



Notice

City Commission Regular Meeting

7:00 pm

Monday, June 1, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 5-28-15

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 13, 2015, May 18, 2015, and May 22, 2015. (Approval recommended) (Penny Hill, Benjamin Marentette)

- b. Consideration of authorizing an amendment to the agreement for Operations, Maintenance and Management Services for the Traverse City Wastewater Treatment Plan Pumping Stations to reflect an increase in the base fee as a result of increased utility costs. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing a contract for the construction of a Oakwood Cemetery Maintenance Building. (Approval recommended) (Penny Hill, Timothy Lodge) (5 affirmative votes required)
- e. Consideration of authorizing a service order for painting of the Duncan L. Clinch Harbormaster Building. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing blanket purchase orders for asphalt for annual street and alley repair and maintenance. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- g. Consideration of authorizing a purchase order for marina fuel for resale at the Duncan L. Clinch Marina. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- h. Consideration of approving the budgets for the Traverse City and Garfield Township Recreational Authority, as required by Recreational Authority Bylaws. (Approval recommended) (Penny Hill)
- i. Consideration of approving amendments to the Freedom of Information Act Policy, to reflect various changes made to the Michigan Freedom of Information Act. (Approval recommended) (Penny Hill, Lauren Tribble-Laucht, Benjamin Marentette)

- j. Consideration of authorizing the City Clerk to issue the Fireworks Display Permits for fireworks displays on Independence Day, July 4, 2015; and the conclusion of the National Cherry Festival, Saturday, July 11, 2015. (Approval recommended) (Penny Hill, Benjamin Marentette, James Tuller)
- k. Consideration of adopting the annual resolution designating bank depositories for City funds and authorizing the City Treasurer/Finance Director to make deposits and invest funds with such depositories. (Adoption recommended) (Penny Hill, William Twietmeyer)
- l. Consideration of scheduling a public hearing regarding possible year-end budget amendments for June 15, 2015. (Schedule public hearing for June 15, 2015, recommended) (Penny Hill, William Twietmeyer)
- m. Consideration of adopting a resolution supporting inclusion of the South Union Street Bridge Rehabilitation and North Cass Street Bridge Rehabilitation in the Local Bridge Program, to make the South Cass Street Bridge Rehabilitation Project eligible for 95% program funding in Fiscal Year 2018/2019, from the Michigan Department of Transportation. (Adoption recommended) (Penny Hill, Timothy Lodge)
- n. Consideration of adopting a resolution approving the amended Traverse City Place Brownfield Plan to include environmental clean-up costs . (Adoption recommended) (Penny Hill)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of adopting a Resolution Adopting the Traverse City Capital Improvements Plan and Capital Project Fund for Fiscal Year 2015-2016. (Penny Hill) (5 affirmative votes required)
- b. Consideration of a request from Commissioner Timothy Werner to include in the Capital Improvement Plan for Fiscal Year 2016/2017 a \$1.5 million project within the Brown Bridge Trust Parks Improvement Fund for Hickory Hills Improvements and for the City Commission to pledge \$1.5 million from the Brown Bridge Trust Parks Improvement Fund for capital improvements at Hickory Hills, with funds to be spent when a full match has been raised from outside funds within a 24-month period. (Commissioner Timothy Werner)

4. New Business

- a. Presentation by the Downtown Development Authority Executive Director regarding Tax Increment Financing Plan Number Two; and consideration of scheduling a public hearing regarding amendments to the plan for July 6, 2015. (Penny Hill, Rob Bacigalupi)

5. Appointments

- a. Consideration of appointment of one member to the Historic Districts Commission. (Commissioner Ross Richardson; Chair, Commissioner Jeanine Easterday, Commissioner Gary Howe)
- b. Consideration of approving the Mayor's appointments to the Local Officers Compensation Commission. (Mayor Michael Estes)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the regular Traverse City Light and Power meeting of April 14, 2015.
 3. Minutes of the regular ACT 345 Retirement System board meeting of March 25, 2015.
- e. Reports and correspondence from non-City officials.
 1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M Hill for April 2015.

7. Public Comment

- a. Reserved.
 1. Rick Buckhalter, 932 Kelley Street, regarding the “ADU Ordinance.”
- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: May 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: MINUTES

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

- May 13, 2015 Special Meeting
- May 18, 2015 Regular Meeting
- May 22, 2015 Special Meeting

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

that the minutes of the May 13, 2015, Special Meeting, May 18, 2015, Regular Meeting, and May 22, 2015, Special Meeting, be approved.

PH/slm

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

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 1:30 p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

Topics of Discussion:

1.

Consideration of selecting the new City Manager.

Moved by Richardson, seconded by Carruthers, that the City Manager position be offered to David Benda and that staff be directed to begin negotiations on an employment agreement.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Commissioner Richardson, with agreement by Commission Carruthers, withdrew the motion.

Moved by Richardson, seconded by Carruthers, that David Benda be selected as the finalist for the position of City Manager.

Mary Grover, 506 Fifth Street – made general comments

Geraldine Greene, 214 East 11th Street – made general comments

Roll Call:

Yes - Carruthers, Richardson, Estes.

No - Easterday, Howe, Werner, Budros.

FAILED.

Moved by Howe, seconded by Werner, that Martin Colburn be selected as a finalist for the position of City Manager.

Jamie Caroffino, Human Resources Generalist

Roll Call:

Yes - Easterday, Howe, Werner, Budros.

No - Richardson, Carruthers, Estes.

CARRIED.

Moved by Budros, seconded by Howe, that an ad hoc committee of the City Commission be established to negotiate a proposed employment agreement with Martin Colburn for future City Commission authorization and that Commissioner Easterday, Mayor Estes and Mayor Pro Tem Budros be appointed to such committee, with Commissioner Easterday to serve as chair.

CARRIED unanimously.

2.

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

Bob Donick, 1708 Commanche

There being no objection, Mayor Estes declared the meeting adjourned at 2:15pm.



Benjamin E Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Regular Meeting
May 18, 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.

Moved by Budros, seconded by Richardson, that the City Commission suspends City Commission Rule 9a to add the following item to the Agenda as Agenda Item 5(b), "Consideration of appointments to the Traverse City Arts Commission."

CARRIED unanimously.

2. Consent Calendar

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

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

- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

Items removed from the Consent Calendar

None.

3. Old Business

3(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.

Moved by Richardson, seconded by Budros, that the Resolution to Waive the Traverse City Property Tax Administration Fee for Fiscal Year 2015-2016, be adopted.

CARRIED unanimously.

Moved by Easterday, seconded by Budros, that the Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2015-2016, be adopted.

CARRIED unanimously.

Moved by Werner, seconded by Richardson, the Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2015-2016, be adopted.

CARRIED unanimously.

Moved by Budros, seconded by Howe, that the Resolution Certifying Tax Levy for The City of Traverse City for Fiscal Year 2015-2016, be adopted.

CARRIED unanimously.

Moved by Howe, seconded by Budros, that the Resolution Certifying Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2015-2016, be

adopted.

CARRIED unanimously.

Moved by Budros, seconded by Easterday, that the Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2015-2016, Including the Capital Improvement Plan, be adopted.

CARRIED unanimously.

The following addressed the Commission:

William Twietmeyer, City Treasurer/Finance Director
Penny Hill, Acting City Manager
Benjamin Marentette, City Clerk

Moved by Budros, seconded by Richardson, that the Resolution Adopting The City of Traverse City Fiscal Year 2015-2016 Comprehensive Annual Budget Report, excluding funding for a Human Resources Director and Utilities Director, be adopted.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

Moved by Richardson, that the following appropriations be made for Fiscal Year 2015-2016: Capital Projects Fund: \$2,025,670

There being no second, the motion did not come before the Commission.

William Twietmeyer, City Treasurer/Finance Director
Penny Hill, Acting City Manager
Russell Soyring, City Planning Director
Timothy Lodge, City Engineer

Moved by Richardson, seconded by Easterday, that the Resolution Adopting The City of Traverse City Fiscal Year 2015-2016 Capital Improvement Plan and

Capital Projects Fund, to include a \$20,000 appropriation for Eighth Street – Lake Street to Woodmere, Project # 882, be adopted.

Roll Call:

Yes - Carruthers, Easterday, Richardson, Estes.

No - Howe, Werner, Budros.

FAILED. (5 affirmative votes required)

3(b).

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

The following addressed the Commission:

Penny Hill, Acting City Manager

No action was taken.

3(c).

Consideration of possible real property purchase to advance the Corridors Master Plan.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Budros, seconded by Easterday, 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).

Roll Call:

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

No - None.

CARRIED unanimously.

4. New Business

4(a).

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.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Budros, seconded by Howe, 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.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of approving the Mayor's appointment to the Human Rights Commission.

Moved by Easterday, seconded by Carruthers, 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.

CARRIED unanimously.

b.

Consideration of appointments to the Traverse City Arts Commission.

Moved by Budros, seconded by Richardson, that Mary Gillett, Metta Lansdale, Christie Minervini, and Deb Lake each be appointed to one three-year term expiring May 18, 2018, on the Traverse City Arts Commission.

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 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

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street
Penny Hill, Acting City Manager

3. Mayor and City Commissioners.

None.

The City Commission entered into closed session at 8:37 p.m.

The City Commission returned to open session at 9:11 p.m.

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)

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



Special Meeting

May 22, 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 3:00 p.m.

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

The following Commissioners were absent: Jeanine Easterday.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

Topics of Discussion:

1.

Consideration of possible real property purchase to advance the Corridors Master Plan.

Moved by Budros, seconded by Werner, 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).

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney
Rick Buckhalter, 932 Kelley Street
Geraldine Greene, 214 East 11th Street

Roll Call:

Yes – Carruthers, Howe, Werner, Budros, Estes

No – Richardson

CARRIED. (Easterday absent)

2.

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

None.

The Commission entered into closed session at 3:09 p.m.

The Commission returned to open session at 3:40 p.m.

Moved by Werner, seconded by Howe, that the Mayor and City Clerk be authorized to execute the Assignment of Interest in buy and Sell Agreement with Traverse Homes, LLC, subject to approval as to its substance by the Acting City Manager and form by the City Attorney; and further that the Mayor and City Clerk be authorized to execute the Option Agreement with Traverse Homes, LLC, subject to approval as to its substance by the Acting City Manager and form by the City Attorney; and further that Ms. Derenzy be authorized to prepare and submit the application for a MEDC land assembly grant on behalf of the City of Traverse City and that the appropriate City representatives be authorized to execute any necessary documents for the grant application.

The following address the Commission:

Geraldine Greene, 214 East 11th Street
Lauren Trible-Laucht, City Attorney

Roll Call:

Yes – Howe, Richardson, Werner, Budros, Estes

No – Carruthers

CARRIED. (Easterday absent)

There being no objection, Mayor Estes declared the meeting adjourned at 3:49 p.m.



Katelyn Stroven, CMMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: WASTEWATER TREATMENT PLANT AGREEMENT
AMENDMENT

In July 2012, the City entered into a new agreement with CH2M Hill for operation of the Wastewater Treatment Plant, following a bidding process. That process resulted in an \$81,341 reduction in the base fee we were paying CH2M Hill.

Attached is a memo from Elizabeth Hart of CH2M Hill requesting an increase in the base fee because of additional direct, or operating costs.

Under the agreement, there is a base fee and a total direct cost fee. The total direct cost fee includes items such as utilities, chemicals, repairs, repair parts, labor, etc. Essentially, the total direct cost is the estimated cost to run the plant. If the total direct cost fee exceeds the agreed-upon amount, CH2M Hill covers the difference. If the total direct cost fee falls below the agreed upon amount, 60% of the difference is refunded to the City and 40% is retained by CH2M Hill.

The base fee is the actual amount paid to CH2M Hill for their services including direct costs. In other words, the base fee is the actual cost to operate the plant (direct costs) plus a profit margin. Any cost incurred over the actual/direct costs is borne by CH2M Hill and reduces their profit.

As outlined in the attached memo from Ms. Hart, the plant has been treating more flow which in turn requires more electricity to treat the additional flow, increasing the direct cost.

Staff has reviewed this proposal and believes it is reasonable and consistent with the agreement in place with CH2M Hill. The FY 2015/2016 Budget anticipates and accommodates this increase.

The following table shows payments to CH2M Hill for its operation of the Wastewater Treatment Plant over the past seven years, as well as the proposed amount for this year.

<u>Fiscal Year</u>	<u>Total Payment</u>
2015-2016	(Proposed) \$2,454,163
2014/2015	\$2,408,403
2013/2014	\$2,307,561
2012/2013	\$2,229,528
2011/2012	\$2,310,868
2010/2011	\$2,310,880
2009/2010	\$2,356,256
2008/2009	\$2,311,176

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

that the Mayor and City Clerk execute Amendment No. 3 to the Agreement with CH2M Hill for Operations, Maintenance and Management Services, at the Wastewater Treatment Plant (originally authorized March 5, 2012, and Amended November 18, 2013, and June 2, 2014), for the period of July 1, 2015, to June 30, 2016, which would increase the base fee by 1.9%, with the total payment to be \$2,454,163, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

PH/bcm

K:\tclerk\city commission\agreements\wastewater treatment plant amendment 3 base fee increase 2015

copy: Dave Green, Director of Public Services
William Twietmeyer, City Treasurer/Finance Director
Elizabeth Hart, CH2M Hill



MEMORANDUM

TO: Penny Hill

CC: Dave Green, Bill Twietmeyer

FROM: Elizabeth Hart

DATE: May 21, 2015

SUBJECT: CH2M 2012 Contract Amendment No. 3

This memo summarizes CH2M’s compensation history under the 2012 O&M contract. The Base Fee is the total compensation paid to CH2M including the Direct Costs. The Base Fee and related Direct Costs are detailed in Tables A and B. The increase in our Base Fee is a result of the Direct Costs increasing, and an effort to maintain a 16% margin. One of the main expense increases through the life of this contract has been electricity. The main driver for the increase in electrical usage at the WWTP is an increase of the Plant Influent flows (The fuel-power cost adjustment increased through 2013-2014 which further escalated our electrical expense that year). Below you will find the following: Table C (Illustrated in Graph. 1) contains the total annual WWTP influent flows. Table D (Illustrated in Graph. 2) details the total annual flows since 2012 for the City, the Septage Facility, and the Townships, Graph. 3 represents the WWTP influent flow 12 month moving average since 2012, and Graph 4 represents Kilowatts Used/Million Gallons of Waste Water Treated at the WWTP since 2012.

Table. A

CH2M COMPENSATION HISTORY UNDER CURRENT CONTRACT				
	2012-2013	2013-2014	2014-2015	2015-2016
Base Fee in Contract	2,229,528.00	2,307,561.00	2,408,403.00	2,454,163.00
Base Fee Paid to CH2M:	2,228,729.25	2,391,941.10	2,408,403.00	2,454,163.00
Direct Cost Budget:	1,917,347.00	1,951,430.00	2,023,802.00	2,064,156.00
Direct Cost Actuals:	1,911,113.03	1,986,079.46		
Forecasted Margin (%)	14%	15.43%	15.97%	15.89%
Actual Margin (%)	14%	16.97%		

Table. B

CH2M Operating Budget History

EXPENSE TYPE	2012-2013	2013-2014	2014-2015 - Budget	2015-2016 - Proposed
CHEMICALS	\$ 176,147.73	\$ 172,247.99	\$ 180,210.00	\$ 200,710.00
CLIENT PLANT & EQUIP (REPAIRS REBATE)	\$ 111,586.78	\$ 145,682.54	\$ 115,000.00	\$ 115,000.00
EDUCATION/EMPLOYEE EXPENSES	\$ 15,715.26	\$ 16,717.00	\$ 18,021.00	\$ 16,481.00
ELECTRICITY	\$ 362,604.84	\$ 423,392.22	\$ 467,690.00	\$ 484,800.00
INSURANCE	\$ 32,998.89	\$ 29,415.68	\$ 33,044.00	\$ 34,827.00
LABOR	\$ 841,991.91	\$ 812,968.24	\$ 875,456.00	\$ 845,686.00
OPERATING EXPENSES	\$ 185,906.66	\$ 161,629.38	\$ 114,472.00	\$ 114,395.00
OUTSIDE SERVICES	\$ 26,943.70	\$ 60,532.22	\$ 11,000.00	\$ 26,000.00
SOLIDS HANDLING	\$ 107,956.81	\$ 99,706.07	\$ 155,340.00	\$ 168,340.00
SUPPLIES	\$ 1,937.82	\$ 6,108.37	\$ 11,000.00	\$ 11,000.00
TELECOMMUNICATIONS	\$ 8,943.54	\$ 7,047.52	\$ 10,502.00	\$ 10,200.00
TRAVEL COSTS	\$ 22,598.44	\$ 32,645.61	\$ 17,517.00	\$ 22,167.00
UTILITIES	\$	\$	\$	\$ 14,550.00

S-OPERATIONS	15,780.65	17,986.62	14,550.00	
Grand Total	\$ 1,911,113.03	\$ 1,986,079.46	\$ 2,023,802.00	\$ 2,064,156.00
Difference from Previous Year:		\$ 74,966.43	\$ 37,722.54	\$ 40,354.00

Table C. Plant Total Annual Influent Flows:

Note: 2014-2015 Annual Flow value was calculated by dividing the total flow for the first 10 months of the year by 10 and then multiplying by 12, because we don't have actual numbers for May 2015, or June 2015 at this time. This number is subject to change when actual values have been obtained.

