSTANCE:

_____

Jered Ottenwess, City Manager
City of Traverse City

APPROVED AS TO FORM:

_____

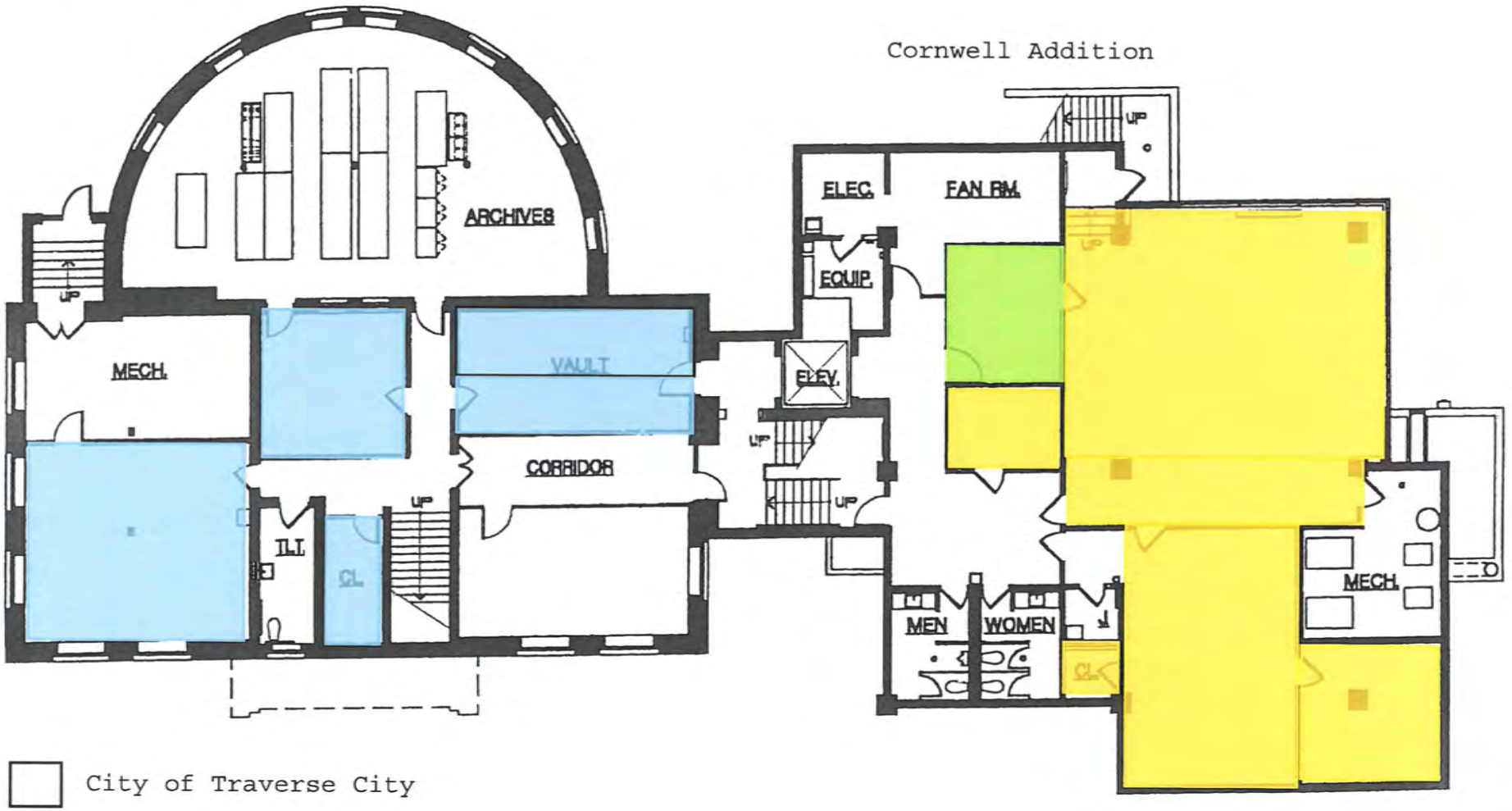
Lauren Trible-Laucht, City Attorney
City of Traverse City

DRAFT

Carnegie Side

Exhibit A

Cornwell Addition



City of Traverse City

Crooked Tree Arts Center

History Center

GT Rock & Mineral Club

GRAND TRAVERSE HERITAGE CENTER
LOWER LEVEL FLOOR PLAN

DRAFT

LEASE AGREEMENT

This Lease has been entered into this _____ day of _____, 2015, between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman, Traverse City, Michigan, 49684, ("Landlord") and the GRAND TRAVERSE ROCK AND MINERAL CLUB, INC., a Michigan Nonprofit Corporation, of 432 S. Golden Beach Dr., Kewadin, Michigan, 49648 ("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, those portions of the building located at 322 Sixth Street, Traverse City, Michigan, commonly known as the Carnegie Building (the "Building"), which are attributed to the Tenant on the attached **Exhibit A**, which is hereby incorporated herein by reference (the "Premises").

2. Term. The term of this Lease shall be three (3) years commencing on _____ and continuing through _____, subject to the provisions of this Lease Agreement.

3. Rent. The fixed annual rent for the Premises shall be TWO THOUSAND DOLLARS ($2,000.00). Rent upon execution of this Lease and annually thereafter upon invoice from the Landlord.

4. Utilities. Landlord shall pay all charges for water, sewer, heat, gas, electricity, and solid waste collection during the term of this Lease. Tenant shall pay all charges for telephone and internet service during the term of this Lease.

