



Notice

City Commission Regular Meeting

7:00 pm

Monday, May 18, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 5-14-15

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

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

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

City Commission:
c/o Benjamin C. Marentette, 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 May 2, 2015, May 4, 2015 and May 11, 2015. (Approval recommended) (Penny Hill, Benjamin Marentette)

- b. Consideration of declaring certain Wastewater Treatment Plant equipment and materials surplus so they may be sold for scrap. (Approval recommended) (Penny Hill, Dave Green)
- c. Consideration of authorizing a service order for painting of various street markings, legends, and parking areas. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- d. Consideration of adopting a resolution approving Special Improvement District 2015-05, as requested by the property owner, which would install sanitary sewer main service to 952 and 954 Walnut Street and consideration of authorizing a service order for the related work. (Adoption and approval recommended) (Penny Hill, Timothy Lodge, Polly Cairns) (5 affirmative votes required)
- e. Consideration of authorizing a confirming service order for additional construction testing that was determined necessary by the Michigan Department of Transportation for the West Front Street Reconstruction Project and West End Beach Trail and Access Project. (Approval recommended) (Penny Hill, Timothy Lodge) (5 affirmative votes required)
- f. Consideration of authorizing a confirming service order for emergency water main repair work beneath Division Street at Seventh Street. (Approval recommended) (Penny Hill, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing an agreement to develop a strategic plan for compliance with the Native American Graves Protection and Repatriation Act as it relates to related cultural items within the Con Foster Collection, as recommended by the City Commission Ad Hoc Committee regarding City Assets and Carnegie Building. (Approval recommended) (Commissioner Jeanine Easterday, Chair; Commissioner Gary Howe; Commissioner Ross Richardson; Penny Hill)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of various actions in connection with the Fiscal Year 2015-2016 Budgets, including the City of Traverse City, Traverse City Light and Power, and Downtown Development Authority:
 - 1. Consideration of adopting a Resolution Waiving the Property Tax Administration Fee for Fiscal Year 2015-2016. (Penny Hill)
 - 2. Consideration of adopting a Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2015-2016. (Penny Hill, Robert Bacigalupi) (5 affirmative votes required)
 - 3. Consideration of adopting a Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2015-2016. (Penny Hill, Robert Bacigalupi) (5 affirmative votes required)
 - 4. Consideration of adopting a Resolution Certifying the Tax Levy for the City of Traverse City for Fiscal Year 2015-2016. (Penny Hill) (5 affirmative votes required)
 - 5. Consideration of adopting a Resolution Certifying the Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2015-2016. (Penny Hill) (5 affirmative votes required)

6. Consideration of adopting a Resolution Approving the Traverse City Light and Power Budget and Capital Improvement Plan for Fiscal Year 2015-2016. (Penny Hill, Tim Arends) (5 affirmative votes required)
 7. Consideration of adopting a Resolution Approving the Traverse City Comprehensive Budget for Fiscal Year 2015-2016.
 8. Consideration of adopting a Resolution Adopting the Traverse City Capital Improvements Plan and Capital Projects Fund for Fiscal Year 2015-2016. (Penny Hill) (5 affirmative votes required)
- b. Consideration of authorizing a contract for staffing services for the Traverse City Arts Commission. (Penny Hill, Benjamin Marentette, Robert Bacigalupi) (5 affirmative votes required)
 - c. Consideration of possible real property purchase to advance the Corridors Master Plan. (Possible Closed Session) (Penny Hill, Lauren Tribble-Laucht, Jean Derenzy) (5 affirmative votes required to go into closed session)

4. New Business

- e. Report from the City Clerk regarding the City's Facebook page and consideration of amending the Facebook Site Posting Policy to also apply to the City's Twitter account. (Penny Hill, Benjamin Marentette)

5. Appointments

- a. Consideration of approving the Mayor's appointment to the Human Rights Commission. (Penny Hill, Katie Stroven)

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 meeting of February 25, 2015.
 - 3. Quarterly Financial Report from the City Treasurer/Finance Director for the third quarter which ended March 31, 2015.
- e. Reports and correspondence from non-City officials.
 - 1. Fractile Emergency Response report from North Flight for April 2015.

7. Public Comment

- a. Reserved.
 - None.
- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: May 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: MINUTES

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

- May 2, 2015 Special Meeting
- May 4, 2015 Regular Meeting
- May 11, 2015 Study Session

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

that the minutes of the May 2, 2015, Special Meeting, May 4, 2015, Regular Meeting, and May 11, 2015, Study Session, be approved.

PH/slm

k:\tcclerk\city commission\minutes



Minutes of the
City Commission for the City of Traverse City
Special Meeting

May 2, 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 9:30 a.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:

1.

Interviews for the position of City Manager.

The City Commission interviewed David Benda for the position of City Manager.

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

The City Commission interviewed Marvin Collins for the position of City Manager.

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

The City Commission interviewed Martin Colburn for the position of City Manager.

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

The City Commission interviewed James Drumm for the position of City Manager.

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

2.

Consideration of next steps in the City Manager selection process.

The following addressed the City Commission:

Benjamin Marentette, City Clerk

Jamie Caroffino, Human Resources Generalist

Mayor Michael Estes asked the Commission to indicate who they would like to extend an invitation to participate in a second interview. The following table articulates which members of the City Commission wished to extend an invitation to candidates for the position of City Manager to participate in a second interview.

Candidate:	Carruthers	Easterday	Howe	Richardson	Werner	Budros	Estes	Total 'yes votes'
David Benda	Yes	Yes	No	Yes	Yes	No	Yes	5
Marvin Collins	No	No	Yes	No	Yes	Yes	No	3
Martin Colburn	Yes	Yes	Yes	No	No	Yes	No	4
James Drumm	No	Yes	Yes	Yes	Yes	Yes	No	5

It was the consensus of the City Commission that candidates participating in a second interview meet individually for a one-on-one discussion with each individual member of the City Commission and that each candidate meet with the collective department head team.

Moved by Budros, seconded by Howe, that the City Commission extend an invitation to participate in a second interview to the following candidates for the position of City Manager: David Benda, Martin Colburn and James Drumm.

CARRIED unanimously.

3.

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

None.

There being no objection, Mayor Estes declared the meeting adjourned at 5:25 p.m.


Benjamin C Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)

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



Regular Meeting

May 4, 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 Mayor Pro Tem Barbara Budros, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration by the Commission.

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 13, 2015, Special Meeting, April 13, 2015, Joint Study Session, April 20, 2015, Regular Meeting and April 27, 2015, Study Session be approved.
- b. 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.
- c. 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.
 - d. 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.
 - e. 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 for a Pay-In-Lane Device for the Hardy Parking Deck, with funds available in the Traverse City Parking System Capital Outlay Fund.
 - f. 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.
 - g. 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.

- h. Removed from the Consent Calendar.
- i. 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.
- j. 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.

CARRIED unanimously.

Items removed from the Consent Calendar

a.

Consideration of authorizing a contract for staffing services for the Traverse City Arts Commission.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director
Lauren Tribble-Laucht, City Attorney
William Twietmeyer, City Treasurer/Finance Director

No action was taken.

3. Old Business

3(a).

Public hearing regarding the Acting City Manager's Proposed Budget for Fiscal Year 2015/16.

Mayor Michael Estes opened the public hearing.

The following addressed the Commission:

Mike Coco, 325 Wellington Street – made general comments

Julie Clark, 604 West 12th Street – made general comments

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

3(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.

The following addressed the Commission:

Missy Luick, Planning and Engineering Assistant

Bob Doyle, SmithGroup JJR

Emily McKimmon, SmithGroup JJR

Moved by Budros, seconded by Richardson, 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 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.

Rick Buckhalter, 932 Kelley Street – made general comments

Ryan Matuzak, 3911 White Birch Drive, Green Lake Township - made general comments

Michael Sutherland, 7888 Peninsula Drive, Peninsula Township – made

general comments

William Calcutt, 1141 Peninsula Drive – expressed opposition

Deni Scrudato, 422 East State Street – expressed opposition

Rick Zaner, 516 Sixth Street – made general comments

Chris Maxbauer, 503 West Eighth Street – made general comments

Joe Cruzen, 741 Indian Trail Boulevard – made general comments

Jack Nolan, 437 West Seventh Street – made general comments

Mike Radcliff, 2133 Krumluff Road, Kalaska – made general comments

Steve Largent, 5445 Sharmin Road, East Bay Township - made general comments

Roll Call:

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

No - Howe, Werner.

CARRIED.

4. New Business

4(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.

Moved by Carruthers, seconded by Easterday, 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.

The following addressed the Commission:

John Nelson, 4022 Incochee Crest Commons, Garfield Township, The Watershed Center Grand Traverse Bay Baykeeper – made general comments

Roll Call:

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

No - Howe, Werner.

CARRIED.

5. Appointments

5(a).

Consideration of appointment of one member to the Parks and Recreation Commission.

Moved by Werner, seconded by Richardson, 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.

CARRIED unanimously.

5(b).

Consideration of appointing an ad hoc interview committee to make recommendation regarding five appointments to the Board of Zoning Appeals.

Moved by Budros, seconded by Easterday, 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 Christopher Carol be appointed to one three-year regular member term effective July 1, 2015, and expiring June 30, 2018 (seat held by Martin Lomasney) on the Board of Zoning Appeals.

CARRIED unanimously.

5(c).

Consideration of appointing an ad hoc interview committee to make recommendation regarding three appointments to the Historic Districts Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Budros, seconded by Howe, 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; and that Christopher Carol be appointed to an unexpired three-year term effective immediately, with the term expiring June 30, 2017, on the Historic Districts Commission.

Mayor Pro Tem Barbara Budros, with agreement by Commissioner Gary Howe, withdrew the motion.

Moved by Budros, seconded by Howe, 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; and further that an ad hoc interview committee be established to make a recommendation regarding an appointment to one unexpired three-year term expiring June 30, 2017, on the Historic Districts Commission (seat held by Karl Brockmiller) and that Commissioners Richardson, Easterday and Howe be appointed to such committee, with Commissioner Richardson to serve as Chair.