TCRWWTP Plant Annual Influent Flow Totals (MG)	
2012-2013	1,506
2013-2014	1,716
2014-2015	1,720

Graph. 1

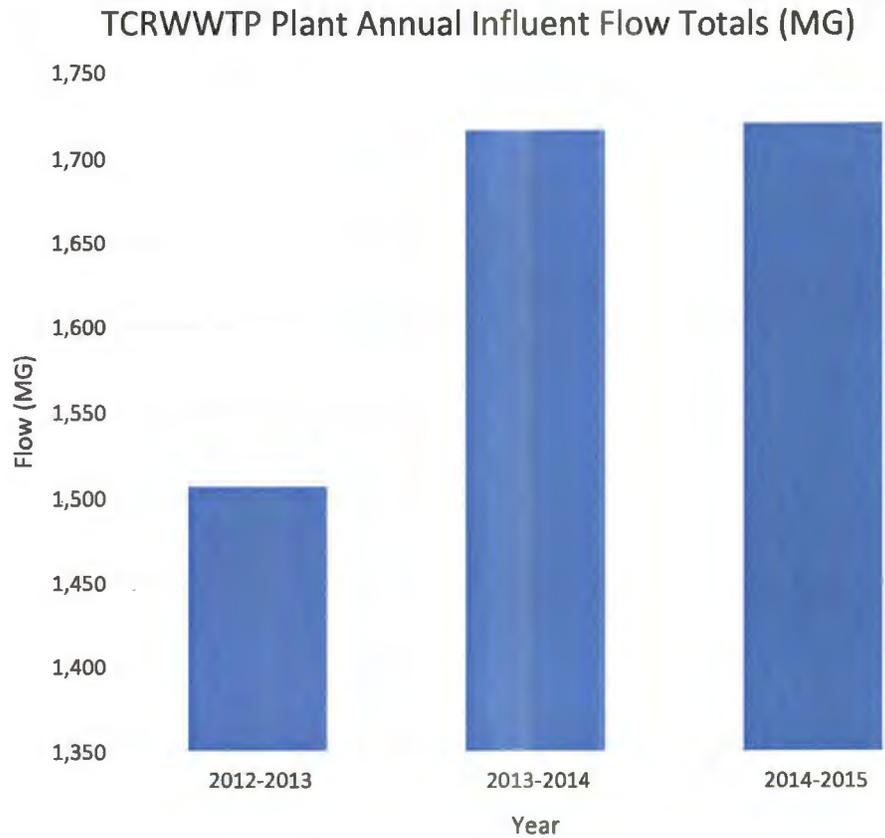
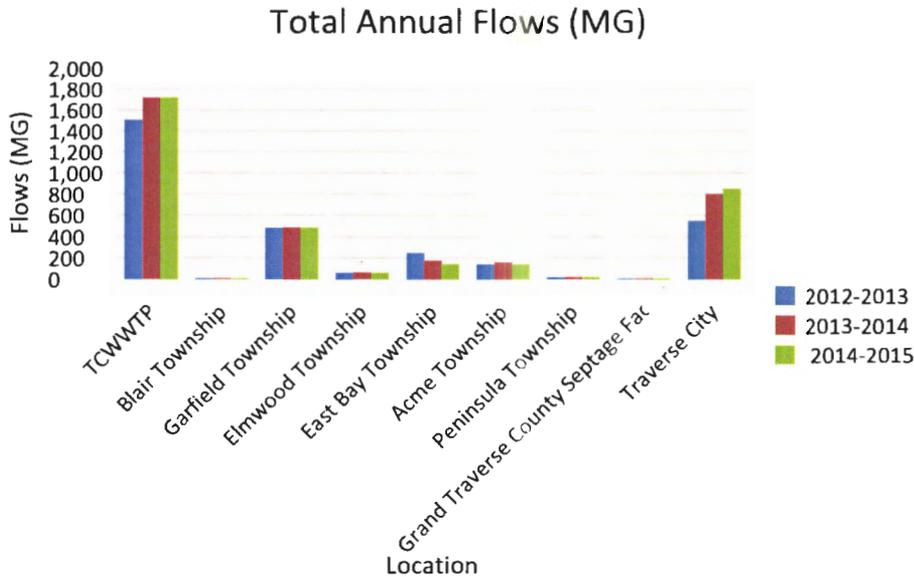


Table D. City and Township Flows:

Total Annual Flows (MG)			
	2012-2013	2013-2014	2014-2015
TCWWTP	1,506	1,716	1,720
Blair Township	8	8	8
Garfield Township	479	484	484
Elmwood Township	62	63	61
East Bay Township	248	174	144
Acme Township	140	158	144
Peninsula Township	17	21	20

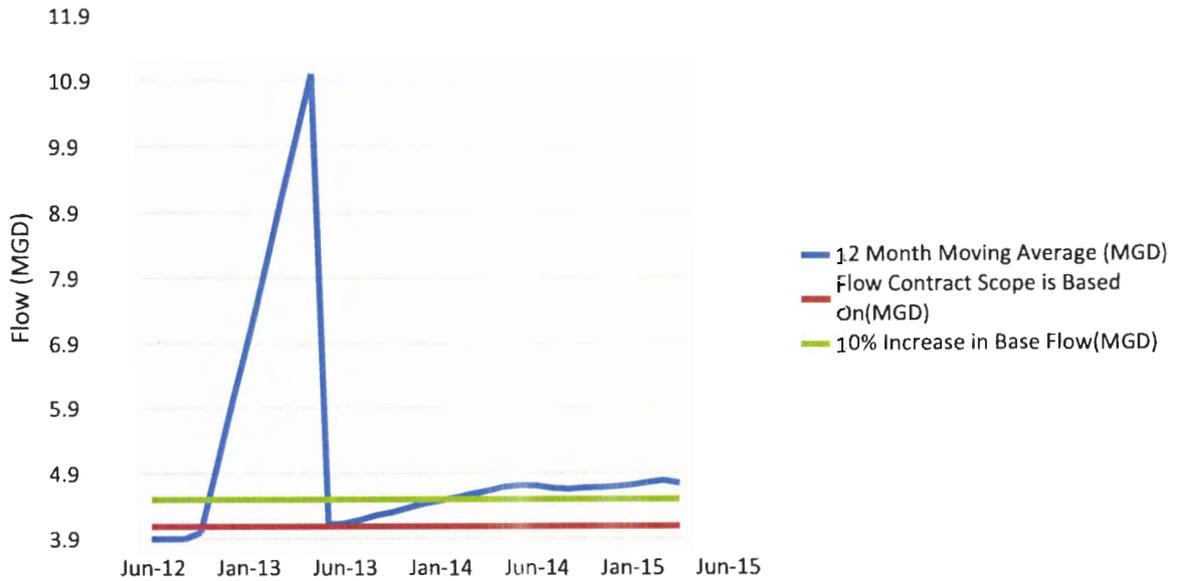
Grand Traverse County Septage Facility	8	8	7
Traverse City	545	800	852

Graph. 2



Graph. 3- This graph depicts an increase in flow based on the 12 month moving average of the Waste Water Treatment Plants Influent Flow. In our contract, it states that our scope is based on an Influent Flow of 4.092 MGD, and that an increase in this flow, based on a 12 month moving average, of 10% or greater constitutes a change in scope. (Appendix C. Amendment No.2 to the 2012 Contract) It costs more to treat more flow.

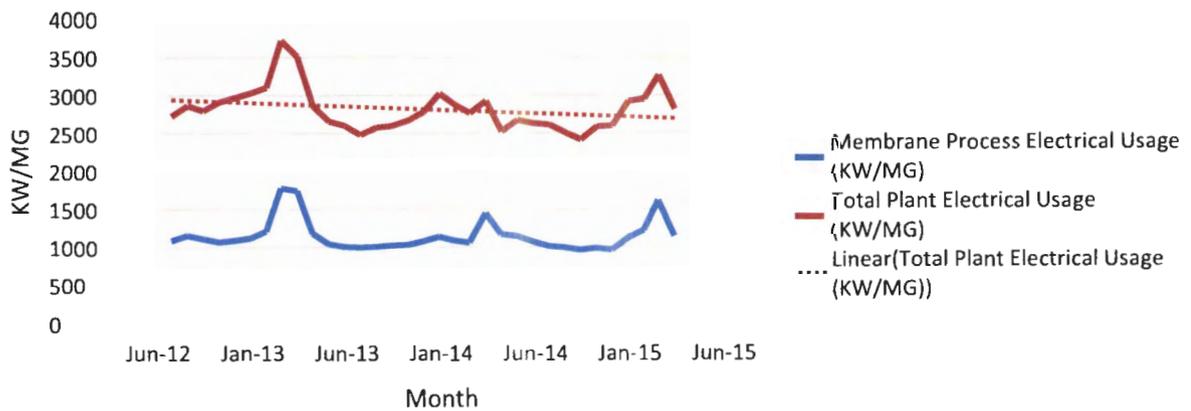
TCRWWTP Contract Flow Analysis



Graph. 4

Note: Over time, Kilowatt (KW) Used/ Million Gallons (MG) of Waste Water Treated has decreased the plant is just treating more water. The periods of time with brief peaks in KW usage are a result of running the membrane scour air in 10/10 instead of 10/30, which was done in response to permeability issues.

TCRWWTP ELECTRICAL USAGE FLOW COMPARISON



AMENDMENT NO. 3
to the
AGREEMENT
for
OPERATIONS, MAINTENANCE, AND
MANAGEMENT SERVICES
for
TRAVERSE CITY WASTEWATER TREATMENT PLANT, PUMPING STATIONS

THIS IS AMENDMENT NO. 3 to the Agreement for Operations, Maintenance, and Management Services for Traverse City Regional Wastewater Treatment Plant and Pumping Stations dated July 1, 2012 ("Agreement") by and between the City of Traverse City ("City") and Operations Management International, Inc. ("CH2M HILL OMI"), collectively hereinafter the "Parties". This Amendment No. 3 ("Amendment") is effective as of July 1, 2015.

NOW THEREFORE, City and CH2M HILL OMI agree that the Agreement shall be and is hereby amended and modified in the following manner:

1. Article 4.1 is hereby deleted in its entirety and replaced with the following:
 - 4.1 City shall pay Contractor as compensation for services performed under this Agreement a base fee of Two Million Four Hundred Fifty Four Thousand One Hundred Sixty Three Dollars (\$2,454,163) for operation of the Traverse City Wastewater Treatment Plant for the period July 1, 2015 to June 30, 2016. Subsequent years' base fee shall be determined as hereinafter specified in Article 4.3.

2. Article 4.2 is hereby deleted in its entirety and replaced with the following:
 - 4.2 The estimated Total Direct Cost for providing services under this Agreement for the period July 1, 2015 to June 30, 2016 is Two Million Sixty Four Thousand One Hundred Fifty Six Dollars (\$2,064,156) for operation of the Traverse City Wastewater Treatment Plant. If the Actual total Direct Cost is less than the estimated total Direct Cost excluding Direct Costs for Repairs to the Project, which have their own limits, then the Contractor will rebate to the City sixty percent (60%) of the difference. Contractor is responsible for Total Direct Costs over the estimate for the Traverse City Wastewater Treatment Plant, excluding Direct Costs for Repairs to the Project, which has its own limit.

This Amendment No. 3 together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersede all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

OPERATIONS MANAGEMENT
INTERNATIONAL, INC.

CITY OF TRAVERSE CITY

Authorized signature:

Authorized signature:

Name:

Name: Michael Estes

Title:

Title: Mayor

Date: _____

Benjamin C. Marentette

Title: City Clerk

Date: _____

APPROVED AS TO FORM:

Lauren Tribble-Laucht

Title: City Attorney

APPROVED AS TO SUBSTANCE:

Penny Hill

Title: Acting City Manager



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER *PH*

SUBJECT: #2 DIESEL FUEL PURCHASE

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

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Scotland Oil	Alma	\$1.9928
Crystal Flash	Traverse City	\$2.079
Lemmen Oil	Coopersville	\$2.11175
Brenner Oil	Mount Pleasant	\$2.14375
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilbert's Service	Traverse City	Did not bid

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

that the Acting City Manager be authorized to issue a confirming purchase order in the amount of \$19,918.04 to Scotland Oil Co. for 9,995 gallons of dyed #2 diesel fuel without additives priced at \$1.9928 per gallon with funds available in the Garage Fund.

PH/wb

The previous purchase price on 3/9/15 was \$1.91875 per gallon.

K:\tcclerk\city commission\purchase orders\diesel fuel 20150601



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: 2015 OAKWOOD CEMETERY MAINTENANCE BUILDING
PROJECT

Attached is a memo from City Engineer Timothy Lodge requesting a contract be authorized to the lowest bidder for the Oakwood Cemetery Maintenance Building Project. Attached is a sketch of the building, which will include on-site sanitary facilities, work space and heating.

You will notice that this project was originally bid in February, but due to the bids exceeding the cost expectation it was rebid in May, allowing for longer time to complete the construction of the building. The bids received in May were seemingly close to the bids received in February. Therefore, to offset the total funds allocated for this project, a portion of the funds will come from the Capital Improvement Project Fund, with the balance to come from the Cemetery Trust Fund.

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

that the Mayor and City Clerk execute a contract with Cole, Inc. in the amount of \$238,832, more or less, as indicated in its bid, for the 2015 Oakwood Cemetery Maintenance Building Project, such contract subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with \$154,270 in funds available in the Capital Improvement Project Fund with the remaining funds, \$84,562, more or less, available in the Cemetery Trust Fund.

PH/kes

K:\tcclerk\city commission\agreements\Oakwood Cemetery Maintenance Project_20150601.doc

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 *TJL*
DATE: May 26, 2015
SUBJECT: 2015 Oakwood Cemetery Maintenance Building Project

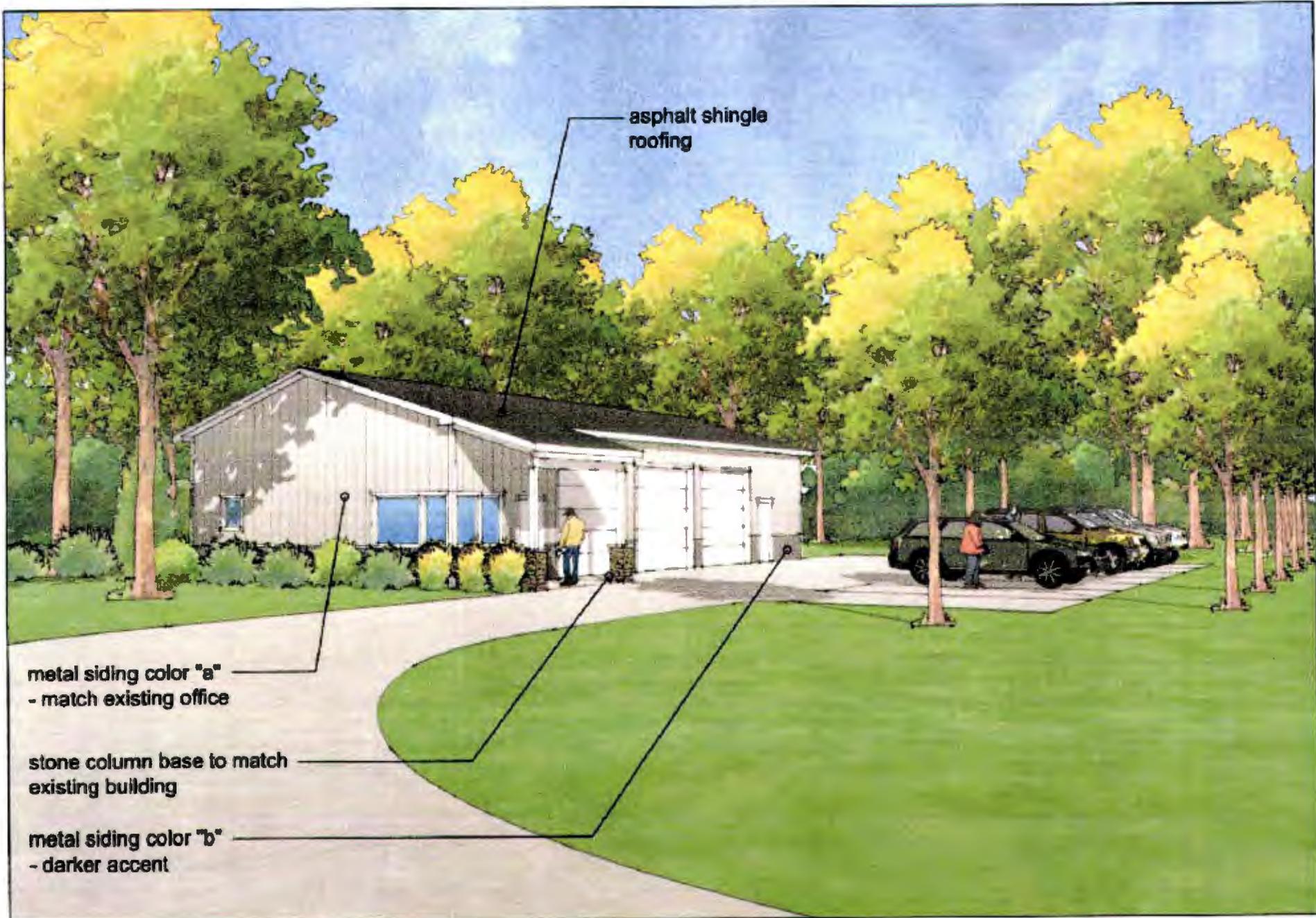
This project includes constructing a 72 foot long and 32 foot wide maintenance building for the Oakwood Cemetery to consolidate operations from obsolete and off site facilities to a central location within the cemetery and near the existing Cemetery Office. The project was reviewed and approved by the Planning Commission for consistency with the Master Plan in October 2014.

The project was bid in February in which the bids ranged from \$244,120 to \$275,950. Because the bids exceed our cost expectation, all bids were rejected and the project was re-bid to allow more time for completing the construction (June 2015 to October 2015). Sealed bids were received on May 21, 2015 with four bids received for this work as follows:

Cole, Inc.	Cadillac	\$238,832.00
Grand Traverse Construction	Traverse City	\$252,800.00
Traverse City Building Repair, Inc.	Traverse City	\$259,989.06
LTD Construction	Lake Ann	\$292,846.00

We have reviewed the bids received and the low bid contractor's experience with clients on similar projects in the past and found that the low bid contractor is capable of performing the work for this project.

Therefore, it is recommended that this work be awarded to Cole, Inc., Inc. and that the proper City officials be authorized to execute a contract with the above-mentioned low bidder, in the amount of \$238,832.00, more or less, with funds available in the Capital Projects Fund.



asphalt shingle roofing

metal siding color "a"
- match existing office

stone column base to match existing building

metal siding color "b"
- darker accent



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: 2015 DUNCAN L. CLINCH HARBORMASTER BUILDING
PAINTING PROJECT

Attached is a memo from Director of Public Services Dave Green requesting a service order to the lowest bidder for painting of the Duncan L. Clinch Harbormaster Building.

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

that the Acting City Manager be authorized to issue a service order to Aztec Painting, Inc. in the amount of \$10,600.00 for painting of the Duncan L. Clinch Harbormaster Building, with funds available in the Marina Repairs and Maintenance Fund.

PH/kes

k:\tcclerk\city commission\purchase orders\harbormaster bldg painting_20150601.doc

copy: Dave Green, DPS Director
Barry Smith, Clinch Marina Dockmaster

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager

FROM: Dave Green, City DPS Director 

DATE: May 26, 2015

SUBJECT: 2015 Duncan L. Clinch Harbormaster Building Painting Project

Sealed proposals were advertised for and were received on May 26, 2015 for the reference project. Plans and specifications were provided to four contractors and/or suppliers with three bids being received for this work as follows:

Aztec Painting, Inc.	Traverse City	\$ 10,600.00
Traverse City Building Repair, Inc.	Traverse City	\$ 15,919.80
National Coatings, Inc.	Traverse City	\$ 19,800.00

The Harbormaster Building has not been repainted since it was first constructed back in early 2003 and it is starting to show. Like crack sealing our roads I believe preventative maintenance on buildings is critical to extend the use full life of the asset. Both Barry and I were at the bid opening and agree that Aztec's bid is solid. They were actually the original contractor to do the work in 2003.

Therefore, it is recommended, that this work be awarded to the low bidder, Aztec Painting, Inc. and that the proper City officials be authorized to issue a service order with the above-mentioned low bidder, in the amount of \$10,600.00 with funds therefore available in the Marina Repairs and Maintenance fund.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: 2015/2016 STREET DEPARTMENT ASPHALT PURCHASES DJA

Attached are memos from Director of Public Services Dave Green and Streets Superintendent Mark Jones regarding the purchase of asphalt for the 2015/2016 fiscal year.

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

that the Acting City Manager be authorized to issue two blanket purchase orders: one to Elmer's in the amount of \$50,000 and one to ATP Precision Paving in the amount of \$20,000 for asphalt with funds available in the various Street budgets.

PH/kes

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copy: Dave Green, DPS Director

Mark Jones, Streets Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director *DG*
DATE: May 26, 2015
SUBJECT: 2015 Street Department Asphalt Blanket Purchase Orders

Attached is a memorandum from Mark Jones, Street Superintendent, explaining his request for blanket purchase orders required to purchase asphalt used in our annual street and alley repair and/or maintenance programs. We buy asphalt in varying quantities almost daily for patching or street repair. There are only two asphalt plants in the area. They are not both open every day, and even if they are, they may not both be producing the particular asphalt mix we require on a given day. So we ask for the flexibility to purchase from whichever plant has the product we need.

Please request City Commission approval of a blanket service order to Elmer's for \$50,000.00 and a blanket purchase order to ATP Precision Paving for \$20,000.00 for asphalt with funds available in the various Street budgets.

Memorandum

To: Dave Green, DPS Director
From: Mark Jones, Street Department Superintendent
Date: 5-21-2015 
Subject: Asphalt Purchases

The Street Department purchases asphalt virtually on a daily basis throughout the calendar year. Often the amount of asphalt purchased is a small quantity - one to four tons - and distributed by hand to repair pot holes throughout the City. Other times we purchase a larger amount - between 10 to 50 tons - to restore a utility repair or overlay a particularly troublesome length of pavement in poor condition. During these larger repairs we make use of our paver, which attaches to a tandem truck hauling the asphalt.