5. Acceptance of Premises. Except as Landlord and Tenant may otherwise agree in writing, the taking of possession by Tenant shall be conclusive evidence that, at such time, the Premises were in satisfactory or acceptable condition. Landlord has made no representations as to the condition of the Premises except as provided and Landlord shall not be liable for any latent or patent defects therein.

6. Use of the Premises. Tenant shall use and occupy the Premises for activities associated with the Rock and Mineral Club including meetings, workshops, classes, and storage of equipment, and shall not use the Premises for any other purpose without the prior written consent of the Landlord. Tenant acknowledges that it has made its own determination as to the suitability of the Premises for this use, and that the Landlord has made no representations with respect thereto. 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. Tenant hereby expressly agrees that the Building will continue to serve as a polling location/precinct for elections. Tenant hereby expressly agrees that the upper level of the Cornwell Addition may be used by the Landlord during the term of this Lease for the Festival of Trains event, which has traditionally been held in December and January each year. Landlord may make the upper level of the Carnegie portion of the Building available to Tenant for its annual show subject to

approval by the Landlord and pursuant to the City's Building Use Policy.

7. Improvements, Alterations and Renovation. No construction, alteration, or remodeling may be made to the Premises without obtaining the prior express written permission of the City Manager. Any such alterations, additions or improvements and the construction of them shall be the legal and financial responsibility of the Tenant and shall in addition conform in all respects to all applicable statutes, ordinances, rules, regulations and orders. Tenant shall commit no waste on the premises.

8. Maintenance and Repair. Tenant shall maintain the Premises in a clean and sanitary condition and shall surrender the Premises at the termination of this Lease in as good a condition as when received, ordinary wear and tear excepted. Tenant agrees to be responsible for any damage caused to the Premises by Tenant or Tenant's sublessees, agents, employees, guests, or invitees. Landlord shall maintain the HVAC system and other utility systems in the Building at its cost and expense. Landlord shall maintain the exterior areas of the property including the parking lot, snow removal of the parking lot and lawn/landscaping maintenance. Landlord shall provide bathroom cleaning services to the Building at least weekly. Tenant shall immediately submit to the City Manager a written report of any accident occurring on the Premises or any dangerous or unsafe condition or non-routine maintenance issue observed by the Tenant, its agents or employees

9. Insurance. 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 ($1,000,000.00) 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 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.

10. Governmental Immunity. This Lease does not constitute a joint endeavor. The parties to not intend to waive any governmental immunity available to a party or an employee or official of a party.

11. 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.

12. Signs. Tenant may erect signs on the Premises or the Building as shall be approved by the City Manager in writing prior to the installation thereof. Tenant shall maintain such signs during the term of this Lease and at the end of the term shall remove the same, at its own cost and expense. All signs must conform to the City's sign ordinance.

13. Tenant's Personal Property and Taxes. All personal 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. Tenant shall pay promptly when due all taxes levied on personal property owned by Tenant and shall promptly pay when due all real property taxes, if any, levied on the Premises.

14. Destruction - Fire or Other Cause. If the Premises shall be rendered untenantable by fire or other casualty, the insurance proceeds may be used to repair the damage as speedily as possible. In the event such proceeds exceed the cost of such repair, such excess shall belong to Landlord. In the event the Building or the Premises is completely destroyed or so extensively damaged to as to make restoration impractical or uneconomical, this Lease may be terminated by Landlord upon notice thereof to Tenant given within ninety (90) days of such damage. Landlord shall not be responsible for any damages suffered by Tenant as a result of said termination or interruption in Tenant's enjoyment of the Premises.

15. 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.

16. 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.

17. 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, making repairs 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 Lease. If as a result of any entry by Landlord into the Premises it is necessary to Tenant to suspend operations therein, Tenant's sole remedy shall be abatement of rent for the period of time normal operations are suspended.

18. 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.

19. 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.

20. 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.

21. 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 untenantable due to a casualty not covered 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.

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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 race, color, religion, national origin, age, sex, height, weight, handicapped status, or marital status. Breach of this covenant may be regarded as a material breach of this agreement.

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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

TENANT

_____

Its:

APPROVED AS TO SUBSTANCE:

_____

Jered Ottenwess, City Manager
City of Traverse City

APPROVED AS TO FORM:

_____

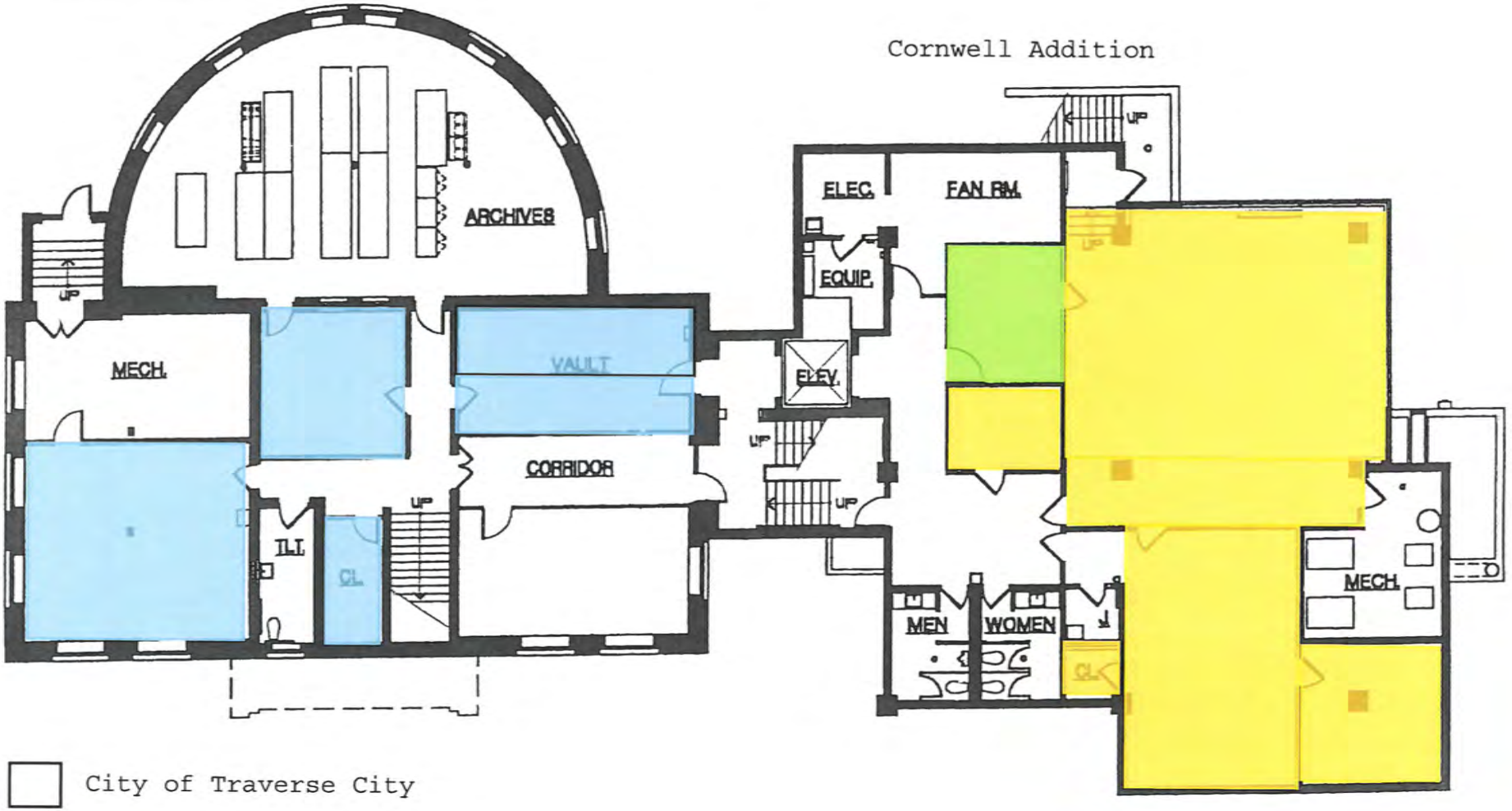
Lauren Trible-Laucht, City Attorney
City of Traverse City

