



Notice

City Commission Regular Meeting

7:00 pm

Monday, May 4, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 04-30-2015

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, MMC, 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 April 13, 2015, April 20, 2015, and April 27, 2015. (Approval recommended) (William Twietmeyer, Benjamin Marentette)

- b. Consideration of authorizing a reimbursement agreement for the city to provide \$20,000 in funding in connection with the Boardman River Restoration Project. (Approval recommended) (William Twietmeyer) (5 affirmative votes required)
- c. Consideration of adopting to make permanent the following traffic control orders: #578 which removes "No Parking" on Rose Street at Centre and Front Streets, and #579 which removes "No Parking between the Hours of 1:00 p.m. and 5:00 p.m. except Sundays" on Hannah Avenue from Bates Street to Garfield Avenue and on the west side of Rose Street from Hannah Avenue to Wood Street. (Adoption recommended) (William Twietmeyer, Timothy Lodge)
- d. Consideration of enacting an amendment to the Traverse City Code of Ordinances, which clarifies that liquor license registrations can be revoked for the same reasons they can be denied, which is a housekeeping matter. (Enactment recommended) (William Twietmeyer, Lauren Tribble-Laucht, Benjamin Marentette)
- e. Consideration of authorizing a purchase order for a pay-in-lane device and related software and equipment to automate payments at the Larry C. Hardy Parking Garage, as recommended by the Downtown Development Authority Board of Trustees. (Approval recommended) (William Twietmeyer, Robert Bacigalupi)
- f. Consideration of approving an increase in the annual compensation for the Downtown Development Authority Executive Director, as recommended by the Downtown Development Authority Board of Trustees and as required by Michigan Law. (Approval recommended) (William Twietmeyer, Robert Bacigalupi)
- g. Consideration of authorizing a contract for catch basin and storm filte systems cleaning. (Approval recommended) (William Twietmeyer, Dave Green) (5 affirmative votes required)

- h. Consideration of authorizing a contract for staffing services for the Traverse City Arts Commission. (Approval recommended) (William Twietmeyer, Rob Bacigalupi)
- i. Consideration of authorizing a service order for the repair of pilings at the Duncan L. Clinch marina which were damaged due to cold weather conditions. (Approval recommended) (William Twietmeyer, Dave Green) (5 affirmative votes required)
- j. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (William Twietmeyer, Dave Green) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Public hearing regarding the Acting City Manager's Proposed Budget for Fiscal Year 2015/16. (William Twietmeyer)

The purpose of this public hearing is to allow the public an opportunity to express, and the opportunity for the City Commission to consider, the public's support, opposition or general comments regarding this matter. To preserve the written record, members of the public are asked to state whether they are in support or opposition of this matter or whether they are expressing general comments. After such statement, the public is welcome to continue to elaborate on the matter.

- b. Consideration of approving Phase Two, Preliminary Design Documents, extending the project completion date to August 14, 2015, due to ice conditions on West Grand Traverse Bay and adopting a resolution supporting a \$5,000 grant to Rotary Charities to develop a funding strategy for the Traverse City Public Pier Project. (William Twietmeyer, Russell Soyring)

4. New Business

- a. Consideration of a request from Mayor Michael Estes for the City Commission to adopt a resolution opposing the construction of a nuclear waste repository on the Great Lakes Basin. (Mayor Michael Estes)

5. Appointments

- a. Consideration of appointment of one member to the Parks and Recreation Commission. (Commissioner Werner; Chair, Commissioner Carruthers and Commissioner Easterday)
- b. Consideration of appointing an ad hoc interview committee to make recommendation regarding five appointments to the Board of Zoning Appeals. (William Twietmeyer, Benjamin Marentette)
- c. Consideration of appointing an ad hoc interview committee to make recommendation regarding three appointments to the Historic Districts Commission. (William Twietmeyer, Benjamin Marentette)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.

- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Act 345 Retirement System Board meeting of January 28, 2015.
 - 3. Memo from the City Treasurer/Finance Director regarding delinquent water and sewer charges as of December 31, 2014.
- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M Hill for March 2015.

7. Public Comment

- a. Reserved.

Rick Buckhalter, 932 Kelley Street, regarding "The ADU Ordinance."

- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: MINUTES

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

- April 13, 2015, Special Meeting
- April 13, 2015, Joint Study Session
- April 20, 2015, Regular Meeting
- April 27, 2015, Study Session

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

that the minutes of the April 13, 2015, Special Meeting, April 13, 2015, Joint Study Session, April 20, 2015, Regular Meeting and April 27, 2015, Study Session be approved.

PH/slm

k:\tcclerk\city commission\minutes



Minutes of the
City Commission for the City of Traverse City
Regular Meeting
April 20, 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 Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2(g) was removed from the Consent Calendar for individual consideration.

2. Consent Calendar

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

- a. the minutes of the April 6, 2015, Regular Meeting, be approved.
- b. the Resolution Approving the Editing and Inclusion of Certain Ordinances as Part of the Various Component Codes of the Codified Ordinances, be adopted.
- c. the resolution recommending approval of the request to transfer ownership of Class C and SDM Liquor Licenses from Cherry Country Traditions, LLC

to Cherry Country Café & Gift Shop, Inc. be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Cherry Country Café & Gift Shop, Inc. to operate such license at 727 Fly Don't Drive.

- d. that Jack Coppens Drive be designated as a secondary name of Airport Access Road, in honor of the United States Coast Guard.
- e. the Mayor and City Clerk execute an amendment to the contractor agreement with H2O Compliance Services (originally authorized March 15, 2010, and amended February 4, 2013), in the amount of \$36,156 to extend the agreement for one year, for the Cross Connection Control Program, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Water Fund.
- f. the competitive bidding process be waived, that the Acting City Manager be authorized to declare one (1) 1988 Patchman 320 surplus, and that the Acting City Manager be authorized to issue a purchase order to KM International of North Branch, MI, in the amount of \$28,300.00 for the purchase of one (1) 2015KMI8000T Asphalt Hotbox/Reclaimer, with funds available in the Garage Fund for this emergency replacement.
- g. Removed from the Consent Calendar.
- h. the Acting City Manager be authorized to issue a service order to Hydrodynamics, Inc., at the quoted rate obtained by CH2M Hill, of \$36,292 for the required service and repair parts for the Return Activated Sludge Pump at the Wastewater Treatment Plant and the purchase of a spare impeller, with funds available in the Sewer Fund.

CARRIED unanimously.

Items removed from the Consent Calendar

a.

Consideration of approving a letter of support from Mayor Michael Estes on behalf of the City for the Sustain Our Great Lakes \$1 million funding application

to the National Fish and Wildlife Foundation submitted by the Conservation Resource Alliance on behalf of the Boardman Dams Project Team.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Richardson, seconded by Budros, that the City Commission authorizes a letter from Mayor Michael Estes on behalf of the City of Traverse City, supporting the Conservation Resource Alliance's \$1 million funding application for the Boardman Dam removal to the National Fish and Wildlife Foundation, on behalf of the Boardman Dams Project Team.

Rick Buckhalter, 932 Kelley Street – expressed support

CARRIED unanimously.

3. Old Business

3(a).

Public hearing on and consideration of enacting an amendment to the Traverse City Code of Ordinances, Ordinance Amending Tax Increment Financing and Development Plan #97 to allow reimbursement for Brownfield eligible expenses to the Grand Traverse County Brownfield Redevelopment Authority.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Werner, seconded by Howe, that an *Ordinance Amending Tax Increment Financing and Development Plan #97 to Allow Reimbursement for Brownfield Eligible Expenses to the Grand Traverse County Brownfield Redevelopment Authority*, as recommended by the Downtown Development Authority Board of Trustees, which was introduced on March 16, 2015, be enacted with an effective date of April 30, 2015.

Mayor Michael Estes opened the public hearing.

Rick Buckhalter, 932 Kelley Street – made general comments

There being no one further desiring to speak, Mayor Michael Estes closed the public hearing.

CARRIED unanimously.

3(b).

Consideration of selecting candidates for the City Manager position to invite for in-person interview.

Mayor Pro Tem Barbara D. Budros announced that she will recuse herself from this matter because she is a candidate for the position of City Manager.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney

Moved by Easterday, seconded by Richardson, that the following candidates be invited to participate in an in-person interview on May 1 or May 2, 2015: Confidential 10, Confidential 4, Confidential 12, James Drumm, Confidential 8, Confidential 9, and Confidential 7.

Benjamin Marentette, City Clerk

Jamie Caroffino, Human Resources Generalist

CARRIED unanimously. (Budros abstained)

3(c).

Consideration of authorizing a consultant agreement for engineering services for Clinch Park shoreline repair.

The following addressed the Commission:

Timothy Lodge, City Engineer

Moved by Richardson, seconded by Howe, that the competitive bidding process be waived; and that the Mayor and City Clerk execute a Consultant Agreement with Baird & Associates, Ltd., in an amount not-to-exceed \$72,500 for professional services associated with shoreline repair as outlined in the City Engineer's April 14, 2015, communication, such agreement subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds to come from the Capital Projects Fund.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

4. New Business

4(a).

Brief presentation of the Acting City Manager's Proposed Budget for Fiscal Year 2015/16 and scheduling a public hearing on the budget for May 4, 2015.

The following addressed the Commission:

William Twietmeyer, City Treasurer/Finance Director

Moved by Werner, seconded by Easterday, that the Acting City Manager's Proposed Budget for Fiscal Year 2015/2016, including the six-year capital improvements plan, the proposed tax rate and the Traverse City Light and Power and Downtown Development Authority budgets be scheduled for public hearing on May 4, 2015.

CARRIED unanimously.

4(b).

Consideration of the possible purchase of real property in connection with the Corridors Master Plan for the Eighth Street Corridor.

The following addressed the Commission:

Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development

Moved by Carruthers, seconded by Howe, that the City Commission enter into closed session to discuss the possible purchase of real property which could advance the Corridors Master Plan, as authorized by MCL 15.268(d) immediately following final public comment.

Rick Buckhalter, 932 Kelley Street – made general comments

Roll Call:

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

No - None.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of approving the appointment of a representative from the Parks and Recreation Commission, Planning Commission and Downtown Development Authority Board of Trustees, as recommended by the respective bodies and appointing a City Commission representative to serve on the Arts Commission.

Moved by Budros, seconded by Easterday, that Mayor Estes be appointed as City Commission Representative, Janice Warren as the Planning Commission Representative, John Gessner as the Parks and Recreation Commission Representative, and Rick Korndorfer as the Downtown Development Authority Board of Trustees Representative, each to one three-year term expiring April 20, 2018, on the Arts Commission.

CARRIED unanimously.

5(b).

Consideration of appointment of a Planning Commission representative to the Grand Traverse Commons Joint Planning Commission.

Moved by Easterday, seconded by Howe, that Janice Warren (seat previously held by Janice Warren) be reappointed, to one three-year term expiring May 14, 2018, as the City Planning Commission's representative on the Grand Traverse Commons Joint Planning Commission.

CARRIED unanimously.

5(c).

Consideration of appointing an ad hoc interview committee to make a recommendation regarding appointment to the City of Traverse City and Charter Township of Garfield Recreational Authority.

Moved by Howe, seconded by Budros, that Mattias Johnson (seat previously held by Chris Bzdok) be appointed, to one three-year term expiring June 30, 2018, on the City of Traverse City and Garfield Township Recreational Authority Board, effective July 1, 2015.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

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

committees.

1. Reports from members of the Commission serving on boards.
 2. Minutes of the City Planning Commission meetings of March 3 and March 17, 2015.
 3. Minutes of the Planning Commission meetings of March 3 and March 17, 2015.
- e. Reports and correspondence from non-City officials.
1. Fractile Emergency Response Report from North Flight for March 2015.

7. Public Comment

The following addressed the Commission:

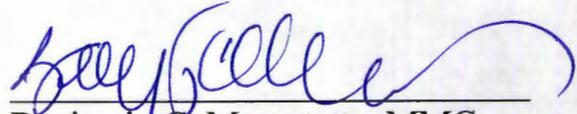
1. Reserved.
- None
2. General.
3. Mayor and City Commissioners.

Commissioner Jeanine Easterday
Commissioner Tim Werner
Commissioner James Carruthers

The Commission entered into closed session at 8:25 p.m.

The Commission returned to open session at 9:08 p.m.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:08 p.m.



Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



Minutes of the
City Commission for the City of Traverse City
Joint Study Session
With Grand Traverse County Board of Commissioners

April 13, 2015

A study session of the City Commission of the City of Traverse City and the County Commission of Grand Traverse County was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 6 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros (departed at 7:15 p.m.), James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

Grand Traverse County Board Chairwoman Christine Maxbauer presided at the meeting.

1.

Public Comment.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street

2.

Discussion regarding potential development in the Historic Park Place Hotel Redevelopment Area.

The following addressed the Commission:

Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development

Robert Thimjon, Ramkota Companies Treasurer/Chief Financial Officer

Mike Crane, Bender Midwest Development President

Tom McIntyre, McIntyre Family Development

Erik Helzer, AKT Peerless Vice President of Economic Development and Incentives

(Mayor Pro Tem Barbara Budros departed)

John Serratelli, 237 Midtown

Rick Buckhalter, 932 Kelley Street

Rob Bacigalupi, Downtown Development Authority Executive Director

Mike Vickery, 319 Washington Street

Daniel Richards, Grace Episcopal Church Rector, 1702 Comanche

Rick MacKinnon, 5412 Lone Beach Drive, Garfield Township

3.

Public Comment.

The following addressed the Commission:

None.

4.

Adjournment.

There being no objection, Grand Traverse County Board Chairwoman Christine Maxbauer declared the meeting adjourned at 7:49 pm.


Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



Minutes of the
City Commission for the City of Traverse City
Special Meeting
April 13, 2015

A special 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 5:00 p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

Topics of Discussion:

Moved by Easterday, seconded by Richardson, to suspend Rule 11(a) to modify the Agenda to add the following item "Consideration of a revised process for City Manager interviews, as recommended by the City Commission Ad Hoc Committee for City Manager recruitment.

CARRIED unanimously.

1.

Consideration of a revised process for City Manager interviews, as recommended by the City Commission Ad Hoc Committee for City Manager recruitment.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Jamie Caroffino, Human Resources Generalist

Mayor Pro Tem Barbara Budros announced that she was recusing herself from the discussion and vote.

Moved by Easterday, seconded by Richardson, that the revised candidate interview procedure dated April 13, 2015, for conducting interviews with candidates for City Manager approved on April 6, 2015, be approved.

CARRIED unanimously. (Budros abstained).

2.

Consideration of an amendment to the retainer agreement in connection with the dispute resolution process for the Clinch Park Waterscape to provide expert witness fees.

Moved by Budros, seconded by Werner, that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the written attorney-client privileged communication regarding the pending dispute resolution process with Hamilton Anderson associated with the Clinch Park Waterscape, as authorized by MCL 15.268(e).

Roll Call:

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

No - None.

CARRIED unanimously.

3.

The next item being "Public Comment," the following individuals addressed the Commission:

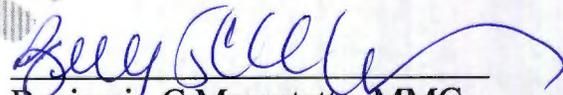
None.

The Commission entered into closed session at 5:22 p.m.

The Commission returned to open session at 5:55 p.m.

Moved by Budros, seconded by Richardson, that the Mayor and City Clerk execute an amendment to the Retention Agreement with Foley, Baron, Metzger & Juip, PLLC (originally authorized September 2, 2014), to provide expert witness fees in the amount of \$26,500 to Baird Associates and \$7,035 to Water Technologies, Inc., in connection with the dispute resolution process with Hamilton Anderson for the Clinch Park Waterscape, with funds available in the Capital Projects Fund.

There being no objection, Mayor Estes declared the meeting adjourned at 5:57 pm.


Benjamin C Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Study Session
April 27, 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, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding City Manager interview questions.

It was the consensus of the Commission to use the City Manager interview questions presented by the City Manager Ad Hoc Committee on City Manager Recruitment, based upon submissions from the City Commission.

2.

Discussion regarding the Acting City Manager's Proposed Budget for Fiscal Year 2015/2016.

The following addressed the Commission:

Tim Arends, Traverse City Light and Power Executive Director
Rob Bacigalupi, Downtown Development Authority Executive Director
William Twietmeyer, City Treasurer/Finance Director

Penny Hill, Acting City Manager

3.

Public Comment.

None.

4. Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:34 pm.



Benjamin C Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 5, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: BOARDMAN RIVER DAMS DECONSTRUCTION PROJECT –
REIMBURSEMENT AGREEMENT

Attached is a memo from City Treasurer/Finance Director William Twietmeyer, regarding the request from the Boardman River Dams Implementation Team that the city again provide \$20,000 in funding for project administrative and managerial services which are performed by the Conservation Resource Alliance. As indicated by Mr. Twietmeyer, this expense was budgeted.

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

that the Mayor and City Clerk execute a Reimbursement Agreement with the Conservation Resource Alliance to provide \$20,000 in funding for administrative and managerial services in connection with the Boardman River Dam Deconstruction Project (Brown Bridge Dam Deconstruction Project), such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the General Fund.

PH/kes

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copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Implementation Team Reimbursement Agreement
Date: April 23, 2015

In 2011, the City Commission approved a Reimbursement Agreement with the Boardman River Dams Implementation Team for the City's share of the administrative and managerial support services provided by the Conservation Resource Alliance for the Boardman River Dams Deconstruction Project. That agreement required the City to contribute \$20,000.

Once again in the 2012-2013 and 2013-2014 fiscal year, the City provided a contribution of \$20,000 in conjunction with the approval of a new reimbursement agreement with the Conservation Resource Alliance.

The City has budgeted \$20,000 for the 2014-2015 fiscal year. We have received an invoice from the Conservation Resource Alliance for the 2014 calendar year. However, the extension of the reimbursement agreement with Conservation Resource Alliance was overlooked for the 2014 calendar year. I am requesting that before I make payment, the City Commission formally approve the reimbursement agreement with Conservation Resource Alliance for their administrative and managerial support services along with approval of the payment of \$20,000 which is what the City budgeted for the 2014-2015 fiscal year. Please place this on the next City Commission agenda for their approval.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: TRAFFIC CONTROL ORDERS 578 AND 579

Attached is a memo from Engineering Technician Jessica Carpenter indicating that Traffic Control Orders #578 and #579 have been in effect for at least 90 days and are ready to be adopted by the Commission as permanent. This traffic control orders are as follows:

- #578: Removal of "No Parking" on Rose Street from Centre Street to Front Street.
- #579: Removal of "No Parking between the Hours of 1:00 pm and 5:00 pm, Except Sundays" on Hannah Avenue from Hannah Avenue from Bates Street to Garfield Avenue and on the west side of Rose Street from Hannah Avenue to Wood Street.

I recommend the following motion:

That Traffic Control Orders 578 and 579, which require the removal of "No Parking" on Rose Street from Centre Street to Front Street and the removal of "No Parking between the Hours of 1:00 pm and 5:00 pm, Except Sundays" on Hannah Avenue from Hannah Avenue from Bates Street to Garfield Avenue and on the west side of Rose Street from Hannah Avenue to Wood Street, respectively, be adopted to be made permanent.