During the 2014-15 fiscal years we used 183.16 tons (to date) of hot patch material for patching pot holes at the cost of \$10,335.33. On our larger repair areas we used 434.94 tons at the cost of \$27,010.20. (Patch tonnage does not include 5-14-15 through 6-30-15)

The following will give you an idea of how pricing has increased.

Asphalt Pricing

2008	31A	\$50.00 per ton
2009	31A	\$75.00 per ton
2010	31A	\$72.00 per ton
2011	31A	\$75.00 per ton
2012	31A	\$75.00 per ton
2013	31A	\$75.00 per ton
2014	31A	\$70.00 per ton
2015	31A	\$75.00 per ton

For the 2014-15 fiscal year we established blanket purchase orders with two asphalt companies, Elmer's in the amount of \$50,000.00 and ATP Precision Paving for \$20,000.00. (Reason for lower amount for ATP Precision Paving is the distance we would have to travel for material)

Please request the City Commission approval to establish two blanket purchase orders, one for Elmer's in the amount of \$50,000.00. One for ATP Precision Paving in the amount of \$20,000.00 for the purchase of asphalt on an as needed basis. Money has been budgeted in the following accounts for this purchase: 202-202-740.00; 203-203-740.00; 101-441-740.00; and 204-204-740.00. This will allow us to repair local streets, major streets, alleys and the State Trunk line (the later to be reimbursed by the State).



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER *PH*

SUBJECT: MARINA FUEL PURCHASE

Attached are memos from Director of Public Services Dave Green and Clinch Marina Dockmaster Barry Smith, requesting a purchase order for unleaded gasoline and #2 diesel fuel at the Duncan L. Clinch Marina for resale during the 2015 boating season.

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

that the Acting City Manager be authorized to issue a blanket purchase order to Blarney Castle for the purchase and delivery of approximately 50,000 gallons, more or less, of unleaded mid-grade gasoline, not to exceed \$.110 cents above rack price per gallon, and approximately 25,000 gallons, more or less, of #2 diesel fuel, not to exceed \$.110 cents above rack price per gallon, for resale during the 2015 boating season, at the Duncan L. Clinch Marina with funds available in the Marina Fund.

PH/kes

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copy: Dave Green, DPS Director
Barry Smith, Clinch Marina Dockmaster

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director *DGS*
DATE: May 26, 2015
SUBJECT: 2015 Annual Marina Fuel Purchase

Attached is a request from Barry Smith, Clinch Marina Dockmaster, requesting approval for a purchase/service order for marina fuel.

Our method for purchasing fuel for the Marina is a little different than the method we use for fleet fuel. We buy sufficient quantities of fuel for the fleet that we are able to receive deliveries by tanker truck, and therefore get the best available bid prices in the region each time we fill the tanks. With much smaller tanks at the Marina, that consequently have to be filled more regularly, we award a bid to a vendor for the entire season. The price that the vendor charges us for each delivery is the rack price (rack is the price at which refineries sell fuel to wholesale vendors) plus a margin for transportation and profit. We award the bid to a vendor based on the smallest margin above rack price. The same bidder keeps the contract for the season; the fuel price varies with each delivery to reflect market price; but the vendor's margin remains the same.

Please request City Commission approval of a purchase/service order to Blarney Castle for delivery of fuel to Duncan Clinch Marina.

City of Traverse City Memorandum

To: Dave Green, DPS Director
From: Barry Smith, Dockmaster *BAS*
Re: Gasoline and Diesel Fuel Bids
Date: May 26, 2015

We have received two bids for gasoline and diesel fuel for resale at Duncan L. Clinch Marina. In evaluating the bids, our main concern is the margin over rack price.

<u>Bidder</u>	<u>Gas (over rack)</u>	<u>Diesel (over rack)</u>
Blarney Castle	.110	.110
Crystal Flash	.115	.115

Blarney Castle is the low bidder with margin over rack price. I recommend that we award the bid to Blarney Castle.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: PROPOSED RECREATIONAL AUTHORITY BUDGET FOR FISCAL YEAR 2015/2016

Attached is a letter from Ross Biederman, Chairman of the Traverse City and Garfield Township Recreational Authority Board and Matt Cowall, Executive Director, requesting City Commission approval of the Authority's proposed 2015/2016 budget; which is required by the Authority Bylaws.

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

that the Proposed Fiscal Year 2015/2016 Budget for the City of Traverse City and Charter Township of Garfield Recreational Authority, be approved as required by Recreational Authority Bylaws.

PH/kes

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copy: Ross Biederman, Recreational Authority Board Chairman

rossb@wtcmradio.com

Matt Cowall, Recreational Authority Executive Director – mcowall@liaa.org

The City of Traverse City and Charter Township of Garfield
Recreational Authority

324 Munson Avenue
Traverse City, MI 49686
(231) 929-3696

May 15, 2015

Mr. Chuck Korn, Supervisor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

Ms. Penny Hill, Acting City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Korn and Ms. Hill:

As provided for in our Articles of Incorporation, the City of Traverse City and Charter Township of Garfield Recreational Authority (Authority) Proposed Comprehensive Annual Budget for Fiscal Year 2015/2016 is hereby submitted and recommended for approval by the Garfield Township Board of Trustees and Traverse City City Commission. Along with the budget is a narrative explaining what is proposed to be accomplished in the next year.

The Authority has scheduled a public hearing for June 10, 2015, and will then consider the proposed budget for adoption at that same meeting.

Chuck – would you please schedule this for the Township Board's May 26 meeting.

Penny – would you please schedule this for the City Commission's June 1 meeting.

Thank you for your consideration. A representative of the Authority will be present at your meeting to answer any questions you may have.

Sincerely,



Ross Biederman
Chair



Matt Cowall
Executive Director

Enclosure

Copy: Recreational Authority Board – Letter Only

City of Traverse City and Charter Township of Garfield
Recreational Authority

Comprehensive Annual Budget
Fiscal Year July 1, 2015 to June 30, 2016

Board of Directors:

Ross Biederman, Chair
Michael Groleau, Secretary
Tim Hughes, Treasurer
Molly Agostinelli, Director and Garfield Township Trustee
Chris Bzdok, Director
Jeanine Easterday, Director and Traverse City City Commissioner
Matt McDonough, Director

Executive Director:

Matt Cowall

City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
OPERATING FUND
For the Fiscal Year End June 30, 2016

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Recommended
REVENUES						
Property Taxes	\$ 149,897	\$ 149,569	\$ 152,140	\$ 152,000	\$ 154,121	\$ 170,000
Interest Income	104	163	293	200	350	350
Refunds, Reimbursements & Grants	5,402	115,308	48,670	200,000	175,500	56,000
Barns Park Rental Revenues	-	-	-	20,000	45,500	70,000
TOTAL REVENUES	155,403	265,040	201,103	372,200	375,471	296,350
EXPENDITURES						
Office Expenses	1,697	1,903	1,082	2,500	2,060	2,500
Professional Services	90,157	78,210	80,296	392,500	315,610	236,000
Printing	157	403	908	-	-	-
Insurance & Bonds	2,871	2,835	3,120	4,000	3,186	4,000
Utilities/Property Maintenance	14,998	14,708	9,175	20,000	20,000	44,600
Transportation	-	439	2,084	2,000	350	1,000
Capital Outlay	-	168,973	4,242	40,000	40,000	10,000
TOTAL EXPENDITURES	109,880	267,471	100,907	461,000	381,206	298,100
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	45,523	(2,431)	100,196	(88,800)	(5,735)	(1,750)
Beginning Fund Balance	159,626	205,149	202,718	302,914	\$ 302,914	297,179
Ending Fund Balance	\$ 205,149	\$ 202,718	\$ 302,914	\$ 214,114	\$ 297,179	\$ 295,429
Millage Rate	0.0994					

Narratives to Budget Sheets

Operating Fund:

This fund is the core fund for the general operations of the Authority. The millage rate to be levied on the winter tax bills will be the same as last year - **.0994**.

The primary goals of the Recreational Authority, supported by funding in the proposed budget for the coming fiscal year are: (1) implementation of the Historic Barns Park Business Plan, focused on the facilities rental enterprise; (2) completion of the U.S. EPA Brownfields Cleanup Grant for environmental cleanup work at Historic Barns Park, and (3) monitoring the Traverse City Light & Power transmission line project through Hickory Meadows. Deficit spending in the Operating Fund is anticipated for the next two years until revenues from the facilities rental enterprise are sufficient to cover those expenses.

Breakdowns for various line items of the Operating Fund are as follows:

Professional Services

Executive Management Services (Land Information Access Association)	\$ 60,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management Services (Grand Traverse Conservation District)	\$ 19,000.00
Event Facility Management Services (Two B Events, LLC)	\$ 50,000.00
Event Marketing and Supplies	\$ 10,000.00
EPA Cleanup (Grant funded)	\$ 51,000.00
Legal	\$ 5,000.00
Audit	\$ 5,000.00
Miscellaneous/Contingency (10% of overall budget)	\$ 30,000.00

Total	\$ 235,933.00
<u>Allocation Recommended</u>	<u>\$ 236,000.00</u>

Office Expenses Total	\$ 2,480.00
<u>Allocation Recommended</u>	<u>\$ 2,500.00</u>

(Operating Fund – Continued)

Insurance & Bonds Total	\$ 4,000.00
<u>Allocation Recommended</u>	<u>\$ 4,000.00</u>

Utilities/Property Maintenance

Historic Barns Park Miscellaneous Maintenance,	\$ 15,000.00
Road Grading & Snowplowing	
Operating Utilities (gas, water and electric)	\$ 15,500.00
Hickory Meadows Work Plan	\$ 14,100.00

Total	\$ 44,600.00
<u>Allocation Recommended</u>	<u>\$ 44,600.00</u>

Capital Projects

Receipts from GT Band Grant	\$ 10,000.00
-----------------------------	--------------

Total	\$ 10,000.00
<u>Allocation Recommended</u>	<u>\$ 10,000.00</u>

Travel Total	\$ 1,000.00
<u>Allocation Recommended</u>	<u>\$ 1,000.00</u>

Operating Fund Total	<u>\$298,100.00</u>
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City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
PROPERTY ACQUISITION and CONSTRUCTION BOND FUND
For the Fiscal Year End June 30, 2016

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Projected	FY 15/16 Recommended
REVENUES						
Interest Income	\$ 240	\$ 152	\$ 126	\$ 20	\$ 81	
Refunds, Reimbursements & Grants	-	-	112,671	700,000	759,953	
TOTAL REVENUES	240	152	112,797	700,020	760,034	-
EXPENDITURES						
Professional Services	-	-	-	1,000		
Office Expenses & Bank Fees	20	47	108	100	80	
Capital Outlay	152,000	-	141,599	815,000	877,053	
TOTAL EXPENDITURES	152,020	47	141,707	816,100	877,133	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(151,780)	105	(28,910)	(116,080)	(117,099)	-
<hr/>						
Beginning Fund Balance	297,684	145,904	146,009	117,099	117,099	-
Ending Fund Balance	\$ 145,904	\$ 146,009	\$ 117,099	\$ 1,019	\$ -	\$ -

Property Acquisition and Construction Bond Fund:

This fund represents the remainder of bond proceeds for property acquisition and construction. The remainder of these proceeds have been allocated for full expenditure prior to the start of Fiscal Year 2015/2016, and this fund will close as a result.

Total	\$ 0.00
<u>Allocation Recommended</u>	<u>\$ 0.00</u>

Property Acquisition and Construction Bond Fund Total	<u>\$ 0.00</u>
------------------------------------------------------------------	-----------------------

City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
LONG TERM GENERAL OBLIGATION DEBT RETIREMENT FUND
For the Fiscal Year End June 30, 2016

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 14/15	FY 15/16
	Actual	Actual	Actual	Budget	Projected	Recommended
REVENUES						
Property Taxes	\$ 403,747	\$ 399,086	\$ 452,694	\$ 460,000	\$ 473,600	\$ 530,000
Interest Income	12	-	4	-	-	-
Refunds & Reimbursements	-	-	5,094	-	-	-
TOTAL REVENUES	403,759	399,086	457,792	460,000	473,600	530,000
EXPENDITURES						
Fees	-	-	-	500	250	300
Principal	185,000	210,000	240,000	320,000	320,000	360,000
Interest	243,710	230,360	162,739	125,069	125,066	115,375
TOTAL EXPENDITURES	428,710	440,360	402,739	445,569	445,316	475,675
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(24,951)	(41,274)	55,053	14,431	28,284	54,325
Beginning Fund Balance	413,826	388,875	347,601	402,654	402,654	430,938
Ending Fund Balance	\$ 388,875	\$ 347,601	\$ 402,654	\$ 417,085	\$ 430,938	\$ 485,263
Millage Rate	0.3100					

Long-Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds for acquisition of the Authority's three properties. This millage rate can fluctuate depending on the amount of debt service that has to be paid in the current fiscal year, and that debt service will escalate each year through retirement of the debt. Based on last year's receipts and a debt service this fiscal year of \$475,375, the millage rate to be levied on the winter and summer tax bills for this fiscal year will be **.3100**, up slightly from last year's millage rate of .3000.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: FREEDOM OF INFORMATION ACT POLICY

Attached is a memo from City Clerk Benjamin Marentette, who also serves as the City's FOIA Coordinator, recommending a series of changes to the City's Freedom of Information Act Policy to align it with changes to the law, which go into effect July 1, 2015. These changes have been reviewed by City Attorney Lauren Tribble-Laucht.

I recommend the following motion:

that the Resolution Adopting a Freedom of Information Act Policy, which supersedes the policy adopted October 2, 2006, and October 4, 2010, be adopted.

PH/bcm

K:\tcclerk\city commission\policies\FOIA Policy

copy: Michael Warren, Chief of Police

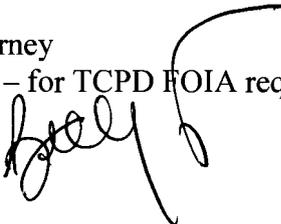
Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager

COPY: Lauren Tribble-Laucht, City Attorney
Michael Warren, Chief of Police – for TCPD FOIA requests

FROM: Benjamin Marentette, City Clerk 

DATE: Thursday, May 28, 2015

SUBJECT: FREEDOM OF INFORMATION ACT

Changes to the Michigan Freedom of Information Act go into effect July 1, 2015. The following summarizes the *key* changes:

- We are required to publish on our website a summary of our practices in responding to FOIA requests (copy attached)
- If records requested are available on the City's website, we are required to advise the requester of that and confirm if they still wish us to produce a copy for them
- Uniform copying costs across the State of Michigan
- Allows the City to charge a deposit of 100% of the estimated processing fee before beginning to process the requested when the City has not been paid for prior FOIA fees within the past year by the requester, provided certain circumstances exist (see Section 7 of the proposed policy changes for full details)
- The City's fees under FOIA must be reduced by 5% each day the City exceeds the allowable time for response, with a maximum of 50% fee reduction, if the written request includes the words, characters or abbreviations for "Freedom of Information", "Information", "FOIA", "Copy" or a recognizable misspelling
- Allow for appeal of charges under FOIA
- Increases penalties to the City for willful and intentional violation or for acting in bad faith

The City Attorney and I have prepared proposed modifications to the FOIA Policy which would align it with the changes to Michigan law which go into effect July 1. I have also updated my department's policies and procedures to implement the legislative changes.

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 A
FREEDOM OF INFORMATION ACT POLICY**

BECAUSE, a 1996 PA 553 requires the CITY OF TRAVERSE CITY (the "City") to designate an individual as the City's Freedom of Information Act ("FOIA") coordinator; and

BECAUSE, the FOIA allows the City to make reasonable rules necessary to protect its public records; now, therefore, be it

RESOLVED, the following FOIA Policy is hereby adopted:

1. Purpose. It is the intent of this policy to provide clear-cut procedures for citizens and City officials in disclosing public records. The intent of this policy is to comply in all respects with the FOIA, but in the unintended event of a conflict, the FOIA shall control and be deemed a part of this policy.
2. FOIA Coordinator. The City Clerk is- hereby designated and delegated duties as the FOIA Coordinator. With the exception of Section 4 of this Policy, all City officials and employees receiving document disclosure inquiries shall immediately transfer them to the FOIA Coordinator. All written requests for public records shall be forwarded to the FOIA Coordinator to keep for no less than one year.
3. Procedure. With the exception of information requested described in Section 4 of this Policy, all responses to requests for information under the FOIA shall be forwarded to and reviewed by the FOIA Coordinator prior to granting the request according to the following procedure:
 - A. Requests to review and for copies of records under the FOIA shall be in writing.
 - B. The request shall be date-stamped by the receiving department.
 - C. The request shall immediately be forwarded to the FOIA Coordinator.
 - D. The FOIA Coordinator shall distribute the request to all applicable departments, who shall return the information to the FOIA Coordinator.
 - E. The FOIA Coordinator shall prepare the response, with review by the City Attorney when appropriate.
4. Exceptions.
 - A. Police Department Information. Request for information from the Traverse City Police Department shall be handled pursuant to the Police Department's FOIA Policy and shall be forwarded to the Police Department's designated FOIA Coordinator.
 - B. Traverse City Light & Power Department. Requests for information from the Traverse City Light & Power Department ("TCL&P") shall be handled pursuant to TCL&P's FOIA Policy and shall be forwarded to TCL&P's FOIA Coordinator as designated by its Policy.

C. Routine Information. Requests for information from other departments shall be handled by that department if the request is not submitted as a FOIA request and/or the requester withdraws their request as a FOIA request and:

- a. The request is for records that are routinely provided to the public by that department;
- b. The records are readily available; or on the City's website;
- ~~b. The records are available on the City's website;~~
- c. The records are not exempt from disclosure under the FOIA;
- d. The records exist at the time of the request;
- e. The record is sufficiently described; and
- f. No other department would be likely to have the requested records.

The fees described in Section 7 of this policy shall be applicable to such requests.

5. Rules to Prevent Excessive and Unreasonable Interference with City Functions.

- A. Records may be personally examined only during normal business hours, i.e., between 8:00 a.m. and 5:00 p.m. on City business days and such requests shall be routed through the FOIA Coordinator.
- B. City staff shall be given ample opportunity to review files for exempt or privileged records prior to allowing public examination.
- C. City staff may defer a request to personally examine records within the time limits indicated in the FOIA.

6. Rules to Protect Records. To protect records from loss, unauthorized alteration, mutilation, or destruction, each department may adopt rules to protect the records of his or her department. The following are general records' protection rules for all departments:

- A. Records are to remain in the departmental vicinity while being reviewed.
- B. Records are not to be altered in any manner.
- C. Pens are not allowed in record review rooms.
- D. Copies of records are to be made by City staff or its designee, with the exception of microfilmed records. Microfilmed records may be made by the person reviewing the records at the discretion of the FOIA Coordinator.
- E. For documentation purposes, staff shall keep copies of or a list of documents released or copied.
- F. Records may not be removed from binders.
- G. Records within files shall be kept intact and in order.
- H. Copies of City computer records shall be made on computer discs or flash drives provided by City.
- I. Copies of tapes shall be made on tapes provided by the City.
- J. Records to be copied may be identified by tape flags or "Post-It" notes, by separate written description, or by inserting loose paper between pages.
- K. Copyrighted material shall not be photocopied.

7. Fees.

- A. Copies.
25 cents per page for each of the first five pages

10 cents per page for 8 1/2" x 11" and 8 1/2" x 14"
Actual costs for all other sized pages each page after the first five pages
20 cents for each color copy
25 cents per page for 8 1/2" by 14" or 11" x 17"
\$2.00 per page for 24" x 36" prints
\$4.00 per page for 30" and larger prints
Non-Paper Physical Media such as cComputer discs, flash drives or other digital media devices - current City cost Actual Cost
Tapes - current City cost
If duplication requires outside services, actual cost
Double-sided copies shall be made when possible and is cost saving

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- B. Faxing. \$1.00 per transmission.
- C.B. Mailing. Actual mailing and packaging and transportation costs shall be charged at the reasonable economical and justified means rate.
- D.C. Labor. The labor cost to locate, separate exempt from non-exempt, and copy/duplicate records, including 40% overhead and any attorney fees incurred by the City, of the lowest paid employee capable of examining, reviewing and separating the public record requested and deleting and separating exempt from non-exempt material performing such work, regardless if that employee is available including attorney fees incurred by the City.
- E. Public Records routinely authorized for sale. Current fee schedule or city cost.
- F.D. Costs set by Law. Documents which are required to be prepared and sold for a specific fee under Michigan or federal law shall be sold in accordance with the applicable Michigan or federal law.