DRAFT

Carnegie Side

Exhibit A

Cornwell Addition



City of Traverse City

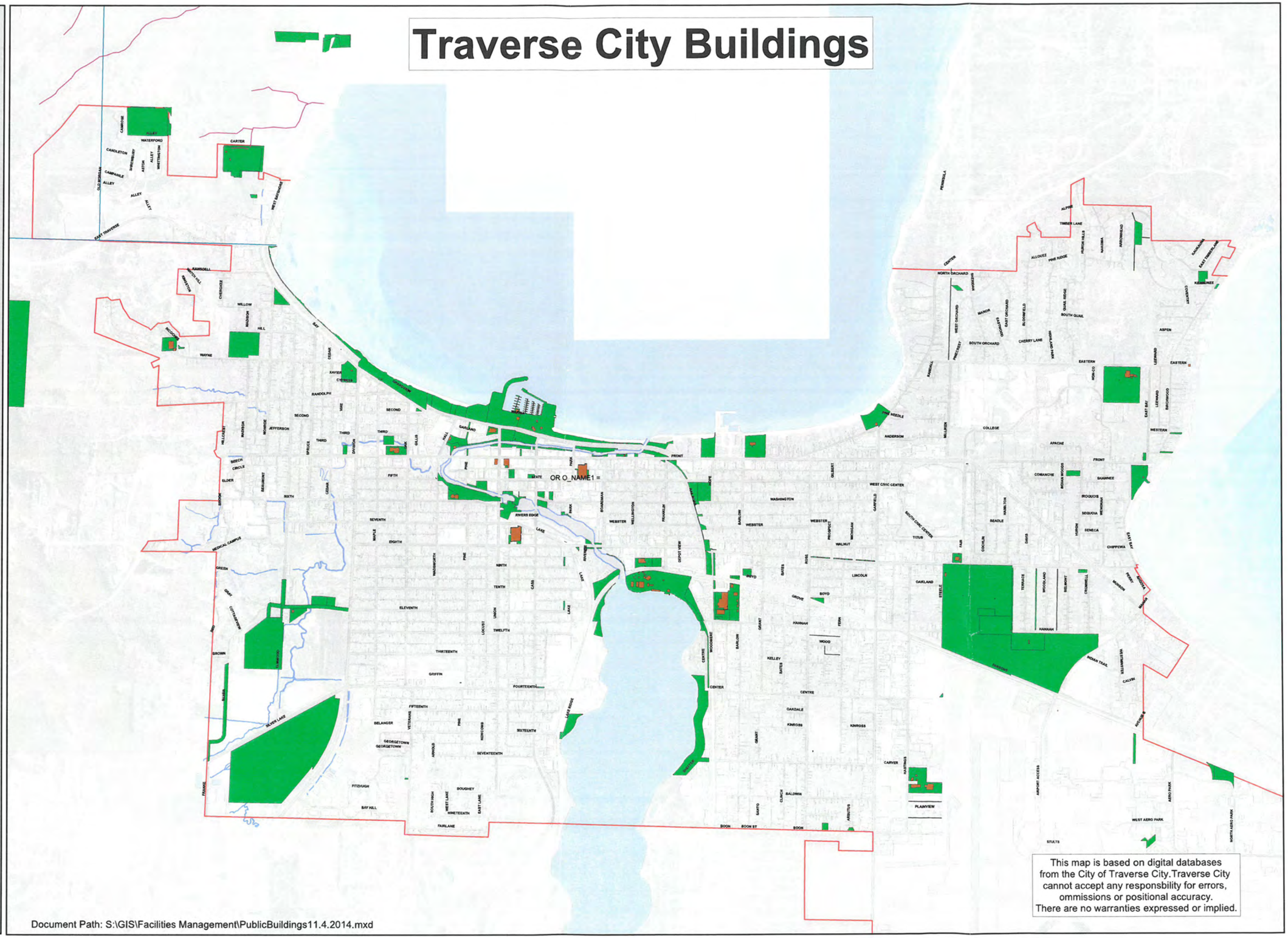
Crooked Tree Arts Center

History Center

GT Rock & Mineral Club

GRAND TRAVERSE HERITAGE CENTER
LOWER LEVEL FLOOR PLAN

Traverse City Buildings



Legend

- City Owned Buildings
- CityOwnedParcels2015

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1 inch = 800 feet

Created by LJL
2.3.2015

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

Document Path: S:\GIS\Facilities Management\PublicBuildings11.4.2014.mxd

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FID	OBJECTID	PIN	G_ACRES	P_STNUM	P_ST	P_STNAME	P_CITY	P_ZIP	O_NAME1	O_NAME2
164	0		0	Cole Docks					Traverse City	Cole Docks
4	12724	02-003-013-00	52.40321633	0	S	KEYSTONE RD	TRAVERSE CITY	49696	CITY OF TRAVERSE CITY	
108	33878	03-113-004-00	31.25723752	5093		BROWN BRIDGE RD	TRAVERSE CITY	49696	TRAVERSE CITY CITY OF	
109	33879	03-113-005-00	37.39443636	5199		BROWN BRIDGE RD	TRAVERSE CITY	49696	TRAVERSE CITY CITY OF	
120	45748	03-114-002-00	1193.225158	3387		BROWN BRIDGE RD	TRAVERSE CITY	49696	TRAVERSE CITY CITY OF	BROWN BRIDGE POND
113	39458	03-228-005-30	57.56390576	1760	N	FOUR MILE RD	TRAVERSE CITY	49696	TRAVERSE CITY LIGHT & POWER DEPT	
83	29944	05-005-001-00	125.5478086	2000		RANDOLPH ST	TRAVERSE CITY	49684-2171	CITY OF TRAVERSE CITY	HICKORY HILLS
97	31314	05-022-002-50	5.84394562	0	N	KEYSTONE RD	TRAVERSE CITY	49686	CITY OF TRAVERSE CITY	
98	31315	05-022-006-00	23.47340622	0	N	KEYSTONE RD	TRAVERSE CITY	49686	CITY OF TRAVERSE CITY	OLD DUMP SITE KEYSTONE RD
1	3570	05-023-011-00	5.07812187	2930		LAFRANIER RD	TRAVERSE CITY	49686	CITY OF TRAVERSE CITY	WA TOWER LAFRANIER RD
2	10738	05-034-016-10	7.55230625	500	N	KEYSTONE RD	TRAVERSE CITY	49696	CITY OF TRAVERSE CITY	SUB STA KEYSTONE RD
0	1567	05-310-009-10	0.08427576	2313		SYBRANDT RD	TRAVERSE CITY	49684-2577	CITY OF TRAVERSE CITY	SUB STA SYBRANDT RD
90	30619	51-018-001-05	0.68961549	0		AERO PARK	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	AIRPORT PARCELS
63	27600	51-018-001-30	0.11407263	0		AERO PARK	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	AIRPORT PARCELS
72	29119	51-018-001-40	0.0850496	0		AERO PARK	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	AIRPORT PARCELS
122	46254	51-033-038-20	9.38287645	10200	E	CARTER	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ORCHARDVIEW CARTER RD HOUSING
87	30427	51-033-111-00	9.30743217	10550		CARTER RD	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	FULTON PARK
86	30426	51-033-131-10	0.17703502	0		S WEST BAY SHORE DR	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	TRAIL ROW
6	19563	51-101-000-00	0.03489245	2232		EASTERN	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PUMP HOUSE
16	23405	51-101-002-00	11.2406233	2010		EASTERN	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	WATER TREATMENT PLANT
71	28392	51-101-089-00	3.12451281	151	S	EAST BAY	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	EAST BAY PARK
162	51263	51-102-002-01	0.41159348	131		RAILROAD AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	RR ROW
61	27266	51-102-005-00	2.03816506	716	E	STATE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	F&M PARK
147	50228	51-102-008-00	1.18799793	461	E	GRANDVIEW PKWY	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	CLINCH PARK
158	51229	51-102-010-00	1.18466586	231		RAILROAD AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	TRAIL PT OF RR AVE
144	50191	51-102-012-02	1.08749098	707	E	EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	VACANT LAND
146	50226	51-102-013-00	1.00898227	517		RAILROAD AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	RR MEDIAN S OF 8TH ST
159	51232	51-103-001-20	1.17496532	300	E	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT D
145	50197	51-103-002-00	9.21772168	181	E	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	HARBOR CLUBHOUSE
156	51224	51-103-002-10	1.72947376	152	E	GRANDVIEW PKWY	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PARKING LOT B
81	29926	51-103-003-40	0.15878795	317	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	E 8TH/BDMAN RIV BRIDGE
29	25066	51-103-003-50	0.0040643	0		LAKE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	CASS & LAKE AVE ROW
155	51194	51-103-006-01	1.73026669	301	S	UNION	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	LAY PARK & LOT J
45	26496	51-103-013-00	1.28275409	210	N	UNION	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT T
94	30630	51-103-014-30	0.32546893	0		UNION	TRAVERSE CITY	49684	CITY OF TRAVERSE CITY	
136	48963	51-103-015-06	4.15020416	200		SIXTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	HANNAH PARK
130	48272	51-103-015-10	0.68483623	322		SIXTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	HERITAGE CENTER
84	29948	51-103-020-00	2.58552862	440	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PRT WEST END BEACH
129	48271	51-103-020-10	0.49507942	420	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	WEST END PARK LAND
132	48288	51-103-021-00	1.60001615	716	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	WEST END PARK LAND
101	31613	51-103-021-10	0.06666643	580		BAY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PUMP STATION
128	48262	51-104-000-50	2.41867997	701		WAYNE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	SLABTOWN CORNER & WAGS WEST
10	21227	51-104-001-50	0.00324798	0		GRANDVIEW PRWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	MID GRANDVIEW PKWY
5	19285	51-104-003-00	1.69418328	1506		WAYNE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	WATER RESERVOIR
12	21346	51-104-006-50	0.08529856	0		INCOCHEE RD	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	WATERMAIN EASEMENT