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 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

The following addressed the Commission:

- 1. Reserved.

None

- 2. General.

Chris Maxbauer, 503 West Eighth Street
Rick Buckhalter, 932 Kelley Street
Mayor Pro Tem Barbara Budros
Commissioner Tim Werner
Commissioner Jeanine Easterday

- 3. Mayor and City Commissioners.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:11 p.m.


Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



Minutes of the
City Commission for the City of Traverse City
Study Session
May 11, 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, Tim Werner.

The following Commissioners were absent: Ross Richardson

Mayor Michael Estes presided at the meeting.

1.

Presentation by the Michigan Economic Development Corporation regarding the Redevelopment Ready Communities' initiative.

The following addressed the Commission:

Penny Hill, Acting City Manager

Karen Wieber, Michigan Economic Development Corporation

2.

Presentation by Hickory Hills Advisory Committee regarding a request for a Brown Bridge Trust Parks Improvement Fund allocation for Hickory Hills.

The following addressed the Commission:

Mac McClelland, Hickory Hills Advisory Committee

Eric Okerstrom, Hickory Hills Advisory Committee
Laura Ness, Preserve Hickory President
Lauren Tribble-Laucht, City Attorney

3.

Consideration of a request from the Brown Bridge Advisory Committee for a Brown Bridge Trust Parks Improvement Fund allocation.

The following addressed the Commission:

Penny Hill, Acting City Manager

4.

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

The following addressed the Commission:

Penny Hill, Acting City Manager
Bill Twietmeyer, City Treasurer/Finance Director
Timothy Lodge, City Engineer
Lauren Tribble-Laucht, City Attorney
Russell Soyring, City Planning Director

5.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

6.

Public comment.

The following addressed the Commission:

Pam Darling, TART Trails
Deni Scrudato, 422 East State Street, Brown Bridge Advisory Committee
Chairwoman
Commissioner Tim Werner
Commissioner Gary Howe
Commissioner Jim Carruthers

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



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: SURPLUS EQUIPMENT

Attached are memos from Dave Green, DPS Director, and Elizabeth Hart, Project Manager for CH2M, requesting approval to declare certain pieces of equipment and damaged materials surplus so they can be disposed of through sale or as scrap.

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

That the Acting City Manager be authorized to declare the obsolete Digester #4 Recirculation Pump and 8 aluminum membrane gates surplus so that they may be disposed of.

PH/jd

cc: Dave Green, DPS Director
Elizabeth Hart, Project Manager for CH2M

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director *DJG*
DATE: May 8, 2015
SUBJECT: Wastewater Treatment Plant Surplus Equipment

Attached is a memo from Elizabeth Hart, Project Manager for CH2M, our WWTP operators, asking to declare certain pieces of equipment and damaged materials at the plant surplus so that they can be disposed of through sale or as scrap per Administrative Order's No. 35 & 36.

Please request City Commission approval to declare the obsolete Digester # 4 Recirculation Pump and 8 aluminum membrane gates that have been replaced surplus and available for disposal.



MEMORANDUM

TO: Dave Green

CC: Penny Hill

FROM: Elizabeth Hart

DATE: April 29, 2015

SUBJECT: WWTP Equipment Surplus Request

The Digester #4 recirculation pump was replaced and upgraded at the waste water treatment plant. We would like to ask permission to surplus the replaced recirculation pump. The replaced pump is a 19 year old centrifugal pump in need of a few major repairs. It will run, but it leaks horribly. Repair parts for this pump are obsolete. With the motor it may be worth \$2,000 at auction, which is equal to its salvage value.

We would like to ask permission to surplus the membrane and aeration basin gates we are scheduled to replace this year. There will be 8 aluminum gates in total. All of the gates are structurally compromised, and would only be worth their salvage value.

Elizabeth Hart
Project Manager-CH2MHill-(231)922-4922



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: 2015 STREET PAVEMENT MARKINGS, LEGENDS AND
PARKING AREAS

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that the City issue a service order to M&M Pavement Markings, Inc. for the annual painting of various Street Markings, Legends and Parking Areas.

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

that the Acting City Manager be authorized to issue a service order in the amount of \$52,171.40 to M&M Pavement Markings, Inc. for 2015 Street Pavement Markings, Legends and Parking Areas, with funds available in the various Street and Auto Parking Funds.

PH/jd

cc: Dave Green, DPS Director
Mark Jones, Street Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager

FROM: Dave Green, DPS Director 

DATE: May 8, 2015

SUBJECT: 2015 Street Pavement Markings, Legends, and Parking Areas
Service Order

Attached is a request from Mark Jones, Street Superintendent, for approval to execute the final extension of a three year service order for the annual painting of Street Markings, Legends and Parking Areas. As Mark points out we have been satisfied with the work our contractor, M & M Pavement Markings, Inc. has done for us the previous two years and they have agreed to keep their prices at the 2013 low bid amounts.

Therefore, please request City Commission approval of a service order in the amount of \$52,171.40 to M & M Pavement Markings, Inc., for the painting of various street markings, legends and parking areas with funds available in the various Streets and Auto Parking Funds.

Memorandum

To: Dave Green, DPS Director
From: Mark Jones, Street Department Superintendent
Date: 05-05-15 *Mark D. Jones*
Subject: M&M Pavement Marking Inc.

The City executed a service order with M&M Pavement Marking Inc. for the 2013 maintenance season, with an option of renewal for two additional years, in one year increments, if the price remains the same. For painting of center lines, lane lines, edge lines and bike lines, various parking areas, crosswalks and legends. We were very satisfied with the job performance of M&M Pavement Marking Inc. for the 2013 and 2014 painting season. And they are willing to extend the 2013 contracted rate for the final 2015 maintenance season. It is anticipated that the cost of painting would increase if we were to seek new bids at this time. I feel it is in the best interest of the City to renew the current service order for the 2015 maintenance season.

Please request that the City Commission waive the competitive bidding process and renew the service order for painting of center lines, lane lines, edge lines, bike lines, various parking areas, crosswalks and legends to M&M Pavement Marking Inc.

Painting of Center Lines, Lane Lines, Edge Lines and Bike Lines \$14,405.40

Painting of Various Parking Areas, Crosswalks and Legends \$37,766.00

Funds available in various Street, Parks and Traverse City Parking System accounts.

Streets	202-202-801.00	\$26,994.07	($\$14,405.40 + \$12,588.67 = \$26,994.07$)
	203-203-801.00		
TCPS	585-585-801.00	\$12,588.67	
Parks	101-691-801.00	\$12,588.66	
Service order total		\$52,171.40	

COPY

April 2, 2015

To: Council Members
City of Traverse City

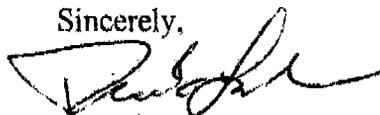
From: David Lawler
M & M Pavement Marking, Inc.

Re: Street Markings and Legend Markings Contract Extension

Dear Council Members,

M & M Pavement Marking agrees to extend the 2014 unit prices for the Street Markings and Legend Markings for your 2015 Pavement Marking program. Thank you for your consideration of this proposal and we look forward to working with your staff again this year.

Sincerely,



David A. Lawler
Vice President



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2015-05 – 952 AND 954
WALNUT STREET SANITARY SEWER MAIN SERVICE PROJECT

Attached is a petition from the property owner of 954 and 956 Walnut Street for a sanitary sewer main service installation; as well as a signed petition to waive notice of all hearings and rights to appeal for this special assessment.

Also attached is a worksheet prepared by City Assessor Polly Cairns, outlining the specific costs to the property owner. William Twietmeyer, City Treasurer/Finance Director indicated that the current rate for a ten-year treasury note is 2.5% and per Resolution an additional 2% is applied equaling 4.5%, that interest rate has been incorporated. City Charter states that interest rates may go as high as 6%.

Finally, City Engineer Timothy Lodge has asked that the City Commission authorize a service order for work for this project.

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

that a Resolution Approving Special Improvement District SID 2015-05, which waives all public hearing and proceedings for the sanitary sewer main service installation, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$41,140 to reflect the revenue and expenses for this project; and further that the Acting City Manager be authorized to issue a service order to Alper's Excavating, Inc. in the amount of \$36,731.88, more or less, for the unit price items in their bid with funds available in the Special Assessment Fund.

PH/kes

K:\tcclerk/City Commission/Special Improvement Districts/SID201505_noticewaived_954 956 Walnut.doc

copy: Polly Cairns, City Assessor
Tim Lodge, City Engineer
Tim Rice, Property Owner

MEMORANDUM
CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



TO: PENNY HILL, ACTING CITY MANAGER
FROM: POLLY CAIRNS, CITY ASSESSOR *PSC*
SUBJECT: Tentative S.I.D. – Public Sanitary Sewer
DATE: May 12, 2015

Tentative S.I.D. 2015-005
Type of Improvement: Public Sanitary Sewer 952 & 954 Walnut St
Properties to be improved: 2 Parcels
Property Owner: TCR Investments LLC

Total Estimated Cost: **\$41,140**
City Share (50%) \$20,570
Property Owners Share (50%) \$20,570

Assessable Estimated Annual Costs:
Approximately Assessable Costs: \$149/Front Foot Average +/-
Largest Total Assessment (+/-) \$13,117 +/-
Lowest Total Assessment (+/-) \$7,453 +/-

A request has been submitted to initiate a special improvement district for the above-described purpose. All affected property owners on the attach list have received notification of the proposed SID. The attached spreadsheet has been updated with responses received, and will be available for review to the City Commission, along with the response cards at Monday's meeting.

City Commission has ability to determine with or without petition that the whole or any part of the cost of any public improvement shall be made at the discretion of the City Commission.

A schedule of the affected parcels and costing information is listed on the attached spreadsheet.

Thank you for your consideration.