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The FOIA Coordinator is authorized to establish such other fees and charges in situations not covered by this policy. ~~At the time a request is made,~~ The City may require a deposit from the person requesting the public record or series of public records if the fees will exceed \$50.00 as determined by a good faith estimate prepared by the FOIA Coordinator. The deposit shall not exceed one-half of the total fee for the request.

The City may require a deposit of 100% of the estimated processing fee before beginning to search for a public record if the following conditions exist:

- the final fee for a prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in the City's possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- the individual is unable to show proof of prior payment to the City; and
- the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

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The FOIA Coordinator will shall not require an increased estimated fee deposit if any of the

following apply:

- the person making the request is able to show proof of prior payment in full to the City;
- the City is subsequently paid in full for the applicable prior written request; or
- 365 days have passed since the person made the request for which full payment was not remitted to the City.

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A copy of a public record shall be furnished without charge for the first \$20.00 of the fee for such request if the individual requesting such information submits an affidavit demonstrating that the individual is receiving public assistance, or if not receiving public assistance, is unable to pay the cost because of indigence consistent with the provisions of FOIA.

8. Appeals.

A. City Manager. A requesting person before filing an appeal with the Circuit Court pursuant to Section 10 of the FOIA may file a written appeal to the City Manager. The City Manager shall respond to the written appeal not more than 10 business days after receiving a written appeal. The City Manager may take any of the following actions in response to the filing of an appeal:

- a. Reverse the denial.
- b. Issue a written notice to the appellant affirming the denial.
- c. Reverse the denial in part and issue a written notice to the appellant affirming the denial in part.
- d. If necessary due to unusual circumstances, issue a notice extending for not more than 10 business days the period during which the City Manager may respond to the appeal.

9. Exemptions. The FOIA Coordinator is authorized to exempt from disclosure a public record pursuant to Section 13 of the FOIA, and on appeal, the City Manager is authorized to so exempt a public record.

BE IT FURTHER RESOLVED that this policy shall be effective immediately.

I hereby certify that the above Resolution was adopted on October 4, 2010 and amended on _____, at a meeting of the Traverse City City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan; and hereby supersedes the Policy adopted October 2, 2006.

Benjamin C. Marentette, MCMC, City Clerk



CITY of
TRAVERSE CITY

Public Summary of FOIA Procedures and Guidelines

It is the public policy of the City of Traverse City that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

**Benjamin Marentette, MMC
City Clerk/FOIA Coordinator
400 Boardman Avenue
Traverse City, MI 49684
231.922.4480
tcclerk@traverscitymi.gov**

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, as amended, the following is the Written Public Summary of the City of Traverse City's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the City's FOIA Procedures and Guidelines. For more details and information, copies of the City's FOIA Procedures and Guidelines are available at no charge at the City Clerk's Office and on the City's website: www.traverscitymi.gov.

1. How do I submit a FOIA request to the City of Traverse City?

- A request must sufficiently describe a public record to enable the City to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the City in providing a prompt response. The City has a FOIA Request form for your convenience on their website at www.traverscitymi.gov/permits-and-form.asp.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City may be submitted on the City's FOIA Request form or in any other form of writing (letter, fax, email, etc.).
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the City's website at www.traverscitymi.gov/permits-and-form.asp
- Written requests may be delivered to the City Clerk's Office in person or by mail to:
Benjamin Marentette, City Clerk, Governmental Center, 400 Boardman Avenue, Traverse City, MI, 49684
- Requests may be faxed to: **(231) 922-4485**. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.

- Requests may be emailed to: tcclerk@traversecitymi.gov. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the City will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - - Grant the request;
 - Issue a written notice denying the request;
 - Grant the request in part and issue a written notice denying in part the request;
 - Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond; or
 - Issue a written notice indicating that the requested public record is available at no charge on the City’s website
 - For instances where the requested public record is available on the City’s website, the City will so indicate.
 - If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
 - If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the City’s deposit requirements?

- If the City has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the City may require that you provide a deposit in the amount of 50% of the total estimated fee. When the City requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the City receives a request from a person who has not paid the City for copies of public records made in fulfillment of a previously granted written request, the City may require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the City’s possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the City to provide the records;
 - Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the City; and

- The City has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The City will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the City;
 - The City is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the City.

4. How does the City calculate FOIA processing fees?

The Michigan FOIA statute permits the City to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost of flash drives or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- The cost to mail or send a public record to a requester.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work and will also include a 40% charge to cover or partially cover the cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requester; overtime costs will not be used to calculate the fringe benefit cost.

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high

costs to the City. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in the particular instance. The City must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The City must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as flash drives or other digital media devices, the actual and most reasonably economical cost for the non-paper media will be charged.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The City may charge for the least expensive form of postal delivery confirmation.
- The City may charge for expedited shipping or insurance if such method of delivery has been requested by the requester.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The City may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The City will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the City twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is a sworn statement. For your convenience, the City has provided an Affidavit of Indigence for the waiver of FOIA fees on its website: <http://www.traverscitymi.gov/requestrec.asp>

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal the City Clerk's decision by filing a written appeal of the denial with the Office of the City Manager at the following: **City of Traverse City, City Manager's Office, Governmental Center, 2nd Floor, 400 Boardman Avenue, Traverse City, MI 49684** or tcmanage@traverscitymi.gov.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the City Manager will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the City Manager, you may file a civil action in Circuit Court.

Appeal of a FOIA Processing Fee

If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you may appeal the City Clerk's decision by filing a written appeal for a fee reduction to the office of the City Manager or Circuit Court.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the City Manager will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Board will respond to the written appeal.

After receiving notice of the City Manager's determination of the processing fee appeal, you may commence a civil action in Circuit Court for a fee reduction.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 31, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: FIREWORKS DISPLAY PERMIT – INDEPENDENCE DAY AND
NATIONAL CHERRY FESTIVAL

PH

Attached is a memo from Traverse City Fire Department Chief James Tuller recommending that the City Commission authorize a Fireworks Display Permit to Great Lakes Fireworks for the Independence Day fireworks shows and for the National Cherry Festival grand finale fireworks show on Saturday, July 11th.

I recommend the following motion:

that the City Commission authorizes the City Clerk and other officials to execute the necessary Fireworks Display Permit to Great Lakes Fireworks, LLC, for a display on July 4, 2015, and July 11, 2015, subject to Great Lakes Fireworks executing a hold harmless agreement indemnifying the City and submitting to the City Clerk a certificate of fireworks liability insurance in the amount of \$5 million per occurrence, naming the city as additional insured.

PH/kes

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copy: James Tuller, Fire Chief
Trevor Tkach, National Cherry Festival Executive Director
Bruce Tyree, Great Lakes Pyrotechnics

Communication

Office of the Fire Chief

The City of Traverse City
Fire Department



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

(231) 922-4930 Ext. 1

DATE: Tuesday May 05, 2015

TO: Penny Hill, Acting City Manager

FROM: Chief Tuller

CC: Bruce Tyree, Great Lakes Pyrotechnics, L.L.C.
City Clerks Office

REF: **2015 4th of July and Cherry Festival Fireworks**

After reviewing the information provided by Great Lakes Fireworks, LLC and Fire Marshal Captain Mike Sheets, it is my recommendation that the fireworks display for the 2015 4th of July and 2015 National Cherry Festival be approved.

The application submitted indicates that the largest shell to be utilized will be ten (10) inch in diameter, UN/DOT Class 1.3 pyrotechnics. The City of Traverse City Fire Department feels that the safety zone should extend one-thousand (1,000) feet from the launch site.

The displays will occur at approximately 22:00 hours on Saturday, July 04 and Saturday, July 11, 2015. The display will consist of the above mentioned commercial grade fireworks, and shall be closely monitored by this department.

I am available to meet anytime to provide further.

A handwritten signature in cursive script, appearing to read "Chief Tuller".

Chief Tuller,
T.C.F.D.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: BANK RESOLUTION

Attached is a memo from City Treasurer/Finance Director William Twietmeyer regarding a resolution which designates bank depositories for City funds and authorizes the City Treasurer/Finance Director to make deposits and invest such deposits. As mentioned by Mr. Twietmeyer, it is preferred that this resolution is adopted annually.

I recommended the following motion:

that the annual resolution designating bank depositories for City funds and authorizing the City Treasurer/Finance Director to make deposits and invest funds with such depositories, be adopted.

PH/kes

K:tcclerk/city commission/resolutions/BankDepositories_20150601.doc

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Bank Resolution
Date: May 21, 2015

Attached is an updated bank resolution. The banks and I prefer that this resolution be updated and adopted annually by the City Commission. Please note that there is no change from the resolution that was approved last year..

I would like to request that the City Commission adopt the bank resolution at its next regularly scheduled meeting. Please place this item on the consent calendar for their consideration and approval.

The City of Traverse City

Office of the City Clerk

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



RESOLUTION

Because under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12, MSA 3.752), this legislative body is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County, City, or other political units coming into the hands of the City Treasurer, in one or more banks, savings and loan associations or credit unions within the State.

THEREFORE BE IT RESOLVED that: (1) the City Commission of the City of Traverse City hereby directs William E. Twietmeyer, City Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into his hands as Treasurer in any bank, savings and loan association or credit union within the state which is a legal depositor as defined by State and/or Federal law, and (2) subject to investment policies adopted from time to time by the City Commission, the Treasurer is authorized to invest funds in these institutions or invest in any investment legally permitted by State Statute Act No. 20 of the Michigan Public Acts of 1943, as amended (MCL 129.91, MSA 3.843) or Federal law or regulation within the limits set therein.

RESOLVED that the City Treasurer is authorized to enter into and execute on behalf of the City any agreements with any bank or trust company or corporation for the safekeeping or third party custodianship of any of the City's securities or deposits.

RESOLVED that pursuant to City Charter section 84 the above banks be designated as depositories for investment of City funds and that such funds be deposited as investments in said banks and be subject to withdrawal upon check, note, draft, bills of exchange, acceptances, undertakings of other orders for the payment of money when signed on behalf of this City.

RESOLVED that the City Clerk be, and is hereby authorized to certify to the above banks the foregoing resolution and that the provisions thereof are in conformity with the Charter and Ordinances of this City.

RESOLVED that the past use of these institutions as depositories is ratified, and all resolutions or motions inconsistent herewith are hereby rescinded.

I FURTHER CERTIFY that there is no provision in the Charter or Ordinances of said corporation limiting the power of the City Commission to pass the foregoing resolution and that the same is in conformity with the provisions of said Charter and Ordinances.

I hereby certify that the above Resolution was adopted at the June 1, 2015, Regular Meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: SCHEDULE PUBLIC HEARING – YEAR-END BUDGET
AMENDMENTS

Attached is a memo from William Twietmeyer, City Treasurer/Finance Director, requesting the City Commission schedule a public hearing regarding year-end budget amendments.

I recommend the following motion:

that a public hearing regarding year-end budget amendments for Fiscal Year 2014-2015 be scheduled for June 15, 2015.

PH/kes

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copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Budget Amendment
Date: May 26, 2015

Our office is reviewing the accounting records of the City for the fiscal year 2014-2015. It appears that the City Commission will need to make some budget amendments prior to the fiscal year end. Most of these amendments appear to be housekeeping in nature. We will have more details after our June 10 check run. In the event that we may need to reflect an overall increase in either budgeted revenue or budgeted expenses in the General Fund, a public hearing would be necessary in conjunction with these year-end budget amendments. Therefore, I request that a public hearing be scheduled for the June 15, 2015 City Commission meeting for purposes of increasing budgeted revenue and budgeted expenses in the General Fund. Please place this item on the consent calendar of the June 1, 2015 City Commission meeting.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: RESOLUTION OF SUPPORT – MICHIGAN DEPARTMENT OF
TRANSPORTATION LOCAL BRIDGE PROGRAM

Attached is a memo from City Engineer Timothy Lodge, recommending that the City Commission adopt the attached resolutions to make repairs to the South Union Street Bridge and the North Cass Street Bridge eligible for 95% funding from the Michigan Department of Transportation in Fiscal Year 2018. While the North Cass Street Bridge rehabilitation isn't scheduled until Fiscal Year 2019/2020, we are applying to receive funding in 2018.

I recommend the following motion:

that the following resolutions be adopted: Resolution in Support of Critical Bridge Support for the South Union Street Bridge and the Resolution in Support of Critical Bridge Support for the North Cass Street Bridge, in support of the City's grant application to the Michigan Department of Transportation (MDOT) Local Bridge Program.

PH/kes

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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager
Rob Bacigalupi, DDA

FROM: Timothy J. Lodge, City Engineer 

DATE: May 21, 2015

SUBJECT: Resolution of Support, MDOT Local Bridge Program

MDOT is soliciting applications for candidate projects for the Local Bridge Program for the fiscal year 2018. The Local Bridge Program will provide funding for 95% of the eligible construction cost for the work with 5% provided by the local agency (City/DDA) along with the necessary design and construction engineering cost. The City Engineering Department recently completed and submitted the applications for improvements for the following bridges. For each application we are required to:

"..submit a current resolution, signed and dated, from the governing board supporting the project."

Please provide a resolution of support from the City and DDA for the following applications for bridge rehabilitation so we can include them in the submittal to MDOT. We have listed the bridges in order of priority.

South Union Street Bridge (Rehabilitation) – CIP #186 – FY 2018/19

The work anticipated includes the structural repair of the existing concrete and steel beam supported deck, painting of the structural steel, replacement of the sidewalks, railings, approach pavement and related work. Restoration and repair of the decorative railing and fascia details will be included in the proposed work. The estimated cost is \$775,500.

North Cass Street Bridge (Rehabilitation) – CIP #885 – FY 2019/20

The work anticipated includes the removal and replacement of the existing concrete box beam supported deck, widening and replacement of the sidewalks, railings, approach pavement and related work. The estimated cost is \$1,035,000.

We have received funding from the Local Bridge Program for the West Front Street Bridge (\$1,100,000 for FY2013), 8th Street Bridge (\$750,000 for FY2013), South Cass Street Bridge (\$850,000 for FY2015) and the Park Street Bridge (\$850,000 for FY 2017) in previous applications. The only other bridge under the City's jurisdiction, the North Union Street Bridge was rehabilitated in 2000. We plan to have the West Front Street Bridge and the 8th Street Bridge ready for construction later this year with completion in the Spring of 2016.



RESOLUTION IN SUPPORT OF CRITICAL BRIDGE

SUPPORT FOR THE SOUTH UNION STREET BRIDGE

Because, presently the South Union Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and

Because, the South Union Street Bridge is an integral part of the City Transportation System and is first priority in bridge rehabilitation; and

Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and

Because, the City of Traverse City has sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and the Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its Regular Meeting held on June 1, 2015, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC
City Clerk



RESOLUTION IN SUPPORT OF CRITICAL BRIDGE

SUPPORT FOR THE NORTH CASS STREET BRIDGE

- Because, presently the North Cass Street Bridge crossing the Boardman River qualifies for the LOCAL BRIDGE PROGRAM; and
- Because, the North Cass Street Bridge is an integral part of the City Transportation System and is first priority in bridge rehabilitation; and
- Because, the closure or loss of this bridge crossing would provide a considerable hardship on transportation in this area; and
- Because, the City of Traverse City has sufficient funds for their portion of the bridge rehabilitation; therefore, be it

RESOLVED, that the City of Traverse City and the Downtown Development Authority actively seeks participation for this rehabilitation from the LOCAL BRIDGE PROGRAM.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its Regular Meeting held on June 1, 2015, in the Commission Chambers of the 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 JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: TRAVERSE CITY PLACE AMENDED BROWNFIELD PLAN

Attached is a memo from Grand Traverse County Deputy Director of Planning and Development Jean Derenzy, requesting that the Traverse Place Brownfield Plan be amended to add environmental costs to the Brownfield Plan for due care and clean-up activities. This amendment was recommended by the Grand Traverse County Brownfield Redevelopment Authority Board at their April 29, 2015, meeting.

I recommend the following motion:

that the Resolution of Findings for Concurrence for Traverse City Place Amended Brownfield Plan, which adds environmental costs to the plan for due care and clean-up activities, be adopted.

PH/bcm

K:\teclerk\city commission\brownfield plan\traverse city place amendment

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



Memorandum

Grand Traverse County
Planning and Development

231.922.4513 Fax 231.922.4636
Email: jderenzy@grandtraverse.org
www.grandtraverse.org/planning

To: City Commission
Penny Hill, Interim City Manager

From: Jean Derenzy, Deputy Director Planning & Development

Date: May 27, 2015

Subject: Traverse City Place Amended Brownfield Plan

Summary of Project / Summary of Request:

The Brownfield Redevelopment Authority (BRA) recommended approval of the Amended Traverse City Place Brownfield Plan at their meeting on April 29, 2015. This Amendment is required to add additional environmental costs to the Brownfield Plan for due care and clean-up activities.

Overview of the Plan:

The Traverse City Place Brownfield Plan (Plan) comprises of 23 parcels, located south of West Grandview Parkway, between Hall and Union Streets (see attached map). This amendment will be the sixth amendment for this Plan, with the original Plan approved in 2001. The original concept of the Plan was based on one Developer who was going to redevelop all parcels. That concept did not occur and we now have multiple developments occurring within the Plan.

As indicated previously, this amendment is based on the added environmental costs. At this time, the Brownfield Plan has no remaining costs left due to two components: 1) The Hotel Indigo project having higher than anticipated environmental remediation and 2) Until the Hotel Indigo development there was very little known about the environmental costs and until there is an identified developer/redevelopment on properties, the costs are difficult to identify.

There are three private developments associated with this amendment and one public infrastructure project outlined as follows:

124 West Front Street: The private developer is Federated Properties, owner of the property. The development as approved, is a five level mixed use development, with underground parking (77 parking spaces), 14,000 square feet of commercial on the ground

floor and 61 residential units. Private investment is anticipated at \$31,620,000.
City Commission – T.C. Amended Brownfield Plan
June 1, 2015/Page 2

145 West Front Street: The private developer is Federated Properties, owner of the property. The development is in the conceptual stages but is proposed to be an 8 story building, with lower level parking, 11,000 square feet of commercial on the first floor, parking on floors 2 – 4 and floors 5 – 8 are residential (with approximately 60 residential units). Private investment is anticipated at \$32,800,000.

207, 211 and 221 West Grandview Parkway: The private developer is Grandview Place, owner of 207 Grandview with options on 211 and 221. The proposed redevelopment at 207 Grandview is commercial on the first floor and residential above (8 residential units). Proposed redevelopment at 211 and 221 is underground parking, commercial and residential above (37 residential units). Private investment is anticipated at \$28,000,000.

Garland Street: The public developer will be the City of Traverse City/DDA. The redesign/reconstruction of the Street may require soil removal, but also may be able to be repurposed on the site. Until final engineering plans are available the costs are put into the plan, (as with all of the costs associated with each private development), worst case scenario.

Other Components within this Plan:

Public Infrastructure: The DDA has identified the need for a public parking structure on the West End of Front Street. With the Brownfield Plan amendment in 2002, the added component of a public parking deck was added to this overall Brownfield Plan. This line item is contained within Table 3 with the line item identified as parking deck of \$5,490,000. At this time, both Brownfield staff and the DDA staff are recommending that this line item remain within the Plan and not reallocated to private underground parking.