FID	OBJECTID	PIN	G_ACRES	P_STNUM	P_ST	P_STNAME	P_CITY	P_ZIP	O_NAME1	O_NAME2
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68	28142	51-110-001-10	0.04071361	0		EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	8TH ST ROW
13	22234	51-110-044-00	0.04038248	1566		VETERANS	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	WATER PRESSURE PUMP
143	50184	51-111-068-00	11.58381471	606		HANNAH AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	WASTE WATER TREATMENT PLANT
134	48954	51-111-069-31	0.25325848	0		HANNAH AVE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	TRAIL EASEMENT
103	31732	51-111-069-32	0.46217148	0		HANNAH AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	TRAIL
135	48961	51-111-070-00	1.30715375	660		HANNAH AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	HULL PARK PAVILION
112	37627	51-111-072-00	0.22651099	690		HANNAH AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	NE SHORE BDMN LK
57	27021	51-111-074-00	8.88785662	850		WOODMERE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	BDMN LAKE @ CARVER
131	48279	51-112-009-01	79.42642432	1400	E	EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	OAKWOOD CEMETERY
124	47389	51-112-009-10	10.27153334	1420	E	EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	OAKWOOD CEMETERY CATHOLIC CEMETERY
62	27501	51-112-009-20	1.00236091	1410	E	EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	OAKWOOD CEMETERY JEWISH CEMETERY
55	26961	51-113-010-00	1.00110957	0		DUELL	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	
54	26950	51-124-001-00	39.94210478	0	W	AIRPORT SOUTH - OFF	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	
79	29763	51-150-001-02	0.39671791	1001	W	ELEVENTH	TRAVERSE CITY	49684	CITY OF TRAVERSE CITY	GT COMMONS REDEV CORP
14	22923	51-150-001-11	15.3834992	1001	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	TC COMMONS
80	29796	51-150-001-12	1.41785058	1001	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	COMMONS
153	51192	51-150-010-00	0.6177697	730	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT LAND
152	51190	51-150-011-00	1.17053345	742	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT LAND
139	50156	51-150-012-00	1.22650553	911	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	HOUSING COMMISSION
154	51193	51-150-014-00	1.97263834	0	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	STREET ROW
151	50938	51-150-016-00	2.90597596	1001	W	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF & GARFIELD TW	RECREATION AUTHORITY
116	43857	51-466-010-00	0.11676058	1250		ARBUTUS	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	ARBUTUS COURT
75	29564	51-470-015-00	0.34305428	925		BOON	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	BOON ST PARK
41	26226	51-482-001-00	3.50910174	1101		PENINSULA	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	BRYANT PARK
66	27837	51-482-081-00	0.71410348	1313	E	EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	FIRESTATION #2
76	29581	51-490-029-00	0.1396188	110		BIRCHWOOD	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	ACCESS BIRCHWOOD AVE R/W
70	28383	51-490-036-00	0.13416023	150		BIRCHWOOD	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	ACCESS BIRCHWOOD AVE R/W
56	26970	51-526-001-00	0.2411514	1900	E	EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	VACANT LAND
121	45777	51-534-000-00	1.40444774	0		WOODLAND DR	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	2ND ADD CROMWELL TERRACE
3	11740	51-554-001-00	0.16914727	2055	E	FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	E FRONT @ E BAY BLVD
104	31736	51-566-001-10	0.00010315	0		EIGHTH	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	8TH ST ROW
118	44649	51-582-001-10	0.00884768	0		FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	CORNER FAIR & FRONT ST
9	20097	51-598-061-00	6.35693506	1200		WAYNE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ASHTON PARK
67	28137	51-598-094-00	1.16239461	720		MONROE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	DARROW PARK
110	35688	51-618-094-01	1.43050353	125	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING DECK
27	25036	51-618-187-00	0.09513291	243	E	NINTH ST	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT LAND - ALLEY
26	24806	51-622-019-00	0.08724756	243	E	ELEVENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT LAND
18	24191	51-630-051-00	0.08512341	429		BAY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	SEWER PUMP STATION
157	51225	51-634-002-00	1.2906052	517		WELLINGTON ST	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	FORMERLY BOYS & GIRLS CLUB
39	26000	51-634-017-00	0.66440716	519		FRANKLIN	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	VACANT LAND - BEHIND BOYS & GIRLS C
58	27145	51-642-006-00	2.24303822	635	E	FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	SUNSET PARK
59	27148	51-642-009-00	3.90274486	801	E	FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	SENIOR CITIZENS CNT MILLIKEN PARK
88	30607	51-642-294-00	0.12971997	0		BOYD	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	BOYD ST ROW
38	25655	51-642-296-00	0.85775617	0		WOODMERE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	WOODMERE AVE ROW