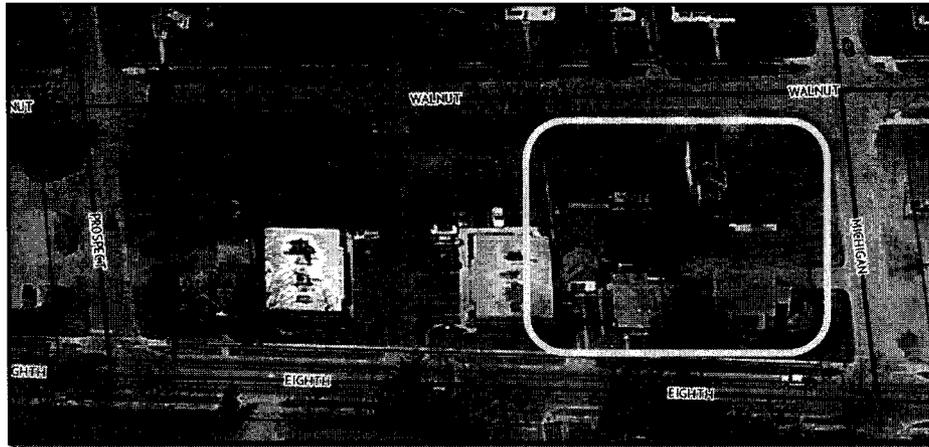
ESTIMATE

05/12/2015

SID reference: 2015-005
 Walnut Street - Public
 Sewer Installation

Prepared on: 4/29/2015
 Ammended: 12-May-15

*Amended for updated
 Annual Interest Rate
 & Cost Spread



Total Parcels		2
Total Cost Spread		\$41,140.00
City/DDA Cost Percentag		50.00%
Cost Estimate		\$20,570.00
Own.'s Cost		\$20,570.00
Owner's Fr Ft Rate		\$149.06
Annual Int. (Estimated)		4.50%
Period (Yrs.)		10

Engineers Estimate

<http://www.treasury.gov/resource-center/interest-chart-center/interest-rates/Pages/TextView.aspx?data=yield>

Percent Response			
	Petitioned		
	X		Response
Parcel Ct.	2.00		100.00%
Frontage	138.00		100.00%
	Survey		
	Y	N	Response
Parcel Ct.	Y		100.00%
Frontage	Y		100.00%

Total Percent - Petition & Survey			
	Total	Total	
	Yes	No	Response
Parcel Ct	100.00%		100.00%
Frontage	100.00		100.00%

TOTAL SID													
2													
Parcel #	Owner	Address	SID Footage	Depth	Approx Site Size Acres MOL	Adjustment	Adj Reason	Assessment	Petitioned	Survey	Total Adjusted Estimated Assessment	Annual Payment Estimate	
1	28-51-782-105-00	TCR INVESTMENTS LLC	952 WALNUT ST	50.00	100.00	0.11	N/A	N/A	\$7,452.90	X	Y	\$7,452.90	\$941.89
2	28-51-782-107-00	TCR INVESTMENTS LLC	954 WALNUT ST	88.00	100.00	0.20	N/A	N/A	\$13,117.10	X	Y	\$13,117.10	\$1,657.72
Parcels Combined for 2016 Assessment Roll													
2	28-51-782-105-10												
			138.00	200.00	0.32			\$20,570.00	0	0	\$20,570.00	\$2,599.61	

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager

FROM: Timothy J. Lodge, City Engineer *TJ Lodge*

DATE: May 12, 2015

SUBJECT: 2015 SID No. 2015-05

There is currently no sanitary sewer main for service to 952 and 954 Walnut St. The owner of these lots is requesting a public sewer main be installed from 8th St. to provide service to the aforementioned lots. The owner has requested an SID be created in which the City of Traverse City pays for half of the cost and he will pay the remaining cost for the public sewer main.

We obtained pricing from three Contractors for installing this public sewer as follows:

Contractor		Bid Amount
Alper's Excavating, Inc.	Traverse City	\$ 36,731.88
Elmer's Crane and Dozer, Inc	Traverse City	\$ 40,258.24
NW Michigan Contracting, Inc.	Traverse City	\$ 48,533.92

The Engineering Department estimated the cost for this work to be \$37,750.00. The total cost for the SID will be \$41,139.70 with engineering costs applied to the low bid.

Therefore, it is recommended that this work be awarded to the low bidder, Alper's Excavating, Inc. and that the proper City officials be authorized to execute a service order with the above-mentioned low bidder, in the amount of \$36,731.88, more or less, for the unit price items in their bid with funds therefore available in the Special Assessments Fund.



TRAVERSE CITY

PETITION

SPECIAL IMPROVEMENT DISTRICT

THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE CIRCULATOR IN ORDER FOR THIS PETITION TO BE VALID.

(Do you believe you may get 100% of the necessary signatures? If so, you may wish to circulate BOTH the Petition and the Waiver of Notice & Appeal Form AT THE SAME TIME. This will save you a second trip to your neighbors to obtain their signatures on the Waiver form.)

Signatures of at least 50% of all affected property owners must be received before City Commission action may be taken.

*ESTIMATED TERMS OF SPECIAL IMPROVEMENT DISTRICT

PRELIMINARY PER FOOT COST ESTIMATE TO THE PROPERTY OWNER	\$ 153.19	Engineer _____
NUMBER OF ANNUAL INSTALLMENTS	# 10	Assessor _____

*The final determination of the terms of the special improvement district will be set by the City Commission.

Dear Commissioners: We, the undersigned request the following special improvement project,

Improvement requested: Public Sanitary Sewer

Location of improvement requested: East side of Michigan St. between 8th and Walnut St.

NAME (PRINT)	SIGNATURE	ADDRESS
Tim Rice	Tim Rice	5081 Hidden Glen Dr Traverse City MI 49684

ESTIMATE

SID reference: 2015-005
 Walnut Street - Public
 Sewer Installation

Prepared on: 4/29/2015
 Ammended



Total Parcels	2
Total Cost Spread	\$42,280.00
City/DDA Cost Percentag	50.00%
Cost Estimate	\$21,140.00
Own's Cost	\$21,140.00
Owner's Fr Ft Rate	\$153.19
Annual Int.	2.50%
Period (Yrs.)	10

Engineers Estimate

www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/TextView.aspx?data=longtermrateYear&year=2015

Percent Response		
	Petitioned	No
	X	Response
Parcel Ct.		
Frontage		
	Survey	Survey
	Y	N
Parcel Ct.		No
Frontage		Response

Total Percent - Petition & Survey		
	Total	No
	Yes	Response
Parcel Ct		
Frontage		

2		TOTAL SID											
Parcel #	Owner	Address	SID Footage	Depth	Approx Site Size Acres MOL	Adjustment	Adj Reason	Assessment	Petitioned	Survey	Total Adjusted Estimated Assessment	Annual Payment Estimate	
1	TCR INVESTMENTS LLC	952 WALNUT ST	50.00	100.00	0.11	N/A	N/A	\$7,659.42			\$7,659.42	\$875.16	
2	TCR INVESTMENTS LLC	954 WALNUT ST	88.00	100.00	0.20	N/A	N/A	\$13,480.58			\$13,480.58	\$1,540.27	
Parcels Combined for 2016 Assessment Roll													
2			138.00	200.00	0.32			\$21,140.00	0	0	\$21,140.00	\$2,415.43	

Per Front Foot		
Min	\$7,659.42	\$875.16
Max	\$13,480.58	\$1,540.27
Average	\$10,570.00	\$1,207.72



Resolution Approving Special Improvement District No. 2015-05

Because, the property owner hereinafter named, owning the property set forth opposite name, to wit:

TCR Investments, LLC 28-51-782-105-10 952 and 954 Walnut Street

has been assessed for a sanitary sewer main installation on 952 and 954 Walnut Street in a Special Improvement District to be known as Special Improvement District No. 2015-05; and

Because, consent was given by property owner for a special assessment pursuant to Section 232.04 of the city's Codified Ordinances in the amount of the labor, material or services incurred by the city in restoring the public right-of-way, street, alley, or public property to its former condition in the event that the right-of-way, or public property is not restored to its former condition and therefore a special assessment was applied in connection with the project and the confirmation thereof; now, therefore be it

Resolved, that Special Improvement Roll No. SID 2015-05 for covering the cost and expense of sanitary sewer main installation in and along the following described premises to wit:

<u>Parcel #</u>	<u>Owner</u>	<u>Address</u>
28-51-782-105-00	TCR Investments, LLC	952 Walnut Street
28-51-782-107-00	TCR Investments, LLC	954 Walnut Street

In the sum of \$41,140.00, be and the same is hereby adopted, and confirmed with the City Clerk who is hereby directed to endorse upon such roll the date of its confirmation and to file the same with the Office of the City Treasurer; be it further

Resolved, that the special assessment contained in such roll are hereby ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan; and the City Clerk is hereby authorized and directed to attach his warrant to a certified copy of a special improvement roll commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set opposite his name therein; be it further

Resolved, that the proportionate cost of the improvement be borne as follows: 50% to be paid for by the city; and 50% to be paid for by the properties especially benefitted; be if further

Resolved, that the amount of such special improvement shall be divided into ten year annual installments with the interest rate at the rate of 4.5% per annum or at a rate of interest

borne by bonds that shall be due and payable August 31, 2015, after the due date of the first installment; be it further

Resolved, that the whole improvement may be paid to the City Treasurer at any time in full, with the proportionate interest rate thereon.

I hereby certify that this resolution was adopted by the City Commission at its special meeting held on May 18, 2015, in the Commission Chambers, 2nd Floor, 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 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: CONFIRMING SERVICE ORDER – CONSTRUCTION MATERIAL TESTING FOR MDOT PROJECTS – WEST FRONT STREET RECONSTRUCTION AND WEST END BEACH TRAIL AND ACCESS PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a confirming service order for additional construction material testing that was determined necessary by the Michigan Department of Transportation in connection with the above project.