PH/kes

K:\tcclerk\city commission\traffic control order\TCO 578 579_20150504.doc

copy: Timothy Lodge, City Engineer
Jessica Carpenter, Engineering Technician

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager
Timothy J. Lodge, P.E., City Engineer

FROM: Jessica L. Carpenter, E.I.T., Engineering Technician

DATE: Thursday, April 16, 2015

SUBJECT: Traffic Control Orders 578 and 579 to be made permanent

The following Temporary Traffic Control Orders have been in effect for at least 90 days and are ready to be made permanent.

#	What	Where
578	Removal of "No Parking"	On Rose St from Centre St to Front St
579	Removal of "No Parking between the Hours of 1:00 pm and 5:00 pm Except Sundays"	On Hannah Ave from Bates St to Garfield Ave and on the west side of Rose St from Hannah Ave to Wood St

TCO 578 was proposed by staff to allow unrestricted on street parking and provide traffic calming on Rose Street from Centre Street to Front Street. The proposal to remove the "No Parking" signs was reviewed by the Transportation Committee and it was the consensus to approve the removal of the signs.

TCO 579 was proposed by staff to allow unrestricted on street parking and provide traffic calming on Hannah Avenue from Bates Street to Garfield Avenue and on the west side of Rose Street from Hannah Avenue to Wood Street. The signs were originally installed as a response to the Union Hall that is no longer present on the corner of Hannah Avenue and Rose Street. This request was reviewed by the Transportation Committee and it was the consensus to approve the proposed signs.

The authority of the City Manager for these Temporary Traffic Control orders has expired and they must be extended or made permanent by the City Commission in order to continue. The City Commission can always rescind a Traffic Control Order at a later date if they so choose.

Staff is recommending that TCOs 578 and 579 be made permanent.

Temporary Traffic Control Orders are on file with the City Clerk's office.

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax
tcmanage@traversecitymi.gov



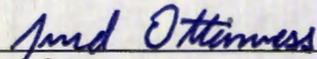
TRAFFIC CONTROL ORDER NO.: 578

DATE: January 20, 2015

The following signs regulating traffic shall be removed at the following locations:

“NO PARKING”

signs on the East side of Rose Street from Centre Street to Front Street.

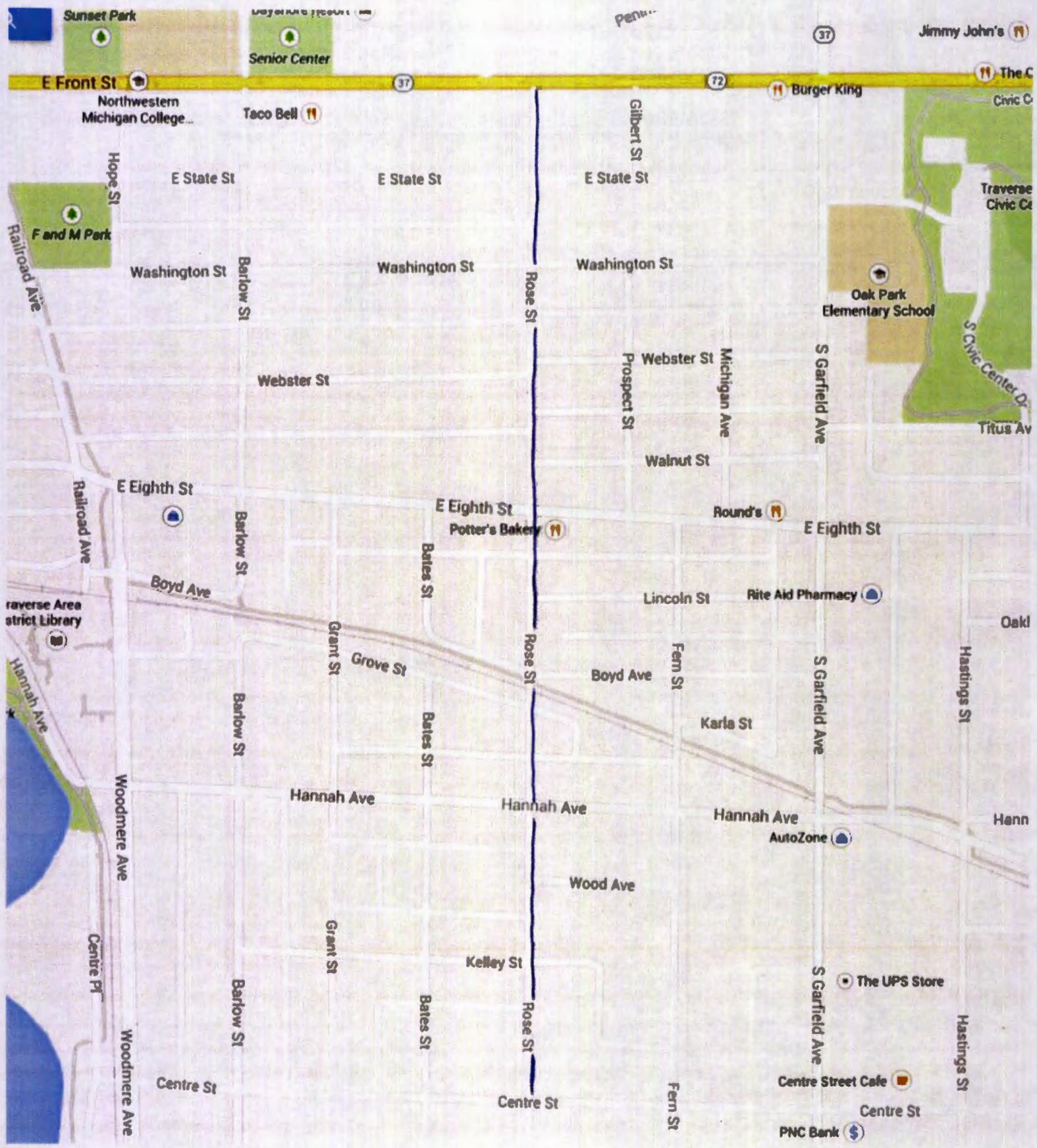


Jered Ottenwess
City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Confirmed by the City Commission _____
(Date)

NOTE: This traffic control order shall make null and void TCO #104 as it relates to parking on this section of Rose Street.



Sunset Park

Senior Center

E Front St

37

72

37

Jimmy John's

Northwestern Michigan College...

Taco Bell

Burger King

The C
Civic C

Hope St

E State St

E State St

E State St

F and M Park

Washington St

Barlow St

Washington St

Washington St

Traverse
Civic C

Oak Park
Elementary School

Webster St

Prospect St

Webster St

Michigan Ave

S Garfield Ave

Titus Av

E Eighth St

E Eighth St

Round's

E Eighth St

Traverse Area
District Library

Boyd Ave

Barlow St

Bates St

Potter's Bakery

Round's

Rite Aid Pharmacy

Oakl

Hannah Ave

Grant St

Grove St

Bates St

Rose St

Boyd Ave

Fem St

Karla St

S Garfield Ave

Hastings St

Woodmere Ave

Barlow St

Hannah Ave

Hannah Ave

Hannah Ave

Hann



Wood Ave

AutoZone

Woodmere Ave

Barlow St

Grant St

Bates St

Kelley St

Rose St

Fem St

S Garfield Ave

Hastings St

Centre St

Centre St

Centre Street Cafe

Centre St

PNC Bank

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax
tcmanage@traversecitymi.gov



TRAFFIC CONTROL ORDER NO.: 579

DATE: January 20, 2015

The following signs regulating traffic shall be removed at the following locations:

**“NO PARKING BETWEEN THE HOURS OF
1:00 PM AND 5:00 PM
EXCEPT SUNDAYS”**

signs on Hannah Avenue from Bates Street to Garfield Avenue and on the west side of Rose Street from Hannah Avenue to Wood Street.

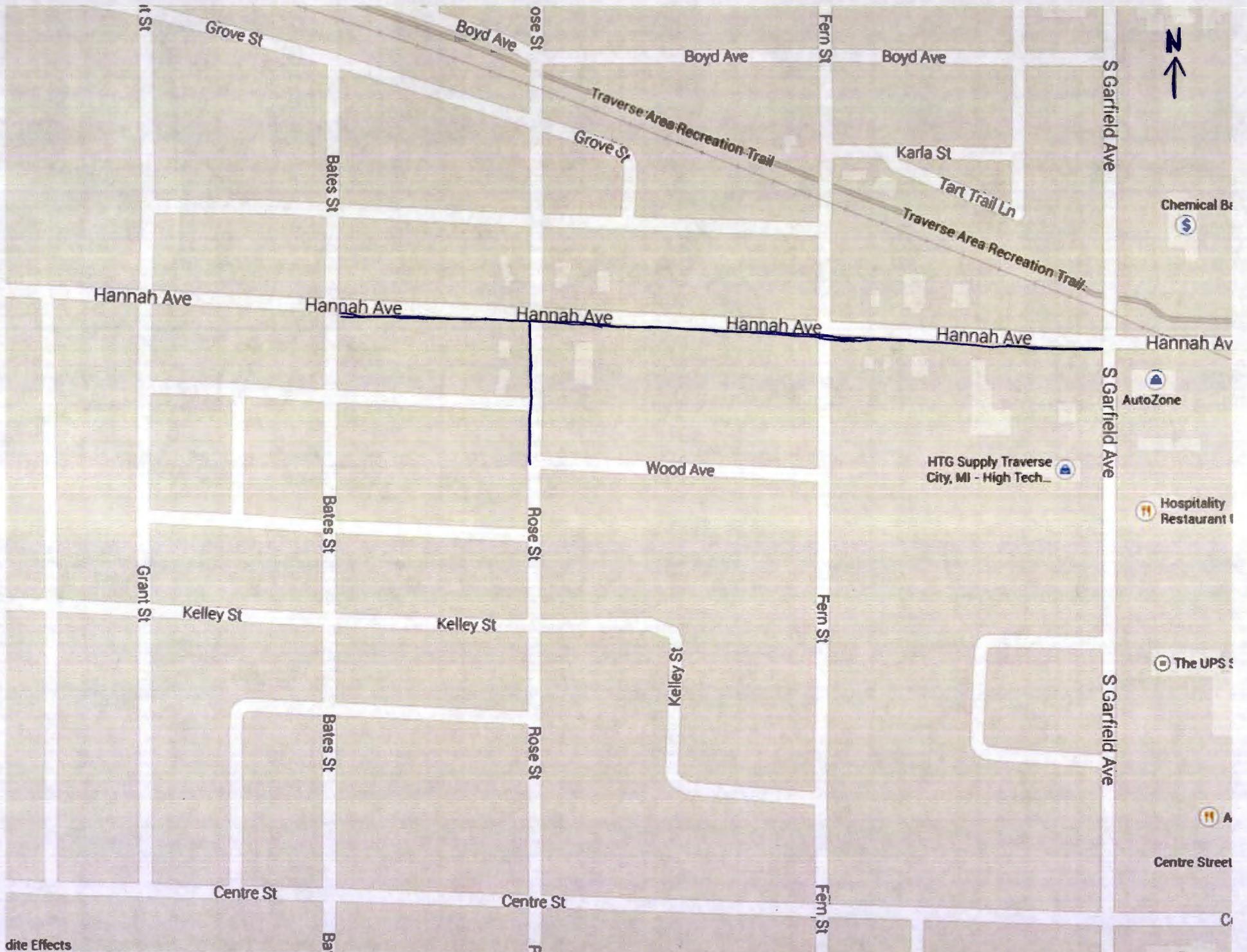


Jere Ottenwess
City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Confirmed by the City Commission _____
(Date)

NOTE: This traffic control order shall make null and void TCO #164, 180, and 213 as it relates to parking on this section of Hannah Avenue and Rose Street.



11 St
Grove St
Boyd Ave
Rose St
Fern St
Boyd Ave
S Garfield Ave
Bates St
Hannah Ave
Hannah Ave
Hannah Ave
Hannah Ave
Hannah Ave
Wood Ave
Kelley St
Kelley St
Kelley St
Kelley St
Centre St
Centre St
Centre St

Grove St

Boyd Ave

Boyd Ave

Boyd Ave

Traverse Area Recreation Trail
Grove St

Karla St

Tart Trail Ln

Traverse Area Recreation Trail

Hannah Ave

Hannah Ave

Hannah Ave

Hannah Ave

Hannah Ave

Hannah Ave

Wood Ave

Grant St

Kelley St

Kelley St

Kelley St

Bates St

Bates St

Rose St

Rose St

Fern St

Fern St

S Garfield Ave

S Garfield Ave

S Garfield Ave

HTG Supply Traverse
City, MI - High Tech...

AutoZone

Hospitality
Restaurant

The UPS s

A

Centre Street



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: LIQUOR LICENSE REGISTRATION – ORDINANCE
CLARIFICATION

Attached is a previously submitted memo from City Clerk Benjamin Marentette recommending a housekeeping ordinance amendment which would clarify that liquor license registrations can be revoked for the same reasons applications for liquor licenses can be denied.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Liquor License Registration Revocation Clarification*, Section 834.07, which clarifies that the City Clerk may revoke liquor license registrations for the same reasons liquor license applications may be denied, which is a housekeeping matter, which was introduced on April 6, 2015, be enacted with an effective date of May 14, 2015.

PH/kes

K:\tcclerk\city commission\ordinance amendments\liquor license registration
clarification_enact_20150504.doc

Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager

FROM: Benjamin Marentette, City Clerk *[Signature]*

DATE: Wednesday, April 1, 2015

SUBJECT: ORDINANCE CLARIFICATION – LIQUOR LICENSE REGISTRATION

Anyone operating a liquor license is required to maintain a registration from the City Clerk in order to operate the license. A key purpose for requiring a registration, in addition to a liquor license, is so that the City could temporarily revoke a registration – thus essentially suspending the ability of the owner to operate the license – until non-compliance issues could be resolved. Prior to the registration requirement, the primary ‘hammer’ the City had was to either request complete revocation of the license, which is a permanent action by the Michigan Liquor Control Commission, or to request non-renewal. The registration ‘hammer’ allows us to address issues with far less impact to the liquor license holder.

When the requirement for a liquor license registration was enacted, the intent was to have the ability to revoke a liquor license registration for the same reasons a liquor license application could be denied. While we believe technically we still have this ability, as a housekeeping matter, the City Attorney and I recommend the Commission enact the attached ordinance which would clarify that we may revoke a registration for the same reasons we could deny a liquor license application; those reasons are outlined in Section 834.03 of the ordinance.

As always, please contact me with any questions.

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: LIQUOR LICENSE REGISTRATION REVOCATION CLARIFICATION

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 834 of the Traverse City Code of Ordinances be enacted/amendned to read in its entirety as follows:

834.01 INTENT; APPLICATION OF CHAPTER.

The intent of this chapter is to provide uniform standards for the City's regulation of liquor licenses and for recommendations regarding State liquor license decisions. This chapter shall apply to all individuals, corporations or entities who wish to sell intoxicating liquors in the city, except those licenses issued to nonprofit and similar organizations pursuant to the special license provisions of the State Liquor Control Act.

(Ord. 169. Passed 7-2-84.)

834.02 LICENSE APPLICATIONS.

Applications for local approval of a new license to sell beer, wine or alcoholic liquor for consumption on the premises shall be made to the City Clerk. Such application shall be made in writing, signed by the applicant if an individual, or by a duly authorized agent thereof if a partnership or corporation. Such application shall contain:

- (a) In the case of an individual, the name, age and address of the applicant; in the case of a co partnership, the persons entitled to share in the profits thereof; and in the case of a corporation the names and addresses of the officers and directors, and if an aggregate of more than five percent of the stock of such corporation is owned by any one person or his or her nominee, the name and address of such person;
- (b) The nature and business of the applicant, and in the case of a corporation, the object for which it was formed;
- (c) The length of time such applicant has been in business of that nature, or, in the case of a corporation, the date when its certificate of incorporation was issued.
- (d) The location and description of the premises which are to be operated under such license;
- (e) If the business of the applicant is to be operated or conducted by a local manager or agent, the name and address of such manager or agent;
- (f) A statement as to whether or not the applicant has, prior to this application, made application for a liquor license and the date, place and disposition of such application;
- (g) A statement that the applicant has never been convicted of a felony and is not disqualified to receive approval for a license by reason of any matter or thing contained in this chapter or in the laws of the State;
- (h) A statement that the applicant and the applicant's employees and agents will not

violate any of the ordinances of the City or the laws of the State or of the United States in the conduct of its business;

- (i) A statement that, if any of the information provided in the application or any attachment thereto changes during the term of the license or any renewal thereof, the applicant shall notify the City Clerk, in writing, within thirty days of such change;
 - (j) A statement as to whether or not dancing or entertainment is to be provided on the premises, and if entertainment is to be provided, a description of the type of such entertainment;
 - (k) An eight and one-half inch by eleven inch building and grounds layout diagram showing the entire structure, premises and grounds, and in particular the specific areas where the license is to be utilized. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, noise control, means of egress and, where appropriate, plans for screening.
 - (l) A nonrefundable application fee which shall be established by the City Commission in such amount as it deems appropriate from time to time to defray the costs of processing the application.
 - (m) Other information as required.
- (Ord. 169. Passed 7-2-84.)

834.03 CONDITIONS FOR DENIAL.

A liquor license application shall not be recommended for approval if any of the following conditions exist as to such application:

- (a) The premises are determined by the City Commission to be unsuitable for the activity proposed by the application, considering:
 - (1) The proximity of other premises licensed to sell beer, wine or alcoholic liquor for on-premises consumption;
 - (2) The lack of any other facilities or uses on the premises to be licensed which are compatible with a liquor license (e.g. restaurant, hotel);
 - (3) The distance from public or private schools for minors or places where minors congregate, such as parks;
 - (4) The proximity of an inconsistent zoning classification or land use;
 - (5) The Zoning Code and the City Plan;
 - (6) Traffic safety;
 - (7) Public safety;
 - (8) Accessibility to the site from abutting roads;
 - (9) The capability of roads, utilities and public services to accommodate the commercial activity; or
 - (10) Such other relevant factors as the City Commission may deem appropriate.
- (b) It is determined by a majority of the City Commission that the premises do not or will not, within six months of the approval of the application by the Commission, or prior to the commencement of business, whichever occurs first, have adequate off-street parking, lighting, refuse disposal facilities, screening or noise or nuisance control. However, upon timely request and for good cause shown, the Commission may extend any deadline established by this subsection.
- (c) Except for applications to transfer ownership only, any premises which do not or will not,

within three months of the approval of the application by the Commission, comply with current applicable construction codes, fire codes, zoning regulations or public health regulations. However, upon timely request and for good cause shown, the Commission may extend any deadline established by this subsection.