FID	OBJECTII	PIN	G_ACRES	P_STNUM	P_ST	P_STNAME	P_CITY	P_ZIP	O_NAME1	O_NAME2
111	35689	51-642-297-00	5.18233066	625		WOODMERE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	DPS
60	27262	51-642-298-01	0.15422944	643		WOODMERE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PUMP STATION @ HANNAH
37	25654	51-642-298-10	0.0220644	720		HANNAH AVE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	L & P PUMP STATION
40	26159	51-642-299-00	1.10962564	631		WOODMERE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	DPS
89	30608	51-642-300-00	0.12810218	0		BOYD	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	NW CNR BARLOW & HANNAH
163	51264	51-646-001-10	0.12346291	406	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ALG BOARDMAN LAKE
93	30623	51-654-005-10	0.00865713	0		WADSWORTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	WADSWORTH ST ROW
17	23859	51-654-036-00	0.75798357	525		THIRD	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	BETWEEN MAPLE & OAK ST
35	25341	51-654-043-00	1.51135415	500	W	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	FIRE STATION #1
161	51262	51-658-003-00	7.31357068	111	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF- OPEN SPACE	OPEN SPACE
85	29995	51-658-005-01	2.74746975	208	W	GRANDVIEW PKWY	TRAVERSE CITY		TRAVERSE CITY CITY OF- OPEN SPACE	VACANT
21	24644	51-658-006-00	0.92753253	240	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF-PARKING AREA	LOT RB - VOLLEYBALL PARKING LOT
22	24645	51-658-007-00	0.44671375	302	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF & GARFIELD TW	RECREATION AUTHORITY
123	46703	51-658-008-00	2.02947865	322	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF -VOLLEY BALL	VACANT LAND
19	24376	51-658-034-00	0.0864207	225	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT BTW UNION & HALL ST
20	24379	51-658-037-00	0.62116535	101	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CONVENTION & VISITORS	BUREAU EDUCATION FOUNDATION
133	48850	51-658-042-00	0.07824676	225		GARLAND	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT LAND
126	47858	51-658-045-01	0.56263518	118		HALL	TRAVERSE CITY	49684	TRAVERSE CITY LIGHT & POWER	L & P AND FISH WEIR
148	50266	51-658-045-10	1.08862568	130		HALL	TRAVERSE CITY	49684	TRAVERSE CITY LIGHT & POWER	L & P SUB STATION
106	32718	51-658-045-20	0.08128202	0		HALL	TRAVERSE CITY	49684	CITY OF TRAVERSE CITY	
82	29931	51-662-001-00	4.5742429	540	W	GRANDVIEW PKWY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PRT WEST END BEACH
107	32719	51-670-057-10	0.08926396	0		FOURTEENTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	14TH ST ROW
137	50153	51-682-004-00	2.01082209	629		LAKE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	BOARDMAN LAKE ARTERIAL
28	25058	51-682-004-20	0.0037305	306	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	EIGHTH ST ROW
140	50164	51-682-004-30	0.0565209	308	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	8TH ST RR ROW
15	23341	51-682-004-40	0.05050503	316	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PUMP STATION 8TH ST
43	26388	51-682-004-50	0.10386991	318	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	E 8TH/W OF RIVER
138	50154	51-682-006-00	1.87180539	721		LAKE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	BOARDMAN LAKE ARTERIAL
149	50417	51-682-014-00	1.81251083	1399		LAKE RIDGE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	E 15TH @ BOARDMAN LAKE
7	19567	51-690-013-00	0.30495274	714	W	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	KIDS CREEK @ FRONT ST
23	24706	51-694-008-00	0.08599267	131	E	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	JAY SMITH WALKWAY
102	31623	51-698-008-10	0.37788571	0	E	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ALLEY N/FRONT ST
125	47857	51-706-001-10	0.10278137	101	N	UNION	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT A
127	47859	51-706-007-00	0.07182652	300	W	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	VACANT LAND
117	44435	51-734-000-00	1.60683944	0		HURON HILLS PARK	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	HURON HILLS PARK
114	41553	51-734-049-10	0.93481462	2210		EAST TIMBERLANE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	HURON HILLS PARK
64	27665	51-734-049-20	0.09134849	2210		EAST TIMBERLANE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PARK ""C"" HURON HILLS #3
11	21269	51-746-000-00	0.61957995	1765		INDIAN WOODS DR	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	INDIAN WOODS PARK
42	26327	51-778-076-10	0.32210113	912		BOYD	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PARK LAND
65	27673	51-778-148-00	0.50401562	525		BARLOW	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	L & P SUB STATION
92	30621	51-782-097-10	0.42640035	0		EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	8TH ST ROW
77	29638	51-786-085-50	0.05606063	0		STEELE	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PRT OF STEELE STREET
78	29678	51-786-150-01	4.88999752	1131		HASTINGS	TRAVERSE CITY	49686	TRAVERSE CITY LIGHT & POWER	
8	19887	51-790-017-00	0.2736783	0		WEST ORCHARD DR	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	EASEMENT
96	30652	51-794-007-10	0.01708678	0		BETH EL WAY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ALG BOARDMAN RIVER