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

that the Acting City Manager be authorized to issue a confirming service order to Otwell Mawby, P.C. in the amount of \$6,588.90 for construction material testing as determined necessary by the Michigan Department of Transportation, in connection with the West Front Street Reconstruction Project and West End Beach Trail and Access Project, with funds available in the Public Improvements Fund.

PH/bcm

K:\tcclerk\city commission\service orders\west front street reconstruction and west end beach trail and access project construction testing

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager

FROM: Timothy J. Lodge, City Engineer *TJ Lodge*

DATE: May 6, 2015

SUBJECT: Confirming Service Order
2014-15 Construction Testing for MDOT Projects
West Front Street Reconstruction
West End Beach Trail and Access Project

Transportation projects funded with state and federal funds require rigorous material testing and testing documentation. To meet this requirement, we solicited proposals from consultants for construction testing for the above referenced project. The RFP was issued on July 18, 2014 with three firms responding to our request on July 25, 2014 as follows:

Consultant	Location	Cost
Soils and Structures	Traverse City	No Submittal
Fleis & Vandenbrink	Traverse City	No Submittal
Gosling Czubak	Traverse City	\$ 18,346.50
Gourdie Fraser	Traverse City	\$ 22,149.50
Otwell Mawby, Geotechnical, P.C.	Traverse City	\$ 6,097.00

A service order was issued to Otwell Mawby in August of 2014. During execution of the construction work we needed substantially more testing than was originally anticipated to ensure that all of the work is in accordance with MDOT requirements. Therefore we are requesting a confirming service order in the amount of \$6,588.90 in addition to the original service order of \$6,097.00 for a total of \$12,685.90 with funds available in the Public Improvements Fund. We have verified the hourly and testing cost charges and have waited to present this request until MDOT completed their review of our project documentation. This review was completed on May 6 without any unresolved issues. It can be noted that even with the significant cost overrun, their cost is still well below the other consultants who responded to our request.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: EMERGENCY WATER MAIN REPAIR

Attached is a memo from City Engineer Timothy Lodge requesting that a confirming service order be authorized for emergency water main repair work that was completed on a water main which froze beneath Division Street at Seventh Street.

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

that the Acting City Manager be authorized to issue a confirming service order to Elmer's Crane and Dozer in the amount of \$14,122.16 for emergency repair work on a water main beneath Division Street at Seventh Street, with funds available in the Water Fund.

PH/bcm

K:\tcclerk\city commission\service orders\water main repair division at seventh

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager

FROM: Timothy J. Lodge, City Engineer

A handwritten signature in cursive script, appearing to read "T. Lodge", written over the printed name.

DATE: May 12, 2015

SUBJECT: Emergency Watermain Repair
Division Street

This past winter and spring we experienced a frozen watermain beneath Division Street at Seventh Street. The repair work required the services from Elmer's to repair the broken watermain and patch the street. We have received their invoice in the amount of \$14,122.16, reviewed their summary of charges and are recommending that a confirming service order be authorized in the aforementioned amount to Elmer's with funds therefore available in the Water Fund.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: STRATEGIC PLAN FOR CON FOSTER COLLECTION

The City Commission Ad Hoc Committee regarding City Assets/Carnegie Building has been addressing the needs regarding management of the Con Foster Collection. Because the City receives funds from the United States Government and is in possession of Native American cultural items, we are required to comply with the Native American Graves Protection and Repatriation Act (NAGPRA).

Generally speaking, NAGPRA requires the City, through an important but intensive process to ensure that federally-recognized Native Hawaiian and Indian tribes are made aware of cultural items we have in the Con Foster collection; and in some cases, we must offer them the option of transferring control to them.

We received a proposal from Bernstein & Associates to perform the necessary work to assess the collection in terms of NAGPRA compliance and develop an action plan for proper disposition. At this point, we are seeking Commission approval for Bernstein & Associates to develop a strategic plan for compliance, which is essentially the first phase toward compliance.

The deliverables would be:

- Research and determine any NAGPRA compliance activities that have occurred
- Assess documentation associated with the collection and determine which Indian tribes may have an interest
- Determine the presence of Native American human remains or associated funerary objects, which would require compliance under NAGPRA

We would also, under this process, send written communication to the National NAGPRA program informing them of our plan to comply.

Following the completion of a strategic plan, we anticipate engaging Bernstein & Associates to assist with training and grant writing efforts.

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

that the Mayor and City Clerk execute an agreement with Bernstein & Associates to develop a strategic plan for compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) with respect to the Con Foster Collection, in the amount not-to-exceed \$10,000 including travel expenses, at the rates indicated in the proposal from Bernstein & Associates, with funds available in the Heritage Center Fund, with such agreement subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.

PH/bcm

K:\tcclerk\city commission\agreements\con foster collection strategic plan



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: BUDGET – FISCAL YEAR 2015/2016

Attached are the budget resolutions which need to be adopted as separate motions at the meeting Monday evening. The requested actions reflect the operating budgets for the City, Downtown Development Authority and Traverse City Light and Power Department and the capital improvement plans of both the City and Traverse City Light and Power. As mentioned previously, the City Planning Commission has approved the proposed Six-Year Capital Improvement Plans for both the City and Traverse City Light and Power.

The budget has been prepared to reflect that the City Commission is waiving the Property Tax Administration Fee; a resolution is attached which would waive the fee – if the resolution is not adopted, the fee is automatically implemented.

The proposed ACT 345 millage is 2.32; which is the same as last 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. Also included is the adoption of resolutions certifying the City millage, 11.1167, and the DDA millage, 1.8038, which will remain the same as last year. The DDA millage is only levied in the DDA District.

As you are aware, the City budget may be amended throughout the year by City Commission action.

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.

- *Motions on the next page* -

The following motions would be appropriate:

1. **that the Resolution to Waive the Traverse City Property Tax Administration Fee for Fiscal Year 2015-2016, be adopted.**
2. **that the Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2015-2016, be adopted. (Five affirmative votes)**
3. **that the Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2015-2016, be adopted. (Five affirmative votes)**
4. **that the Resolution Certifying Tax Levy for The City of Traverse City for Fiscal Year 2015-2016, be adopted. (Five affirmative votes)**
5. **that the Resolution Certifying Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2015-2016, be adopted. (Five affirmative votes)**
6. **that the Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2015-2016, Including the Capital Improvement Plan, be adopted. (Five affirmative votes)**
7. **that the Resolution Adopting The City of Traverse City Fiscal Year 2015-2016 Comprehensive Annual Budget Report, be adopted. (Five affirmative votes)**
8. **that the Resolution Adopting the City of Traverse City Fiscal Year 2015-2016 Capital Improvements Plan and Capital Projects Fund, be adopted. (Five affirmative votes)**

PH/kes

K:tcclerk/city commission/budget/15_16 Budget Approval_20150518.doc

copy:

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

City of Traverse City
 Street, Sidewalk and Trail Investments
 2015/16 Budget Detail

2015	West Front Street Division to Hall	\$ 2,514,084
2015	Barlow SID	\$ 79,700
2015	Santo Street	\$ 79,500
2015	Birchwood/Keewaunee	\$ 74,600
2015	Station Street SID	\$ 81,200
2015	Pavement Preservation (12 Locations)	\$ 750,000
2015	E State Street	\$ 304,000
2015	Franklin Street	\$ 178,000
2015	Union Street	\$ 281,700
2015	Plainview Street	\$ 71,500
2015	Ninth Street	\$ 193,300
2015	Eleventh Street	\$ 224,000
2015	Seventh Street	\$ 204,750
	Subtotal Streets	\$ 5,036,334
2015	Pine Street Pedestrian Way	\$ 1,360,000
2015	Sidewalk Repair and Gap Infill (2015/16)	\$ 300,000
	Total Streets, Sidewalk and Trail Investments	\$ 6,696,334

City of Traverse City
Street, Sidewalk and Trail Investments

Year	Street	Sidewalk	Trail
2004	\$ 1,518,143	\$ 60,000	
2005	\$ 135,870	\$ 29,568	\$ 1,031,367
2006	\$ 1,346,921	\$ 84,426	
2007	\$ 259,121	\$ 110,150	
2008	\$ 1,016,860		\$ 986,582
2009	\$ 514,534	\$ 340,836	
2010	\$ 1,871,070	\$ 334,670	
2011	\$ 2,827,150	\$ 301,251	\$ 270,052
2012	\$ 2,127,000	\$ 211,221	
2013	\$ 2,752,700	\$ 223,622	\$ 236,989
2014	\$ 1,849,700	\$ 394,581	\$ 1,200,000
2015	\$ 5,036,334	\$ 300,000	\$ 1,360,000
Total Investments	\$ 21,255,403	\$ 2,390,325	\$ 5,084,991

The City of Traverse City

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



**Resolution to Waive Traverse City Property Tax
Administration Fee for Fiscal Year 2015-2016**

- Because,** the City Commission of the City of Traverse City, Grand Traverse County and Leelanau County, Michigan, adopted a resolution on May 2, 1983, which authorized the imposition of a property tax administration fee; and
- Because,** that resolution reserved the right and authority to waive all or part of the property tax administration fee imposed by that resolution for a specific tax levy and collection period by the adoption of a resolution to that effect; now, therefore be it
- Resolved,** by the City Commission of the City of Traverse City, Grand Traverse County and Leelanau County, Michigan, that no property tax administration fee be collected on any property tax levied within the City for Fiscal Year 2015-2016.

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015 at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

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



**Resolution Certifying Tax Levy for
Downtown Development Authority for Fiscal Year 2015-2016**

Resolved, by the City Commission of Traverse City, Michigan, that the City Assessor of Traverse City shall, as soon as the City Clerk shall certify to her the amount of the tax levy fixed by the City Commission, which is established at 1.8038 mills, and within three (3) days after the adoption by the City Commission of the DDA Budget for the fiscal period of July 1, 2015, to June 30, 2016, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll which are located within the Downtown Development Authority as described in Chapter 298.04 of the Traverse City Code of Ordinances accordingly, and in proportion to the valuation entered thereon the amount of said tax levy.