Private underground parking is an eligible activity and allowed through a local public policy. However, at this time, I am not recommending to add additional line items for private underground parking. My recommendation is based on 1) Ensuring that the Brownfield Plan not be extended beyond the original end date of 2032, and 2) Ensuring that there is sufficient TIF for public infrastructure activities within this area of West Front Street.

Should the DDA identify a separate site outside the T.C. Place Brownfield Plan, this line item can be reallocated to private underground parking but only upon the approval of the Brownfield Authority and approval of the City Commission through an administrative change. Both Developers have requested that the Brownfield Authority be made aware of their request for reconsideration should this line item (public parking deck) not be utilized within the Brownfield Plan.

TIF Components of the Brownfield Amendment: As a reminder, this Plan is within the DDA TIF 97 Plan; therefore the Brownfield TIF captures State and ISD **incremental taxes**. Reimbursement of activities are based on actual invoices and are reviewed based on reasonableness of cost and compliance with Brownfield Plan and Work Plan.

The developments outlined will bring new private investment of \$92,420,000 and assist in the implementation of the DDA Plan approved in 1997. Further, the original vision identified to help encourage private investment will be realized by all of the taxing jurisdictions.

The Brownfield Authority is recommending that the Amended Traverse City Place Brownfield Plan be approved by the City Commission.

RECOMMENDATION:

Approval of Traverse City Place Amended Brownfield Plan.



Amendment 2015 TC Place - BF Plan Parcels

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**RESOLUTION OF FINDINGS FOR CONCURRENCE FOR
TRAVERSE CITY PLACE AMENDED BROWNFIELD PLAN**

- Because, the Brownfield Redevelopment Authority met on April 29, 2015 and reviewed the Traverse City Place Amended Brownfield Plan with recommendation for approval; and
- Because, properties within Amended Brownfield Plan are in the City of Traverse City; and
- Because, pursuant to Act 381, concurrence must be received by the governmental unit in which brownfield plan lies, being the City of Traverse City; and
- Because, the Amended Brownfield Plan encompasses 23 parcels and is located south of West Grandview Parkway, between Hall and Union Streets; and
- Because, the Amended Brownfield Plan will remain in place and use Tax Increment Financings until 2032; and
- Because, Local Site Remediation Fund will be collected for five years after the completion of reimbursement to the private developer, and the City of Traverse City; therefore, be it

RESOLVED, that the Amended Brownfield Plan constitutes a public purpose and will facilitate investment and redevelopment of the properties in the Amended Brownfield Plan. In particular:

- a. the Amended Brownfield Plan will address environmental concerns on the property, including impacted soil excavation and construction dewatering.
- b. the Amended Brownfield Plan will facilitate new private investment of over \$92 million dollars, the creation of 40 new jobs and increasing tax base; and, further be it

RESOLVED, that the Amended Brownfield Plan is consistent with the requirements of Section 14(1) of Act 381 (MCL 125.2664). In particular:

- a. the Amended Brownfield Plan provides all of the information required in Section 13 of Act 381 (MCL 125.2663).
- b. financing the costs of eligible activities will be through the capture of tax increment revenue created by the private investment on properties identified within the Traverse City Place Amended Brownfield Plan.
- c. the costs of eligible activities proposed are reasonable and necessary to carry out the purposes of the Brownfield Financing Act.

- d. the taxable value generated by the redevelopment of all or part of the properties is sufficient to cover reimbursement, with the Amended Brownfield Plan ending in 2032.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its Regular Meeting held on June 1, 2015, in the Commission Chambers of the 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 JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: CAPITAL IMPROVEMENT PLAN AND CAPITAL PROJECTS
FUND

The City Commission did not adopt the Capital Improvement Plan or the budget for the Capital Projects Fund at the May 18, 2015, meeting. Attached are revisions to the plan and attached is a sheet titled *Changes to Capital Improvements Plan* which summarizes the changes.

The following motion would approve the Capital Improvement Plan and adopt the budget for the Capital Projects Fund (5 affirmative votes required to adopt the budget for the Capital Projects Fund):

that the Resolution Adopting the City of Traverse City Fiscal Year 2015-2016 Capital Improvements Plan and Capital Projects Fund, be adopted.

PH/bcm

K:\tcclerk\city commission\budget\capital improvement plan and capital projects fund budget 2015 2016

copy: Department Heads

Changes to Capital Improvements Plan

DATE: 5/27/2015

FUND: Brown Bridge Trust Parks Improvement Fund

Project ID#	Description	Current Category	New Category	Current Funding Source(s)	New Funding Source(s)	Current Amount	New Amount	Current Fiscal Year	New Fiscal Year
928	American Legion Parks Impvmt	Visionary	Visionary	Grant/Private/BBTF	Grant/Private	\$150,000.00	\$150,000.00	FY 20-21	same
538	Clancy Park Phase I & II Imprvmt	Capital	Capital	General Fund/Grant/Private/BBTF	General Fund/Private/G	\$137,000.00	\$137,000.00	FY 14-15	same
3	Hannah Park Imprvmt	Capital	Capital	Private/BBTF	Private	\$155,000.00	\$155,000.00	FY 15-16	same
28	Hickory Hills Lodge Replacement	Capital	Capital	BBTF/Grant/Private/General Fund	Grant/Private/General F	\$1,800,000.00	\$1,800,000.00	FY 17-18	same
929	Hickory Hills Master Plan Improve	Capital	Capital	BBTF/Grant/Private/General Fund	Grant/Private/General F	\$1,000,000.00	\$1,000,000.00	FY 17-18	same
33	Lay Park Improvements	Capital	Capital	BBTF/Private/Light and Power	Private/Light and Power	\$130,000.00	\$130,000.00	FY 17-18	same
543	Rose and Boyd Park (Triangle Park	Capital	Capital	BBTF/Private/Grant	Private/Grant	\$57,000.00	\$57,000.00	FY 15-16	same
926	Senior Citizen Park Improvements	Capital	Capital	BBTF/Grant/Private	Grant/Private	\$50,000.00	\$50,000.00	FY 16-17	same
927	Sunset Park Improvements	Capital	Capital	BBTF/Grant/Private	Grant/Private	\$180,000.00	\$180,000.00	FY 16-17	same
NEW 947	Allocation for BBPTI Fund		Capital	(None)	BBPTI Fund	\$0.00	\$1,200,000.00	none	FY 15-16

FUND: General Fund

Project ID#	Description	Current Category	New Category	Current Funding Source(s)	New Funding Source(s)	Current Amount	New Amount	Current Fiscal Year	New Fiscal Year
882	Eighth Street	Capital	Capital	General Fund/Grant/Light & Power	General Fund/Grant/Lig	\$906,250.00	\$906,250.00	FY 17-18	FY 15-16

**CITY OF TRAVERSE CITY, MICHIGAN
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2015-2016 by Fund**

Date/Time Printed: 5/27/2015 11:00:59 AM

All Projects Submitted for 2015/16

Bold - Indicates projects occurring in the first FY of the plan.

Project + - Indicates projects with multiple funding sources.

ID * - Indicates new projects submitted for review.

Cat	Carry Forward 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Project Cost	City Funds	Non-City Funds
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**BROWN BRIDGE TRUST PARKS
IMPROVEMENT FUND FUND**

947	*Allocation for Brown Bridge Trust Parks Improvement Fund	C	\$0.00	\$1,200,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$2,700,000.00	\$2,700,000.00	\$0.00
Total			\$0.00	\$1,200,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$2,700,000.00	\$2,700,000.00	\$0.00
				\$1,200,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$2,700,000.00	\$2,700,000.00	\$0.00

CITY OF TRAVERSE CITY, MICHIGAN
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2015-2016 by Fund

All Projects Submitted for 2015/16

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Project ID	Cat	Carry Forward 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Project Cost	City Funds	Non-City Funds
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GENERAL FUND

Cemetery

48		Oakwood Cemetery Paving of Main Loop in First Addition	M	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
45		Oakwood Cemetery: Construct New Maintenance Facility	C	\$154,270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154,270.00	\$154,270.00	\$0.00
47		Oakwood Cemetery: Install Cremation Niches in Mausoleum	M	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
Total Cemetery				\$154,270.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$194,270.00	\$194,270.00	\$0.00

Facilities

922		*2nd Floor Governmental Center Remodel	M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
938		*517 Wellington Building	M	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00
937		*Carnegie Building Maintenance	M	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00
772		Engineering Department Heat and remodel	M	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00
Total Facilities				\$20,000.00	\$0.00	\$180,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$275,000.00	\$275,000.00	\$0.00

Fire

370		Overhead Garage Doors (FF#1 & FF#2)	M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
841		TCFD: Replacement of portable radios	M	\$0.00	\$0.00	\$0.00	\$24,800.00	\$0.00	\$0.00	\$0.00	\$24,800.00	\$24,800.00	\$0.00
840		TCFD: Replacement phone system	M	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
839		TCFD: Tablets for emergency response vehicles	M	\$0.00	\$0.00	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,600.00	\$13,600.00	\$0.00
Total Fire				\$15,000.00	\$0.00	\$23,600.00	\$24,800.00	\$0.00	\$0.00	\$0.00	\$63,400.00	\$63,400.00	\$0.00

General Government

784		Annual City Computers	M	\$0.00	\$35,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$185,000.00	\$185,000.00	\$0.00
843		Capital Improvement Program software purchase/upgrade	M	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
4		City Document Management System	M	\$0.00	\$0.00	\$46,500.00	\$54,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$175,500.00	\$175,500.00	\$0.00
777		City Wide Bench Elevation Survey - Engineering	M	\$10,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00
925		*Purchase new Accounting Software	M	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	\$0.00
Total General Government				\$10,000.00	\$35,000.00	\$301,500.00	\$84,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$595,500.00	\$595,500.00	\$0.00

CITY OF TRAVERSE CITY, MICHIGAN
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2015-2016 by Fund

Date/Time Printed: 5/27/2015 11:00:59 AM

All Projects Submitted for 2015/16

Bold -Indicates projects occurring in the first FY of the plan.

Project + -Indicates projects with multiple funding sources.

ID * -Indicates new projects submitted for review.

Cat **Carry Forward** **Fiscal Year** **Project** **City** **Non-City**
2014-15 **2015-16** **2016-17** **2017-18** **2018-19** **2019-20** **2020-21** **Cost** **Funds** **Funds**

GENERAL FUND

Parks & Rec.

928	*American Legion Park Improvements (+Grant +Private)	V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$150,000.00	\$75,000.00	\$75,000.00
306	Ashton Park Playground	C	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$12,000.00	\$3,000.00
539	Boon Street Park Playground Improvements	C	\$0.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$13,000.00	\$2,000.00
26	Bryant Park Retaining Wall	M	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$50,000.00	\$50,000.00
538	Clancy Park Improvements - Phase 1 and Phase 2 (+Grant +BBTF +Private)	C	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,000.00	\$33,000.00	\$104,000.00
940	*Clinch Park Maintenance	M	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00	\$0.00
941	*Fire Station Park	C	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$25,000.00	\$50,000.00
3	Hannah Park Improvements (+Private +BBTF)	C	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,000.00	\$75,000.00	\$80,000.00
34	Hickory Hills Booster Pump and Well	M	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$30,000.00	\$20,000.00
28	Hickory Hills Lodge Replacement (+Grant +Private +General)	C	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800,000.00	\$50,000.00	\$1,750,000.00
929	*Hickory Hills Master Plan Improvements (+General +Private +Grant)	C	\$0.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$300,000.00	\$650,000.00
328	Hickory Hills Pole Barn	C	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00	\$40,000.00	\$40,000.00
309	Indian Woods Playground	C	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$20,000.00	\$5,000.00
33	Lay Park Improvements (+Private +L&P)	C	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$65,000.00	\$65,000.00
785	Natural Features Inventory (Planning)	M	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
684	Park Sign Replacement	M	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
543	Rose and Boyd Park (Triangle Park) (+Private +Grant +BBTF)	C	\$0.00	\$28,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,000.00	\$28,500.00	\$28,500.00
926	*Senior Citizen Park Improvements (+Grant +Private)	C	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$25,000.00
927	*Sunset Park Improvements (+Grant +Private + BBTF)	C	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180,000.00	\$90,000.00	\$90,000.00
170	Union Street Dam Betterment Plan	C	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
172	Union Street Dam: Outlet relining	M	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	\$0.00
168	Union Street Dam: Toe Drain	M	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
Total Parks & Rec.			\$303,000.00	\$168,500.00	\$320,000.00	\$435,000.00	\$450,000.00	\$0.00	\$75,000.00	\$4,839,000.00	\$1,751,500.00	\$3,037,500.00	
Police													
767	Police in-car Cameras	M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
Total Police			\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00

CITY OF TRAVERSE CITY, MICHIGAN
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2015-2016 by Fund

Date/Time Printed: 5/28/2015 12:01:15 PM

All Projects Submitted for 2015/16

Bold - Indicates projects occurring in the first FY of the plan.

Project + - Indicates projects with multiple funding sources.

ID * - Indicates new projects submitted for review.

Project ID	Cat	Carry Forward 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Project Cost	City Funds	Non-City Funds	
GENERAL FUND												
Streets												
779		\$0.00	\$80,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$500,000.00	\$480,000.00	\$20,000.00	
760		\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$160,000.00	\$160,000.00	\$0.00	
14		\$0.00	\$600,000.00	\$750,000.00	\$900,000.00	\$900,000.00	\$900,000.00	\$900,000.00	\$6,450,000.00	\$4,950,000.00	\$0.00	
560		\$0.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$390,000.00	\$390,000.00	\$0.00	
845		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	
864		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,564,750.00	\$3,564,750.00	\$3,564,750.00	\$0.00	
320		\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$16,250,000.00	\$400,000.00	\$15,850,000.00	
882		\$0.00	\$20,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$906,250.00	\$125,000.00	\$725,000.00	
616		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,223,095.00	\$0.00	\$1,223,095.00	
322		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,000.00	\$0.00	\$196,000.00	
844		\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	
889		\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$600,000.00	\$600,000.00	\$0.00	
15		\$22,500.00	\$0.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$135,000.00	\$135,000.00	\$0.00	
16		\$28,900.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148,900.00	\$148,900.00	\$0.00	
881		\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$556,250.00	\$125,000.00	\$375,000.00	
921		\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,652,000.00	\$1,000,000.00	\$652,000.00	
Total Streets		\$1,151,400.00	\$905,000.00	\$1,462,500.00	\$1,362,500.00	\$1,362,500.00	\$1,187,500.00	\$4,702,250.00	\$32,787,245.00	\$12,133,650.00	\$19,041,095.00	
Walkways/Bike Paths												
365		\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$600,000.00	\$600,000.00	\$0.00	
835		\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$300,000.00	\$300,000.00	\$0.00	
570		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,793,000.00	\$0.00	\$2,793,000.00	
316		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$257,500.00	\$515,000.00	\$257,500.00	\$175,700.00	
946		\$0.00	\$200,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$700,000.00	\$700,000.00	\$0.00	
942		\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$250,000.00	\$250,000.00	
Total Walkways/Bike Paths		\$0.00	\$350,000.00	\$500,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$507,500.00	\$5,408,000.00	\$2,107,500.00	\$3,218,700.00	
TOTAL GENERAL FUND		\$1,673,670.00	\$1,458,500.00	\$2,787,600.00	\$2,251,300.00	\$2,137,500.00	\$1,492,500.00	\$5,339,750.00	\$44,182,415.00	\$17,140,820.00	\$25,297,295.00	

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 Improvement Plan, to be prepared and presented to the 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	\$2,045,670
-----------------------	-------------

I certify that the above resolution was adopted by the City Commission on June 1, 2015, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: HICKORY HILLS RECREATION AREA – REQUEST FROM
COMMISSIONER WERNER

Commissioner Werner has requested that this item be placed on the agenda for the City Commission to consider amending the Capital Improvement Plan to include for Fiscal Year 2016/2017 a \$1.5 million project within the Brown Bridge Trust Parks Improvement Fund for Hickory Hills improvements.

Commissioner Werner has requested the following motion be considered by the City Commission:

that the Capital Improvement Plan include \$1,500,000 from the Brown Bridge Trust Parks Improvement Fund for Hickory Hills improvements in the 2016/2017 year of the Capital Improvement Plan; and further that the City Commission pledge \$1,500,000 from the Brown Bridge Trust Parks Improvement Fund for capital improvements at Hickory Hills consistent with the Hickory Hills Master Plan, such funds to be spent only when a full match has been raised from outside funds within a 24-month period.

PH/bcm

k:\ccclerk\city commission\budget\capital improvement plan 2015 2016 hickory hills request commissioner werner

copy: Dave Green, Director of Public Services
William Twietmeyer, City Treasurer/Finance Director

**HICKORY HILLS RECREATION AREA
BROWN BRIDGE TRUST FUND REQUEST**
HICKORY HILLS ADVISORY COMMITTEE
MAY 2015

*From 5/11/15
City Commission
Meeting packet*

Executive Summary

The Hickory Hills Advisory Committee was appointed by the City Manager to make recommendations to implement the Hickory Hills Multi Season Recreation Master Plan. The Master Plan was a collaborative effort between the City of Traverse City, the Charter Township of Garfield, the Grand Traverse Ski Club, and Preserve Hickory to fund and develop a long range master plan to ensure sustainability for the Hickory Hills Recreation Area.

The Hickory Hills Multi-Season Recreation Master Plan was adopted through a joint resolution approved by the City of Traverse City Commission on August 8, 2014 and approved by the Charter Township of Garfield Board of Trustees on July 22, 2014, as a roadmap for the future growth of Hickory Hills.

The Master Plan includes recommendation to expand the use and accessibility of Hickory Hills in all seasons, and to close the gap between revenues and expenditures. Recommendations include significantly expanding the trail network for walkers, bikers, and skiers, expanding the popular disk golf course, providing additional recreational amenities such as a ropes course, climbing wall, sledding hill, and bicycle challenge course, expanding and improving skiing and riding terrain, and constructing a new lodge and parking.

The Master Plan included two concepts for lodge and parking location. Concept A proposed constructing a new lodge in the location of the current lodge and improving drop off and parking in the current site configuration. Concept B proposed moving the lodge and parking to the east end of the property, opening up the center of the property for recreation, and leaving the existing lodge intact. After significant analysis and discussion, the Hickory Hills Advisory Committee recommended Concept B, moving the lodge and parking to the east end of the property.

The most significant improvement, and the improvement for which specialized recreation and other grant funding is least available, is the lodge, parking, and terrain improvements for beginners and freestyle riding.

On November 4, 2014, City voters overwhelmingly approved an allocation of surplus funds from the Brown Bridge Trust for capital improvements to City parks, matched by outside sources of funding. The HHAC recommended a request to the Brown Bridge Trust Fund in an amount of \$1.5 million, matched by \$1.5 million in outside funding. The following is the summary budget for the project:

Improvement	Budget
Lodge	\$1,691,767
Infrastructure	\$433,092
Utilities/Storage	\$273,000
Terrain Improvements	\$602,141
TOTAL	\$3,000,000

A key element to securing outside sources of funding is the upfront commitment of the City Commission to support the request for Brown Bridge Trust Fund allocation.

This proposal is intended to provide the approach and detail to discuss with the City Commission a request to for an upfront set aside or allocation from the Brown Bridge Trust Fund, contingent upon securing the required match within 24 months.

**HICKORY HILLS RECREATION AREA
BROWN BRIDGE TRUST FUND REQUEST
HICKORY HILLS ADVISORY COMMITTEE
MAY 2015**

The following is a request to the City Commission for an allocation of \$1.5 million from the Brown Bridge Trust Fund for improvements to Hickory Hills Recreation Area, including development of a new lodge, site infrastructure, and recreation improvements.

Background

Hickory Hills is an important community asset that provides affordable recreation opportunities for area youth and residents. Hickory has been owned and operated as a municipal park by the City of Traverse City since 1952. The park is widely used by area residents with over 14,000 skier days and number Nordic skiers in the winter, as well as disc golfers, hikers, and bikers in the summer.