- (d) The applicant does not own the premises for which the approval is sought or does not have a lease therefore.
 - (e) The applicant is a law enforcing public official or any member of the Commission. No such official may be interested in any way, either directly or indirectly, in the manufacture, sale or distribution of beer, wine or alcoholic liquor.
 - (f) A person named in the application is, at the time of application for such approval, transfer or renewal, delinquent in the payment of any taxes, fees or other charges owed to or collected by the City. Additionally, an entity with two or less members or partners either of whom are delinquent in the payment of any taxes, fees, or other charges owed to or collected by the City at the time of the application for approval, transfer, or renewal.
 - (g) Ad valorem taxes, charges, or assessments imposed by the City on the premises identified in the application or personal property associated with the premises identified in the application for approval, transfer, or renewal are delinquent.
 - (h) The applicant has had a license revoked for cause within the last two years.
 - (h) One or more of the members of a co-partnership do not qualify for approval of a license.
 - (i) One or more officers, managers or directors of a corporation, or a stockholder owning in the aggregate more than five percent of the stock of such corporation, are not eligible to receive approval for a license.
 - (i) If the applicant's place of business is operated or conducted by a manager or agent, such manager or agent does not possess the same qualifications required of the applicant.
 - (j) An applicant has been convicted of a violation of any Federal or State law concerning the manufacture or sale of alcoholic liquor.
 - (l) An applicant has made a false statement in the application procedure or has submitted an incomplete application.
 - (k) For a Redevelopment Project Area Liquor License, as provided for in MCL 436.1521a, the premises licensed will or is intended to regularly close later than 11 pm or serve liquor after 11 pm on any day. A premises will or is intended to "regularly close" within the meaning of this subsection if such business is intended to or will not admit new customers after 11 pm at least 5 days a week.
 - (l) Other relevant factors as the City Commission may deem appropriate.
- (Ord. 169. Passed 7-2-84. Ord. 839. Passed 7-16-09. Ord. 926, Passed 10-17-11)

834.04 NEW LICENSES; SELECTION OF APPLICANTS.

When any new liquor license is available for issuance, either by lapse of a current license or by the authorization and allocation of additional licenses to the City, and where there exist more qualified applicants for such license than the number of new licenses available, the City Commission may choose for approval the most qualified applicant based upon the following criteria:

- (a) The location of the proposed new business and its desirability in light of its location, the preferability of locations in an existing business district as opposed to outlying locations, the surrounding land uses and its proximity to other premises licensed for on-premises

- consumption;
 - (b) The experience of the applicant;
 - (c) The other uses proposed to be included on the premises or in the development (e.g. restaurant, motel);
 - (d) The cost and size of the overall project and the number of jobs to be created by the new business;
 - (e) The relative suitability of the design and size of the new business to the property on which it is proposed to be located, as evidenced by the building and grounds layout diagram required to be submitted with the application;
 - (f) The overall development or redevelopment of the City; and
 - (g) Such other relevant factors as the City Commission may deem appropriate.
- The City Commission may decide to not award a license until an application is submitted, which application meets the requirements of this chapter and best serves the goals and policies of the City.
- (Ord. 169. Passed 7-2-84.)

834.05 CONDITIONS OF ISSUANCE.

Approval of a liquor license application shall be upon the condition that any necessary remodeling or new construction for the use of the license required by the City Commission or indicated on the building and grounds layout diagram submitted with the application be completed within six months of the approval of the license by the Commission, or prior to the commencement of business, whichever occurs first. The Commission may impose other reasonable conditions on the approval of an application, which conditions are related to the health, safety and welfare of the City.

(Ord. 169. Passed 7-2-84.)

834.06 REDEVELOPMENT PROJECT AREA LIQUOR LICENSES.

To the extent that they do not conflict with this section, all provisions of this Chapter shall apply to Redevelopment Project Area Liquor Licenses; if there is a conflict between a provision of this section and another provision contained in this Chapter, the provision of this section shall control, and the remaining, non-conflicting provisions of this Chapter shall survive.

- (a) A premises operating under a Redevelopment Project Area Liquor License, as provided for in Michigan Public Act 501 of 2006, shall:
 - (1) Regularly close no later than 12 a.m. A premises “regularly closes” within the meaning of this subsection if the premises does not admit new customers after 12 a.m. at least 5 days a week.
 - (2) Not serve liquor between the hours of 12 a.m. and 7:00 a.m., or other hours as otherwise prohibited by state law or Michigan Liquor Control Commission Promulgated Rule..
- (b) The provisions of this section shall not apply to Banquet Facility Permits or A Hotel or B. Hotel Licenses issued by the Michigan Liquor Control Commission as part of a Redevelopment Project Area Liquor License.
- (c) A licensee who violates this Section shall be responsible for a civil infraction and shall be fined \$500.00 for each offense.

(Ord. 839. Passed 7-6-09. Ord. 868. Passed 6-21-10. Ord. 898. Passed 12-20-10. Ord. 1008.

Passed 7-21-14)

834.07 LIQUOR LICENSE REGISTRATION REQUIREMENT.

- (1) No liquor licenses issued by the Michigan Liquor Control Commission shall be operated unless the same has been issued a registration by the City Clerk. In the event of a transfer of a Michigan Liquor Control Commission Liquor License, the license holder shall obtain a registration from the City Clerk. In order to receive registration from the City Clerk, the license holder shall make application to the City Clerk for registration with a non-refundable fee in the amount established by resolution of the City Commission.
- (2) The holder of any liquor license currently in place upon the effective date of this ordinance shall be issued a registration by the City Clerk; and for such licenses currently in place, no fee shall be required.
- (3) All applications for registration shall contain the same information as required in Section 834.02 of these ordinances.
- (4) Conditions for denial of a registration shall be the same as those in Section 834.03 of these ordinances; provided, however, for those registrations that do not require City Commission approval, that the City Clerk shall determine if a condition for denial as outlined in Section 834.03 applies.
- (5) The City Clerk is authorized to issue a registration under this Section provided none of the conditions for denial are determined applicable; provided, however, that the City Clerk may only issue a registration for any on-premise consumption license upon adoption by the City Commission of a resolution authorizing the City Clerk to issue such registration.
- (6) In the case of any liquor license or subsidiary permit where City Commission approval is required by the Michigan Liquor Control Commission and the City Commission recommends approval, shall be issued a registration from the City Clerk.
- (7) If the City Clerk denies a registration under this ordinance, the City Clerk shall provide written notice, by first class mail, to the address indicated on the application of such denial and the reasons for the denial. The notice of denial shall indicate that the City Clerk's denial may be appealed as provided for in this Section. The City Clerk shall provide a copy of Chapter 834 of the Traverse City Code of Ordinances with the notice of denial.
- (8) Conditions for revocation of a registration shall be the same as those of denial as provided for in this Section of these ordinances; provided, however, for those registrations that do not require City Commission approval, that the City Clerk shall determine if a condition for revocation as outlined in Section 834.07 applies.
- (9) If the City Clerk revokes a registration under this ordinance, the City Clerk shall provide written notice, by first class mail, to the address indicated on the application of such revocation and the reasons for the revocation. The notice of revocation shall indicate that the City Clerk's revocation may be appealed as provided for in this Section. The City Clerk shall provide a copy of Chapter 834 of the Traverse City Code of Ordinances with the notice of revocation.
- ~~(8)~~(10) Denial or revocation by the City Clerk of a registration under this Section may be appealed to the City Manager within thirty (30) calendar days following the date of the notice of denial from the City Clerk. Such appeal shall clearly state the basis for appeal.

The City Manager shall investigate the reasons for the City Clerk's denial of the registration and shall decide the appeal within thirty (30) calendar days following the date the appeal was received by the City Manager. The City Manager's decision on the appeal shall be final. If the City Manager's decision is to overrule the City Clerk's denial or revocation of the registration and grant the registration, the City Clerk shall issue such registration, which registration shall take immediate effect.

(11) The Liquor License registration shall be prominently displayed on the premises.

~~(9)~~(12)

834.08 ANNUAL RENEWAL; LICENSE REVOCATION; AND APPEAL.

- (1) The City Clerk shall annually convene a meeting of the Chief of Police and appropriate officials before February 1 to review on-premises liquor licenses to determine whether or not to object to the Michigan Liquor Control Commission's renewal of liquor licenses under its authority as set forth in MCL 436.1502(2). Investigations and recommendations as to each renewal request shall be undertaken and provided by the Police Department, Fire Department, appropriate building and zoning officials, and others deemed appropriate. Any recommendation to object to the renewal of a liquor license shall be made in writing to the City Manager.
- (2) Upon a determination of a violation of the conditions set forth in this section, the City Manager will notify the licensee of the specific violation(s) and afford the licensee an opportunity to come into compliance with this Section. Licensee must reach compliance in that time established by the City Manager, but in no event more than ten days after notification to licensee by city of such violation. Absent compliance within that time established the City Manager may then forward the recommendation for revocation or objection to renewal to the City Commission who shall hold a hearing as set forth in this section prior to the recommendation for revocation or objection to renewal of the liquor license for any of the following reasons:
 - (a) Failure to comply with all standards and plans and conditions established and approved at the time of issuance of the license or at a time of later city approval.
 - (b) Failure to timely pay all personal property taxes and all real property taxes or have delinquent any personal property tax or real property taxes or obligation due and payable to the City or Light & power as of the date of the annual review.
 - (c) Repeated violations of state law.
 - (d) Violations of this chapter or other city ordinance, executive order, administrative order or policy by the licensee.
 - (e) Maintenance of a nuisance upon or in connection with the licensed premises, including but not limited, to any of the following:
 - i. Violations of the building code, electrical code, fire prevention code, mechanical code, plumbing code, health code or other applicable code.
 - ii. Violation of the zoning ordinance.
 - iii. A pattern of patron conduct in the neighborhood of the licensed premises, which is a violation of the law or disturbs the peace, order, and tranquility of the neighborhood including types of police, fire or medical services related to the licensed premises.
 - iv. Failure to maintain the grounds and exterior of licensed premises,

- including litter, debris, or refuse blowing or being deposited upon adjoining properties.
- v. Entertainment on the licensed premises without a permit or entertainment that disturbs the peace, order and tranquility of the neighborhood of the licensed premises
 - vi. Any advertising, promotion or activity in connection with the licensed premises that causes, creates or contributes to disorder, disobedience of rules, ordinances or laws, or contributes to the disruption of normal activity of those in the neighborhood of the licensed premises.
 - vii. Numerous police contacts with the licensed premises or the patrons of the premises.
- (f) Repeated reports that the licensee is serving minors or intoxicated persons.
 - (g) Failure by the licensee to permit the inspection of the licensed premises by the city's employees, agents and/or representatives in connection with the enforcement of this chapter.
- (3) Prior to filing with the Michigan Liquor Control Commission an objection to the renewal of a liquor license or a recommendation for the revocation of a liquor license, the City shall do the following:
- (a) Serve written notice on the license, which shall include:
 - i. Notice of the proposed action and the reasons for the action.
 - ii. Date, time and location of hearing on the matter and a statement that at the hearing, the licensee may present evidence and arguments on its behalf, confront witnesses and may be represented by a licensed attorney.
 - iii. A statement requiring the licensee to notify the city attorney's office at least three days prior to the hearing date if they intend to contest the proposed action, and to provide the names of witnesses known at the time who will testify on their behalf.
 - (b) The hearing may be conducted by the City Commission as a whole or the City Commission may delegate to a hearing officer the function of holding the hearing. The hearing officer shall thereafter submit his or her findings and recommendations to the Commission. The licensee may, at his or her expense, employ a reporter to transcribe the testimony given at the hearing and make a transcript of such testimony.
 - (c) The City Commission shall make a written resolution as to its findings and determination and mail same to licensee and the Michigan Liquor Control Commission.

(Ord. 839. Passed 7-16-09.)

834.09 SEVERABILITY.

If any provision of this Chapter is declared invalid by a court, such decision shall not affect the validity of this Chapter or any part other than the part declared to be invalid.

834.99 PENALTY.

(EDITOR'S NOTE: See Section 202.99 for general Code penalty if no specific penalty is provided.)

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

I hereby certify the above ordinance amendment was introduced on April 6, 2015, at a regular meeting of the City Commission and was enacted on _____, 2015, 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 CITY COMMISSION REGULAR MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: PURCHASE OF PAY-IN-LANE DEVICE AT HARDY
PARKING DECK

Attached are memos from Rob Bacigalupi, DDA Executive Director, and Nicole Van Ness, Parking Administrator, requesting a purchase order to Traffic & Safety Control Systems, for a Pay-In-Lane Device for the Hardy Parking Deck.

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

That the competitive bidding process be waived; and that the Acting City Manager be authorized to issue a purchase order to Traffic & Safety Control Systems, in the amount not to exceed \$74,200.00 for a Pay-In-Lane Device for the Hardy Parking Deck, with funds available in the Traverse City Parking System Capital Outlay fund.

PH/jd

cc: Rob Bacigalupi, DDA Executive Director
Nicole Van Ness, Parking Administrator



To: Penny Hill, Acting City Manager
From: Rob Bacigalupi, Executive Director
Re: Purchase of Pay-in-lane Device
Date: Monday, April 27, 2015

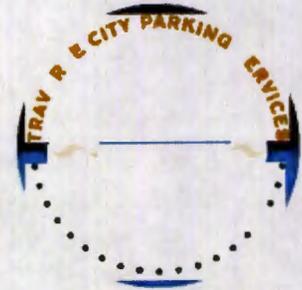
RMB

We are proposing the addition of a pay-in-lane device at the Front Street entrance of the Hardy Garage. Enclosed is a memorandum from Parking Administrator Nicole VanNess detailing the request. Through this is a significant expense it will save cost in the future by reducing staff hours, will greatly increase customer convenience, and will reduce the need for police to let parkers out of the garage after hours. Traverse City Parking System Fund financial reports through February 28, 2015, or 67% of the fiscal year, already show adjusted revenues at 93.8% whereas expenditures are at 55.1%. The fund is performing very well and will easily handle this proposed additional expense.

Besides the pay in lane, the proposal includes replacing the Parking Systems' internal payment system server as well as our parking equipment management server up to current standards. In the case of the payment system server, this will help us meet new PCI 3 (credit card handling) requirements. These two servers have been in service since 2009.

The DDA Board, as managers of the parking system, reviewed this request at their April 17, 2015 meeting, unanimously recommended approval. Specifically, there was a motion by Golden, seconded by Chapman that the DDA Board of Directors recommend to the City Commission waive the competitive bidding process and authorize the purchase of a pay in lane from Traffic & Safety in an amount non-to-exceed \$74,200 as quoted in their April 14, 2015 proposal, and further that the Traverse City Parking System capital outlay line item be increased by that amount to accommodate the purchase. Motion carried 10-0.

memo



Traverse City Parking Services

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator *NV*
Date: April 14, 2015
Re: Purchase Pay In Lane for Hardy Garage

Since the Hardy Garage was opened in June of 2003, the garage has operated as a manned facility. The office has remained open with Office Clerks staffed 7 days a week until midnight with the exception of Sunday. Depending on the day of the week and the season, vehicles remaining in the building after close have been handled in the following use cases in order to exit:

1. A small number of vehicles has resulted in customers calling TCPD to be dispatched to let them in the building doors and exit the garage.
2. A large number of vehicles has resulted in leaving the gates and some doors unlocked and open to allow customers to access their vehicles and exit the garage.

We identified adding a pay in lane (PIL) to the Hardy Garage in our Parking Plan. By converting to an automated facility, we can offer additional service and take advantage of operational benefits, such as:

1. Allow customers who need access to long term parking that have an early start time to enter and park in the garage before 7 a.m.
2. Relieve TCPD from requests to assist after-hours parkers by allowing individuals to pay and exit after midnight.
3. Option for customers to pay at PIL during high call volumes, Violation Bureau walk-up payment and appeals, and reduced staffing to allow a faster exit and reduced wait time.
4. Consideration for future evaluation of reducing staff hours on evenings where staffing is not needed; example, close at 10 PM during winter months instead of 12 AM or closing at 6 PM on Sundays instead of 10 PM during winter months.

There is only one vendor in the State of Michigan that is an authorized Amano McGann dealer. In order to meet our goal as outlined in our plan, we should purchase an Amano McGann Pay in Lane, and schedule the equipment to be installed by the start of the next fiscal year (2015/2016) so that we may evaluate the operational benefits and make operational adjustments as needed.

Therefore, we recommend the DDA Board waive the competitive bid process and authorize the purchase of an Amano McGann Pay in Lane from Traffic & Safety Control Systems in an amount not to exceed \$74,200 with funds available from the Parking System.

Enc. Traversecityamg6700.doc



Traffic & Safety Control Systems, Inc.

April 14, 2015

City of Traverse City
Ms. Nicole VanNess
Auto Parking System Department
303 East State Street
Traverse City, Michigan 49685

RE: Pay-In-Lane

Dear Nicole,

The following is our quote to provide a new exit lane device to accept payment at the Hardy Deck. Please review it and contact me with any questions regarding the quote.

In order to install the new Pay-In-Lane you will have to add Amano McGann Build 19 and your current software is Build 18; therefore, you have to upgrade your software to Build 19. In order to install Build 19 you will have to purchase a new SQL server and a new Application Server as well as SQL 2012 to run Build 19. Once this accomplished we can install the Pay-In-Lane in your exit lane by the office in the Hardy Deck.

We will have to run power, from exiting sources, to the new Pay-In-Lane. We will run a communication conduit to process credit cards and revenue transactions to the Amano McGann software.

We will provide and install the new servers. We will install the software. We will test it for proper operation. We will warranty the equipment for one year.

EQUIPMENT LIST

- 1 Amano McGann Build 19 Software Upgrade
- 1 Amano McGann AMG 6700 Pay In Lane Unit
- 1 Amano McGann Fee Computer Upgrade from Windows XP to Windows 7
- 1 Digi Serial to Ethernet Converter
- 1 Dell Power Edge R320 Rack Mount Server W/Windows Server 2012
- 1 Windows SQL 2012
- 1 Dell Power Edge R320 Rack Mount Application Server W/Windows Server 2012



Traffic & Safety Control Systems, Inc.

Please let me know if I can be of further service to you. I look forward to hearing from you in the near future.

Sincerely,

Robert Puhr
Sales Representative

Traversecityamg6700.doc



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: DDA EXECUTIVE DIRECTOR – COMPENSATION INCREASE

Michigan statute requires the City Commission's approval of an increase to the Downtown Development Authority Executive Director's salary.

Attached is a memo from Downtown Development Authority Rob Bacigalupi, indicating the DDA Board's motion to approve an increase in Mr. Bacigalupi's annual salary from \$70,320 to \$72,430, subject to approval by the City Commission.

I recommend the following motion:

that the City Commission approves the increase in Downtown Development Authority Executive Director Rob Bacigalupi's annual salary from \$70,320 to \$72,430, as approved by the Downtown Development Authority Board of Trustees.

PH/bcm

K:\tcclerk\city commission\employment agreements\bacigalupi salary increase

copy: Steve Constantin, Downtown Development Authority Board Chairman
Rob Bacigalupi, Downtown Development Authority Executive Director



To: Penny Hill, Acting City Manager
From: Rob Bacigalupi, Executive Director
Re: DDA Executive Director Agreement
Date: Monday, April 27, 2015

RMB

At the April 17, 2015 DDA Board of Directors meeting, the board voted to amend my agreement to increase compensation 3%. Specifically, there was a **motion by Jackson, seconded by DiGiacomo that the DDA Board of Directors authorizes a change to the Executive Director Agreement to increase compensation from \$70,320 to \$72,430 annually, as recommended by the DDA officers, subject to approval by City Commission. Motion carried 10-0.** State law requires that such compensation is "subject to approval by the governing body of the municipality" - in our case, the City Commission.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: 2015/2016 TRAVERSE CITY STORM WATER TREATMENT
SYSTEMS AND CATCH BASIN MAINTENANCE PROJECT

Attached is a memo from Director of Public Services Dave Green recommending a contract be authorized for the 2015/2016 Traverse City Storm Water Treatment Systems and Catch Basin Maintenance Contract.

As explained by Mr. Green, we determined hiring a contractor to do this work, while our Vac Truck is dedicated to SAW Grant-related projects, is the most cost-effective way to proceed.