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

The City of Traverse City

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



**Resolution Adopting the Downtown Development Authority Budget
for Fiscal Year 2015-2016**

Resolved, that to defray the cost of appropriations contained in the Downtown Development Authority budget portion of said document, the estimated sum of \$70,000 based on Resolution Adopting Budget on a rate of 1.8038 mills shall be raised by taxation within the area of the Traverse City Downtown Development Authority District as described in Chapter 298.04 of the Traverse City Code of Ordinances, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it

Resolved further, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2015.

DOWNTOWN DEVELOPMENT AUTHORITY FUND	882,577
TAX INCREMENT FINANCING DISTRICT 97 FUND	2,931,000
TAX INCREMENT FINANCING DISTRICT 2 FUND	2,225,500

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

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



**Resolution Certifying Tax Levy
for the City of Traverse City for Fiscal Year 2015-2016**

Resolved, by the City Commission of the City of Traverse City, Michigan, that the City Assessor of Traverse City, shall as soon as the City Clerk shall certify to her the amount of the tax levy fixed by the City Commission, which is established at 11.1167 mills, and within three (3) days after adoption by the City Commission, the budget for fiscal period of July 1, 2015, to June 30, 2016, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly, and in proportion to the valuation entered thereon, the amount of tax with all delinquent special assessments and delinquent wastewater, electrical and water charges, as recorded by the City Treasurer and on file with the Office of the City Treasurer, such record to be a permanent record of the City of Traverse City.

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

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



**Resolution Certifying Tax Levy for Act 345
Police and Fire Pension System for Fiscal Year 2015-2016**

Resolved, by the City Commission of the City of Traverse City, Michigan, that the City Assessor of Traverse City, shall as soon as the City Clerk shall certify to her the amount of the ACT 345 tax levy fixed by the City Commission, which is established at 2.32 mills, and within three (3) days after adoption by the City Commission, the budget for fiscal period of July 1, 2015, to June 30, 2014, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly, and in proportion to the valuation entered thereon, the amount of said tax levy.

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

The City of Traverse City

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



**Resolution Adopting the Traverse City Light and Power Budget
for Fiscal Year 2015-2016 Including the Capital Improvement Plan**

- Resolved,** that the Traverse City Light and Power Board has caused a budget document, to be prepared and presented to the City Commission covering the fiscal year commencing July 1, 2015, and ending June 30, 2016, and that the proposed budget document of the Traverse City Light and Power Department for the fiscal period of July 1, 2015, through June 30, 2016, is hereby approved in its entirety in the amount of \$36,385,450 and the Fiber Optics Fund of \$319,100, pursuant to the Charter of the City of Traverse City, Section 179(j); and that the Traverse City Light and Power Board is hereby authorized to adopt this budget, as submitted; further, be it
- Resolved,** that the Traverse City Light and Power Board has caused a Capital Improvements Plan to be prepared and presented to the City Commission covering the fiscal year commencing July 1, 2015, and ending June 30, 2016, and is hereby approved in its entirety; and that the Traverse City Light and Power Board is hereby authorized to adopt this Capital Improvements Plan, as submitted.

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



**Resolution Adopting the City of Traverse City
Fiscal Year 2015-2016 Comprehensive Annual Budget Report**

- Because, the City Manager has caused a budget document, to be prepared and presented to this City Commission covering the fiscal year commencing July 1, 2015, and ending June 30, 2016; and
- Because, this document has been placed on file in the Office of City Clerk and made available for public examination; and
- Because, a public hearing upon the adoption of this document has been held as required by the City Charter; and
- Because, as a result of this public hearing and its own study, the City Commission has caused certain changes to be made; now, therefore, be it
- Resolved,** that the proposed budgets listed below as amended by the City Commission of Traverse City entitled City of Traverse City 2015-2016 Comprehensive Annual Budget Report of the City of Traverse City, Michigan, for the fiscal period of July 1, 2015, through June 30, 2016, excluding the budgets for Traverse City Light and Power and the Downtown Development Authority, which shall be adopted by separate resolution and that the City Manager be, and is hereby authorized to make expenditures provided for in said budget, providing said expenditures be made according to law; further be it
- Resolved,** that the budget be placed on file in the Office of the City Clerk and be made a permanent record of the City of Traverse City and is made part of this resolution by reference; further be it
- Resolved,** that to defray the costs of the appropriations contained in said budget the estimated sum of \$8,350,000 based on the rate of 11.1167 mills shall be raised in the City of Traverse City, Michigan, by taxation for municipal purposes for the fiscal period of July 1, 2015, through June 30, 2016 inclusive, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it
- Resolved,** that to defray the costs of the appropriations contained in said budget the estimated sum of \$1,750,000 based on the rate of 2.32 mills shall be raised in the City of Traverse City, Michigan by taxation for, defraying the cost of supporting the retirement plan for qualified personnel of the Department of Public Safety of the City of Traverse City, Michigan pursuant to the provisions of ACT 345 of the Public Acts of 1937, as amended, as approved by a vote on November 3, 1970;

Resolved, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2015.

GENERAL FUND

Departments:

City Commission	84,000
City Manager	398,700
Human Resources	176,000
GIS Department	100,000
City Assessor	419,000
City Attorney	178,000
City Clerk	463,000
City Treasurer	426,000
Police	3,620,000
Fire	2,649,000
Engineer	698,000
Planning and Zoning	450,700
Parks and Recreations	1,911,100
Oakwood Cemetery	369,800
DPS Director and Streets Administration	647,000
Government Owned Buildings	120,000
Appropriations	136,000
Contingencies	25,000
Transfers Out – Capital Projects	1,335,000
Transfers Out – Other	1,351,000
Capital Outlay	<u>67,000</u>

TOTAL GENERAL FUND	15,624,300
---------------------------	-------------------

SPECIAL REVENUE FUNDS

1. BUDGET STABILIZATION FUND	11,500
MOTOR VEHICLE HIGHWAY - MAJOR STREETS FUND	984,000
MOTOR VEHICLE HIGHWAY - LOCAL STREETS FUND	1,309,000
MOTOR VEHICLE HIGHWAY - STATE TRUNKLINE FUND	300,000
HAZARDOUS MATERIAL RESPONSE TEAM FUND	24,300
ACT 302 POLICE TRAINING FUND	6,500
STATE DOMESTIC PREPAREDNESS EQUIPMENT GRANT FUND	50,000

COLLEGE PARKING FUND	27,500
TRAVERSE CITY/GARFIELD JOINT PLANNING FUND	8,000
HERITAGE CENTER FUND	36,000
PEG CAPITAL FUND	23,000
SENIOR CENTER BUILDING FUND	3,000
COUNTY SENIOR CENTER FUND	122,500
COAST GUARD COMMITTEE FUND	61,000
HOMELAND SECURITY TRAINING GRANT FUND	30,000
CITY OPERA HOUSE FUND	98,000
BANNER PROGRAM FUND	12,000
ECONOMIC DEVELOPMENT FUND	15,000
MCCAULEY ESTATE TRUST FUND	5,000
BROWN BRIDGE MAINTENANCE FUND	60,000
ACT 345 MILLAGE FUND	1,760,000
BROWN BRIDGE TRUST – PARKS IMPROVEMENT FUND	358,500
STORMWATER UTILITY FUND	250,000
DEBT SERVICE FUNDS	
PARKING BOND DEBT RETIREMENT FUND – TAX EXEMPT	666,600
PARKING BOND DEBT RETIREMENT FUND – TAXABLE	153,800
PARKING BOND DEBT RETIRMENT FUND – OLD TOWN	1,467,100
CAPITAL PROJECTS FUNDS	
PARKING CONSTRUCTION BOND FUND – TAX EXEMPT	700,000
PARKING BOND CONSTRUCTION FUND – TAXABLE	100,000

COUNTY WIDE ROAD MILLAGE FUND	750,000
STORMWATER-ASSET MANAGEMENT – WASTEWATER GRANT FUND	2,025,000
SPECIAL ASSESSMENT FUND	250,000
PERMANENT FUNDS	
BROWN BRIDGE TRUST FUND	250,000
CEMETERY TRUST FUND	15,000
CEMETERY PERPEUTAL CARE TRUST FUND	15,000
ENTERPRISE FUNDS	
PARKING SYSTEM FUND	2,896,100
WASTEWATER FUND	7,327,000
WATER FUND	3,780,000
DUNCAN L CLINCH MARINA FUND	585,500
INTERNAL SERVICE FUNDS	
GARAGE FUND	3,163,000

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

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



**Resolution Adopting the City of Traverse City Fiscal Year 2015-2016
Capital Improvements Plan and Capital Projects Fund**

Because, the City Manager has caused a Capital Improvements Plan, to be prepared and presented to this City Commission covering the fiscal year commencing July 1, 2015, and ending June 30, 2016; now, therefore, be it

Resolved, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2015.

CAPITAL PROJECTS FUND

\$2,025,670

I hereby certify that the above Resolution was adopted by the City Commission on May 18, 2015, at a regular meeting of the City Commission held 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 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: ARTS COMMISSION – INITIAL STAFFING SERVICES

This item was on the May 4 agenda and the Commission elected to not take any action; I am bringing this matter back for additional clarification in that the Arts Commission will soon be fully appointed and needs to begin its work.

As you may recall, 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.

On various occasions, City departments and component units charge other funds/departments for work that is provided on behalf of that department. The Planning Department, whose scope could include providing staff services to the Arts Commission, does not currently have the capacity to do this work in addition to their current demands.

Therefore, the Downtown Development Authority has graciously agreed to provide initial staff support services through the completion of a Public Art Master Plan; and because the scope of the Arts Commission goes beyond the DDA's district, they would provide these services for a not-to-exceed cost of \$9,000 (rounded up). If the City Commission does not wish to have the DDA provide the initial staff support services, we could look at contracting with an outside firm for this work.

The proposed Fiscal Year 2015/2016 City Budget provides a \$10,000 allocation to the Arts Commission and a \$25,000 allocation from the DDA.