Depending upon various circumstances and cost allocation models, the City spends between \$50,000 and \$80,000 per year over and above revenues to operate Hickory. Along with interested community organizations, the City, the Grand Traverse Ski Club, and Preserve Hickory have been working over the past few years to reduce costs and increase revenues for ski area operations. Additionally, significant opportunities exist for enhanced recreational and multi-seasonal uses of the 125-acre parkland.

Beginning in March 2013, representatives of the City of Traverse City (City), the Charter Township of Garfield (Township), the City of Traverse City – Charter Township of Garfield Recreational Authority (Rec Authority), the Grand Traverse Ski Club (GTSC), and Preserve Hickory convened to discuss potential partnerships and opportunities for Hickory Hills. The group came to a consensus that a long range plan was necessary to guide the parties and the community. To that end, the development of a long range Master Plan is a necessary prerequisite to consideration of new partnerships for funding, operations, enhanced programming and capital improvements.

In order to finance the professional preparation of the Master Plan, the City of Traverse City contributed \$16,000, the Charter Township of Garfield \$8,000, Preserve Hickory \$4,000 and the Grand Traverse Ski Club \$4,000.

Master Plan

The Hickory Hills Recreation Area Master Plan was prepared in 2014, as part of a cooperative effort between the City of Traverse City, the Charter Township of Garfield, the Grand Traverse Ski Club, and Preserve Hickory. SE Group, a consulting firm specializing in winter/summer recreation facility planning and development, was hired through a competitive selection process and worked with the community to prepare the Master Plan. Over a thousand community members responded to surveys and over a hundred people attended a community meeting to provide input on the importance of and opportunities for Hickory Hills.

Community Survey

An important component of the Hickory Hills Master Plan was to seek input from the community on their hopes, desires, concerns, and interests. Two surveys were conducted.

The first survey sought input on community opinions regarding Hickory Hills and the interests in the types of activities and opportunities the community would like to see. Over 1,000 community members responded, with over 90% supporting additional winter and summer activities, continuing the purpose of providing affordable recreation for area youth, and continuing public financial support, and securing outside sources of funding.

The second survey focused on the types of recreational opportunities the community prefers. The highest rated winter facility improvements, in order, included expanded recreation ski/riding terrain, expanded guest services, and expanded terrain park and features, and the highest rated winter activities included youth learning programs, school programs, adult learning programs, and collaboration with YMCA. The highest rated summer facilities, in order, included trail connections, public restrooms and drinking fountain, picnic facilities, nature trails with education stations, fitness trail with exercise stations, and community center. The highest rated summer activities included walking, running, and hiking, mountain biking, expanded disk golf course, bike skills course, outdoor climbing wall, and challenge/ropes course.

In addition to the two community surveys, two public meetings were held to seek input from the community. The first meeting was held on February 20, 2014 and attended by over 100 community member to seek input on potential opportunities and the second meeting was held on March 24, 2015 and attended by over 40 community residents to discuss the HHAC recommendation for Option B.

With these efforts, the HHAC is confident that there has been significant community input into the approach, opportunities, and recommendations for the Hickory Hills Master Plan.

Analysis

The first component of the Master Plan was to analyze the existing facility and operations and identify potential areas of improvement to better serve the community. The analysis identified the following opportunities;

Guest Services: The existing lodge does not provide adequate space for guest services. The existing lodge is 2,310 square feet. Even without rentals, ski school, retail, and employee space, the amount of space is low by industry standards. Recommended guest services space range from 5,700 to 7,190 square feet. The existing lodge is a cherished building, but is in need of significant codes upgrades and repairs to meet guest service demands, notwithstanding space. There is a significant shortage of seating, food service is limited and represents a significant opportunity for increased amenities and revenues, there are no rentals which limits attracting new/beginning riders, and there is limited retail space to sell products and logowear, another revenue opportunity.

Infrastructure: The existing parking area and drop off create challenges for both winter and summer users. In winter, the dead end drop off creates circulation problems and logistic issues for equipment and children being dropped off. In summer, the closed gate limits access resulting in on-street parking along Randolph Street.

Terrain: The rope tows do provide adequate capacity to service the terrain capacity and represent the best and lowest cost option to continue. There is a need for expanded terrain, especially recreational terrain which can attract additional users. There is a significant need for expanded terrain parks. The learning terrain is far from the parking and lodge area, and requires parents and instructors to help beginning riders all the way across the facility. There also is a need for more intermediate terrain to help the progression for beginner to advanced riding.

Nordic Skiing: There is a 0.75 km groomed and lighted Nordic trail; other Nordic trails exist, but are not maintained or lit. There is a significant opportunity to expand Nordic trails (which can also serve as hiking/biking trails in summer) and to work with the Recreational Authority to expand and link trails with the adjacent Hickory Meadows recreation area. There are no Nordic rentals available. With trail improvements and available rentals, there is an opportunity to increase revenues with season/trail passes, food and beverage sales at the Lodge, and Nordic race events.

Marketing/Brand: The analysis identified significant room for improvement for the Hickory Hills marketing and brand.

Summer: The disc golf course at Hickory Hills is noted as one of the finest in Michigan and the Midwest and is a primary park use during the non-winter months. There are opportunities to expand the disc golf course. Importantly, there are vast areas within the park that can provide for significant hiking/biking trails, especially with the opportunity to coordinate trail development with Hickory Meadows.

Master Plan Focus

Based on the input from the Community Surveys and Community Meeting, and research conducted as part of the Master Plan process, the following focus was developed to guide future planning:

- ***Active and passive recreation***, including winter recreation, disc golf, and trail based recreation;
- Connection to legacy of Hickory Hills as ***community asset***;
- Recognize and maintain ***natural setting/beauty*** in recreation expansion;
- Support ***municipal funding*** to maintain affordability;
- Seek ***additional funding*** sources;
- ***Broader diversity*** in winter and summer offerings.
- Fit with other community recreation facilities and services with ***unique opportunities***.

Master Plan Concepts

To address these issues and opportunities, two concepts were developed and detailed in the Master Plan.

The Master Plan included two concepts for consideration. Both concepts included significant expansion of trails for winter and summer use, additional disk golf, and other recreation features, such as a climbing wall and ropes course. The plan for a tubing run is not recommended for three reasons: the financial analysis indicated that there are not significant revenues to be gained, the installation of the tubing run would remove a significant natural feature, and there are already two tubing facilities in the area.

Concept A proposed to utilize the existing layout, improve parking, and construct a new lodge in the location of the existing lodge. Concept B proposed to construct a new lodge and develop parking at the east end of the property.

Hickory Hills Advisory Committee

The Hickory Hills Advisory Committee was appointed by the City Manager to make recommendations to implement the Hickory Hills Multi Season Recreation Master Plan. The

HHAC is comprised of community members representing Alpine and Nordic skiing, disk golf, trail, cycling, natural resources, and City and Township interests. A list of member is included in the Appendix.

Over the past six months, the HHAC has been meeting to determine the most effective approach to meet its charge to implement the Hickory Hills Multi-Season Recreation Plan. Discussions have included trail development and integration, disk golf/trail design coordination, and determining which of the two concepts presents in the Master Plan best meet the overall objectives, community interests, and recreation opportunities.

Based on that review, the Committee has made a recommendation to proceed with Concept B, with some modifications.

The following is a summary of the advantages of Concept B, from the Committee's perspective:

- **Improved Beginner Access:** Currently, the beginner ski hill is at the far end of ski area and limits access. Option B moves the beginner ski hill close to the lodge.
- **Consolidated Infrastructure:** The lodge and parking will be consolidated at the east end of the property and open up significant property for recreation.
- **Expanded Terrain:** Option B provides additional ski/snowboard terrain, increasing capacity for more users.
- **Phasing:** Hickory Hills can continue to operate while the new lodge is under construction.
- **Existing Lodge Preserved:** The existing lodge is preserved and available as a warming hut or other uses.
- **Hickory Meadows Collaboration:** Facilities at the east end of Hickory Hills can also be accessed by users of Hickory Meadows. There is an opportunity to collaborate on trail development and integration between the two parks.

Because of the potential impact on Hickory Meadows with Concept B, HHAC representatives met with the Hickory Meadows Advisory Committee and the City of Traverse City – Charter Township of Garfield Recreational Authority to discuss the recommendation. Both groups express support for the recommendation and a strong interest in collaborative planning, specifically for trail development. There is an opportunity to create a coordinated approach for trail development and operation between the two properties, with a combined 250 acres.

The Hickory Hills Advisory Committee is recommending the following are proposed changes to Concept B, based on input from user groups and the community:

- **Shift Lodge and Parking:** Final location of the lodge and parking will depend upon detail civil engineering and architectural design, but the lodge and parking are recommended to be shifted to the west to match the slope and terrain to the lodge.
- **Beginner Terrain:** Move the beginner terrain either to the north or to the south to take better advantage of the natural terrain.
- **Rope Tow:** The original plan included a platter lift from the new lodge to the top of Swede. While this lift may be installed in the future, the Committee is proposing a small rope tow to access the back hills.
- **Remove Tubing:** Both Option A and Option B included a tubing area in the southwest corner, and is not recommended, because there are already tubing hills in the area, the construction would affect a significant natural area, and would not generate revenues to support other recreation activities.

The final location, layout and design will be based on detailed engineering and design analysis, including geotechnical engineering, topographic features, stormwater management, and activity flow.

Proposal

The Hickory Hills Advisory Committee is requesting approval of a \$1.5 million allocation from the Brown Bridge Trust Fund, contingent upon an equivalent amount of match funds being raised from other sources with eighteen (18) months.

In summary, the request is focused on the primary infrastructure components of the Master Plan, including the Lodge, utilities, parking, maintenance/storage building, and terrain infrastructure, which are the most difficult to find outside grant and other funding sources. Other components of the Master Plan, including trail development, picnic areas, climbing wall, ropes course, and disc golf expansion, are activities for which outside sources of funding are much more available.

The following is the narrative description of each of the project components proposed for funding through the BBTF:

Lodge: The new Lodge of approximately 6,000 square feet would house all guest services in one building, including rentals, food and beverage services and seating, and tickets. The Lodge will be two-story and views up the valley toward learning terrain, terrain parks, and race terrain, with ample banquet space and a large outdoor deck.

Infrastructure: The drop off and parking would be consolidated at the east end of the park. The entry road leads directly to the drop off and parking area with walkways, seating, lighting and landscaping in a convenient, compact, and intuitive design.

Utilities/Storage: The location of the Lodge at the east end of the park would require utility upgrades, including a new septic drain field and stormwater management. A key element is a storage/maintenance building for the groomer and other operational equipment. There has been a budget line item in the City's Capital Improvement Program fund for \$80,000 for a number of years; the proposed is to include the balance for a BBTF/Match allocation.

Terrain Improvements: Terrain improvements include additional terrain park and features, learning terrain, recreational terrain, and glades. The proposal develops learning terrain near the new lodge, additional runs along the north ridge between Swede and the current roadway, adds terrain along the east side of Pete, and significantly expands the terrain park on the south side of Swede. Also included under Terrain improvements are lift expansion, lighting and snowmaking.

The following is a summary budget;

Improvement	Budget
Lodge	\$1,691,767
Infrastructure	\$433,092
Utilities/Storage	\$273,000
Terrain Improvements	\$602,141
TOTAL	\$3,000,000

A more detailed budget, with allocation for other sources of funding for improvements identified in the Master Plan is including in the Appendix.

Funding Plan

The request to the Brown Bridge Trust Fund is for \$1.5 million, to be matched by funding from outside sources. Preserve Hickory, a non-profit organization dedicated to preserving the past, present, and future of Hickory Hills, has received a \$5,000 grant from Rotary Charities to prepare a fundraising feasibility study, which is currently underway. Preserve Hickory will serve as the primary fundraising entity to match the Brown Bridge Trust Fund grant.

There has been a long cooperative history of private fundraising to support Hickory Hills. Over the past 12 years, over \$150,000 in outside private funding has been raised to support improvements to Hickory Hills. This fundraising has been limited by the specter of past City Commission proposals to close Hickory Hills. The City's long term support for Hickory is critical to the success of private fundraising.

In order to meet grant funding and year-end donation cycles, Preserve Hickory is requesting that the timeframe to secure the match extend to twenty-four (24) months.

The City Commission is requested to approve a set aside up to \$1.5 million from the Brown Bridge Trust Fund, contingent upon the match being secured within 24 month.

There are two important considerations for private fundraising for this important community project: In-Kind Donations and Sponsorships/Naming.

In-Kind Donations: Because of the strong commitment by many talented individuals and business in the community, there is a significant level of in-kind services and donations that are anticipated. The value of these in-kind services and donations is being requested to be considered as part of the BBTF match.

Sponsorships/Naming: There is anticipated to be significant interest in sponsorships or naming rights as a fundraising tools. All naming rights will comply with the City Naming Policy for Parks and Other City Owned and Operated Facilities.

APPENDICES

CONCEPT B – SUMMER/WINTER

PROPOSED HICKORY HILLS BUDGET ALLOCATION

HICKORY HILLS ADVISORY COMMITTEE

Hickory Hills Master Plan - Capital and Funding Analysis

Concept B Plus

New Facilities & Infrastructure		Funding Sources			
Category	Total Cost	BTFB	MNRTF	Partnerships	TOTALS
Infrastructure					
New Lodge	\$1,857,500	\$1,691,767		\$165,733	\$1,857,500
Lodge Utilities	\$145,000	\$145,000			\$145,000
Parking Drop-Off Improvements	\$433,092	\$433,092			\$433,092
Maintenance/Storage Building	\$208,000	\$128,000			\$128,000
Snowmaking	\$327,500	\$327,500			\$327,500
Grooming	\$120,000				\$0
Ski Terrain Expansion	\$111,607	\$111,607			\$111,607
Ski Terrain Lighting	\$43,034	\$43,034			\$43,034
Lift Expansion	\$320,000	\$120,000			\$120,000
Play Space for Kids	\$7,000			\$7,000	\$7,000
Nordic Trails	\$64,500		\$64,500		\$64,500
Wayfinding	\$10,000			\$10,000	\$10,000
Picnic Area	\$49,610			\$49,610	\$49,610
MTB Trails	\$65,000		\$65,000		\$65,000
Fitness Stations	\$24,000		\$24,000		\$24,000
Nordic/Snowshoe Rentals	\$20,000			\$20,000	\$20,000
Alpine Rental Equipment	\$50,000			\$50,000	\$50,000
Maintenance Building CIP - \$80,000					
Groomer to be purchased though Motor Pool					
Lift Expansion excluding platter lift					
Infrastructure Total	\$3,855,843	\$3,000,000	\$153,500	\$302,343	\$3,455,843
Activities					
Climbing Wall	\$80,000		\$80,000		\$80,000
Challenge Course/Ropes Course	\$350,000			\$350,000	\$350,000
Disk Golf Course Expansion	\$15,000			\$15,000	\$15,000
Activities Total	\$445,000	\$0	\$80,000	\$365,000	\$445,000
Total Improvements	\$4,300,843	\$3,000,000	\$233,500	\$667,343	\$3,900,843

DRAFT RECOMMENDATION – CONCEPT B+ SUMMER



HICKORY HILLS – HICKORY MEADOWS CONNECTION



HICKORY HILLS ADVISORY COMMITTEE

MAY 2015

Member	Representing/Interest
Barry Smith	City Parks and Recreation
Brian Haas	City Parks and Recreation
Brian VanDenBrand	Garfield Township
Dave Green	City DPS
Don Stellin	Grand Traverse Ski Club
Ed Johnson	Mountain Biking
Eric Okerstrom	Nordic Skiing
John Kostrzewa	Nordic Skiing
Laura Ness	Preserve Hickory
Lauren Vaughn	City Parks and Recreation
Mac McClelland	Preserve Hickory
Marc Hamlin	Disk Golf
Matt McDonough	Rec Authority/Natural Resources
Maureen Madion	Preserve Hickory
Mike Groleau	Rec Authority
Tim Werner	City Commission
Todd Vigland	Trails/Natural Resources
Valarie Handy	Garfield Township Parks Commission
Copied on all mailings	
Chuck Korn	Garfield Township Supervisor
Julie Dalton	City of Traverse City
Michael Estes	Traverse City Mayor
Rob Larrea	Garfield Township Planning
Penny Hill	Assistant City Manager



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: SCHEDULE PUBLIC HEARING – TAX INCREMENT FINANCING
PLAN 2

Attached is a memo and PowerPoint presentation from Downtown Development Authority Executive Director Robert Bacigalupi regarding Tax Increment Plan 2 and its scheduled expiration on August 5, 2015.

As mentioned by Mr. Bacigalupi, there are three options for the City Commission to consider relating to the plan:

- 1.) Let the plan expire; or
- 2.) Take action to extend the existing plan; or
- 3.) Let the plan expire and create a new plan.

A public hearing needs to be scheduled regarding the Tax Increment Financing Plan 2.

The following is a sample motion, which would schedule a public hearing so the Commission could consider Option 2 or Option 3:

that an amendment regarding Tax Increment Financing Plan 2, be scheduled for public hearing on Monday, July 6, 2015.