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

that the Mayor and City Clerk execute a unit prices contract with B&B Environmental, LLC in the amount of \$59,550, more or less, at the unit prices indicated in its bid, for the 2015/2016 Traverse City Stormwater Treatment Systems and Catch Basin Maintenance Project, such contract subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Local, Major and MDOT State Highway Funds.

PH/bcm

K:\tcclerk\city commission\agreements\catch basin cleaning 2015

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director 
DATE: April 24, 2015
SUBJECT: 2015/2016 Traverse City Storm Water Treatment Systems
And Catch Basin Maintenance Project

Currently, we have 14 locations that have storm water treatment systems and roughly 1450 catch basin structures requiring major maintenance operations, with some locations having multiple systems. The only way to correctly clean most of these systems is to use a Vac Truck to suck the contaminated and polluted water out of the underground "storage tanks" and haul the waste off site. As I mentioned last year, with our Vac Truck tied up with the SAW Grant commitments we looked into different options to cover this required maintenance and felt at the time that hiring a contractor to do the work for the next few years is the most efficient way to proceed.

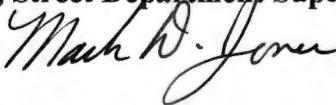
Attached is a memorandum from Mark Jones, Streets Superintendent, detailing the bid process he followed this year for the work. As Mark notes in his memo, the low bids we received for this type of work are actually dropping confirming last year's thoughts.

Sealed proposals were advertised for and were received on April 23, 2015 for the above referenced project. Four contractors submitted bids for this work as follows:

B&B Environmental	Newago	\$ 59,550.00
PCS	Kalkaska	\$ 64,250.00
National Industrial Maintenance, Inc.	Dearborn	\$ 81,350.00
United Resource, LLC	Livonia	\$142,388.00

Therefore, it is recommended that this work be awarded to the low bidder, B&B Environmental, LLC and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$59,550.00, more or less, with funds therefore available in the Local, Major and M-Dot State Highway Funds.

Memorandum

To: Dave Green, DPS Director
From: Mark Jones, Street Department Superintendent
Date: 4-23-15 
Subject: Catch Basin and Storm Filter Cleaning

Please request City Commission approval to award a contract for cleaning of our catch basins and storm filter systems to B&B Environmental Services for the 2015/2016 cleaning season. B&B Environmental Services have cleaned our catch basins for the last six years, and last fall they did our first contracted cleaning of our storm filter systems. Currently they are doing the spring cleaning of the storm filter systems. This is our first time combining the catch basin and storm filter contract. B&B Environmental Services came in low bid at \$59,550.00. The price per catch basin is \$2.50 cheaper than the 2012 contracted price, the price for the fall and spring cleaning of the storm filter systems came in \$3600.00 cheaper than the 2014 contracted price. We have been pleased with the quality and workmanship of B&B Environmental Services. The vendor's bids are as follows:

<u>Vendors</u>	<u>Total</u>
B&B Environmental	\$59,550.00
Pollution Control Serv.	\$64,250.00
National Industrial Main.	\$81,350.00
United Resource LLC	\$142,388.00

Funds are budgeted in Local and Major Street accounts and the M-DOT State Highway account.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: ARTS COMMISSION – INITIAL STAFFING SERVICES

City Clerk Benjamin Marentette, City Planning Director Russell Soyring, Downtown Development Authority Deputy/Marketing Director Colleen Paveglio and I met to discuss staffing needs for the newly-created Arts Commission to begin its work.

Attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi, offering DDA staff assistance, primarily through Ms. Paveglio, to provide initial services to the Arts Commission.

As the Commission is aware, the scope of the Arts Commission is City-wide and not solely within the DDA District; and therefore, the DDA should be compensated for their services and we appreciate their willingness to assist with this exciting effort. City Clerk Benjamin Marentette and City Attorney Lauren Tribble-Laucht will assist in creation of bylaws and other organizational documents.

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

that the Mayor and City Clerk execute an intergovernmental agreement with the Traverse City Downtown Development Authority for it to provide initial professional services to the Traverse City Arts Commission at the rates delineated in its April 14, 2015, proposal, not-to-exceed \$10,000, such agreement subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds to come from the Public Arts Commission appropriation within the General Fund.

PH/bcm

K:\tcclerk\city commission\agreements\arts commission staff services DDA

copy: Rob Bacigalupi, Downtown Development Authority Executive Director
Colleen Paveglio, Downtown Development Authority Deputy/Marketing Director



To: Penny Hill, Acting City Manager
From: Rob Bacigalupi, Executive Director *RMB*
Re: Proposal for Services to Establish Traverse City Arts Commission
Date: Tuesday, April 28, 2015

Now that the Traverse City Public Arts Commission is being formed by the City Commission, City staff is looking to the next steps. Bylaws have to be written, guidelines developed, and a master plan created. We met with City staff and discussed the possibility of the DDA providing initial staff support to get these critical first steps accomplished. Attached is a proposal that would offer mostly Colleen Paveglio's services to help get the Traverse City Arts Commission up and running. Because the Traverse City Arts Commission is a city-wide endeavor going beyond the borders of the DDA District, we propose compensation from the Arts Commission for our services. The Arts Commission is budgeted to have funding beginning on July 1, much of which would from the TIF funds. The DDA Board of Directors considered this at their April 17, 2015 meeting and voted to authorize the proposal. Specifically, there was a *motion by DiGiacomo, seconded by Burkholder, that the DDA Board of Directors authorize staff to propose service to the City of Traverse City for support to the Traverse City Arts Commission based on the Traverse City Arts Commission Staffing Proposal dated April 14, 2015. The motion passed 10-0.*



Traverse City Arts Commission Staffing Proposal

Prepared for: City of Traverse City

Prepared by: Traverse City Downtown Development Authority

April 14, 2015



Executive Summary

Objective

In 2014, the Traverse City Downtown Development Authority (DDA) took the initiative to draft a Public Art Ordinance for the City of Traverse City and propose the creation of the Traverse City Arts Commission. Upon adoption in February 2015 by the Traverse City Commission, the DDA is offering assistance with the staffing.

Goals

Professional facilitation will be required for the initial tasks for the Traverse City Arts Commission, such as the creation By-Laws and the Public Art Master Plan.

Solution

The City is embarking upon a crucial time for the Traverse City Arts Commission and the DDA is enthused to propose a professional staff liaison for the Commission. Due to the boundary of the Public Art Master Plan being outside of the DDA District, the DDA would propose an intergovernmental agreement with the City of Traverse City for reimbursement of staff time based on an hours served.



Estimated Scope of Work

Estimated Staff Time

The DDA compensation would be based on actual time and on hourly rates included in this proposal. The cost of work is based on the approach detailed below. Assistance from City staff would be required for various tasks, including but not limited to, the creation of by-laws, grant research and facilitation, financial reports, and recording of minutes.

Description	Hours	Staff Person	Unit Price	Cost
Develop By-Laws	20	DD	\$46.00	\$920.00
Assist with Grant Search	10	DD	\$46.00	\$460.00
Facilitate Development of Public Art Master Plan	40	DD	\$46.00	\$1,840.00
Preparation For and Attendance of Arts Commission Meetings	50	DD	\$46.00	\$2,300.00
Additional DDA Staff Time	20	SP	\$29.00	\$580.00
General Administration	60	DD	\$46.00	\$2,760.00
			Subtotal	\$8,860.00
				\$0.00
			Total	\$8,860.00

DD: DDA Marketing & Deputy Director

SP: DDA Special Projects Coordinator



DDA Staff Hourly Wage

Hourly Wage

The DDA Staff's hourly wages are outlined below

Job Title	Hourly Wage
Executive Director	\$55.30
Marketing & Deputy Director	\$46.00
Office Manager	\$31.20
Special Projects Coordinator	\$29.00



Schedule

Date	Task
May	Traverse City Arts Commission appointments confirmed and first meeting scheduled
June	First meeting of the Traverse City Arts Commission. Appointment of Board Chair, Vice Chair, and Executive Committee. Review of the Traverse City Arts Commission Guidelines
July	Report to Traverse City Arts Commission a draft of By-Laws and Guidelines
August	Adopt By-Laws and Guidelines. Prepare for a Rotary Capacity Grant for funding for the Public Art Master Plan
September	Apply for Rotary Capacity Building Grant
October	Appointment of Art Selection Panel
November	Receive notice on Rotary Grant
December	Prepare RFP for professional services on Public Art Master Plan
January	Enter into contract with consultant for Public Art Master Plan and begin Public Art Master Plan Process
February	Continue Public Art Master Plan Process
March	Public Art Master Plan presented to Planning Commission, Parks & Rec and City Commission
April	Propose budget to City Commission for project based on results of the Public Arts Master Plan



Traverse City Downtown Development Authority

303 East State Street, Suite C
Traverse City, Michigan 49684
T 231.922.2050
F 231.922.4863
info@downtowntc.com
www.downtowntc.com

Rob Bacigalupi
DDA Executive Director

303 East State Street, Suite C
Traverse City, Michigan 49684
T 231.922.2050
F 231.922.4863
rob@downtowntc.com
www.downtowntc.com

Colleen Paveglio
DDA Marketing & Deputy Director

303 East State Street, Suite C
Traverse City, Michigan 49684
T 231.922.2050
F 231.922.4863
colleen@downtowntc.com
www.downtowntc.com



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015
FROM: PENNY HILL, ACTING CITY MANAGER 
SUBJECT: EMERGENCY PILING REPAIR AT MARINA

Attached are memos from Dave Green, DPS Director, and Barry Smith, Clinch Marina Dockmaster, requesting a service order to Elmer's Crane and Dozer, Inc. for emergency piling repairs at the Duncan L. Clinch Marina.

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

That the competitive bidding process be waived; and that the Acting City Manager be authorized to issue a service order to Elmer's Crane and Dozer, Inc. in the amount of \$9,500.00 for emergency piling repairs at the Duncan L. Clinch Marina, with funds available in the Marina Fund.

PH/jd

cc: Dave Green, DPS Director
Barry Smith, Marina Dockmaster

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director *DJG*
DATE: April 28, 2015
SUBJECT: 2015 Emergency Piling Repair at Duncan L. Clinch Marina

Attached please find a memo from Barry Smith, Duncan L. Clinch Marina Harbormaster, requesting approval to hire Elmer's Crane and Dozer, Inc. to re-drive 12 piling that got lifted by last winter's cold weather conditions. 8 of the damaged piles are still in the right location but need to be driven down a few feet while the rest are actually floating and need to be relocated as well as driven down to the correct elevation. As Barry mentions it takes a special piece of equipment to do this work and typically it would only be cost effective when there is a large quantity of piles to be driven in a particular area. Although we don't have a large number ourselves, the fact that other marinas in the area are having the same issue working together we can all get a reasonable price for the needed work. Therefore, I concur with the Harbormaster to take advantage of this package pricing for this specialty work while the contractor is in the area.

Please request the City Commission to waive the competitive bid process and authorize staff to issue a service order to Elmer's Crane & Dozer, Inc. in the Amount of \$9,500.00 for the emergency pile work at the Duncan L. Clinch Marina with funds available in the Marina Fund.

The City of Traverse City

Duncan L. Clinch Marina

625 Woodmere Avenue
Traverse City, Michigan
49686-3346

To: Dave Green, DPS Director
From: Barry Smith, Dockmaster *BAS*
Date: April 28, 2015
Subject: Clinch Marina Piling Repair

During the winter of 2014, Clinch Marina experienced ice heave with one of its sixty spring pilings. Ice heaved the 40 foot piling completely out of the ground. The piling was put back in place using a method of jetting the bottom and driving the piling down with a sleeve type pounder.

This past winter of 2015, Clinch Marina experienced ice heave with twelve pilings. Four of the twelve were heaved completely out of the ground. Reviewing the repair process it has been determined that jetting and using a sleeve pounder is not the best process for repairing this number of pilings. Jetting disturbs the bottom land and the sleeve pounder will sever off the cleats that are attached to the pilings. The same piling that heaved out last year came out again this year.

During the reconstruction of Clinch Marina in 2002 the original installation of the sixty spring piling was done with a vibratory hammer and no jetting. The vibratory hammer does not damage the pilings and will pound it firmly into the bottom land. Alan MacDonald was the construction manager for Clinch Marina in 2002 and now works for Team Elmer's of Traverse City. Elmer's is currently contracted to do similar piling work at other marinas in the area. Elmer's proposed cost to do the piling repair for all twelve pilings at Clinch Marina is \$9,500.00.



PROPOSAL

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com

Esphali™ • Excavation • Concrete • Cranes

Proposal submitted to: Clinch Marina Pile Repair
ATTN: Barry Smith
ADDRESS: 625 Woodmere Ave
CITY STATE ZIP Traverse City, MI 49684

DATE 04/24/2015
PHONE/FAX 231-922-4906
Email:
PROPOSAL # 2015-5219

We hereby submit specifications and estimates for:

Project: Pile Repair at Clinch Marina

PROJECT DESCRIPTION

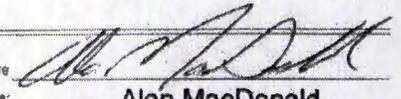
Provide labor, equipment and materials to perform the following work:

Drive existing piling to grade using a vibratory hammer

Lump Sum 12 existing wood piles to be to grade: **\$9,500.00**

*I can be reached directly at 231 342-6217
amacdonald@teameimers.com
Thank you for the opportunity to bid this project.*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.


Authorized Signature
Name: **Alan MacDonald**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment Check/cash upon invoicing
 Charge by VISA/MC upon completion of work

Account # _____ Exp Date _____

Tax ID # _____

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ (Sign and return copy upon acceptance)

By: _____

Its: _____

Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured • Daily quality control checks for all products

SmithGroup JJR
 625 Wilburton Street
 Madison, Wisconsin 53703
 708.241.1177
 800.331.6147

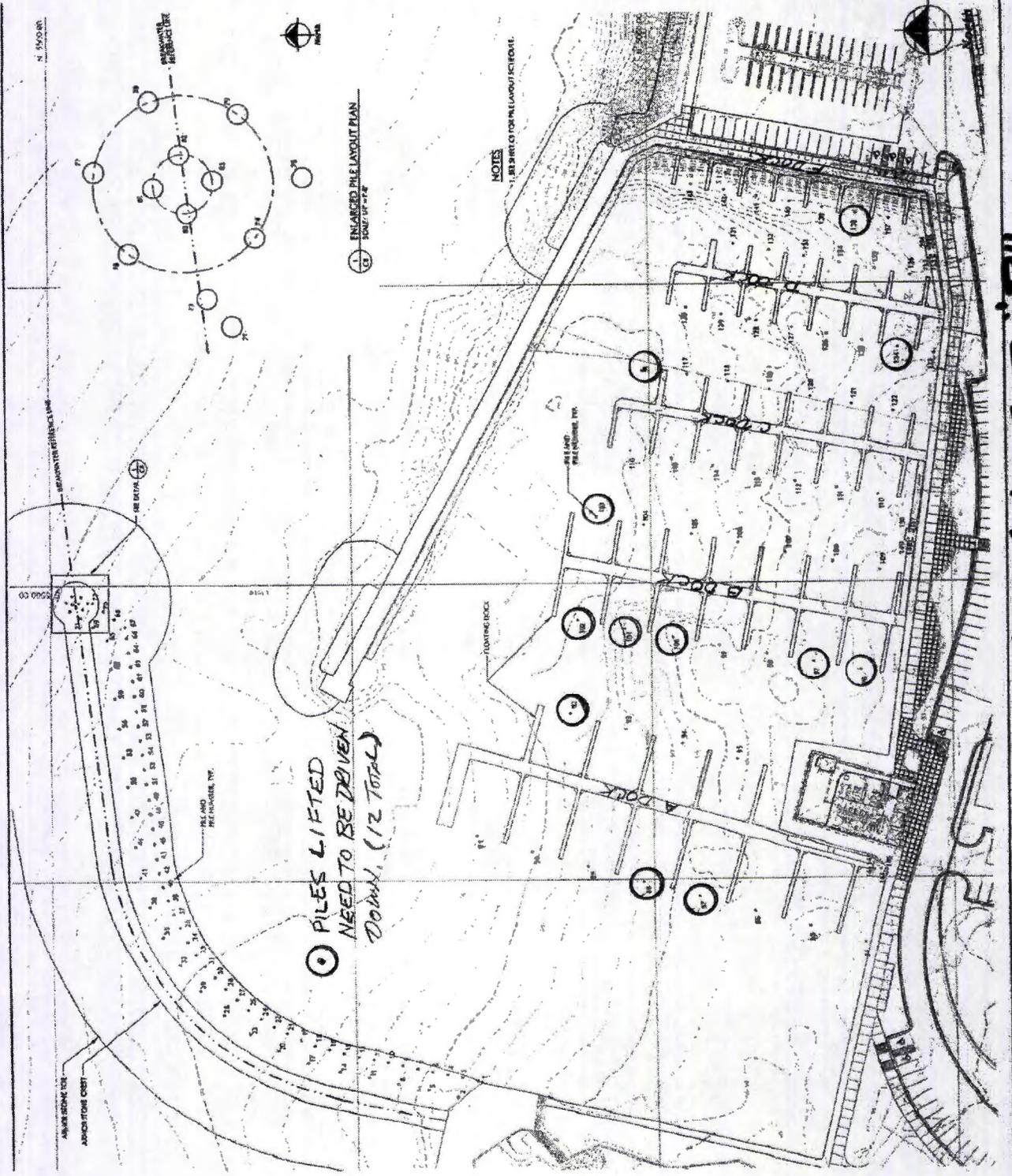
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 Job Project Number: 2383201
 Contract/Project Name: _____
 Client: _____
 Design Team:
 Project Manager: _____
 Project Engineer: _____
 Project Architect: _____
 Project Designer: _____
 Project Engineer: _____
 Project Architect: _____
 Project Designer: _____

Notes

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Marina Improvements
 Duncan L. Clinch
 Municipal Marina
 Traverse City, MI

Graphic Scale: 1" = 40' FEET
 North Arrow
 Date: _____
 Title: Layout Plan
 Scale: _____



⊙ PILES LIFTED
 NEED TO BE DRIVEN
 DOWN, (12 TOTAL)

ATTACHMENT 'B'



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: UNLEADED GASOLINE PURCHASE

The Garage department received telephone / fax bids for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Brenner Oil	Mount Pleasant	\$1.79375
Crystal Flash	Traverse City	\$1.82075
Lemmen Oil	Coopersville	\$1.83275
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

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

that the acting City Manager be authorized to issue a confirming purchase/service order in the amount of \$17,939.30 to Brenner Oil Co. for 10,001 gallons of unleaded gasoline priced at \$1.79375 per gallon with funds available in the Garage Fund.

PH/wb

The previous purchase price on 2/8/15 was \$1.55625 per gallon.

K:\tcclerk\city commission\purchase orders\unleaded gasoline 20150504



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: PROPOSED BUDGET – FISCAL YEAR 2015/2016

A public hearing is scheduled for Monday night to review the proposed Fiscal Year 2014/15 City Budget. The proposed budget includes the operations undertaken by the city, Traverse City Light and Power, and the Downtown Development Authority. The City Planning Commission has approved the proposed Six-Year Capital Improvement Plans for both the City and Traverse City Light and Power.

The proposed ACT 345 millage is 2.32 (which does remain the same as the 2014/15 Fiscal Year). As discussed, it is required by law that the Act 345 millage rate be established each year to cover the actuary-determined pension contributions for the Police and Fire Departments.