FID	OBJECTID	PIN	G_ACRES	P_STNUM	P_ST	P_STNAME	P_CITY	P_ZIP	O_NAME1	O_NAME2
48	26738	51-794-022-00	0.71287769	121	W	STATE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT E VACANT
100	31590	51-794-023-10	0.11788509	0		PINE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ALG BOARDMAN RIVER
49	26740	51-794-030-00	0.70437327	235	S	UNION	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT K
30	25182	51-794-034-00	0.06802226	106	E	FRONT	TRAVERSE CITY	49684	CITY OPERA HOUSE HERITAGE ASSOC INC	CITY OPERA HOUSE
50	26761	51-794-035-00	0.09591501	108	E	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	OPERA HOUSE BLDG
31	25183	51-794-036-00	0.09587539	110	E	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	OPERA HOUSE BLDG
32	25184	51-794-037-00	0.08925805	112	E	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	OPERA HOUSE BLDG
51	26770	51-794-056-00	0.21423748	159	E	STATE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT 0
34	25193	51-794-061-00	0.25301404	123	E	STATE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT G
33	25192	51-794-062-00	0.1687283	115	E	STATE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT G
53	26781	51-794-100-00	0.26429406	223		WASHINGTON	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT N
52	26780	51-794-103-00	0.32671243	221		CASS	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT W
95	30651	51-794-108-10	0.11211243	0		BETH EL WAY	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	ALG BOARDMAN RIVER
36	25404	51-794-121-10	0.07992097	430	E	EIGHTH	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	8TH ST ROW
115	42652	51-794-135-02	1.28211475	303	E	STATE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING DECK
44	26414	51-794-136-00	0.48919611	200		WASHINGTON	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	LEGION PARK
91	30620	51-798-147-10	0.03929745	0		RAILROAD AVE	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	RAILROAD AVE ROW
160	51261	51-798-173-00	0.68537155	539	E	FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	GREENBELT FRONT/PARKWAY
46	26563	51-798-175-10	0.08840499	501	E	FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	DOCK AREA N SIDE
25	24744	51-798-178-00	0.22109356	429	E	FRONT	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	SEWER PUMP STATION
47	26567	51-798-181-00	0.12735758	343	E	FRONT	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	BETWEEN FRONT/BDMN RIV
24	24723	51-798-190-00	0.04584894	100	N	CASS	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	N CASS ST @ BDMN RIVER
69	28165	51-798-193-00	0.71042438	104	N	CASS	TRAVERSE CITY	49684	TRAVERSE CITY CITY OF	PARKING LOT A
119	45243	51-814-000-00	0.39149303	0		N ORCHARD DR	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	PENNISULA DRIVE TERRACE EASEMENT
73	29189	51-850-001-10	0.58324905	720		PARSONS	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	REAR OF LOT 1
74	29190	51-850-014-10	0.57249634	0		AERO PARK	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	RUNWAY EASEMENT
142	50180	51-851-047-00	1.90565599	2463		NORTH AERO PARK CT	TRAVERSE CITY	49686	TRAVERSE CITY LIGHT & POWER	
141	50178	51-851-048-00	0.44587768	2459		NORTH AERO PARK	TRAVERSE CITY	49686	TRAVERSE CITY LIGHT & POWER	
105	32115	51-862-000-00	0.28902127	0		PLAINVIEW ST	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	EASEMENT WEESE ADD
99	31524	51-882-000-00	0.17896031	0		FERN	TRAVERSE CITY	49686	TRAVERSE CITY CITY OF	EASEMENTS WOODS 1ST

Proposal for Inventory, Use, and Disposal of City-Owned Property

A Portfolio Plan shall be maintained for all City-owned property. Each portfolio shall include the following information.

Classification-Each property shall be classified as

1. Corporate/Operational: Used to house City functions (fire, administrative offices, service yards)
2. Public Purpose: Used to provide service directly to the public (Parks, Opera House, Marina, Bijou). These properties could be
    - leased at market rate or comparable leasehold investment OR
    - leased at lower than market based on public benefit
3. Investment: Purchased as part of strategic or master plan for future development (trail, park, right of way)
4. Surplus: Properties no longer in use for their originally intended purpose that are vacant or have been declared surplus

Condition-Scaled as poor, fair, good. The most recent real estate appraisal of the property will be included.

Status-Additional detail pertinent to any use of the property. This should include

1. Current zoning and property type (TCL&P, administrative offices)
2. Lease status
3. Leasehold conditions and/or deed restrictions, park land or charter restrictions

Not-for-Profit Plan-This includes any properties leased to a non-profit at lower than market based on public benefit. This should include

1. Value of property and type of contract (lease, management agreement)
2. Services provided by the City as part of the lease agreement (Maintenance, parking patrol, utilities)
3. Summary of business case for each agreement (Bijou, Carnegie, TCOH)

When a request for proposal is received or inquiry made, the interested party shall be directed to the appropriate City Department as identified on the Portfolio Plan. The department shall provide the potential applicant with the Portfolio Plan. The status of the property shall direct next steps in the process. The applicant will also be made aware of the potential steps in the process that should be addressed in the proposal. This may or may not include items such as financial statements, bidding process, and contract requirements (bonds, insurance, professional services required for engineer, architect, contractor).