PH/bcm

K:\tcclerk\city commission\Tax Increment Financing\TIF 2 Plan_Extension_PHSched_20150601.doc

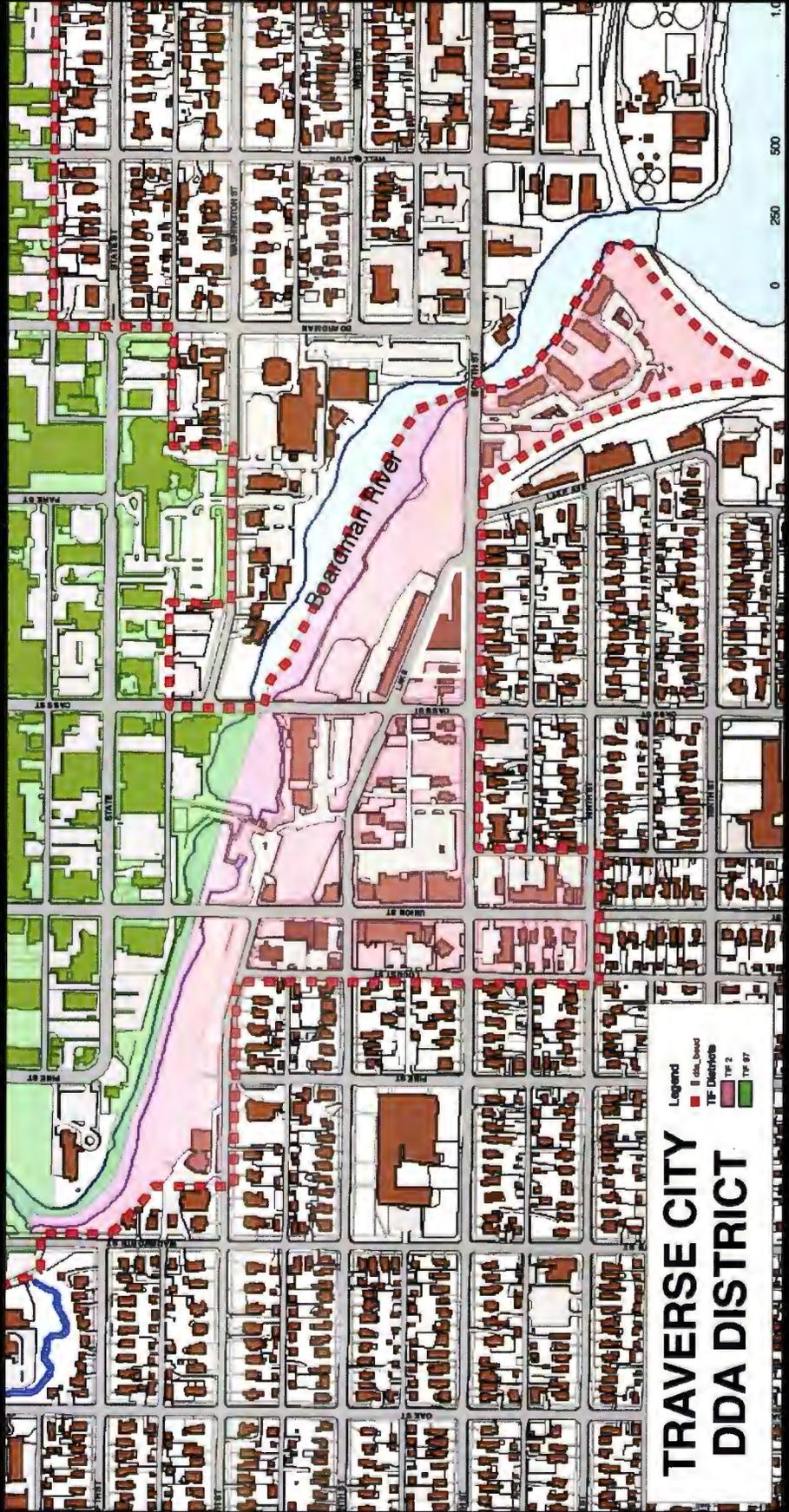
copy: Robert Bacigalupi, Downtown Development Authority Executive
Director

History

- TIF 2 was approved on August 5, 1985
- The plan focused on the redevelopment of the TC Ironworks site, which closed shortly after being purchased in 1978.
- The plan is called TIF “2” because it was the second TIF plan proposed by the DDA

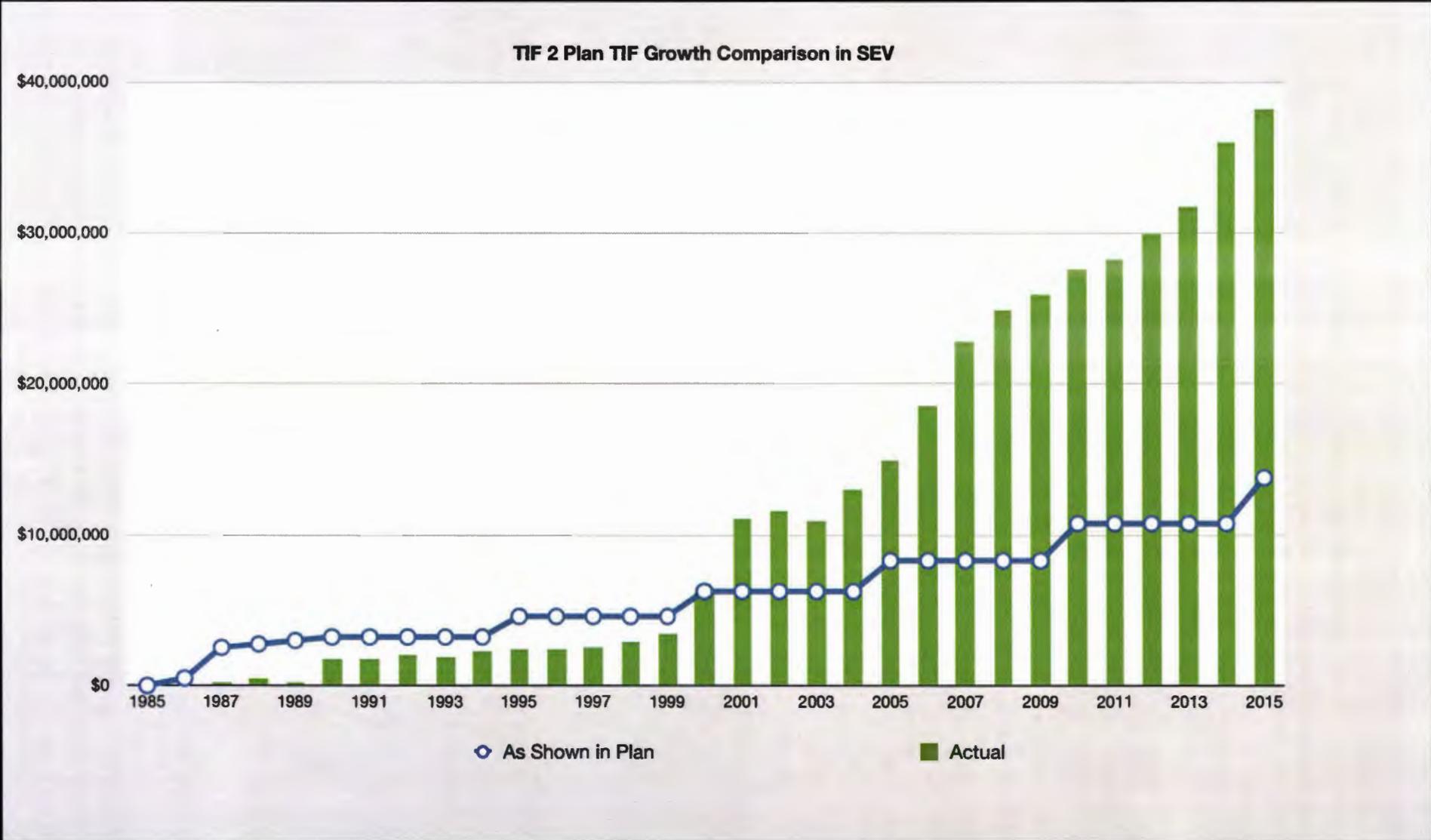


TIF 2 District

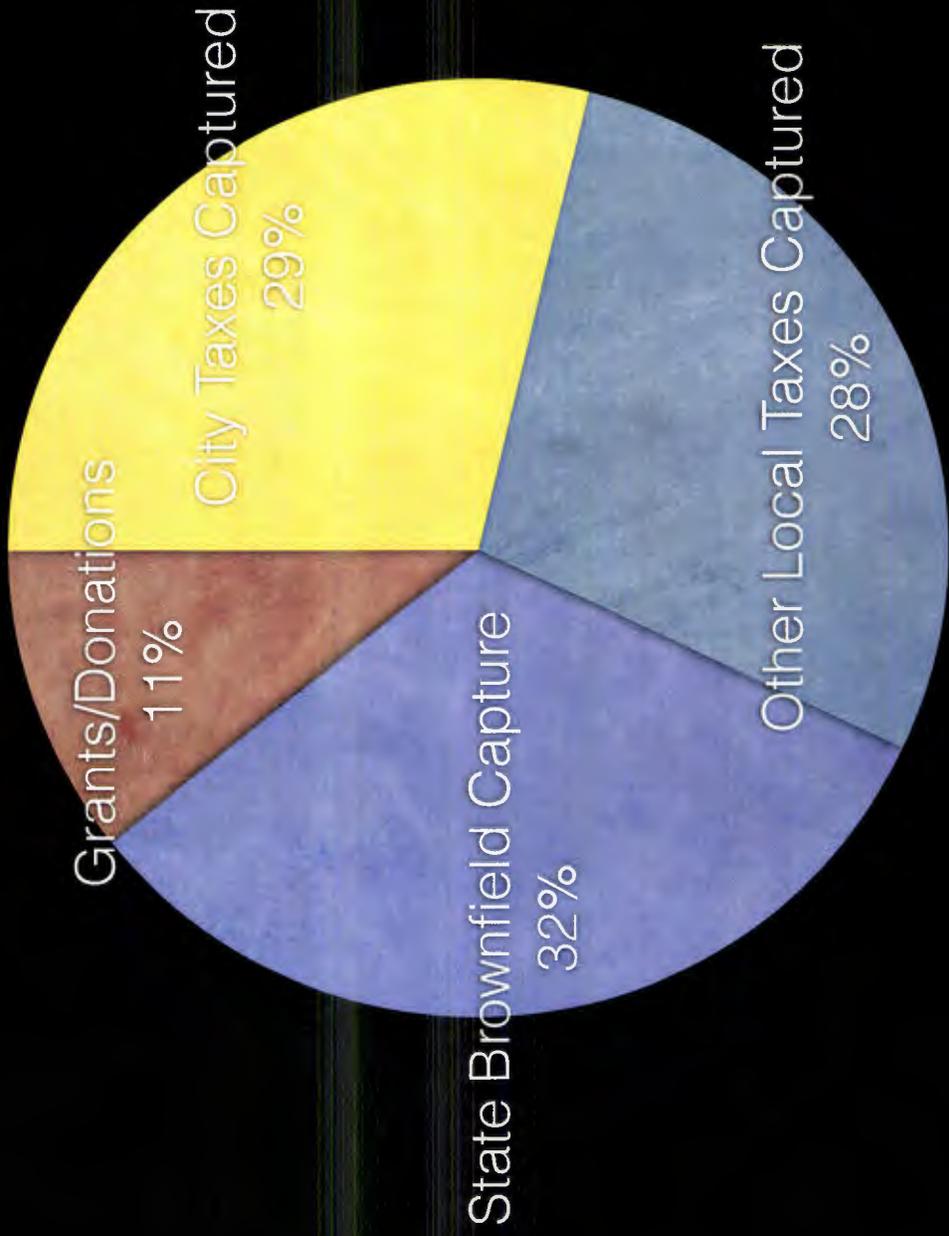


**TRAVERSE CITY
DDA DISTRICT**

TIF Growth



\$15,312,723 in Revenues Collected
for TIF 2 Projects Thru FYE 14

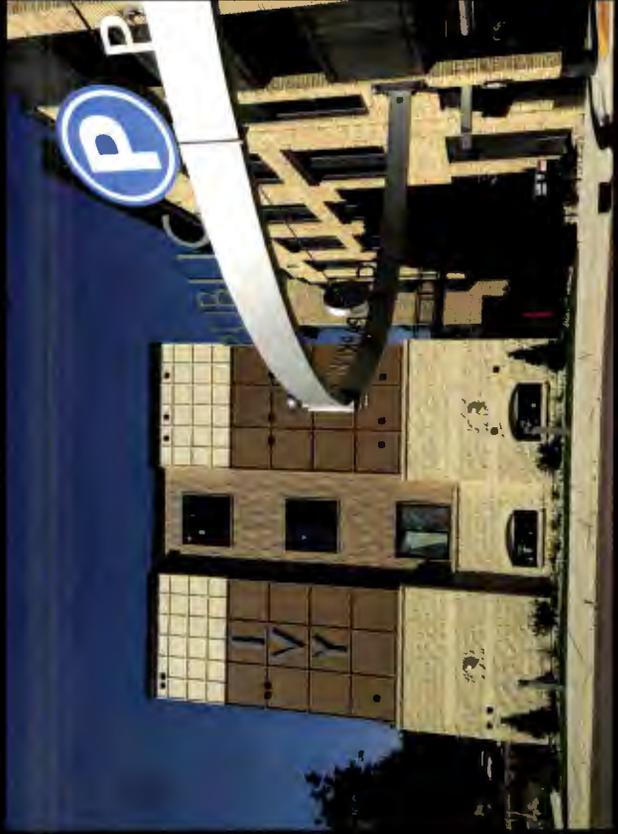


Return on Investment

- SEV increased 1,084% over the 30 year life of the plan - that's 8.44% per year!

Besides Property Value Growth, What Else?

- Union Street Streetscape Project in 1993/4
- Repaving of Eighth Street in 1996/7
- Cass Street streetscape/West public riverwalk in 1999/00
- Lake Street streetscape in 2001/2
- East (Midtown) public riverwalk in 03/4
- Additional Cass Street streetscapes in 08/9
- Old Town Garage in 2009
- Wayfinding/8th Street Trail in 2009/10
- Eighth Street bridge repair in 11/12
- Tree replacement in 11/12
- Public Wifi in 2014/15



Future Private Projects



Future Public Projects

- 5,450 feet of streetscape
(\$2,045,000)
- Repairs/replacement of 1,630
feet of riverwalk (\$650,000)
- South Union Street Bridge
(\$102,500)
- Wayfinding sign maintenance
(\$3,000-\$7,000 annually)





And.....

Retained and attracted great businesses and added a variety of housing types

What Taxing Authorities Will Gain (estimate)

- City - \$382,706 (net)
- Recreational Authority - \$3,163
- Recreational Authority Debt - \$8,274
- NMC Operating - \$69,054
- NMC Debt - \$22,276
- GT County Operating - \$158,596
- GT Commission on Aging - \$19,093
- Library Operating - \$30,384
- Library Debt - \$5,823
- Medical Care - \$20,987
- DDA - (\$52,924) (net)
- BATA - \$10,447

Options

Option	Result	Action
Let it expire	City assumes capital responsibility	None
Reset base	Start TIF from scratch to generate funds	Let current plan expire, then create new plan
Extend	Continue capturing as before	City Commission action to amend plan prior to August 5, 2015

Extension Process

- City Commission sets public hearing for July 6
- Development Area Citizens Council meets to consider amendment to extend and reports to the City Commission
- City Commission considers extension at August 3 meeting



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: HISTORIC DISTRICTS COMMISSION – APPOINTMENT

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

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

that Christopher Carol (seat previously held by Karl Brockmiller) be appointed to one unexpired term expiring June 30, 2017, on the Historic Districts Commission.

PH/kes

K:\tcclerk\city commission\appointments\Historic Dist_20150601.doc

copy: David Weston, Zoning Administrator

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
Copy: Benjamin Marentette, City Clerk
From: Katelyn Stroven, Deputy City Clerk *YKS*
Date: May 28, 2015
Subject: Historic Districts Commission – Appointment

There is one available unexpired term on the Historic Districts Commission, seat previously held by Karl Brockmiller. At its May 4, 2015 meeting, the City Commission appointed an ad hoc interview committee consisting of Commissioners Richardson; Chair, Easterday, and Howe to conduct interviews with interested applicants.

The committee has convened and has made a recommendation for appointment to the unexpired term, expiring June 30, 2017.

The City Clerk's Office, as directed by the ad hoc interview committee advertised for this board on the city's website, Facebook page, and Twitter page. As a result, there were two eligible applicants for this board, Christopher Carol and Matt Hanley.

The Committee by consensus would like to recommend Christopher Carol to be appointed to the Historic Districts Commission.

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

Thank you!

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 TRAVERSE CITY, MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: clawrencecarol@gmail.com

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

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

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

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

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

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

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

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

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

Christopher L. Carol
Signature

4/12/15
Date

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

Dear Mr. Marentette,

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

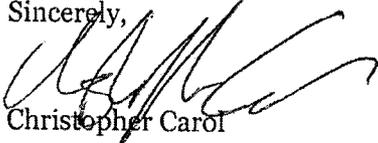
Both my wife and I work in the area. My wife works with the Head Start program at Traverse Heights Elementary. I am the in-house general counsel for Oneupweb, a marketing firm. We are both active in the community, but lately I have been anxious to do more.

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

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

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

Sincerely,


Christopher Carol

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

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

Summary of Qualifications

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

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

Proficiencies

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

Professional Experience

ONEUPWEB – Traverse City, MI

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

General Counsel/Corporate Communications, October 2011 – Present

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

Results:

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

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

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

THE LAW OFFICE OF CHRISTOPHER L. CAROL, PLLC – Lansing, MI
Formed a professional limited liability company and started my own private practice, specializing in civil litigation and public defense

Attorney, Solo-Practitioner, November 2009 – October 2011

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

Results:

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

MICHIGAN ATTORNEY GENERAL'S OFFICE – Lansing, MI
Main legal advisor to the Michigan state government

Legal Intern, Corrections Division, September 2008 – April 2009

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

Results:

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

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

Education

THOMAS M. COOLEY LAW SCHOOL, Lansing, MI

Doctor of Jurisprudence, *cum laude*, May 2009

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

MICHIGAN STATE UNIVERSITY, East Lansing, MI

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

Bachelor of Arts, Criminal Justice, May 2005

Professional Organizations and Volunteering

MICHIGAN BAR ASSOCIATION

Michigan's professional body of lawyers

Member in Good Standing, November 2009 – Present

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

GRAND TRAVERSE, LEELANAU, ANTRIM COUNTY BAR ASSOCIATION

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

Governor, July 2011 – August 2014

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

INSTITUTE FOR CONTINUING LEGAL EDUCATION

Michigan's leading provider of continuing legal education resources

Member and Partner, October 2011 – October 2013

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

FATHER FRED FOUNDATION

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

Volunteer, April 2014 – August 2014

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

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

STATE THEATRE

The historic cinema plaza in Traverse City, Michigan

Volunteer, October 2011 – Present

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

Historic Districts Commission

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

David Weston, Zoning Administrator - staff

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

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

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

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

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

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

Meets last Thursday of the Month at 7pm.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: LOCAL OFFICERS COMPENSATION COMMISSION –
APPOINTMENTS

Attached is a memo from Deputy City Clerk Katelyn Stroven regarding three appointments to the Local Officers Compensation Commission. As you may be aware this Commission hasn't met in sometime because of its lack of quorum. This is a Mayoral appointment approved by the City Commission.

The following motion would approve the Mayor's appointment:

that the Mayor's appointment of Warren Call to one five-year term expiring April 26, 2020, and the Mayor's appointment of Benson Munger to one four-year term expiring April 26, 2019, and the Mayor's appointment of Peg Siciliano to one three-year term expiring April 26, 2018, be approved.

PH/kes

K:\tcclerk\city commission\appointments\LOCC_20150601.doc

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 28, 2015
Subject: Local Officers Compensation Commission – Appointments

The Local Officers Compensation Commission has lacked a quorum for some time and therefore has been unable to meet for nearly ten years. After advertising for this commission on the city's website, Facebook page, and Twitter page, we have two new eligible candidates, Warren Call and Benson Munger, and one candidate, Peg Siciliano, who would like to be reappointed. I have attached their applications for your reference.

The Mayor interviewed candidates on Wednesday, May 27th and has elected to appoint both new candidates and reappoint the existing candidate.

Appointments to this commission are made by the Mayor and approved the City Commission.

Due to timing since the last appointment to this board, these appointments will be staggered. Warren Call will be reappointed to a full five year term, Benson Munger to a four year term, and Peg Siciliano to a three year term, all expiring on April 26th of their respective year. All appointments after the initial appointments will be for full five years as described in the ordinance establishing the commission.

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

Thank you!



Katelyn Stroven <kstroven@traversecitymi.gov>

Interest in the Local Officers Compensation Commission

Peg Siciliano <pegps@icloud.com>

Wed, May 27, 2015 at 8:58 PM

To: Katelyn Stroven <kstroven@traversecitymi.gov>

Dear Katelyn: So sorry I didn't get back with you sooner - we were out of town for a few days. I am willing to stay on the Commission.

Let me know when we need to meet.

Yours,

Peg Siciliano

[Quoted text hidden]

Benjamin C. Marentette
City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

RE: Local Officers Compensation Committee

Dear Mr. Marentette,

Please find enclosed my application for serving on the Local Officers Compensation Committee as well as a copy of my resume as requested in the application. See below for detail on my interest and background as it relates to the application questions;

- Why are you applying for a city board or committee seat?

I would like to participate in local government and give back in a productive way to my community. I understand that the Compensation Committee has been short of members for some time and I believe that this committee's purview is important to insure good governance of the city.

- How do you believe your appointment would benefit the city?

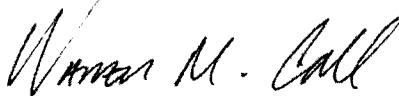
I have broad knowledge and education in financial matters. I also have experience in setting compensation for my team at work as well as the paid staff at non-profit organizations where I serve on the board.

- Describe your involvement in the community on a board/committee/volunteer capacity

I serves as the Board Treasurer of the Michigan Legacy Art Park, the Past Chairman of the Traverse City Young Professionals, the Finance Committee Chairman for the Cherry Festival Foundation, the Rotary Camps and Services Finance Committee, and the Goodwill Industries Finance Committee.

I look forward to serving on this committee should the City Commission accept my application. Please do not hesitate to contact me with questions.

Best Regards,


Warren M. Call

RECEIVED

FEB 26 2015



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

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

Board/Committee you are interested in serving (indicate up to three): Local Offices Compensation
Committee

Name: Warren M. Call

Address: 621 WADSWORTH ST. TRAVERSE CITY MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: WARREN.CALL@HUNTINGTON.COM

Preferred Phone No.: (231) 922-5702 Additional Phone No.: (231) 651-9174

Occupation: INVESTMENT PORTFOLIO MANAGER - HUNTINGTON BANK (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.