At this time, the adoption date of the budget is tentatively scheduled for May 18, 2015; however, the budget could be adopted as late as June 1, 2015, as required by the City Charter. If, after the public hearing, the City Commission desires additional discussion additional meetings can be scheduled. Budget discussions are currently calendared for the May 11, 2015 Study Session.

After the public hearing, no action is necessary. As required by City Charter, the next action steps would occur at the tentatively scheduled May 18, 2015 meeting, which are:

1. Adoption of the FY 15/16 Budget for the City, DDA and Traverse City Light and Power, including approval of the City and TCL&P Capital Improvement Plans;
2. Adoption of a resolution waiving the Property Tax Administration Fee (this must be adopted annually or the fee is automatically implemented);

3. Adoption of resolutions certifying the city millage, including the Act 345 levy, and DDA millage to be levied, which will remain the same as last year – 1.8038. The DDA millage is only levied in the DDA District.

A copy of the budget is available for review at the Traverse Area District Library, Fire Stations 1 and 2, the City Clerk's Office and the City Manager's Office. The budget can also be viewed on our City's website at www.traversecitymi.gov/budget.asp.

No action is necessary following the public hearing.

PH/kes

K:tcclerk/city commission/budget/budget ph_20150504.doc

copy: William Twietmeyer, City Treasurer/Finance Director
Brian Postma, Deputy City Treasurer
Russell Soyring, City Planning Director
Tim Arends, Traverse City Light and Power Executive Director
Rob Bacigalupi, Downtown Development Authority Director



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: TRAVERSE CITY PUBLIC PIER PROJECT

Attached is a memo from Planning and Engineering Assistant Missy Luick, who has been the project liaison for the Traverse City Public Pier Project.

On Monday evening, representatives from SmithGroup JJR will present a project update.

As indicated by Ms. Luick, the consultant agreement requires City Commission approval of Phase Two, Preliminary Design, before the consultant may move to the third and final phase of the project. Additionally, as indicated by Ms. Luick, due to ice cover on West Grand Traverse Bay, the consultant is unable to complete the work by June 1; therefore, it is necessary to authorize an amendment to the agreement which allows for project completion on or before August 14, 2015.

Finally, attached is another memo from Ms. Luick recommending the Commission adopt a resolution supporting a \$5,000 grant application to Rotary Charities for the development of a funding strategy, which would be done through NorthSky Non Profit Network.

I recommend the following motion (5 affirmative votes required to approve the agreement amendment which extends the project completion date):

that the City Commission approves Phase Two Preliminary Design and authorizes SmithGroup JJR to proceed with Phase Three; and that the Mayor and City Clerk execute an amendment to the agreement with SmithGroup JJR (originally authorized August 4, 2014), for professional design services associated with the Traverse City Public Pier Project, which would extend the

-Motion continued on following page-

project completion date from June 1, 2015, to August 14, 2015, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney; and that the Resolution of Support for Rotary Charities Planning Grant Public Pier Funding Strategy, for a \$5,000 grant to prepare a funding strategy for the Traverse City Public Pier Project, be adopted.

PH/bcm

K:\tcclerk\city commission\agreements\public pier phase two approval

copy: Russell Soyring, City Planning Director
 Missy Luick, Planning and Engineering Assistant



City Planning Department

TO: RUSS SOYRING, PLANNING DIRECTOR

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT *M Luick*

SUBJECT: PUBLIC PIER- PHASE TWO PRELIMINARY DESIGN APPROVAL, AGREEMENT
EXTENSTION REQEUST

DATE: APRIL 27, 2015

On August 4, 2014, the City Commission authorized a Consultant Agreement with SmithGroupJJR for services associated with the Traverse City Public Pier project including field investigation, shoreline studies, public outreach, design development, preliminary engineering, and permitting and construction drawings. The project is fully funded by a \$232,000 Great Lakes Fisheries Trust Grant.

The project Consultant Agreement documents identify that the project will be implemented in three distinct phases: Phase One- Site Investigation and Schematic Design; Phase Two- Preliminary Design; and Phase Three- Final Design.

The Agreement document further stipulates that City approval is required to move from one phase to the next. On February 2, 2015, the City Commission approved moving from Phase One Schematic Design to Phase Two Preliminary Design. At this time, the consultant has completed design development and has submitted their Phase Two Preliminary Design Summary for consideration. They also plan on making a brief project update presentation to the City Commission on May 4, 2015.

In addition, the Consultant Agreement included a June 1, 2015 completion date. However, due to the ice cover on the Bay, the consultant was unable to perform needed marine work over the winter months and is requesting an amendment to the agreement the extent the completion date to August 14, 2015.

Attachments: Phase Two Preliminary Design Summary submittal from SmithGroupJJR

<u>Traverse City Public Pier</u> SUBJECT	<u>April 27, 2015</u> DATE	<u>20412.000</u> PROJECT NO.
<u>TO</u> <u>Missy Luick</u>	<u>COMPANY</u> <u>City of Traverse City</u>	
<u>FROM</u> <u>Bob Doyle/Emily McKinnon</u>	<u>TELEPHONE NO.</u> <u>(734) 669-2695</u>	<u>FAX NO.</u>
<u>SIGNATURE</u>		

The purpose of this memo is to summarize the status of the Traverse City Public Pier project.

Design Process Overview

The design study for a new public pier is funded through a grant from the Great Lakes Fishery Trust. The City has retained the professional services of SmithGroupJJR, of Ann Arbor, to complete the design study. The project includes a design process which engages the community, and studies which assess the feasibility, impacts, costs, and benefits of a new public pier.

The idea of a public pier developed out of community-based planning efforts, including the "Your Bay, Your Say" Waterfront Master Plan and the more recent Traverse City Bayfront 2010 Plan. The potential pier is intended to provide public access into the bay, fishing opportunities previously available only to those with boats, learning opportunities about the environmental value, stewardship practices, and fish of the Bay; and a strong connection to the downtown.

The Schematic Design Phase of the project included a thorough consideration of potential sites and design options, and an extensive public involvement process. The planning and design also assessed the basic feasibility of a fishing pier at the proposed location on the west side of the mouth of the Boardman River. The resulting proposal to build a fishing pier at this location includes the construction of a publicly accessible pier with amenities and features to encourage fishing, as well as many landside improvements to support the pier and connect it to the downtown and larger community.

At the conclusion of the Schematic Design phase the City Commission authorized SmithGroupJJR to proceed with Design Development for the pier and its connection to the TART/Grandview Parkway. Design and engineering through March and April has resulted in a significantly more detailed understanding of the proposed pier, and the results of this work are outlined below.

Design Progress

The visible features of the pier have been refined and materials selected to create a unified design expression for the pier. Based on input from the public, city staff, and the Study Group, the features of the pier have been designed with a focus on creating an interesting place that is unique to Traverse City, and that is constructed with materials and resilience to withstand heavy use by the public and the marine conditions expected in this environment. A copy of a presentation showing images of the current design of the pier is attached. Key features of the design include:

1. **Surface Materials:** The surface materials of the pier will be concrete, and pre-cast concrete paving units at nodes and points of interest. This paving combination offers good slip resistance, limited moisture penetration, ease of cleaning, and a reasonable resistance to damage.
2. **Railing:** The railing is designed with a stainless steel tubular top rail, and stainless steel fabricated posts from bar stock. The fabricated posts will have a slight beveled edge at corners, and decorative flanges which also provide structural strength. The protective horizontal rails will be stainless steel cable, with locking adjustable ends to insure a good fit and provide for adjustment over the long term. At key places along the pier the railing will be at a lower height (34 inches) to encourage fishing access and achieve barrier free access goals.

3. **Shade Structures:** The shade structures will be supported by stainless steel posts and roof support members, either of bar stock or tubular steel depending on the size of the structural member. The roof panels are proposed to be a tinted and etched glass to provide some shade protection while not creating a solid, heavy-feeling roof. The team is exploring the option of integrating translucent solar collection panels within the glass roof, as discussed below.
4. **Site furnishings:** To the extent possible the site seating will be integrated into the shade structures and will compliment them in materials and character. The team is considering options for the surface of the seats, and is working with city staff and manufacturers to reinforce the design of the seating.
5. **Lighting:** Lighting of the pier at night will come primarily from LED strip lights that will be integrated into the top railing. This approach to the lighting allows for modifying the color and intensity of the lights as desired by the community. The shade structures will integrate LED lighting units into the structure to provide a safe character and highlight the structures.

Technical Studies

To further inform the design of the pier a number of technical studies have been accomplished during the Design Development Phase, as follows:

1. **Coastal Modelling:** A coastal engineering model has been prepared to evaluate the impact of wave conditions on the proposed pier, and to understand the potential impact the pier would have on the long shore deposition of sands and sediments. From a wave environment perspective, the current proposal is to establish a top of pier elevation of 590.00, well above the Low Water Datum of 577.50 and current water elevation of 579.60. This elevation accounts for the height of waves during a 10 year storm, and the typical surge experiences at the south end of West Bay. While this height will not insure that the pier remain completely out of the wave environment for larger storm and surge events, it does balance creating a pier which requires minimum maintenance and one that remains reasonable close to the water surface to encourage easier fishing. The coastal model indicated that the proposed pile supported structure would have negligible impact to the movement of sand and sediments in the bay.
2. **Site Topographic Survey:** A topographic survey was recently completed, and includes the land side site from the shoreline to the south side of Grandview Parkway, as well as topographic contours of the lake bottom within the project area. The up-to-date topographic survey helps the design team understand issues of constructability, and provide accurate information to allow the design to tie into existing conditions.
3. **Geotechnical Engineering:** In the next several weeks the geotechnical design team will be drilling new soil borings along the length of the proposed pier and will be issuing recommendations for the pile size and strength. At this point, we anticipate that the piles will be made of galvanized steel pipes, driven into the lake bottom to an appropriate depth.
4. **Structural Engineering:** The structure of the pier has been engineered to accomplish the goals stated in the public meetings and insure a safe and strong pier. Anglers attending public meetings asked that the structural piles/supports of the pier be spaced apart so that the rows of piles do not create an obstacle to catching fish. As such piles will be spaced at approximately 45 feet apart. Galvanized steel "I" girders will connect the piles together and, and steel "I" shaped beams will be connected to the primary girders. A structural concrete slab will be poured on top of the girders and beams, and will be topped with finished concrete and pre-cast concrete pavers in places.
5. **Constructability Review:** To help insure that the proposed pier design is efficient and feasible, the design team has meet with a number of contractors and suppliers. In the last month the team has met with-
 - A steel fabricator to critique the railing and shade structure ideas.
 - A marine contractor to understand the constraints and best practices related to constructing a new pier in light of existing topographical conditions.
 - Solar power experts to review the opportunities to integrate solar power into the design.
 - Site furnishings manufacturers to test the feasibility of materials and design approaches to the seating and shade structures.

6. **Permitting Review:** A Pre-Application meeting was conducted with representatives of the Michigan Department of Environmental Quality (MDEQ) to review the current design of the pier, discuss the need for the pier and design parameters, and review next steps in the permitting process.

Design Input

During the Design Development Phase the consultant team has continued to work closely with the project Study Group to seek advice and guidance. The Study Group has met on two occasions since February to guide progress and provide critical input.

In addition, the team is seeking out input from key community stakeholders, including:

- City parks, maintenance and engineering staff
- MDOT
- Traverse City Power and Light

A public open house is scheduled for May 4th to encourage community members to remain involved in the design process as the work continues to evolve.

The project web site (www.TCPublicPier.com) continues to provide information to the public on the progress of the work, and allow community members to comment and stay informed.

Next Steps

The next step in the design process as funded by the grant from Great Lakes Fishery Trust is to proceed into Final Design and prepare bidding and construction documents. During this phase of work the design team will also be submitting plans to the MDEQ and US Army Corp of Engineers to initiate the process of obtaining a permit for working in the Great Lakes.



City Planning Department

TO: RUSS SOYRING, PLANNING DIRECTOR

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT *M Luick*

SUBJECT: RESOLUTION OF SUPPORT FOR ROTARY PLANNING GRANT APPLICATION

DATE: APRIL 27, 2015

The City would like to submit a Rotary Charities Planning Grant application to develop a funding strategy for the Public Pier project.

Rotary Charities Planning Grant

\$5,000 to create a fundraising strategy plan to support the public pier project. A funding strategy plan would include the following components:

- Impact Assessment- develop an objective analysis of the economic, environmental, cultural and other impacts/benefits of the project
- Formation of a Capital Campaign Cabinet
- Development of Capital Campaign strategies
 - Fundraising mix: Create a list of government grants, foundation grants, corporation gifts, private funders, etc.)
 - Grand Traverse Regional Community Foundation: A project construction fund and an endowment fund that can accept private foundation grants and charitable contribution. The goal of the endowment fund will be to establish the financial resources to cover the cost of operations and maintenance.
- Fundraising Implementation Plan- outline an action plan to implement fundraising for the multi-million dollar project

A Resolution of Support has been drafted that outlines the amount of the grant request and the source and amount of local match funds required to complete the project. Please consider adoption the resolution, so staff can move forward with the grant application and continue improving our waterfront and recreational facilities.

Attachment: Resolution of Support



**RESOLUTION OF SUPPORT FOR ROTARY CHARITIES
PLANNING GRANT PUBLIC PIER FUNDING STRATEGY**

- Because, the Traverse City waterfront on West Grand Traverse Bay profoundly influences the quality of life in the City and the region, including the region's \$587 million tourism and recreation economy; and
- Because, the City of Traverse City has, over several decades, worked to place much of the Bayfront inside the City into public ownership; and
- Because, the City of the Traverse City has developed a plan for 12,000 linear feet of Great Lakes waterfront in the City to ensure the long-term wise use and management of this vital stretch of shoreline; and
- Because, the City of Traverse City has obtained significant community involvement and public participation from 2005 until the present, involving hundreds of participants; and
- Because, the Traverse City Parks and Recreation Master Plan lists the Bayfront Plan implementation components such as a public pier, shade structures, pedestrian enhancements, trail extensions, beach restrooms, etc. as a priority; and
- Because, this plan is consistent with the goals in the City of Traverse City Master Plan for increased access to the waterfront; and
- Because, the Traverse City waterfront has been recognized as one of the most popular public shorelines in Michigan drawing large crowds; and
- Because, the public chose the preferred location for the universally accessible multi-purpose pier after investigating four potential location, to be positioned on the west side of the mouth of Boardman River and is proposed to project 500 feet into Grand Traverse Bay; and
- Because, public workshops provided opportunities for the public to collaborate with the pier design team and City staff to help establish key goals and location considerations, and identify activities and amenities which could be part of the public pier; and
- Because, the proposed pier and supportive improvements is anticipated to have a positive impact on the use and enjoyment of the Traverse City waterfront for the region and to Michigan residents and visitors alike; and

(Resolution of Support for Rotary Charities Planning Grant for the Public Pier Funding Strategy
Project of the Bayfront Plan)

2

Because, the proposed assistance sought will include a funding strategy to finance the construction and long term maintenance of the public pier which begins with the identification of potential funding sources; and

Because, the City of Traverse City has shown commitment to enhancing public access to the waterfront and improving the community character and livability through placemaking endeavors; therefore, be it

RESOLVED, that the City Commission of the City of Traverse City endorses the City's 2015 application of \$5,000 for a Rotary Charities Planning Grant and commits \$1,250 which has been set aside as part of the Planning Department's budget as match.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting of May 4, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

PH

SUBJECT: RESOLUTION OPPOSING THE CONSTRUCTION OF A
NUCLEAR WASTE REPOSITORY IN THE GREAT LAKES
BASIN

Attached is a resolution, by Mayor Estes' request, to oppose the construction of a nuclear waste repository in the Great Lakes Basin, near the shores of Lake Huron. Various communities in Michigan have adopted similar resolutions. A Canadian power company, Ontario Power Generation (OPG) is proposing to construct a nuclear waste repository to bury and abandon radioactive nuclear waste right beside the Lake Huron. The Great Lakes constitute 21% of the world's, and 95% of North America's fresh surface water for drinking and everyday usage.

As Lake Michigan and Lake Huron are hydrologically connected as one continuous water body, and any contamination resulting from a leaking nuclear waste repository located on Lake Huron could affect Lake Michigan's waters; some radioactive nuclear waste can remain toxic for over 100,000 years. Information can be viewed at www.stopthegreatlakesnucleardump.com

The following motion would adopt the resolution:

that the Resolution Opposing the Construction of a Nuclear Waste Repository, be adopted, and that the City Clerk send the signed resolution to Governor Rick Snyder and the Stop the Great Lakes Nuclear Dump organization in Ontario, Canada.

PH/slm

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**RESOLUTION OPPOSING THE CONSTRUCTION OF A
NUCLEAR WASTE REPOSITORY IN THE GREAT LAKES BASIN**

- Because, a Canadian power company is proposing to develop an underground nuclear waste facility less than one mile inland from the shores of Lake Huron; and
- Because, the Great Lakes are an irreplaceable and fragile natural resource, containing 95% of North America's fresh water; and
- Because, any contamination resulting from a leak in the repository could directly affect Lake Michigan, the people, and the economies that rely upon it; therefore, be it

RESOLVED, that the City Commission of the City of Traverse City hereby opposes the development of an underground nuclear waste facility near Kincardine, Ontario because of the potential risk of polluting the Great Lakes and upsetting the ecosystem; and further be it

RESOLVED, that this resolution be distributed to members of our State and Federal leadership, and the non-profit organization Stop the Great Lakes Nuclear Dump in Ontario, Canada.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting of May 4, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: PARKS AND RECREATION COMMISSION – APPOINTMENT

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding one available unexpired term on the Parks and Recreation Commission. The ad hoc interview committee consisting of Commissioners Werner; Chair, Easterday and Carruthers have interviewed all interested applicants and have made a recommendation. This is a City Commission appointment.

The following motion would approve the ad hoc committee's recommendation:

that Matthew Ross (seat previously held by Seamus Shinnors) be appointed to one unexpired term expiring September 1, 2016, on the Parks and Recreation Commission.

PH/kes

K:\tcclerk\city commission\appointments\Parks & Rec_20150504.doc

copy: Lauren Vaughn, Parks and Recreation Supervisor

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
Copy: Benjamin Marentette, City Clerk
From: Katelyn Stroven, Deputy City Clerk *KS*
Date: April 30, 2015
Subject: Parks and Recreation Commission – Appointment

There is one available unexpired term on the Parks and Recreation Commission, seat previously held by Seamus Shinnars. At its March 16, 2015 meeting, the City Commission appointed an ad hoc interview committee consisting of Commissioners Werner; Chair, Easterday, and Carruthers to conduct interviews with interested applicants.

The committee has convened and has made a recommendation for appointment to the unexpired term, expiring September 1, 2016.

The City Clerk's Office as directed by the ad hoc interview committee advertised for this board on the city's website, Facebook page, and Twitter page. As a result, there were three eligible applicants for this board, Ben Munger, Matthew Ross, and Bill Clark.

The Committee by consensus would like to recommend Matthew Ross to be appointed to the Parks and Recreation Commission.

If you have any questions, please do not hesitate to contact me.

Thank you!