All submitted proposals shall be assessed by the appropriate City Committee or Commission as determined by the involved City Department. Items that may be addressed in deliberations by the Committee/Commission should include

- What is the best public benefit this property can provide our citizens?
- Does the proposed use
  - Address unmet public need?
  - What is the community benefit?
  - Are there competing public benefits?
  - What direction is provided by the Charter, the Master Plan and/or associated documents?
  - Provide public access?
  - Leverage public and/or private funding?
  - Provide quantifiable economic impact?
  - Provide a financially stable model?
  - Require additional public funding or subsidy? If so,
    - Do we have the organizational capacity to implement?
    - How will short and long term finances of the City be affected?
  - What other activities or priorities may need to be deferred?

NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY: STRATEGIC DIRECTIONS COMMITTEE

Composition: The Strategic Directions Committee will be comprised of five board members and senior staff members.

Role: The primary role of the committee is to vet emerging opportunities and prepare recommendations for consideration by the full board of directors.

Criteria: In preparing recommendations, the Committee will consider the following:

Tier I: Community Need

- Does the program address a substantiated priority community need?
- Does the program have the potential to provide broad community benefit?
- Does the program have the support of potential community partners?
- Are similar services provided currently by one or more other agencies?

Tier II: Organizational Fit

- Will the program advance the organization's strategic priorities?
- Is there a tangible connection of the programs desired outcomes to the self-sufficiency continuum?
- Does the program meet our core organizational values, which are:
    - Providing equal opportunity and access?
    - Maintaining the dignity of the people served?
    - Empowering individuals to exercise freedom of choice?

Tier III: Organizational Capacity

- Do we have the human resources (time and expertise) to deliver the program in a quality manner?
- How will the program affect our short-term and long-term financial position?
- If we pursue this opportunity, what other activities or priorities will be deferred?

STRATEGIC DECISIONS MATRIX

Tier I: Community Need				
Criteria	**1 = weak**	**2 = moderate**	**3 = strong**	**Score**
Substantiated community need	Anecdotal evidence only	Common perception of the need	Objective data exists	
Broad community benefit	Isolated benefit	Potential for broad benefit	Immediate broad benefit	
Support of potential partners	Partners willing to *coordinate*	Partners willing to *collaborate*	Partners willing to *invest*	
Similar services available	Would duplicate current quality program(s)	Would provide alternative to current program(s)	Would fill a gap in service	
			Section Total (x3):	

Tier II: Organizational Fit				
Criteria	**1 = weak**	**2 = moderate**	**3 = strong**	**Score**
Current strategic priorities	Not a strategic priority	Indirectly advances a current strategic priority	Directly advance a strategic priority	
Contributes to self-sufficiency	No connection to self-sufficiency outcomes	Indirect connection to self-sufficiency outcomes	Direct connection to self-sufficiency outcomes	
Meets our core values	Does not support core values	Supports some core values	Supports all core values	
External image	May damage our image or reputation	No effect on our image or reputation	Will enhance our image or reputation	
			Section Total (x2):	

STRATEGIC DECISIONS MATRIX

Tier III: Organizational Capacity				
Criteria	**1 = weak**	**2 = moderate**	**3 = strong**	**Score**
Time and expertise	No available staff time or expertise and no funds to develop or acquire it	Funds are available to develop or acquire the staff time and expertise	Staff time and expertise are available currently	
Financial implications	Uncertain or unsustainable	Would need to generate new revenue to sustain	Program would become self-supporting over time	
Opportunity costs	Would require taking significant time and resources from higher priority activities	Would require some allocation of time and resources	Would not affect higher priority activities	
			Section Total:	
			Grand Total:	

Scoring Grid		
23 - 37 = Danger Zone	**38 - 54 = Caution Zone**	**55 -69 = Opportunity Zone**
The program is unlikely to provide strategic benefit to the agency.	The program has the potential to provide some strategic benefit to the agency.	The program is likely to provide significant strategic benefit to the agency.
Additional Considerations		
• Are there significant external pressures to provide the program? • Will the program provide ancillary benefits to the agency?	• Is the agency able to address the weaknesses identified through the scoring process?	• Will the program conflict with existing funding mandates or limitations? • Are there significant external pressures against providing the program?

Prepared for the Northwest Michigan Community Action Agency
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The Path from Great Idea to Successful Collaboration

Examples of Potential Project Ideas:

Playground Renovations | Landscape Improvements | Lighting Improvements | Master Plan Development | Field Renovations | Recreation Center Upgrades

Things to consider:

- ☑ **Does your idea further the Recreation and Park Department's Mission?**
- ☑ **Does it solve a park problem?**
- ☑ **Does your idea have support from neighbors, the community, and park users across the city?**
- ☑ **Is your District Supervisor aware of your idea?**
- ☑ **Do you have a plan and a budget for your idea?**
- ☑ **Are you committed to spending time and energy on working with us to develop your idea?**
- ☑ **Are you committed to raising funds to complete the project?**
- ☑ **Do you have the organizational and administrative capacity for this project?**

Common Steps:

Every park is unique. Every project is unique. Depending on the scope of the project, the process will vary, but the following steps usually apply.

- Develop and refine idea with the help of Partnerships Division staff who can seek input from Rec Park staff across the Department
- Develop conceptual plan and project agreement
- Plan and schedule community meetings and seek input from park users
- Determine required City reviews, such as Rec Park, Mayor's Office of Disability and City Planning Department
- Present and seek project approval from Recreation and Park Commission, and if applicable, from other city agencies and Board of Supervisors
- Raise funds for the project
- Build the project
- Provide ongoing stewardship of the project

How Do I Get Started?

Project ideas are first reviewed by Rec Park Partnership staff. Please send your idea and any supporting documents to **recparkpartnerships@sfgov.org**.