If approved, in cooperation with the DDA, City Attorney Lauren Tribble-Laucht and City Clerk Benjamin Marentette will assist in the 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 \$9,000, 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, subject to the appropriation being approved within the Fiscal Year 2015/2016 Budget.

PH/bcm

K:\tcclerk\city commission\agreements\arts commission staff services dda 20150518

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 Pavaglio'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 REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: POSSIBLE PURCHASE OF REAL PROPERTY – TO ADVANCE
THE CORRIDORS MASTER PLAN

At the meeting Monday evening, in closed session, Grand Traverse County Deputy Director of Planning and Development Jean Derenzy would like to continue discussion with the City Commission about the possible purchase of real property which would advance the Corridors Master Plan. Following the closed session, the City Commission may take action once it returns to open session.

I recommend the following motion – 5 affirmative votes with a roll call vote is required:

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

PH/kes

K:\tcclerk\city commission\closed session\real property corridors master plan_20150518.doc

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: CITY FACEBOOK AND CITY TWITTER PAGES – SITE POSTING
POLICY REVIEW AND REVISIONS

Attached is a memo from City Clerk Benjamin Marentette regarding the City's Facebook Site Posting Policy. As requested by the City Commission when the policy was adopted in November, this policy is being reviewed. Mr. Marentette will go over the performance of the City's Facebook page on Monday night during a short presentation. Additionally, the City Clerk recommends the Commission amend the Facebook Site Posting Policy to also apply to the city's Twitter account.

I recommend the following motion:

that the City of Traverse City Facebook Site Posting Policy be amended to also apply to the City's Twitter account, as submitted with the City Clerk's May 12, 2015, communication.

PH/bcm

K:\tcclerk\city commission\city commission policies\facebook twitter policy_20150518

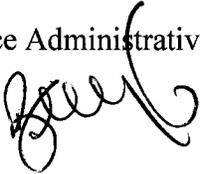
Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager

COPY: Katie Stroven, Deputy City Clerk
Stevie Murray, City Clerk's Office Administrative Specialist

FROM: Benjamin Marentette, City Clerk 

DATE: Tuesday, May 12, 2015

SUBJECT: CITY'S FACEBOOK PAGE

Last November, the City Commission adopted a Facebook Site Posting Policy which provided a framework for managing the City's official Facebook page, which was launched in January. When the policy was adopted in November, the City Commission asked that it be reviewed six months later.

I will be giving a short presentation on Monday night to go over the performance of the City's official Facebook page.

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



CITY OF TRAVERSE CITY
FACEBOOK AND TWITTER SITE POSTING POLICY

1. **BACKGROUND:** The City of Traverse City encourages the use of social media technologies to enhance communication, collaboration, and information exchange in support of the City's mission. By openly sharing knowledge, best practices, and lessons learned, we can provide more effective solutions, and enhance efficiencies within the business of government. The City's Facebook and Twitter pages isare intended to serve as another way in which our community can connect and learn about City services, events and activities. Just like public meetings and the many other ways we engage one another, the Facebook and Twitter pages isare intended for our community to foster a dialog regarding topics that pertain to city business, and to have constructive discussions.

This policy is structured into two sections; the first being a general policy and guidelines for anyone posting to the City Facebook and Twitter pages, and the second being additional guidelines for City Employees who post to the City's Facebook and Twitter pages.

As the technology evolves, this policy will evolve; but in general terms, the use of social media technology follows the same standards of professional practice and conduct associated with everything else we do.

2. **PURPOSE:** The purpose of this policy is to provide guidelines for posting content to the City of Traverse City Facebook and City of Traverse City Twitter pages.
3. **SECTION I – GENERAL POLICY:** This policy shall apply to all users of the City's Facebook and Twitter pages, including the general public, City staff, City Commission Members, and members of City Boards and Committees.

Comments noting the positives about our city are always welcome of course; but so too are constructive criticisms. The City actively monitors its Facebook and Twitter pages and takes your input seriously; so we encourage everyone to be respectful and thoughtful in their comments.

You are fully responsible for everything that you submit in your comments, so please remember that all posted comments are in the public domain. Comments may be retained by the City of Traverse City and may be subject to disclosure, if requested under the Freedom of Information Act. The City of Traverse City reserves the right to delete comments that are generally understood as any of the following:

- a. Comments not related to City business or not related to the original posted social medium content being commented upon;

- b. Comments in support of, or in opposition to, political campaigns or ballot proposals;
- c. Violent, racist, discriminatory, obscene, or profane language or content;
- d. Sexual or violent content or links to sexual or violent content;
- e. Comments that physically threaten any person or organization;
- f. Comments that contain random or unintelligible text;
- g. Information that may compromise the safety or security of the public or public systems;
- h. Copyrighted material or other content that violates the legal ownership interest of another party;
- i. Commercial advertisements for products or services;
- j. Comments that suggest or encourage illegal activity;
- k. Multiple, off topic posts or repetitive posts that are copied and pasted;
- l. Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name;
- m. Posted content that contains personal information, including, but not limited to, identification numbers, phone numbers, e-mail addresses.

The City reserves the right to ban users who continually violate the above policy and guidelines.

The City shall post the content of Section I in a prominent location on the City's Official website and on the City's Facebook page.

4. SECTION II – EMPLOYEE POLICY: In addition to the guidelines in Section I, City employees shall follow the guidelines in this Section II:
- a. Content:
The City Clerk or his/her designee shall have the sole authority to administer and moderate the content of the City's Facebook and Twitter pages.
 - b. Authority to Post on City's Facebook and Twitter pages as the Official City Position:
For consistent communications practices, all posts as the City's official position on the City Facebook and Twitter pages shall be made by the City Clerk or his/her designee. In the event of an emergency situation, or any situation deemed appropriate by the City Manager, the City Manager or his designee may post to the City's Facebook and Twitter pages as the official City position.
 - c. Other employees posting to the City's Facebook and Twitter pages:
Other employees may ~~post content~~ respond to an official post, but must include a disclaimer that reflects that the content contained therein is in no relation to their professional duties as an employee of the City of Traverse City. Employees shall, in no way, attempt to convey their position as the Official City position.
 - d. Prohibited Content (in addition to that identified in Section I):
 - 1. Information about actual or potential claims and/or litigation involving the City of Traverse City

2. Intellectual property of others, without written permission
3. Photographs of employees or members of the public, without written permission
4. Personal, sensitive or confidential information about anyone which would constitute an invasion of an individual's privacy

5. **PENALTY FOR VIOLATION:** Employees who violate this policy are subject to disciplinary action, up to and including discharge.

I certify that this policy was adopted by the City Commission for the City of Traverse City on November 17, 2014, and amended on May 18, 2015, at a regular meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MAY 18, 2015

DATE: MAY 14, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: HUMAN RIGHTS COMMISSION – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding three expiring terms on the Human Rights Commission. Of those three terms, two are seeking reappointment. This is a Mayoral appointment approved by the City Commission.

The following motion would approve the Mayor's appointment:

that the Mayor's reappointment of Lee Hornberger and Laura Nerone (seats previously held by Lee Hornberger and Laura Nerone) each to one three-year term expiring June 30, 2018 and the Mayor's appointment of Susan Odgers, (seat previously held by Theresa Gardner) to one three-year term expiring June 30, 2018 on the Human Rights Commission, term effective June 30, 2015, be approved.

PH/kes

K:\tcclerk\city commission\appointments\HRC_20150504.doc

copy: Jamie Caroffino, Human Resource Generalist

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: May 14, 2015
Subject: Human Rights Commission – Expiring Terms

There are three expiring terms on the Human Rights Commission, seats currently held by Lee Hornberger, Laura Nerone, and Theresa Gardner. Mr. Hornberger and Ms. Nerone are both interested in being reappointed, however Ms. Gardner is not.

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

Attendance Records for 2014

Lee Hornberger – 11 out of 11 meetings

Laura Nerone – 11 out of 11 meetings

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and Twitter page. As a result, we have two eligible applicants on file, Susan Odgers and Christopher Carol. The Mayor conducted interviews on Thursday, April 30th and as a result, would like to recommend Susan Odgers be appointed to the Human Rights Commission.

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

Thank you!

March 15, 2015

To Whom It May Concern:

My name is Susan Odgers and I am interested in applying for membership on the following boards: Local Officers Compensation Commission, Human Rights Commission and the Recreational Authority.

I have been a resident of Traverse City continuously since 1987. For the entire time, I have owned a home in the Central Neighborhood District.

Shortly after my family and I moved to Traverse City, I became employed as a psychology instructor at Northwestern Michigan College. I am still employed there. I also currently teach for Grand Valley State University at the University Center (have so for many years) and have taught for several years at Ferris State University at the University Center. My courses have been in Liberal Studies, Social Work, Sociology, Psychology, Women's Studies and Media Studies for GVSU and FSU.

I am applying for membership on the three boards for a variety of reasons. First, the three boards are of great interest to me. I have also recently cycled off of a few other board commitments and am ready to work more directly with the City of Traverse City. Most importantly, I believe that my skills are well matched for serving the needs of our community. Traverse City is my home and I want to build upon the work that's been done, to make it an even better place for everyone.

I have been trained as a doctorate level psychologist and have a solid understanding of human behavior and group process. This includes skills in conflict resolution, facilitation, process and communication. As an educator, I work with diverse subject matter and individuals. I am also a very dedicated, active and experienced board member. I have led national training for serving on a board as well as evaluating executive directors. I have been responsible for running many types of groups over the years. As a person with a disability, I am also keenly aware of the needs of residents, employees and visitors with disabilities. Since 2008, I have written a monthly column for *The Traverse City Record Eagle*, "Adapted in TC". In 2010, I was honored with the Traverse City Sara Hardy Humanitarian Award.

For seventeen years, I was on the state board of MI Protection and Advocacy Services, Inc. During that time, I served for two years as the Chair of the Board. Under my leadership, we conducted a national search for a new CEO. The retiring CEO had been the only CEO of the agency—for several decades. For the past several years, I have served on the Compensation Committee at NMC. I am a graduate of Leadership Grand Traverse and taught in the program for many years. I have been on the leadership committee at the Chamber for several years.