Parks & Recreation Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Brian Haas (Chairperson) 227 E. 10th St, TC, 49684 928-273-3468 (Cell) ob1haas@gmail.com	09/19/11	09/01/17
Margaret Szajner (Vice Chairperson) 647 West Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) keedanlex@gmail.com	08/16/10	09/01/16
Danielle Rearick 626 W. 8th St, TC, 49684 590-7476 (Res) 922-9600 (Bus) danielle@byte-productions.com	09/04/12	09/01/15
Brooke DiGiacomo 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) brookeedigiacomo@gmail.com	10/07/13	09/01/17
Seamus Shinnors 410 Seventh St, TC, 49684 941-8667 (Res) musicmanseamus@hotmail.com	09/03/13	09/01/16 09/01/16
<i>Resigned - March 5, 2015</i>		
John Gessner 702 Highland Park Dr, TC, 49686 303-909-0693 (Res) 995-7737 (Bus) johngessner@me.com	08/18/14	09/01/15
Commissioner Gary L. Howe City Manager Designee 926 Lincoln St, TC, 49686 715-1017 (Res) glhowe@traversecitymi.gov	11/12/13	11/13/17

All appointments are 3-year terms expiring 09/01.

This Commission consists of 7 members who are registered electors of the City. One member is the City Manager or designee, the other 6 are appointed by the City Commission.

Purpose: to make recommendations (advisory capacity) to the City Commission on matters relating to the operation, development, and planning of parks, recreation and cemetery services and activities.

Meets the 1st Thursday each month at 6:30 pm in the Commission Chambers.

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APR 02 2015
CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

City of Traverse City
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Parks and Recreation Commission

Name: Matthew Ross

Address: 625 W. Seventh St. Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: matthewross538@gmail.com

Preferred Phone No.: 231-409-1943 Additional Phone No.: 231-392-0741

Occupation: Physician Assistant (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

~~YES~~ NO Did you attach the required letter outlining the items requested above?

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

Signature

3/29/15
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

To whom it may concern,

I am applying for a seat on the Traverse City Parks and Recreation Commission.

I am interested in serving on this commission because I feel that the creation and management of public spaces is a true vital sign of the health and wellbeing of a community and those who live there.

Although I do not possess experience in this area, I do have tremendous love for this city and surrounding area, which I believe is much more important. When I moved to Traverse City in 2002 I was amazed at how involved its citizens were and how much they cared about where they lived. I realized this was a real community, and soon found myself caring just as much.

I became very interested in what was happening in my community. I made it my responsibility to know what was going on in the city. Therefore, I watch city commission and planning meetings. I have participated in community meetings such as Your Bay, Your Say, The Grand Vision, Division Street planning, and Hickory Hills input sessions to name a few. I also make it a priority to vote, and to get others to vote on issues effecting our city, and parks.

In 2009 I created the Traverse City Zombie Run. The race became a huge success and has become one of TART Trails biggest fundraisers. In 2012 I created another fundraising run called the Dune Dash to support the continued construction and maintenance of the Sleeping Bear Heritage Trail. I have also volunteered with Inland Seas, Cherry Roubaix and numerous TART Trail events. Like many I find volunteering to be a very rewarding experience. I believe you truly do receive much more than you give.

With my experience in fundraising and working with organizations such as TART Trails and the National Parks Service I have developed skills that would benefit the Parks and Rec department. I believe that I possess the passion and drive to be an outstanding Parks and Recreation commissioner. Thank you for your consideration.

Sincerely,

Matthew Ross





City of Traverse City
Application to Become Involved

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JAN 12 2015
CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Board(s)/Committee(s) on which you are interested in serving: No specific

(Please limit to three boards/committees)

Name: BENSON S. MUNGER E-Mail Address: benson.munger@gmail.com

Address: 1291 Lake Ridge Cir Traverse City MI 49684
(Street) (City) (State) (Zip)

Occupation: CONSULTANT (if retired, please provide your career)

Home telephone number: (231) 486.6161 Work telephone number: (520) 820.1389

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

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

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

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

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

Benson S Munger
Signature

1/11/15
Date

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

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

1/12/15

City of Traverse City

I have had considerable experience in a number of areas related to volunteer service for the community. My work experience has been in on local, regional and national organizations that are focused on working with staff and volunteers. That work experience has allowed me to develop skills in accomplishing major goals by utilizing a wide range of resources and solutions. In these positions I have been responsible for substantial financial resources and understand the management and policy setting responsibilities related to them. I have also been involved in starting several new businesses, foundations and non-profit organizations. I currently am a consultant to national medical organizations in the development and approval of new medical specialties.

I have been an elected city commissioner, member and chair of a planning commission, director of a publically traded corporation, and a board member of local, regional and national organizations. Through those experiences I have a good understanding of the expected and appropriate roles of public board members and staff.

I believe in maintaining the public trust with public resources and looking for creative solutions to issues. I believe in the importance of listening and in the responsibility to communicate and be available for two-way conversations.

I have always been involved in my community. It is an activity I enjoy both for the enjoyment of service and the interactions it provides.

Linkedin at: <http://www.linkedin.com/in/bensonmunger>

RECEIVED

DEC 06 2014

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

City of Traverse City
Application to Become Involved



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Planning, Park & Recreation.

Name: William Clark

Address: 604 W. 12th St. Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: williamjamesclark@yahoo.com

Preferred Phone No.: 231-929-1709 Additional Phone No.:

Occupation: Educator, Forester, Planner (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

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

William Clark
Signature

Dec 8, 2014
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

William Clark
Traverse City, MI 49684

December 8, 2014

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

Dear Mr. Marentette,

I am interested in applying for any seat that becomes open within the 2015 calendar year on either the Planning Commission or on the Park and Recreation Commission. Before making the decision to become a full time father, I was a transportation planner for URS Corporation in Charlotte, NC for five years. I specialized in the development of transit operation and non-motorized comprehensive plans that, because of the physical nature of walking and bicycling, were strongly tied to land-use planning strategies. Before then, I was a land management planner for the Florida Forest Service for another five years and I studied Urban and Regional Planning and environmental education as part of my graduate degree from the University of Florida. I also served on the City of Charlotte's Urban Forestry/Tree Commission and on its Bicycle Transportation Committee during my time there as well. My time here in Traverse City has focused on my children, but I have volunteered for The National Park Service, Norte Youth Cycling, TART Trails, the Traverse City Film Festival & the State Theatre/Bijou, BATA, TCAPS, and the City of Traverse City during my first four years here.

I believe that I can use the experience that I have gained as a planner and a forester to help these commissions make decisions based off of current planning guidelines, policies and practices. I believe that I am very capable of making the type of unbiased, professional and educated contributions that are expected from a commission member and that I can help Traverse City take the steps necessary to develop our urban areas, transportation network, and parks to compete in an intelligent and sustainable manner.

Sincerely,



William J. Clark

Enc.: City of Traverse City Application to Become Involved

William James Clark

Education:

- Bachelor of Science, *School of Forest Resources and Conservation, University of Florida*. May 1996. Major, Resource Conservation. Minor, Wildlife Ecology.
- Master's Degree in Forest Resources and Conservation, *University of Florida*. May 2002. Urban and Regional Planning emphasis with a minor in Science Education.

Traverse City Area Volunteer Experience, 2010 to 2014:

- **Sleeping Bear Dunes National Park.** I spent the last two summers monitoring the endangered piping plover nests for Sleeping Bear Dunes National Park. I have also spent several months last fall (2013) walking the beaches weekly to photograph and bury dead birds for their botulism study.
- **Norte Youth Cycling.** I am a new board member of this non-profit bike group for kids.
- **TART Trails.** I am a regular volunteer for this non-profit and often help with related events such as the TC Zombie Run, Turkey Trot, Leelanau Heritage Tour, Recycle a Bicycle, snow removal, random cleaning and maintenance, and volunteering for other rides, runs, ski events and programs that support TART and other regional trail systems.
- **TCAPS Montessori Elementary School at Glenn Loomis.** I volunteer for one full day a week at my children's school taking each recess class for activities on Thirlby Field plus I spend time there each week doing numerous volunteer projects for the students, teachers, PTO, and helping with the Building and Grounds Committee. I have volunteered as a daily crossing guard for a year before organizing the implementation of their new AAA Student Safety Patrol Program.
- **Traverse City State Theatre, The Bijou, and Traverse City Film Festival.** I volunteer for several shifts each month at our State Theatre and volunteer each day of the Film Festival and Winter Comedy Arts Festival.
- **BATA (Bay Area Transit Authority).** I was invited to give my input to BATA last spring at weekly planning meetings when they were putting together their new route system. They asked me to give my professional opinions and I ended up greatly helping them create the changes that BATA recently unveiled.
- **City of Traverse City.** I have served on the mayor's *Yes to Division Street Committee* and have been invited to speak with the City Planner on occasion concerning transportation issues. I also spend a few hours a day in the winter shoveling various city walkways.

Professional Career Experience:

- **URS Corporation, Charlotte, North Carolina. August 2005 to July 2010**
I was a planner in charge of developing written transportation plans for municipalities and facilitating the public discussion for the adoption of these plans. Generally, my focus was pedestrian, bicycle, and transit plans. During my time in Charlotte, I served on the City of Charlotte Urban Forestry/Tree Commission under mayor Pat McCrory (now the current governor of North Carolina) and on the City of Charlotte Bicycle Transportation Advisory Committee under mayor Pat McCrory and then mayor Anthony Foxx (now the US Secretary of Transportation with the Obama Administration.)
- **Mount Holyoke College, South Hadley, MA. October 2004 to February 2005**
I was the assistant coach for Mount Holyoke College's NCAA Division Three Swimming and Diving Team for the 2004/2005 season. I helped to instruct the swimmers on proper technique.

- **Northampton City Schools, Northampton, MA. September 2004 to February 2005**
I was a substitute teacher for the Northampton City Schools in Massachusetts. I spent an extended period of that time working with a special needs second grade student.
- **Universidad de San Francisco de Quito, Quito, Ecuador. Sept. 2003 to Dec. 2003**
I was an English professor at the *Galápagos Academic Institute for the Arts and Sciences*, which is an extension campus of the *Universidad de San Francisco de Quito* in Ecuador. I taught basic and advanced English to Spanish-speaking students of the university on the island of San Cristobal in the Galapagos Archipelago.
- **Parque Nacional de Galápagos, San Cristobal, Galapagos. Oct. to Dec. 2003**
I volunteered my spare time with *Parque Nacional de Galápagos* (Galapagos Island National Park) translating a plant identification guidebook and a tourism interactive computer CD. I also guided local scout groups with their environmental programs.
- **Florida Forest Service, Gainesville, FL. January 1999 to September 2003**
I was a forester for the *Florida Division of Forestry* (Now the *Florida Forest Service*) responsible for assisting small private landowners with their forestry practices by collecting field data and using it to plan, write, and present land management plans. I played an important role in community education, serving five years on the state's *Forestry Education Committee* as its lead instructor, curriculum planner, and material writer, and as our district's *Fire Prevention Committee* Chairperson.
- **Dunnellon and Kanapaha Middle Schools, Marion and Alachua County FL August 1997 to January 1999**
I was an 8th grade science teacher at Dunnellon and Kanapaha Middle Schools, responsible for the students' understanding of physical and environmental science.
- **North Central FL Regional Planning Council, Gainesville, FL. May to Aug. 1997**
I was an intern planner responsible for collecting and presenting data on housing types in the region.
- **St Johns, Alachua, and Gilchrist County Florida Schools. Sept 1996 to April 2004**
I was a part to full time substitute teacher for three school districts in Florida while I pursued a graduate degree and to increase my teaching skills.
- **Jefferson Smurfit/Container Corporation of America, May to August 1996**
I was an intern forester responsible for collecting and presenting growth data on five year-old slash, loblolly, and longleaf pine plantations.

Select Certifications and Training:

Florida General Science 5-9 Teaching Certificate	<i>Wildland Firefighter</i> , Florida Division of Forestry and Florida Fire Marshal
Massachusetts Middle Grades Science Teaching Certificate Qualified	Prescribed Burn Manager, State of Florida
Walking Communities Training Workshop by Dan Burden	Firefighter, State of Florida Fire Marshal
American Red Cross CPR, First Aid, Lifeguard, and Instructor Candidate Training	Federal I-200 Incident Command Training
Florida Division of Forestry <i>Arc View</i> Training for GIS	Federal P-101 Introduction to Wildfire Prevention
Florida Division of Forestry Fire Behavior Training	Federal P-130 - Wildfire Cause Determination
Florida Division of Forestry Forest Health Training	Federal P-301 - Wildland Fire Prevention Planning
Florida Division of Forestry Hazardous Materials Awareness (OSHA1)	Federal S-130/S-190 - Basic Fire Management
Florida Division of Forestry First Responder for EMS	Federal S-200 - Initial Attack Incident Commander
Project Learning Tree Facilitator Trainer	Federal S-270 - Basic Air Operations
TEFL Certified (Teaching English as a Foreign Language)	PADI and YMCA certifications in SCUBA



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: BOARD OF ZONING APPEALS – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding five expiring terms on the Board of Zoning Appeals. Of those five terms, three are regular members and two are alternate members.

As indicated by Ms. Stroven, four of the five members are interested in being reappointed. These are City Commission appointments.

The following are sample motions:

1 – to reappoint four existing members and establish an ad hoc committee

that Matt Hanley and Margaret Szajner, (seats previously held by Matt Hanley and Margaret Szajner) each be reappointed to one three-year term expiring June 30, 2018, as regular members and that Brad Matson and James Wegener (seats previously held by Brad Matson and James Wegener) each be reappointed to one three-year term expiring June 30, 2018, as alternate members, and that an ad hoc interview committee be established to make recommendation regarding one appointment to the Board of Zoning Appeals and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

- Additional motion on the following page -

2 – to establish an ad hoc committee

that an ad hoc interview committee be established to make recommendation regarding five appointments to the Board of Zoning Appeals and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

PH/kes

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copy: David Weston, Zoning Administrator

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
Copy: Benjamin Marentette, City Clerk
From: Katelyn Stroven, Deputy City Clerk *KS*
Date: April 30, 2015
Subject: Board of Zoning Appeals – Expiring Terms

There are five expiring terms on the Board of Zoning Appeals, seats currently held by Matt Hanley, Margaret Szajner, and Martin Lomasney, Brad Matson, and James Wegener. All but one of these five members is interested in being reappointed to this board. Mr. Hanley and Ms. Szajner who are regular members are interested in being reappointed; Ms. Matson and Mr. Wegener who are both alternate members are also interested in being reappointed. Mr. Lomasney who is currently a regular member is not interested in being reappointed to the Board of Zoning Appeals.

Attendance Records for 2014

Matt Hanley – 6 out of 6 meetings
Margaret Szajner – 4 out of 6 meetings
Brad Matson – 1 out of 2 meetings
James Wegener – 3 out of 4 meetings

These are appointments made by the City Commission. Each term is for three years and will expire on June 30.

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and Twitter page. As a result, we currently do not have any other eligible applicants on file for this board. If the City Commission desires, additional advertising can be done.

If you have any questions, please do not hesitate to contact me.

Thank you!

Board of Zoning Appeals

	<u>Initial Apt. Date</u>	<u>Termination</u>
<p>Jeff Cockfield (Chairperson) 1621 Comanche St, TC, 49686 218-4986 (Cell)</p>	<p>12/16/02</p>	<p>06/30/16</p>
<p>Kathryn Henning-Callison 421 E. State St, Apt. 6, TC, 49686 409-5252 (Cell) khalbert.tc@gmail.com</p>	<p>06/20/11 (Eff. 06/30/11)</p>	<p>06/30/17</p>
<p>Jennifer Jones 215 E. 11th St, TC, 49684 631-4348 (Res) 922-5651(Bus) jennifer.jones@huntington.com</p>	<p>11/01/10 (10/19/09 as an alternate member)</p>	<p>06/30/17</p>
<p>Douglas Donaldson 326 W. Seventh St, TC, 49684 929-9617 (Res) 256-9872 (Bus) ddonaldsonlaw@gmail.com</p>	<p>10/01/12 (02/19/08 as an alternate member)</p>	<p>06/30/17</p>
<p>Martin Lomasney 817 Webster St, TC, 49686 421-1702 (Res) 301-377-8386 (Cell) mjlomasney@verizon.net</p>	<p>12/17/12</p>	<p>06/30/15 06/30/18</p>
<p>- Not Seeking Reappointment</p>		
<p>Margaret Szajner 647 W. Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) keendanlex@gmail.com</p>	<p>01/03/11</p>	<p>06/30/15 06/30/18</p>
<p>- Seeking Reappointment</p>		
<p>Quinn Raftery 515 Monroe St, TC, 49684 649-7998 (Cell) quinnraftery@gmail.com</p>	<p>06/17/13 (Eff. 06/30/13)</p>	<p>06/30/16</p>
<p>Matt Hanley 515 W. 9th St, TC, 49684 218-3346 (Res) 929-0500 (Bus) mhanley@ddc-law.com</p>	<p>03/17/14 (08/05/13 as an alternate member)</p>	<p>06/30/15 06/30/18</p>
<p>- Seeking Reappointment</p>		

Jody Bergman (Planning Commission Rep) 01/07/14 06/30/16
110 Boughey St, TC, 49684
947-6464 (Res)
jbergman@comstockconstruction.com

Brad Matson (Alternate Member) 04/21/14 06/30/15
309 E. 8th St, TC, 49684 06/30/18
342-8389 (Cell)
bcmatson@gmail.com

- *Seeking Reappointment*

James Wegener (Alternate Member) 08/20/12 06/30/15
837 Rose St, TC, 49686 06/30/18
947-5111 (Res)

- *Seeking Reappointment*

Dave Weston (Zoning Administrator) - staff

This board consists of **9 members - at least one member shall also be member of the City Planning Commission. Appointments are made by City Commission.** The City Commission shall appoint 2 alternate members for 3-yr terms.

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

(Policy on Appointments and Committees)

Any vacancy on the Board of Zoning Appeals must be filled within one month. (Effective July 1, 2006. 2006 PA 110, Section 601(9)).

All appointments are **3-year terms** expiring 6/30.

Creation provided for under 1921 PA 207 as amended MCL 125.585 et seq and TC Code §1254.

Purpose: "To hear and decide appeals where it is alleged by the applicant that there is an error in any order, requirement, etc. made by the Building Official, Zoning Administrator, etc. in administering or enforcing the provision of Ordinance." "To interpret provisions of Ordinance." "To authorize variances and exceptions."

This Board also serves as the body which hears appeals made under the City's Rental Housing Code and State Housing Law (assumed the responsibilities of the Rental Housing Board of Appeals). Ordinance amendment 599, enacted April 21, 2003.

Meets the Second Tuesday of the month at 7:00 pm.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER PH

SUBJECT: HISTORIC DISTRICTS COMMISSION – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding two expiring terms and one vacancy on the Historic Districts Commission. Both individuals serving are seeking reappointment to this board. These are City Commission appointments.

The following are sample motions:

1 – to reappoint existing members and establish an ad hoc committee

that Andy Andres and Eric Mansuy (seats previously held by Andy Andres and Eric Mansuy) each be reappointed to one three-year term expiring June 30, 2018, effective July 1, 2015, and that an ad hoc interview committee be established to make recommendation regarding one appointment to the Historic Districts Commission and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding three appointments to the Historic Districts Commission and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

PH/kes

K:\tcclerk\city commission\appointments\Historic Dist_20150504.doc

copy: David Weston, Zoning Administrator

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
Copy: Benjamin Marentette, City Clerk
From: Katelyn Stroven, Deputy City Clerk *KS*
Date: April 30, 2015
Subject: Historic Districts Commission – Expiring Terms

There are two terms expiring as well as one vacancy on the Historic Districts Commission. The expiring terms are currently held by Andy Andres and Eric Mansuy who are both seeking reappointment to this board. The seat previously held by Karl Brockmiller has been vacant for some time.

Attendance Records for 2014

Andy Andres – 10 out of 12 meetings

Eric Mansuy – 10 out of 12 meetings

These are appointments made by the City Commission. Each term is for three years and will expire on June 30.

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and Twitter page. As a result, we currently have two applicants on file eligible for this board, Matt Hanley, who currently serves on the Board of Zoning Appeals and Christopher Carol.

If you have any questions, please do not hesitate to contact me.

Thank you!

APR 15 2015

City of Traverse City CITY OF TRAVERSE CITY
Application to Become Involved CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Library,

Historic, Human Rights

Name: CHRISTOPHER L. CAROL

Address: 917 WALNUT TRAVERSE CITY, MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: clawrencecarol@gmail.com

Preferred Phone No.: 810-845-2359 Additional Phone No.: N/A

Occupation: In House Legal Counsel (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

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

Christopher L. Carol
Signature

4/12/15
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Dear Mr. Marentette,

My family and I relocated to Traverse City nearly five years ago. I had recently passed the Michigan bar exam and we were looking for a family-friendly area to raise our daughter, Berkleigh. My wife is from Gaylord originally and I have been visiting this area all my life. We knew we would be happy here.

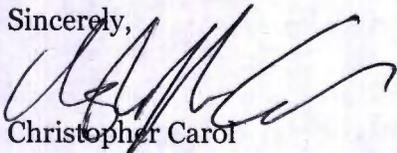
Both my wife and I work in the area. My wife works with the Head Start program at Traverse Heights Elementary. I am the in-house general counsel for Oneupweb, a marketing firm. We are both active in the community, but lately I have been anxious to do more.

When I first moved here, I volunteered with the local bar association. I served as a governor on the board and helped decide matters involving funding, community activity and more. I very much enjoyed my time with the bar association, but local government has always been a passion of mine.

It came to my attention that you were in need of volunteers for a few of your boards. With my legal experience, business background and love for this community, I would be honored to serve in any capacity you see fit.

Please find my application attached, in addition to my resume. Thank you for time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Carol", written over the printed name.

Christopher Carol

Christopher L. Carol, J.D., Esq.

917 Walnut, Traverse City, MI 49686
(810) 845-2359, clawrencecarol@gmail.com

Summary of Qualifications

Polymath: I'm a Swiss Army Knife, capable of lending keen business acumen, legal expertise, and creative thinking in many different professional capacities

Skilled advocate, negotiator, legal specialist: Between operating as a solo-practicing attorney to acting as the sole in-house legal representative for a successful digital marketing firm, I've demonstrated expertise in a variety of legal aspects, including commercial contract negotiation and drafting, intellectual property matters, and civil litigation

Proficiencies

- | | | |
|------------------------|------------------------|------------------------|
| • Contract Negotiation | • Contract Review | • Contract Drafting |
| • Trademark Licensing | • Trademark Monitoring | • Trademark Protection |
| • Employment Law | • Software Licensing | • Debt Collection |
| • Civil litigation | • Business writing | • Advertising Law |

Professional Experience

ONEUPWEB – Traverse City, MI

Privately-held, award-winning digital marketing agency with over 20 years experience in search engine advertising, market research, and website design and development

General Counsel/Corporate Communications, October 2011 – Present

Corporate counsel with active participation role in new business development and corporate communications. Wholly responsible for all legal aspects of a digital marketing firm operating globally. Oversee licensing/trademarks/copy rights, employee and labor policies, advertising and marketing legal review, and negotiation and drafting of all commercial contracts. Author content and corporate materials for the marketing department, including website copy, blog articles, and white papers.

Results:

- **Improved and created revenue** by structuring and negotiating more than 100 marketing services agreements across the U.S. and abroad
- **Protected the intellectual property portfolio** through diligent monitoring of company marks, registration and prosecution of trademarks, and the use of cease and desist letters to known infringers—while staying out of court and avoiding unnecessary litigation fees
- **Launched new business initiatives** with the help of the CEO and the sales and marketing team by drafting and structuring contracts to cover previously unoffered services
- **Strategically positioned the company as a thought leader** by authoring business articles and working closely with the sales and marketing team to create new content and corporate communications

Christopher L. Carol, J.D., Esq.

- **Revised and updated employee handbook**, incorporating EEOC, ADA and other federal regulations and covering aspects such as social media policies, benefits, and labor policies
- **Integrally involved in the success and legal-soundness of marketing campaigns** for electronic and print delivery, including contests and sweepstakes. Relied upon as a key advisor to the sales and marketing department, ensuring all efforts remained legally sound and providing business advice and acumen to strategies and tactics

THE LAW OFFICE OF CHRISTOPHER L. CAROL, PLLC – Lansing, MI

Formed a professional limited liability company and started my own private practice, specializing in civil litigation and public defense

Attorney, Solo-Practitioner, November 2009 – October 2011

General practitioner with a focus on civil transactions and criminal defense. Represented a variety of civil and criminal defense clients. Reviewed private contracts, wills, and estate planning documents.

Results:

- **Diligent and successful client representation** on a variety of civil and family law matters, including successfully arguing to uphold a personal protection order
- **Diligent and successful client representation** on a variety of criminal law matters, including DUI and felonies, resulting in findings of not guilty or a reduction in sentencing
- **Counseled and advised clients** on a variety of transactional matters, including contracts, wills, and estate plans
- **Speaker at Constitutional Law Day**, teaching a school about the importance and significance of the U.S. Constitution in a meaningful and engaging way for a young audience

MICHIGAN ATTORNEY GENERAL'S OFFICE – Lansing, MI

Main legal advisor to the Michigan state government

Legal Intern, Corrections Division, September 2008 – April 2009

Under the supervision of various assistant attorneys general (including working directly with the Department Head) of the Corrections Division of the Michigan Attorney General's Office, I researched, drafted, and filed motions for summary disposition for over 50 civil rights cases filed by incarcerated individuals against the State of Michigan under the civil rights statute, 42 USC 1983

Results:

- **Carried a full case load** as an intern, handling between 3 and 10 different cases at any one time
- **Responsible for drafting an argument that later became law** covering the scope of a correctional facility's ability to place individuals in administrative segregation
- **Found creative resolutions**, including the use of civil sanctions under the Federal Rules of Civil Procedure to dismiss a frivolous lawsuit filed against the State of Michigan

Christopher L. Carol, J.D., Esq.

Education

THOMAS M. COOLEY LAW SCHOOL, Lansing, MI

Doctor of Jurisprudence, *cum laude*, May 2009

Graduated with honors in the top 10% of my class. Finished in 2 years under TMCLS's Accelerated Program. Received the Certificate of Merit in Constitutional Law and Family Law. Moot Court Competition Finalist and Top Advocate. Honors Scholarship recipient.

MICHIGAN STATE UNIVERSITY, East Lansing, MI

Bachelor of Arts, English Language and Literature/Letters, May 2005

Bachelor of Arts, Criminal Justice, May 2005

Professional Organizations and Volunteering

MICHIGAN BAR ASSOCIATION

Michigan's professional body of lawyers

Member in Good Standing, November 2009 – Present

I am a member in good standing with the Michigan Bar Association

GRAND TRAVERSE, LEELANAU, ANTRIM COUNTY BAR ASSOCIATION

The local bar association for Grand Traverse, Leelanau, and Antrim Counties, Michigan

Governor, July 2011 – August 2014

I sit on the Board of Governors for the local bar association, helping the organization decide on matters affecting the local bar and ensuring the organization remains dedicated to promoting the legal profession and remaining active in the community

INSTITUTE FOR CONTINUING LEGAL EDUCATION

Michigan's leading provider of continuing legal education resources

Member and Partner, October 2011 – October 2013

Participated as a partner with the Institute for Continuing Legal Education, taking part in surveys and research on the institution's use and value for young and solo-practicing attorneys

FATHER FRED FOUNDATION

Non-denominational charity in Traverse City, Michigan dedicated to providing food, clothing, household goods, and financial assistance to those in need

Volunteer, April 2014 – August 2014

Christopher L. Carol, J.D., Esq.

Weekly, I volunteer at the Father Fred Foundation, helping individuals in the food pantry and household goods departments

STATE THEATRE

The historic cinema plaza in Traverse City, Michigan

Volunteer, October 2011 – Present

I volunteer regularly at the State Theatre, participating in its daily operations and functions

RECEIVED

MAR 12 2015



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Historic District Commission

Name: Matt Hanley

Address: 515 W 9th St Traverse City MI 49687

E-Mail Address: matt@rhhlawtc.com

Preferred Phone No.: 231-486-6556 Additional Phone No.:

Occupation: Attorney (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
How do you believe your appointment would benefit the city?
Describe your involvement in the community on a board/committee or in another volunteer capacity.
Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? Zoning Appeals

YES NO Did you attach the required letter outlining the items requested above?

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

Signature: [Handwritten Signature]

Date: 3/10/15

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

March 10, 2015

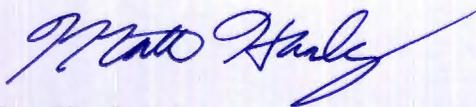
City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Dear City Commission:

Please accept my application for the Historic Districts Commission. Having grown up in the Central Neighborhood Historic District and now living in what is considered the expanded Central Neighborhood Historic District, I am looking to uphold the cultural, social and economic value that the Districts provide to Traverse City. I appreciate the benefits of living in an area of Traverse City with heightened architectural requirements and would like to continue to promote their application within the City limits.

With the increasing popularity of these Districts and an increase in renovations and remodeling, I find it extremely important to make decisions that will retain the character of Traverse City through Historic Districts. I have seen the attempts to undermine the character of the City as a member of the Zoning Board of Appeals and realize the importance of protecting the culture of the City and its neighborhoods.

Sincerely,



Matt Hanley
515 W 9th St.
Traverse City, MI 49684

Historic Districts Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Michael Callahan (Architect) 521 Spruce Street, TC, 49684 947-8875 (Res)	08/16/99	06/30/17
Mark Crane 721 South Union St, TC, 49684 947-9039 (Res) 941-1200 (Bus) cranemarkus@yahoo.com	06/02/08 (eff. 6/30/08)	06/30/17
Andy Andres 1107 Barlow St, Apt. B, TC, 49686 342-5819 (Cell) a.andres@charter.net	02/04/13	06/30/15 06/30/18
- <i>Seeking Reappointment</i>		
Karl Brockmiller 1018 Washington, TC, 49686 935-1492 (Red) 876-9782 (Bus) karlbrockmiller@9and10news.com	03/05/12	06/30/14 06/30/17
- <i>Not Seeking Reappointment-</i>		
Eric Mansuy 1010 Rose St, TC, 49684 499-6768 (Res)	12/03/07	06/30/15 06/30/18
- <i>Seeking Reappointment</i>		
Suzannah Tobin (Architect) 562 Fifth St, TC, 49684 929-4465 (Res) 883-9146 (Bus) suzannahtobin@yahoo.com	06/21/10	06/30/16
Ken Zacks (Hist Dist Prop Owner/Bus Owner) 203 Wadsworth, TC, 49684 946-2312 (Res)	07/02/01	06/30/16

David Weston, Zoning Administrator - staff

This Commission consists of 7 members **appointed by the City Commission**. Members **must reside in the City** of Traverse City.

- One Member shall be a licensed Architect.
- Two Members shall be selected from a list submitted by duly organized and existing

preservation societies or historical groups.

All appointments are for **3-year terms** expiring 6/30.

An appointment to fill a vacancy shall be made by the City Commission to complete the unexpired term.

Creation of the Historic Districts Commission provided for by 1970 PA 169 as amended MCL399.205 et seq and TC Code §1462.03.

Purpose: To carry out the provisions of Chapter 1462, Part Fourteen, Historic Districts Commission, Traverse City Code of Ordinances. To investigate and recommend to City Commission areas it deems valuable for designation as Historic Districts, to recommend to City Commission structures it deems valuable for designation as Historic Landmarks, etc. Purposes of Ordinance are to safeguard heritage of City - to preserve cultural, political or architectural history - to preserve historic landmarks - to foster civic beauty, etc.

Meets last Thursday of the Month at 7pm.

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: January 28, 2015
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Kuhn, W. Twietmeyer, J. Bussell
ABSENT: J. Jenkins, C. Rueckert
GUESTS:
STAFF: B. Postma

J. Bussell called the regular meeting to order at 12:03 pm.

Moved by W. Kuhn, seconded by W. Twietmeyer that the minutes of the November 19, 2014 regular meeting be approved.

Motion approved 3-0.

Warrant No. 584 in the amount of \$190,360.44 for Retirees Benefits for January 2015 was approved and signed by W. Kuhn and J. Bussell.

Warrant No. 585 in the amount of \$188,650.86 for Retirees Benefits for February 2015 was approved and signed by W. Kuhn and J. Bussell.

Moved by W. Kuhn, seconded by J. Bussell to authorize payment of \$100 to MAPERS for the annual membership fee for the Retirement System.

Motion approved 3-0.

Moved by W. Kuhn, seconded by J. Bussell that Chad Rueckert be nominated and elected as Chairman of the Retirement Board for 2015.

Motion approved 3-0.

Moved by W. Kuhn, seconded by J. Bussell that William Twietmeyer be nominated and elected as Secretary of the Retirement Board for 2015.

Motion approved 3-0.

The Board was provided a snapshot of market value as of December 31, 2014 from Gray & Company. The report included an executive summary table and a total fund allocation by manager. A complete quarterly report will be forthcoming in the next two weeks and will be presented at the February meeting.

W. Twietmeyer distributed to the Board a listing of the Board meeting schedule for 2015.

The Board briefly discussed the current consultant agreement with Gray & Company. It was determined to discuss this agreement at an upcoming meeting with the full Board in attendance.

W. Twietmeyer provided to the Board a provision in the consultant agreement with Gabriel, Roeder, Smith & Company regarding their responsibility to provide actuarial reports in

accordance with the Government Accounting Standards Board provisions. It was determined to address the additional billing for services for GASB 67 implementation with Gabriel, Roeder, Smith & Company when they arrive for their annual presentation.

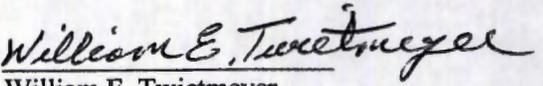
It was announced that the upcoming MAPERS Conferences will be held on May 17-19, 2015 in Mt. Pleasant, Michigan and on September 27-29, 2015 in Acme, Michigan.

It was announced that police retiree Larry Fleis had passed away.

Moved by W. Kuhn, seconded by W. Twietmeyer to adjourn.

Motion approved 3-0.

Meeting adjourned at 12:26 pm


William E. Twietmeyer
Secretary/Treasurer

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Delinquent Water and Sewer
Date: April 28, 2015

In accordance with Chapter 1044.17(d) of the Code of Ordinances for the City, letters to property owners for delinquent water and sewer to be placed on taxes will go out in April or early May. This letter informs the owners that there are outstanding water and/or sewer charges as of December 31, 2014 on their property. The property owners have until May 31, 2015 to pay the balance due to avoid this amount being placed on their summer 2015 taxes.

The total water and sewer preliminary delinquent amount that is being prepared to be added to the summer 2015 taxes totals \$16,918.20.

Please place this on the agenda of the next regular City Commission meeting under reports and communications.

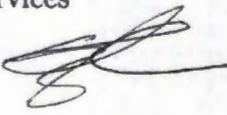
5/4 CC reports



MONTHLY OPERATING REPORT

TO: Penny Hill, Acting Traverse City Manager
John Divozzo, Grand Traverse County

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

FROM: Elizabeth Hart, Project Manager 

DATE: April 17, 2015

SUBJECT: Monthly Operations Report for March 2015

Attached to this report are the following items: a copy of the report to the state which has been electronically submitted, a financial summary of the TCRWWTP and the Septage Facility, and the monthly loadings for each Township within Grand Traverse County, the Septage Facility and the City.

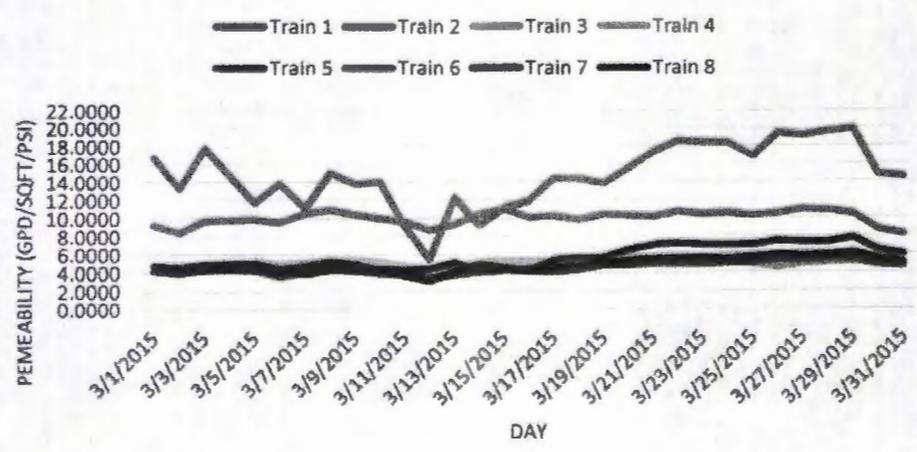
TRAVERSE CITY

OPERATIONS AND PROJECTS

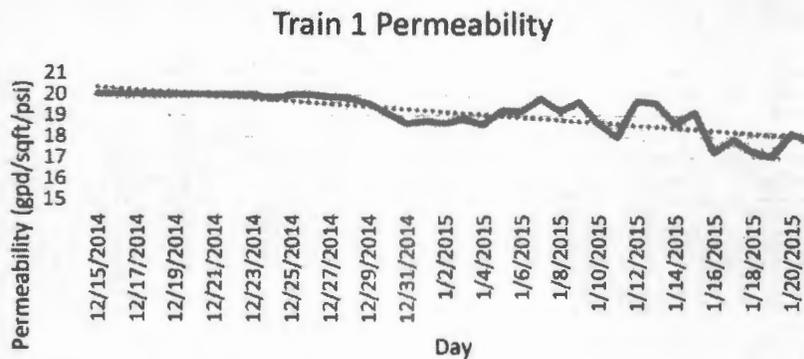
The Treatment Plant was in compliance through the month of February.

Permeability of all 8 membrane trains is illustrated in the graph below.

Membrane Train Daily Average Permeability



From 1-6-15 to 1-20-15, we performed daily maintenance cleans on train 1, alternating between cleaning chemicals. We did not find that increasing the maintenance clean frequencies to this degree offered a measureable benefit. (See Graph Below) During this time water temperatures were relatively constant, this would suggest that the declining permeability illustrated below is a result of the presence of the comma shaped gram positive bacteria in our biomass and not various types of fouling.



We are currently taking a two pronged approach to addressing the comma shaped Gram positive bacteria (CSGPB) in our biomass. First, we are looking at alternatives to the gravity belt filtrate diversion pipe for controlling the quantity of CSGPB in our biomass, and secondly we are attempting to rid our biomass of the CSGPB. The following items summarize last month's progress:

- In an effort to eliminate the need of the gravity belt filtrate diversion pipe, we are examining other methods of controlling the presence of comma shaped Gram positive bacteria in our biomass. These are the methods currently being examined: flocculation of the bacteria with the addition of metal salts or polymer, the possibility of killing the bacteria with UV or chemical addition, and positioning a filter in the gravity belt filtrate discharge pipe that would prevent the bacteria from being recycled back to our aeration tanks. Summarized below, are our findings:
 - ❖ With the addition of a metal salt to the Waste Activated Sludge (WAS), we attempted to get the comma shaped Gram positive bacteria to form a floc and settle out of the gravity belt filtrate. Adding Ferric Chloride to the WAS did not prove to be effective in flocculating the comma shaped Gram positive bacteria. Further, bench testing suggest it would take an extremely high dose of polymer to coagulate and settle this bacteria. Which would be costly.
 - ❖ The current belief that the CSGPB is a mycobacterium eliminates the possibility of the use of UV or Chlorine to destroy them. Because mycobacterium are far more resistant to the effects of UV or Chlorine, desired microbes would be destroyed more readily than the CSPB with their use.