Curiosity comes very easily to me and I've worked very hard to get to know every aspect of living in northern Michigan. This has helped me, my students and everyone I've worked with in any capacity. I am currently on the Family Advisory Council, Recipient Rights and Cowell Cancer Advisory Board at Munson Medical Center. I have served on those three boards for some time.

At NMC, in addition to teaching, I am the elected adjunct faculty representative to Faculty Council. I have served on the Compensation Committee, Employee Recognition Committee and numerous other

committees, councils and projects. I was the second adjunct faculty member to be awarded the Adjunct Faculty of the Year Award in 2000. Since fall 2014, two other colleagues and I were awarded an NMC Foundation Innovation Grant to lead a writing workshop for the housing vulnerable. We have won numerous state awards for our work.

I am on the board of the locally-based state organization, Michigan Writers. Since 1994, I have trained the managers and volunteers at the Traverse City Film Festival. My family and I have volunteered with many local festivals, including the National Cherry Festival. I've helped Disability Network in 101 ways; advocating for MOBI mats, surveying accessibility for all local recreational facilities, reviewing snow removal practices, interviewing BATA customers, etc. I have served as a consultant to the numerous park programs regarding full access.

Thank you for considering my application. This letter serves as a brief overview and I welcome a personal interview.

I look forward to serving.

Sincerely,

Susan Odgers

612 Fifth

Traverse City, MI 49684

231-392-6843 cell/text

Board/Committee you are interested in serving (indicate up to three): Local Officers Compensation Commission, Human Rights Commission

Name: Susan Odgers

Address: 612 Fifth

(Street) (City) (State) (Zip) Traverse City, MI 49684

E-Mail Address: Odgers_s@yahoo.com

Preferred Phone No.: Additional Phone No.: 231-392-6843 cell/text

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

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

- 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? No

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? No

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 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!

RECEIVED

MAR 23 2015

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

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.

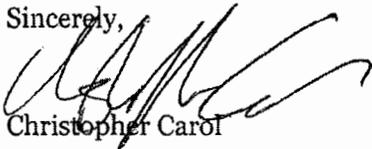
Both my wife and I work in the area. My wife works with the Head Start program at Traverse Heights Elementary. I am the in-house general counsel for Oneupweb, a marketing firm. We are both active in the community, but lately I have been anxious to do more.

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

APR 15 2015



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): Library,
Historic, Human Rights; Zoning Appeals Board (Next Available)

Name: CHRISTOPHER L. CAROL

Address: 917 WALNUT TRVERSE 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!

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

Human Rights Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
<p>Lee Hornberger, Chair (Non-City Resident) 6730 Mission Ridge, TC, 49686 941-0746 (Res) leehornberger@leehornberger.com</p> <p style="text-align: center;"><i>- Seeking Reappointment</i></p>	<p>04/20/09</p>	<p>06/30/15 06/30/18</p>
<p>Steve Mentzer, Vice-Chair (City Resident) 1030 Huron Hills Dr, TC, 49686 421-3360 (Res) 946-6957 (Bus) smentzer@charter.net</p>	<p>07/6/10</p>	<p>06/30/16</p>
<p>Theresa Gardner, (City Resident) 408 S. Civic Center Dr, TC, 49686 499-8016 (Res) tgardner808@yahoo.com</p> <p style="text-align: center;"><i>- Not Seeking Reappointment</i></p>	<p>04/20/09 (Effective 6/30/09)</p>	<p>06/30/15 06/30/18</p>
<p>Barbara McClellan (City Resident) 501 Georgetown, No. 24, TC, 49684 941-2368 (Res) bingo2755@gmail.com</p>	<p>07/06/10</p>	<p>06/30/17</p>
<p>Mattias Johnson (City Resident) 517 Rose St, TC, 49686 883-1456 (Res) tias.johnson@gmail.com</p>	<p>07/07/14</p>	<p>06/30/17</p>
<p>Laura Nerone (City Resident) 619 West Ninth St, TC 49684 676-7600 (Res) 935-3791 (Bus) dog1cat4@hotmail.com</p> <p style="text-align: center;"><i>- Seeking Reappointment</i></p>	<p>06/04/12</p>	<p>06/30/15 06/30/18</p>
<p>Taylor Nash (City Resident) 423 N. Spruce, TC 49684 590-6417 (Res) 995-1139 (Bus) tnash@nmc.edu</p>	<p>09/02/14</p>	<p>06/30/16</p>
<p>Jodi Stinnet (City Resident) 1010 Nakoma Dr. TC, 49686 929-3894 (Res) 929-7070 (Bus) jlstinnet@gmail.com</p>	<p>7/15/13</p>	<p>06/30/16</p>

Patricia Nugent (Non-City Resident)
11633 Willow Point Dr, TC, 49686
989-859-9506 (Res)
patriciaannnugent@gmail.com

07/07/14

06/30/17

Jamie Caroffino, Human Resource Generalist, 922-4481, jcaroffino@traversecitymi.gov,
- Ex Officio (no voting authority) and staff.

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

This commission consists of 9 members to be appointed by the Mayor with the approval of the City Commission. At least seven of the nine members shall be City residents.

The City Manager or his/her designee serves on the Human Rights Commission as Ex-Officio; the Ex-Officio is considered a Human Rights Commissioner, although such Commissioner has no voting authority, cannot make motions, and cannot be counted when determining a quorum, per 8/13/04 opinion from the City Attorney.

Purpose "To foster mutual understanding and respect among all groups and discourage discriminatory practices, formulate and carry out programs of community education and information, receive and act as conciliator regarding occurrences of acts of prejudice or discrimination, and secure the cooperation of various community groups in educational campaigns devoted to eliminating prejudice and discrimination."

Resolution reestablishing the Human Rights Commission was adopted by the City Commission on June 7, 1993; amended on December 7, 1998; reestablished June 6, 2005; and amended July 6, 2009 and September 4, 2012.

Meets 2nd Monday of each month at 5:30 pm.

Fractile Emergency Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 04/01/2015 AND 04/30/2015; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
Negative Times				
13	13		14.00%	14%
00:00 - 00:59	2	15	2.00%	16%
01:00 - 01:59	1	16	1.00%	17%
02:00 - 02:59	4	20	4.00%	21%
03:00 - 03:59	10	30	11.00%	32%
04:00 - 04:59	10	40	11.00%	43%
05:00 - 05:59	14	54	15.00%	57%
06:00 - 06:59	14	68	15.00%	72%
07:00 - 07:59	7	75	7.00%	80%
08:00 - 08:59	10	85	11.00%	90%
09:00 - 09:59	7	92	7.00%	98%
11:00 - 11:59	1	93	1.00%	99%
12:00 - 12:59	1	94		

1.00%

100%

Total Calls:

94

RescueNet™

Printed on: 5/6/2015 at 16:23:10

Page 1 of 1

\\NFH-PINPNT\RESCUENET\REPORTS32\CUSTOM\JOHNBAKER\FRACTILE EMERGENCY RESPONSE TIMES.RPT

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: February 25, 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, C. Rueckert
ABSENT: J. Jenkins
GUESTS:
STAFF: B. Postma

C. Rueckert called the regular meeting to order at 12:10 pm.

Moved by W. Kuhn, seconded by J. Bussell that the minutes of the January 28, 2015 regular meeting be approved.

Motion approved 4-0.

Warrant No. 586 in the amount of \$188,002.95 for Retirees Benefits for March 2015 was approved and signed by W. Kuhn and J. Bussell.

Larry Gray of Gray & Company gave a report to the Board via telephone conference call. The Board was provided a quarterly performance report for the period ending December 31, 2014. The report included a capital market review, a total fund performance and analysis, and an investment manager performance and analysis. The Board asked various questions. Larry Gray also reported on the recent email that was sent by Gray & Company to the Board referencing Gray & Company's recent court filing against the SEC.

Moved by W. Kuhn, seconded by J. Bussell to approve payment of \$459.00 to VanOverbeke, Michaud, & Timmony for legal services rendered during 2014.

Motion approved 4-0.

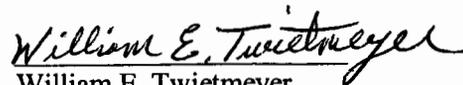
The Board briefly discussed the current consultant agreement with Gray & Company. It was determined that no action was required at this time.

W. Twietmeyer announced that he received a telephone call from Kirk VanDagens of PNC verbally informing the Board of a change in the chief investment officer position. A written communication will be forthcoming.

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

Motion approved 4-0.

Meeting adjourned at 12:55 pm


William E. Twietmeyer
Secretary/Treasurer

CITY OF TRAVERSE CITY

MEMORANDUM

To: Penny Hill, Acting City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Quarterly Report
Date: May 1, 2015

Attached is a copy of the quarterly financial report for the third quarter operations ending March 31, 2015. Activity in each of the major fund categories appears to be consistent with their budget and with prior year activities.

It should be noted that the Water Fund and Sewer Fund are performing as expected and I am hopeful that this trend will continue through the end of the fiscal year.

It should also be noted that the Road Commission Millage Fund will receive the allotted revenue in the fourth quarter. This is the reason why no revenue shows up in the first three quarters. The Trunkline Maintenance Fund has significantly higher revenue and expenses in this fiscal year because of the extra funds provided by MDOT for the skip patching project along the curb on US 31 from the City limits to Front Street by the Holiday Inn. Finally, the Public Improvement Projects Fund reported fewer expenses this year compared to last year. This is because last year's activity included significant costs related to the Clinch Park Tunnel, the Wayne Street Reconstruction, and Alley Sanitary Sewer replacement over and above the typical street resurfacing projects.

Please forward this memo with attachments to the City Commission under Reports and Communications.

Encl.