- ❖ We have found an inline filtering system that could be used to filter this bacteria out of our biomass by way of the gravity belt filtrate discharge line. (Currently redirected to the UV channel) We are in the process of confirming the costs involved with installing this filter, and the ongoing expense associated with future filter replacements. (We believe we could use a filter that was able to be washed and reused which would reduce the ongoing expense)
- Results and conclusions from the sample sent to Microbe Detectives are still pending. When we have a confirmation of what type of bacteria we are using we will understand more completing how to select against in our aeration basin.
 - ❖ We have not been able to get a graduate student to take on the project of analyzing this bacteria. We will continue to try and find someone who is willing to research this issue.
 - ❖ Through working in collaboration with an outside company specializing in solutions to biological issues at waste water treatment facilities, various microbiologist, CH2M operational specialist, and Traverse City staff, we have decide to try and out compete this bacteria. The idea is that by adding a supplement and fostering the growth of desired microorganisms, the growth of the comma shaped Gram positive will be hindered. We began feeding this supplement on 4/7/15. We are performing regular microscopic examinations, and monitoring plant parameters so we can accurately determine the effects of the addition of the supplement.

The Spring biosolids haul has begun.

We responded to 6 plant alarms in March.

Maintenance

We repaired the east odor control fan.

We repaired back pulse pump A.

We replaced the sensaphone for the Riverine lift station.

We corrected the settings on back pulse pump B's VFD to allow proper auto operation.

ABI repaired the leak in the discharge line for back pulse pump A.

We installed a new valve for the east load out discharge line.

Windemuller installed a new VFD for the permeate pump on train 6.

We replaced the soft start for Scour Air Blower D.

We replaced the recirculation pump for Digester #4.

The north rotary screw compressor was overhauled with a new air/oil separator and check valves.

TCRWWTW Items of Importance

TCRWWTW Action Items	Status
Membrane Replacement	CH2M recommends replacing 4 trains of Membranes in 2015. CH2M developed corresponding memorandum and addendum, and answered questions in 2 study sessions in 2014, and 2015. On 1/19/15, The City Commission voted to replace 3 trains of membranes provided the County Board of Public Works approves to cover their financial portion of the replacement. 3/12/15, the County Board of Public works approved their financial portion of replacing 3 trains of membranes.-Waiting for GE proposal and CH2M contract to be signed.
Coma Shaped Gram Positive Bacteria(CSGPB)	CH2M has been working on finding the source and eliminating Coma Shaped Gram Positive Bacteria Since 2011. This bacteria is not commonly found in Waste Water Treatment Plants, and there is not much known about it. We are working with microbiologist and the DEQ to try and solve the issue. We started adding a supplement to the aeration basin to get desired microbes to out compete CSGPB. -Solution Pending
Mixing in the Aeration Basin is inadequate leading to solids buildup in corners, under pipes and along tank walls-may be a variable in growing Coma Shaped Gram Positive	CH2M recognized problem changed position, and angle of mixers in the basin. Mix hard to get to problem areas weekly with compressed air system constructed from PVC by maintenance Dept. Continue to Monitor solids depth in problem areas for effectiveness of solutions.-On Going
Compressed Air Backup needed for Membrane Building	Compressed air is vital to the proper operation of our membrane system. Failure of the air compressors could result in an inability to permeate. We have two compressors in the Membrane Building, but wanted to add additional backup. CH2M developed a strategy to get the compressed air from the screw compressors in the administration building to the membrane building for use in emergency. CH2M is currently implemented the plan.-Complete CH2M will further this effort to include a connection that will allow the City's portable air compressor to be used as a third backup.-On going
Phoenix Odor Control System	The system is indicating that the canisters will need to be changed out as early as possible this Spring. CH2M included in capital improvements for 2015/2016.-Pending

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Digester 4 Needs Improved Mixing	City Commission approved the replacement of the Digester 4's centrifugal pump in 2014. CH2MHill ordered the Pump, and it arrived in December of 2014. CH2M installed the new Vaughn pump for mixing Digester 4.-Complete
The Membrane Gates need Replacing	City Commission approved the replacement of 4 Membrane gates in 2014. CH2M ordered the gates in 2014. The gates should arrive the end of April. CH2M will install gates in the Spring of 2015. CH2M will recommend the approval of the purchase of 4 additional Membrane gates in 2015.
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. This recommendation is included in the 5 yr. Capital Improvement Plan for the next three years.
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in year 2015 of the City's 5 year capital Improvement Plan.
TBA Lift Station Pumps, Check Valves, Pump pit needs reconditioning.	Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2M recommends replacing the pumps, check valves and relining the pump pit. This recommendation is included in year 2015 of the City's 5 year capital Improvement Plan.

IPP

Munson Medical Center resampled Outfall-001, which had been high on TKN as of their last self-monitoring report. This current sample showed that they had returned to compliance. They have commissioned an outside engineering study to investigate their recent high TSS and TKN readings, as well as their high BOD numbers at Outfall-003.

Tyson Foods (formally, Sara Lee Bakery) experienced a process upset with foaming in March. They promptly informed us, as per their discharge permit. We later met with them and discussed the new permit and their response to the upset. We asked to sample the water being discharged from their combined flow outfall to verify they have returned to compliance. The results are not back from the lab.

The attorney for Ambrosia Café contacted us this month and asked to open their establishment without the required Inspection Manhole. After discussing the matter with the City Attorney, the City denied their request.

GRAND TRAVERSE SEPTAGE FACILITY

GTSF ITEMS OF IMPORTANCE

GTSF Action Items	Status
Bio-Filter Media Replacement	CH2M put together a scope of work, obtained competitive bids, and received BPW approval to oversee the replacement of the bio-filter media. Subcontractors have been organized, and a preconstruction meeting has been held. Work to be completed by mid-April providing no unforeseen complications. --[Completed 4-13-15]
Coarse Screens Intermittently Bypassing	East Coarse Screen brushes replaced and Bellows rotated. West Coarse Screen Brush replaced and Bellows rotated. [Complete]
Pump Pulling Capabilities Needed	CH2M found solution submitted details and costs to John Divozzo. John and Sam reviewed and found solution reasonable. John approved the purchase. CH2M received crane and mounts- installation pending engineering consult on best way to secure mounts.
SNDR Pump Seal is Leaking	CH2M maintenance staff is inspecting and creating action plan. We are currently looking into different seals, examining the cost and benefit of each.
Pumps are Aging	CH2M looking into having wear plates machined. Pump Replacement Included in 5 Year Capital Improvement plan. (2016-2019) CH2M looking at operational solutions to reduce amount of grit getting to pumps. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) included in 5 yr. Capital improvement plan for 2018.
Fine Screens Modification Needed to remove rags and not impede forward flow	CH2M has developed a modification strategy, and budget included in 5 yr. Capital Improvement Plan for 2016.
ATAD needs to be cleaned	CH2M is developing scope of work and obtaining competitive bids. With board approval we could add this expense into our 2015/2016 operational contract.
Rock Trap for Grease Pump-Needed to protect pump from large debris	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr. Capital plan for 2017.
Bio-Solids Load Out Pipe Needed	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio- solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan for the facility in 2017.
Sludge Storage Capacity	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This Recommendation was included in the 5yr Capital Improvement Plan.(2019)

OTSE (continued)

Operations

The daily average effluent BOD loading for the month of March was 11.03 lbs./day.

Short's Brewing Company continues to offload at least once per week.

The Spring biosolids haul will take place in April.

We are going to meet with K&D and TERRA to get proposals for ATAD cleaning and influent EQ tank cleaning. Because of the grit the trucks offload, cleaning the influent EQ tank is a yearly necessity and we want to make sure we have the lowest cost possible.

The biofilter media has been replaced and the biofilter is back in service. We will be providing you with a summary of the project. The replacement of biomedial will be an ongoing expense. The media will need to be replaced every 7-8 years.

We have modified the rock traps so that when the hauler's pressure off the rock trap doesn't spray all over the unloading bay.

We also have reduced odors in this unloading bay by bagging the screenings.

Maintenance

The Sulzer recirculation pump for the biosolids storage tank has a failed seal. We have minimized the leak and are consulting with various Sulzer pump representatives to find the best seal to use in this application. We are considering cost and seal design.

Other

We continue to work on pricing for installing quick connects for the motors on both coarse screens. We will purchase LOTO devices for those connections.

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

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

PERMIT NUMBER: MI0027481
MONITORING POINT: 001A

DISTRICT: Cadillac
COUNTY: Grand Traverse

Monitoring Period : 2015-03-01 To: 2015-03-31

NO DISCHARGE FROM SITE: ()

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Flow	Sample Measurement	4.890	5.287		*****	*****	*****		0	Daily	Report Total Daily Flow
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****	*****	*****		Daily	Report Total Daily Flow
Total Suspended Solids	Sample Measurement	72	87		*****	1.8	2.3		0	3X Weekly	24-Hr Composite
PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average	lbs/day	*****	30 Maximum Monthly Average	45 Maximum 7-Day Average	mg/l		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	Sample Measurement	93	136		*****	2.3	3.2		0	3X Weekly	24-Hr Composite
PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average	lbs/day	*****	25 Maximum Monthly Average	40 Maximum 7-Day Average	mg/l		3X Weekly	24-Hr Composite
Total Phosphorus (as P)	Sample Measurement	11.75	*****		*****	0.29	*****		0	3X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	36 Maximum Monthly Average	*****	lbs/day	*****	0.5 Maximum Monthly Average	*****	mg/l		3X Weekly	24-Hr Composite
Total Copper	Sample Measurement	*****	*****		*****	*E	*****		0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	(report) Maximum Monthly Average	*****	ug/l		Quarterly	24-Hr Composite
Total Mercury	Sample Measurement	*****	*****		*****	*E	*****		0	Quarterly	Calculation
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	(report) Maximum Monthly Average	*****	ng/l		Quarterly	Calculation
Fecal Coliform	Sample Measurement	*****	*****		*****	6.5	16.7		0	3X Weekly	Grab
PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean	cts/100 ml		3X Weekly	Grab

Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)
Mark Huggard / Operations Supervisor CH2M		Elizabeth Hart / Project Manager CH2M	231-922-4922	2015-04-10

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

Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)

PERMITTEE NAME: Traverse City WWTP

PERMIT NUMBER: MI0027481

DISTRICT:

Cadillac

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

MONITORING GROUP: 001A
 Monitoring Period : 2015-03-01 To: 2015-03-31

COUNTY: Grand Traverse
 NO DISCHARGE FROM SITE: ()

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
pH PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: I	Sample Measurement	*****	*****	*****	7.2	*****	7.6	S.U.	0	3X Weekly	Grab
	Permit Requirement	*****	*****	*****	6.0 Minimum Daily	*****	9.0 Maximum Daily				
Dissolved Oxygen PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: I	Sample Measurement	*****	*****	*****	9.8	*****	*****	mg/l	0	3X Weekly	Grab
	Permit Requirement	*****	*****	*****	4.0 Minimum Daily	*****	*****				
CBOD5 Minimum % Removal PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****	*****	98.3	*****	*****	%	0	Monthly	Calculation
	Permit Requirement	*****	*****	*****	85 Minimum Monthly % Removal	*****	*****				
Total Suspended Solids Minimum % Removal PARAM CODE: 81011 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****	*****	98.6	*****	*****	%	0	Monthly	Calculation
	Permit Requirement	*****	*****	*****	85 Minimum Monthly % Removal	*****	*****				
Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.						Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)		
Mark Huggard / Operations Supervisor CH2M							Elizabeth Hart / Project Manager CH2M	231-922-4922	2015-04-10		

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

Traverse City Regional Wastewater Treatment Plant 2014-2015

	MAR-15			Year-to-date		
	Budget	Actual	Total Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	15,018	10,083	4,935	180,210	161,407	18,803
Repairs	9,583	12,583	-3,000	115,000	174,634	-59,634
DUES AND SUBSCRIPTIONS	66	0	66	788	726	62
EDUCATION, TRAINING, MEETINGS	650	39	611	7,802	7,062	740
ELECTRICITY	38,974	48,621	-9,647	467,690	498,036	-30,345
EMPLOYEE EXPENSE	786	1,054	-268	9,431	23,530	-14,099
INSURANCE	2,754	2,550	204	33,044	34,670	-1,626
LABOR	74,354	73,288	1,066	875,456	764,294	111,162
OPERATING EXPENSES	10,309	17,302	-6,993	108,066	120,436	-12,370
OUTSIDE SERVICES	917	6,873	-5,956	11,000	96,740	-85,740
SOLIDS HANDLING	570	677	-107	155,340	165,386	-10,046
SUPPLIES	917	2,188	-1,271	27,906	41,097	-13,191
TRAVEL COSTS	1,460	6,075	-4,615	17,517	31,501	-13,984
UTILITIES-OPERATIONS	1,213	2,960	-1,747	14,550	14,492	58
Total Cost	157,571	184,294	-26,723	2,023,802	2,134,010	-110,209
REPAIRS (Included in the above)	9,583	12,583	-3,000	115,000	145,735	-30,735

Major Repair Expenses in March

Replace the coupler for screw pump #2

Airlex repaired south rotary screw compressor so it would unload at set points

Upgraded security cameras

Replacement valve for east loadout

Replacement valve for SST #1

Grand Traverse Septage Facility 2014-2015

MAR-15

Year-to-date

	MAR-15			Year-to-date		
	Budget	Actual	Total Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	\$ 120.00	\$ -	\$ 120.00	\$ 1,440.00	\$ 2,124.00	\$ (684.00)
CLIENT PLANT & EQUIP	\$ 833.00	\$ 3,169.65	\$ (2,336.65)	\$ 10,000.00	\$ 15,153.30	\$ (5,153.30)
DUES AND SUBSCRIPTIONS	\$ 1.00	\$ -	\$ 1.00	\$ 7.00	\$ 1.00	\$ 6.00
EDUCATION, TRAINING, MEETING	\$ 21.00	\$ -	\$ 21.00	\$ 250.00	\$ 62.00	\$ 188.00
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 66.00	\$ -	\$ 66.00	\$ 793.00	\$ 261.00	\$ 532.00
INSURANCE	\$ 277.00	\$ 135.54	\$ 141.46	\$ 3,324.00	\$ 2,285.08	\$ 1,038.92
LABOR	\$ 10,210.00	\$ 10,590.83	\$ (380.83)	\$ 120,211.00	\$ 114,308.66	\$ 5,902.34
OPERATING EXPENSES	\$ 1,123.00	\$ (2,510.39)	\$ 3,633.39	\$ 13,374.00	\$ 10,182.22	\$ 3,191.78
OUTSIDE SERVICES	\$ 2,167.00	\$ 1,500.00	\$ 667.00	\$ 26,000.00	\$ 24,629.00	\$ 1,371.00
SOLIDS HANDLING	\$ 2,525.00	\$ 516.06	\$ 2,008.94	\$ 30,300.00	\$ 21,379.12	\$ 8,920.88
SUPPLIES	\$ 17.00	\$ 328.26	\$ (311.26)	\$ 200.00	\$ 1,386.52	\$ (1,186.52)
TRAVEL COSTS	\$ 172.00	\$ -	\$ 172.00	\$ 2,068.00	\$ 899.00	\$ 1,169.00
UTILITIES-OPERATIONS	\$ 216.00	\$ -	\$ 216.00	\$ 2,588.00	\$ 1,906.00	\$ 682.00
Total Cost	\$ 17,748.00	\$ 13,729.95	\$ 4,018.05	\$ 210,555.00	\$ 194,576.90	\$ 15,978.10
REPAIRS (included in the above)	\$ 833.00	\$ 226.65	\$ 606.35	\$ 10,000.00	\$ 15,153.30	\$ (5,153.30)

Township and City Loadings 2014-2015

* We have no BOD data for Blair Township. Loadings are calculated using plant Influent BOD as a surrogate for Blair Twp BOD concentration.

BOD Loadings in pounds per day	Limit owned	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
	Blair	404	60	59	45	39	35	32	38	34	42	0	0
Garfield Twp	3624	2784	2973	3853	3258	2880	3230	3188	3153	3408	0	0	0
Elmwood Twp	780	383	380	414	355	348	418	381	385	382	0	0	0
East Bay Twp	1309	536	592	1085	1337	317	785	678	599	724	0	0	0
Acme Twp	1557	431	507	431	344	274	273	291	353	322	0	0	0
Peninsula Twp	406	77	72	82	78	77	87	86	74	65	0	0	0
Septage	0	49	17	11	94	99	7	4	4	11	0	0	0
City	12120	5752	5244	3203	3845	5129	4159	3721	3598	3082	0	0	0
Total		10071	9844	9104	9350	9158	8991	8385	8201	8035	0	0	0

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City.

Concentrations (mg/L) Used to Calculate Loadings 2014-2015

Average BOD Concentration	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
	Plant	259	258	233	228	230	224	219	203	200	0	0
Garf 1 Lift Station	231	208	262	248	246	311	283	265	280	0	0	0
Garf US 31 meter	311	366	500	382	298	359	338	336	300	0	0	0
Garf 6th St meter	188	247	214	292	200	287	242	235	218	0	0	0
Elmwood LS	252	258	278	213	183	259	230	231	208	0	0	0
East Bay LS	202	232	324	486	196	304	274	244	251	0	0	0
Bunker Hill	159	188	171	141	99	133	136	180	131	0	0	0
Acme	180	229	190	165	207	178	192	229	221	0	0	0
Peninsula LS	180	149	147	143	137	153	147	137	105	0	0	0

Grand Traverse Septage Facility Loadings (lbs/day) 2014-2015

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Septage	48	17	11	94	99	7	4	4	11	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings. Going forward, in an effort to more purely represent the process, we will report the raw data we generate directly from our sampling and analysis as shown above. The concentrations previously reported were not the raw data we used to calculate BOD loadings, but a product of the Loadings calculations themselves. (a back calculation)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 4, 2015

DATE: APRIL 30, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: PUBLIC COMMENT REQUEST – RICK BUCKHALTER

Attached is a reserved public comment request from Rick Buckhalter, 932 Kelley Street, to address the City Commission regarding “The ADU Ordinance.”

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

PH/bcm

copy: Rick Buckhalter, 932 Kelley Street

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

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



Request

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

RECEIVED

APR 27 2015

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Please Print or Type

I, Rick Buckhalter, representing Myself,
pursuant to City Commission Rule 13 (see reverse side), request to be placed
under "Public Comment - Reserved" on the Agenda of the Regular Meeting
scheduled for Monday, MAY 4, 2015.

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

I wish to address the Commission regarding the following matter:

The ADU ordinance

April 27, 2015

Date

(231) 933-5233

Daytime Phone

buckcro0303@yahoo.com

E-mail

Rick Buckhalter

Signature

932 Kelley St.

Address

Traverse City, MI 49686

City/Township

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

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