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

<i>GENERAL FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	14,293,450.00	14,293,450.00	8,672,128.74	1,062,438.70	1,365,807.50		8,672,128.74	9,734,567.44	11,100,374.94		77.66%
Surplus	942,800.00	942,800.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	15,236,250.00	15,236,250.00	8,672,128.74	1,062,438.70	1,365,807.50	0.00	8,672,128.74	9,734,567.44	11,100,374.94	0.00	72.86%
<i>EXPENDITURES</i>											
Personnel	8,943,730.00	8,943,730.00	2,191,097.27	2,059,163.55	2,143,148.37		2,191,097.27	4,250,260.82	6,393,409.19		71.48%
Supplies	359,700.00	359,700.00	68,542.60	86,041.26	52,329.90		68,542.60	154,583.86	206,913.76		57.52%
Contractual	1,372,770.00	1,372,770.00	233,759.38	277,857.30	256,304.54		233,759.38	511,616.68	767,921.22		55.94%
Other	1,825,050.00	1,825,050.00	784,875.11	538,381.04	344,437.05		784,875.11	1,323,256.15	1,667,693.20		91.38%
Contingency	30,000.00	30,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Transfers	2,705,000.00	2,705,000.00	1,458,000.00	0.00	250,000.00		1,458,000.00	1,458,000.00	1,708,000.00		63.14%
Total	15,236,250.00	15,236,250.00	4,736,274.36	2,961,443.15	3,046,219.86	0.00	4,736,274.36	7,697,717.51	10,743,937.37	0.00	70.52%
<i>WATER FUND</i>											
<i>REVENUE</i>											
Current	3,750,000.00	3,750,000.00	1,264,532.16	788,960.17	727,059.49		1,264,532.16	2,053,492.33	2,780,551.82		74.15%
Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	3,750,000.00	3,750,000.00	1,264,532.16	788,960.17	727,059.49	0.00	1,264,532.16	2,053,492.33	2,780,551.82	0.00	74.15%
<i>EXPENDITURES</i>											
Treatment Plant	1,153,900.00	1,153,900.00	292,780.86	395,507.16	292,484.28		292,780.86	688,288.02	980,772.30		85.00%
Distribution	1,119,500.00	1,119,500.00	225,985.77	226,895.97	268,191.37		225,985.77	452,881.74	721,073.11		64.41%
Utility Acct	476,100.00	476,100.00	105,980.84	99,305.13	108,699.62		105,980.84	205,285.97	313,985.59		65.95%
Contingency	1,000,500.00	1,000,500.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	3,750,000.00	3,750,000.00	624,747.47	721,708.26	669,375.27	0.00	624,747.47	1,346,455.73	2,015,831.00	0.00	53.76%

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

<i>SEWER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	6,190,000.00	6,190,000.00	1,613,828.91	1,308,668.36	1,333,253.19		1,613,828.91	2,922,497.27	4,255,750.46		68.75%
Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	6,190,000.00	6,190,000.00	1,613,828.91	1,308,668.36	1,333,253.19	0.00	1,613,828.91	2,922,497.27	4,255,750.46	0.00	68.75%
<i>EXPENDITURES</i>											
Treatment Plant	2,996,000.00	2,996,000.00	753,983.69	835,460.29	949,316.94		753,983.69	1,589,443.98	2,538,760.92		84.74%
Distribution	825,000.00	825,000.00	200,138.85	196,541.09	198,631.11		200,138.85	396,679.94	595,311.05		72.16%
Utility Acct	998,300.00	998,300.00	224,880.49	218,617.56	224,997.77		224,880.49	443,498.05	668,495.82		66.96%
Contingency	1,370,700.00	1,370,700.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	6,190,000.00	6,190,000.00	1,179,003.03	1,250,618.94	1,372,945.82	0.00	1,179,003.03	2,429,621.97	3,802,567.79	0.00	61.43%
<i>Road Comm. Mill.</i>											
<i>REVENUE</i>											
	750,000.00	750,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
<i>EXPENDITURES</i>											
	750,000.00	750,000.00	362,959.16	290,490.81	4,913.00		362,959.16	653,449.97	658,362.97		87.78%
<i>PARKING SYSTEM</i>											
<i>REVENUE</i>											
	2,498,850.00	2,498,850.00	586,666.64	488,618.57	776,672.55		586,666.64	1,075,285.21	1,851,957.76		74.11%
<i>EXPENDITURES</i>											
Operating	2,498,850.00	2,498,850.00	596,695.87	396,769.30	555,664.07		596,695.87	993,465.17	1,549,129.24		61.99%
Contingency	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	2,498,850.00	2,498,850.00	596,695.87	396,769.30	555,664.07	0.00	596,695.87	993,465.17	1,549,129.24	0.00	61.99%

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

MARINA	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE	633,600.00	633,600.00	165,475.16	234,866.18	77,279.64		165,475.16	400,341.34	477,620.98		75.38%
EXPENDITURES											
Operating	633,600.00	633,600.00	193,699.38	117,225.13	74,694.49		193,699.38	310,924.51	385,619.00		60.86%
Contingency	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	633,600.00	633,600.00	193,699.38	117,225.13	74,694.49	0.00	193,699.38	310,924.51	385,619.00	0.00	60.86%

GARAGE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	2,562,091.00	2,562,091.00	786,744.84	616,262.40	956,666.80		786,744.84	1,403,007.24	2,359,674.04		92.10%
Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	2,562,091.00	2,562,091.00	786,744.84	616,262.40	956,666.80	0.00	786,744.84	1,403,007.24	2,359,674.04	0.00	92.10%
EXPENDITURES	2,562,091.00	2,562,091.00	487,780.39	470,203.20	535,767.25		487,780.39	957,983.59	1,493,750.84		58.30%

PUBLIC IMPROVEMENT	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	37,000.00	37,000.00	9,943.84	19.16	1,004,738.77		9,943.84	9,963.00	1,014,701.77		2742.44%
Transfer In	1,458,000.00	1,458,000.00	1,458,000.00	0.00	0.00		1,458,000.00	1,458,000.00	1,458,000.00		100.00%
Prior Year Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	1,495,000.00	1,495,000.00	1,467,943.84	19.16	1,004,738.77	0.00	1,467,943.84	1,467,963.00	2,472,701.77	0.00	165.40%
EXPENDITURES	1,495,000.00	1,495,000.00	379,600.19	1,228,883.22	441,538.26		379,600.19	1,608,483.41	2,050,021.67		137.13%

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

<i>MAJOR STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimbursements	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
State Source	789,500.00	789,500.00	201,541.50	63,923.78	231,334.60		201,541.50	265,465.28	496,799.88		62.93%
Interest & Div	500.00	500.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Transfer In	80,000.00	80,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Prior Year's Surplus	54,000.00	54,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	924,000.00	924,000.00	201,541.50	63,923.78	231,334.60	0.00	201,541.50	265,465.28	496,799.88	0.00	53.77%

<i>EXPENDITURES</i>											
Personnel	395,000.00	395,000.00	92,830.03	85,549.13	109,519.56		92,830.03	178,379.16	287,898.72		72.89%
Supplies	95,000.00	95,000.00	24,094.01	33,484.43	43,345.39		24,094.01	57,578.44	100,923.83		106.24%
Contractual	70,000.00	70,000.00	57,123.67	2,384.50	4,253.40		57,123.67	59,508.17	63,761.57		91.09%
Other	364,000.00	364,000.00	44,643.37	62,818.39	128,764.58		44,643.37	107,461.76	236,226.34		64.90%
Total	924,000.00	924,000.00	218,691.08	184,236.45	285,882.93	0.00	218,691.08	402,927.53	688,810.46	0.00	74.55%

<i>LOCAL STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimbursement	0.00	0.00	0.00	1,825.00	0.00		0.00	1,825.00	1,825.00		0.00%
Metro Authority	47,000.00	47,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
State Source	290,000.00	290,000.00	70,331.64	45,447.44	102,160.23		70,331.64	115,779.08	217,939.31		75.15%
Transfer In	917,000.00	917,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	1,254,000.00	1,254,000.00	70,331.64	47,272.44	102,160.23	0.00	70,331.64	117,604.08	219,764.31	0.00	17.53%

<i>EXPENDITURES</i>											
Personnel	583,000.00	583,000.00	100,890.08	146,226.36	147,885.79		100,890.08	247,116.44	395,002.23		67.75%
Supplies	86,000.00	86,000.00	8,030.17	16,587.83	15,115.48		8,030.17	24,618.00	39,733.48		46.20%
Contractual	50,000.00	50,000.00	24,187.50	6,034.50	0.00		24,187.50	30,222.00	30,222.00		60.44%
Other	535,000.00	535,000.00	102,664.17	107,519.85	166,019.61		102,664.17	210,184.02	376,203.63		70.32%
Total	1,254,000.00	1,254,000.00	235,771.92	276,368.54	329,020.88	0.00	235,771.92	512,140.46	841,161.34	0.00	67.08%

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

<i>TRUNK LINE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
State Source	289,500.00	289,500.00	236,656.13	241,514.12	108,697.42		23,656.13	265,170.25	373,867.67		202.72%
Interest & Div	200.00	200.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Reimbursements	300	300.00	303.10	291.74	304.93		303.10	594.84	899.77		299.92%
Prior Years Surpl	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	290,000.00	290,000.00	236,959.23	241,805.86	109,002.35	0.00	23,959.23	265,765.09	374,767.44	0.00	202.68%
<i>EXPENDITURES</i>											
Personnel	84,000.00	84,000.00	2,506.09	13,018.11	25,378.91		2,506.09	15,524.20	40,903.11		48.69%
Supplies	45,000.00	45,000.00	0.00	8,776.85	15,741.18		0.00	8,776.85	24,518.03		54.48%
Contractual	30,000.00	30,000.00	6,847.50	224,591.05	0.00		6,847.50	231,438.55	231,438.55		771.46%
Other	131,000.00	131,000.00	7,248.49	21,891.16	45,136.99		7,248.49	29,139.65	74,276.64		56.70%
Total	290,000.00	290,000.00	16,602.08	268,277.17	86,257.08	0.00	16,602.08	284,879.25	371,136.33	0.00	127.98%