Warren M. Call
Signature

2/19/2015
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!



Warren M. Call, MBA

Vice President, Senior Portfolio Manager
Phone: 231.922.5702
Mobile: 231.651.9174

Private Client Group

Huntington National Bank

1227 East Front Street
Traverse City, MI 49685-1350

Summary:

Warren Call is Vice President, Senior Portfolio Manager for The Private Client Group at Huntington National Bank. He oversees key-client investment portfolios, investment strategy and new business development. He holds a M.B.A. in International Finance from St. Johns University in Rome, Italy, and a B.A. in History from Michigan State University, where he was also the captain of the MSU Alpine Ski Team. A northern Michigan native, he moved back to the area after living in Europe, New York City and Utah. He lives in Traverse City with his wife and two children.

Experience:

VICE PRESIDENT, SENIOR PORTFOLIO MANAGER

Huntington National Bank – Traverse City, MI 2012 – 2015

- Oversight for Private Client Group investment portfolio strategy, policy & design

ASSISTANT VICE PRESIDENT, BROKERAGE SALES MANAGER

Huntington National Bank – Traverse City, MI 2009 – 2012

- Directed investment and insurance management for Broker/Dealer Division

PRIVATE CLIENT ADVISOR

Merrill Lynch – Traverse City, MI 2007 – 2009

- Oversight for retirement plans and institutional investment business

INSTITUTIONAL SALES MANAGER

Crystal Mountain – Thompsonville, MI 2004 – 2007

- Directed convention sales to regional and national associations

Education:

M.B.A., INTERNATIONAL FINANCE

St. John's University – Rome, Italy 2004

Presidential Scholarship Recipient for Global Program (Rome & NYC)

B.A., HISTORY

Michigan State University – East Lansing, MI 2001

Cum Laude, Captain of Alpine Ski Team

1/12/15

City of Traverse City

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

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

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

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

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



City of Traverse City
Application to Become Involved

JAN 12 2015

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

(Please limit to three boards/committees)

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

Address: 1291 Lake Ridge Cir Traverse City MI 49684

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

Home telephone number: 231 486.6161 Work telephone number: 520.820.1389

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

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

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

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

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

Signature: Benson S. Munger

Date: 1/11/15

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

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

K:\CCCLERK\FORMS.boardapplication.doc

Local Officers Compensation Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Peg Siciliano 627 Eastwood Ave, TC, 49686 947-1480 (Preferred) pegps@ameritech.net	06/01/15	04/26/18
Warren Call 621 Wadsworth St, TC, 49684 922-5702 (Preferred) 651-9174 (Secondary) warren.call@huntington.com	06/01/15	04/26/20
Benson Munger 1291 Lake Ridge Circle, TC, 49684 486-6161 (Preferred) 520-820-1389 (Secondary) benson.munger@gmail.com	06/01/15	04/26/19

Vacant

Vacant

Benjamin C. Marentette, City Clerk - staff

All appointments are 5-year terms expiring 4/26, after the initial staggering of terms.

Commission consists of 5 members. Appointments are made by the Mayor and approved by Commission.

Members must be registered electors of the City. No member or employee of the legislative, judicial or executive branch of any level of government or members of the immediate family of such member or employee shall be eligible to be a member. Per State Law, appointments must be made prior to October 1 of the "appointment year."

This Commission meets every odd-numbered year for the purpose described below.

Purpose: "The Commission shall determine the salaries of such local elected officials, which determination shall be the salaries unless the legislative body, by resolution adopted by two-thirds (2/3) of the members elected to and serving on the legislative body, rejects them." "The Commission shall also make recommendation regarding the compensation of local appointed officials who hold positions on boards, commissions, and committees under the jurisdiction of the City Commission." Creation of the Local Officers Compensation Commission authorized by Section 276.01 of the Traverse City Code of Ordinances.

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, April 14, 2015

Board Members -

Present: Jim Carruthers, Pat McGuire, Jeff Palisin, Bob Spence, Jan Geht, John Taylor

Absent: Barbara Budros

Ex Officio Member -

Absent: Penny Hill, Acting City Manager

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

The meeting was called to order at 5:15 p.m. by Secretary Arends.

Secretary Tim Arends opened the floor to nominations for Chairperson of the Light and Power Board:

Geht nominated John Taylor, Carruthers seconded.

Tim Arends closed the floor to nominations.

CARRIED unanimously. (Budros absent)

Tim Arends turned the meeting over to Chairman Taylor.

Chairman Taylor opened the floor to nominations for Vice Chairperson of the Light and Power Board:

McGuire nominated Jan Geht, Palisin seconded.

Chairman Taylor closed the floor to nominations.

CARRIED unanimously. (Budros absent)

With the consensus of the Board, Chairman Taylor appointed Tim Arends Secretary for the Light and Power Board.

Chairman Taylor recommended the current members of the Human Resources Ad Hoc Committee Commissioner Budros, Bob Spence, Chairman Taylor and Vice Chairman Geht as the alternate be reappointed. Carruthers moved and McGuire seconded the reappointment of the Human Resources Ad Hoc Committee which will expire in one year.

CARRIED unanimously. (Budros absent)

Spence requested item 2b be removed from the Consent Calendar for full discussion.

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Meeting of March 10, 2015.
- b. *Removed from the Consent Calendar.*

CARRIED unanimously. (Budros absent)

Item Removed from the Consent Calendar

- a. Purchase order to WECO in the amount of \$48,550 for a meter test board.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller

Moved by Geht, seconded by McGuire, that the competitive bidding process be waived and that the Board authorizes the Executive Director to issue a purchase order to WECO in the amount of \$48,550 for Automated Test Platform Meter Test Board Model 4150.

CARRIED unanimously. (Budros absent)

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

- a. Consideration of a revised Chamber Energy Optimization Loan Fund Program.

The following individuals addressed the Board:

Jessica Wheaton, Manager of Energy Services & Key Accounts
Laura Galbraith, Senior Vice President of Finance, TC Chamber of Commerce
Tim Pulliam, Keen Technical Solutions
Tim Arends, Executive Director

Moved by Spence, seconded by Palisin, that the Light & Power Board authorizes the Executive Director to enter into the Third Letter of Understanding, superseding the first two Letters of Understanding dated November 28, 2012 and June 11, 2013, respectively, for the Chamber TCL&P Energy Efficiency Revolving Loan Fund.

CARRIED unanimously. (Budros absent)

- b. Consideration of authorizing bids for Hastings Street Storage Facility.

The following individuals addressed the Board:

Tim Arends, Executive Director

Karla Myers-Beman, Controller
Bob Sommerville, AAI, Inc.
Rod Solak, Line Superintendent

Moved by McGuire, seconded by Geht, that the Board authorizes staff to seek bids for Hastings Street Storage Facility as presented, adjusted for deleting the 34kw solar array on roof and the electrical required for interphase; and further directs staff to prepare contracts with the successful bidder(s) for the Board's consideration.

CARRIED unanimously. (Budros absent)

- c. Consideration of authorizing an Agreement with the City of Traverse City regarding funding for the West Front Street Redevelopment Project.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller
Tim Lodge, City Engineer

Moved by Palisin, seconded by Spence, that the Board authorizes the Executive Director to enter into an Agreement with the City of Traverse City to provide funding for the lighting portion of the West Front Street Improvement Project.

CARRIED unanimously. (Budros absent)

- d. Consideration of authorizing pay range for Operations and Engineering Manager position.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Spence, seconded by Geht, that the Board adopts a new salary range 6 for the position of Manager of Operations & Engineering as recommended by the Executive Director.

Roll Call:

Yes – McGuire, Palisin, Spence, Geht, Taylor
No – Carruthers

CARRIED. (Budros absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

- a. From Legal Counsel.

None.

b. From Staff.

1. Tim Arends and staff presented TCL&P storm restoration plans.

The following individuals addressed the Board:

Rod Solak, Line Superintendent
Stephanie Tvardek, Administrative Assistant
Tom Olney, Operations Manager
Scott Menhart, Manager of Telecom & Technology
Jessica Wheaton, Manager of Energy Services & Key Accounts

2. Tim Arends discussed TCL&P taking over service to Hickory Hills from Cherryland Electric.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

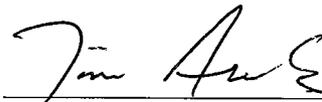
c. From Board.

1. Chairman Taylor discussed the Executive Director review process.
2. Jim Carruthers spoke about the upcoming LED Bulb promotion.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 7:12 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: March 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, J. Jenkins
ABSENT:
GUESTS:
STAFF: B. Postma

C. Rueckert called the regular meeting to order at 12:04 pm.

Moved by J. Jenkins, seconded by W. Kuhn that the minutes of the February 25, 2015 regular meeting be approved.

Motion approved 5-0.

Warrant No. 587 in the amount of \$188,056.16 for Retirees Benefits for April 2015 was approved and signed by J. Jenkins and J. Bussell.

Moved by W. Kuhn, seconded by J. Jenkins that the Board authorize up to \$2,500 to send up to three members of the Retirement System to the MAPERS Conference on May 17-19, 2015 in Mount Pleasant, Michigan.

Motion approved 5-0.

B. Postma reported to the Board that Freeport Financial made a capital call of \$63,062.84 which transfer occurred on March 20, 2015. To date, a total of 69.94% of the capital contributions have been made.

W. Twietmeyer announced that he spoke with Larry Gray of Gray & Company regarding the investment of proceeds for the retiree health trust and will have that information ready for the retiree health board meeting for April 29, 2015.

J. Jenkins announced that he will be out of state for approximately ten months beginning August 2015 and would be unable to physically attend several board meetings during that time period.

W. Twietmeyer announced that he received a written communication from PNC Capital Advisors announcing the departure of Andrew Harding as chief investment officer for the taxable fixed income investment team and the appointment of Sean Rhoderick as the new chief investment officer.

Moved by J. Jenkins, seconded by J. Bussell to adjourn.

Motion approved 5-0.

Meeting adjourned at 12:22 pm

William E. Twietmeyer
William E. Twietmeyer
Secretary/Treasurer



MONTHLY OPERATING REPORT

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

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

FROM: Elizabeth Hart, Project Manager

DATE: May 15, 2015

SUBJECT: Monthly Operations Report for April 2015

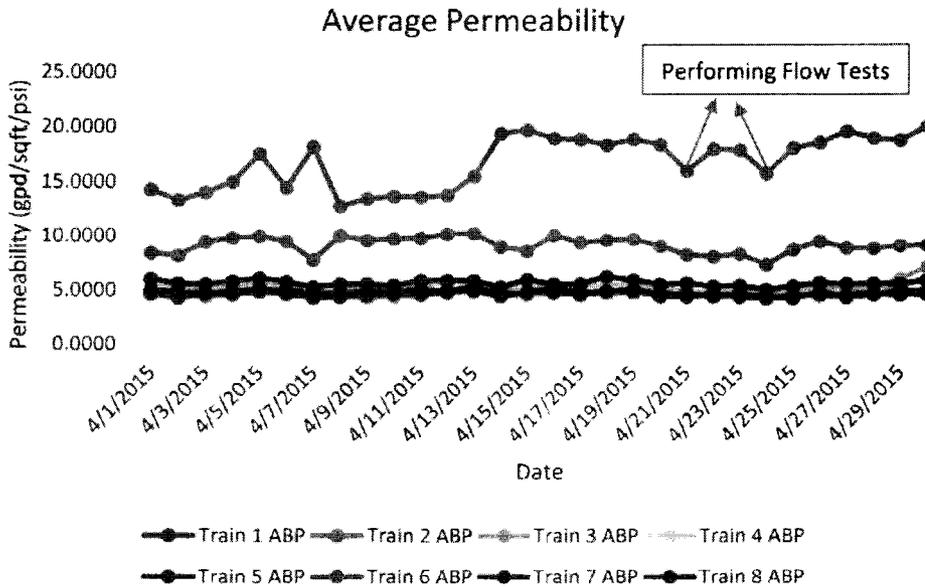
Attached to this report are the following items: a copy of the report to the state which has been electronically submitted, a financial summary of the TCRWWTP and the Septage Facility, and the monthly loadings for each Township within Grand Traverse County, the Septage Facility and the City.

TRAVERSE CITY

OPERATIONS AND PROJECTS

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

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



The upper ward trend in permeability at the end of the month is a result of recovery cleaning the membrane trains. We have completed recovery cleans on half of the membrane trains. We should be finished with recovery cleans by the end of May.

In an effort to out compete the comma shaped Gram positive bacteria (CSGPB) with desired microorganisms, by helping the desired microorganisms thrive, we fed a supplement into the aeration basin for the past month. We did see the health of our biomass improve, however, the microorganism present have not been able to out compete the comma shaped Gram positive bacteria (CSGPB). We are going to continue to feed the supplement, along with additional nutrients for the next month.

We continue to look into different in line filters for the use of filtering the CSGPB out of our gravity belt concentrator filtrate instead of using the diversion pipe to divert the filtrate to the UV channel. We want to find the most affordable and effective filter available.

Train 1 has the new membranes. It contains a cassettes with 16 modules and a cassettes with 8 modules in each of its 13 filled positions. Last February, when we encountered very cold temperatures, the permeate connections to the 8 module (8M) cassettes froze. As part of the action plan we developed to prevent this from reoccurring, we have rotated the 8M cassettes 180 degrees which shortened the permeate connection by 4ft.

We completed our spring biosolids haul. Synagro will be back in the middle of July.

Maintenance

We upgraded our security cameras.

We replaced the stop float at the Front St. Lift Station.

We replaced the discharge valve for SST #1.

We performed an infrared analysis on all our control panels at the plant. All of the hot spots identified have been addressed. A majority of the issues were loose wires. However, the breaker for aeration blower #2 had to be sent out for repair.

Six of the twelve main rack out breakers have been tested.

ABI replaced the ventilation duct in the primary pipe gallery.

We repaired UV module #4.

The RAS Pump #3 is in the process of being repaired.

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Membrane Replacement	Waiting for GE proposal and CH2M contract to be signed. (These membranes should be budgeted for replacement within 8 years of their installation.
Coma Shaped Gram Positive Bacteria(CSGPB)	CH2M has been working on finding the source and eliminating Coma Shaped Gram Positive Bacteria Since 2011. This bacteria is not commonly found in Waste Water Treatment Plants, and there is not much known about it. We are working with microbiologist and the DEQ to try and solve the issue. We started adding a supplement to the aeration basin to get desired microbes to out compete CSGPB. -Solution Pending
Mixing in the Aeration Basin is in adequate leading to solids buildup in corners, under pipes and along tank walls-maybe variable in growing Coma Shaped Gram Positive	CH2M recognized problem changed position, and angle of mixers in the basin. Mix problem areas weekly with compressed air system constructed from PVC by maintenance Dept. Continue to Monitor solids depth in problem areas for effectiveness of solutions.-On Going
Compressed Air Backup needed for Membrane Building	Compressed air is vital to the proper operation of our membrane system. Failure of the air compressors could result in an inability to permeate. We have two compressors in the Membrane Building, but wanted to add additional backup. CH2M developed a strategy to get the compressed air from the screw compressors in the administration building to the membrane building for use in emergency. CH2M is currently implemented the plan.-Complete CH2M will further this effort to include a connection that will allow the City's portable air compressor to be used as a third backup.-On going
Pheonix Odor Control System	The system is indicating that the canisters will need to be changed out as early as possible this Spring. CH2M included in capital improvements for 2015/2016 (Capital Improvement #914).-Pending
Digester 4 Needs Improved Mixing	City Commission approved the replacement of the Digester 4's centrifugal pump in 2014. CH2M Hill ordered the Pump, and it arrived in December of 2014. CH2M installed the new Vaughn pump for mixing Digester 4.- Complete
The Membrane Gates need Replacing	City Commission approved the replacement of 4 Membrane gates in 2014. CH2M ordered the gates in 2014. The gates have arrived at the plant and CH2M will begin to install in May 2015. CH2M will recommend the approval of the purchase of 4 additional Membrane gates in 2015.(Capital Improvement #786)

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. This recommendation is included in the 5 yr. Capital Improvement Plan for the next three years.(Capital Improvement #893)
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in year 2015 of the City's 5 year capital Improvement Plan.(Capital Improvement #894)
TBA Lift Station Pumps, Check Valves, Pump pit needs reconditioning.	Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2M recommends replacing the pumps, check valves and relining the pump pit. This recommendation is included in year 2015 of the City's 5 year capital Improvement Plan. (Capital Improvement #892)

IPP

We stopped by 748 Munson Ave, a new construction site in the City. The Inspection Man Hole (IMH) was not yet installed, however, the general contractor informed us that the blue prints include plans to install an IMH, as well as, an exterior grease interceptor.

We are collecting samples for BOD analyses upstream of the Garfield Meter Pit in an effort to determine whether the strength of the waste water gradually increases as it approaches this sampling point or if there is a spike in BOD in the collection system leading to this sampler. We are still gathering information and have not drawn any conclusions at this time.

We inspected a private screening unit on Brigidoon, near the Garfield 1 lift station. There were a lot of rags in that unit, however, the IMH downstream of it was clear.

We collected decant samples from GT Distillery and TC Whiskey, and analyzed them for BOD. The BOD concentrations of both samples were very low.

The analytical results for the Tyson Foods combined flow outfall sample, verified that they have returned to compliance with their discharge permit.

GRAND TRAVERSE SEPTAGE FACILITY

GTSF ITEMS OF IMPORTANCE

GTSF Action Items	Status
Bio-Filter Media Replacement	CH2M put together a scope of work, obtained competitive bids, and received BPW approval to oversee the replacement of the bio-filter media. Subcontractors have been organized, and a preconstruction meeting has been held. Work to be completed by mid-April providing no unforeseen complications. –[Completed 4-13-15] –Will have to be done every 7 yrs.
Coarse Screens Intermittently Bypassing	East Coarse Screen brushes replaced and Bellows rotated. West Coarse Screen Brush replaced and Bellows rotated. [Complete]
Pump Pulling Capabilities Needed	CH2M found solution submitted details and costs to John Divozzo. John and Sam reviewed and found solution reasonable. John approved the purchase. CH2M received crane and mounts- installation pending engineering consult on best way to secure mounts.
SNDR Pump Seal is Leaking	CH2M maintenance staff is inspecting and creating action plan. CH2M has ordered a Teflon seal for this pump, and will install the new seal when it arrives.
Pumps are Aging	CH2M looking into having wear plates machined. Pump Replacement Included in 5 Year Capital Improvement plan. (2016-2019) CH2M looking at operational solutions to reduce amount of grit getting to pumps. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2018.
Fine Screens Modification Needed to remove rags and not impede forward flow	CH2M has developed a modification strategy, and budget included in 5 yr. Capital Improvement Plan for 2016.
ATAD needs to be cleaned	CH2M is developing scope of work and obtaining competitive bids. With board approval we could add this expense into our 2015/2016 operational contract.
Rock Trap for Grease Pump-Needed to protect pump from large debris	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr. Capital plan for 2017.
Bio-solids Load Out Pipe Needed	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio-solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan for the facility in 2017.
Sludge Storage Capacity	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This Recommendation was included in the 5yr Capital Improvement Plan.(2019)

Operations

The daily average effluent BOD loading for the month of April was 7.15 lbs/day.

Short's Brewing Company continues to bring loads to the facility.

We completed the spring biosolids haul in April.

We met with TERRA and provided them with a scope of work so that they could bid on the ATAD cleaning project. We will meet with K&D in May. PCS has provided us with a bid for the ATAD cleaning project.

Maintenance

We repaired the heating system in the building that houses the membranes.

Other

Below is a table of Out-of-Scope projects CH2M recommends for the 2015/2016 fiscal year. The costs included in the table are rough estimates. We are or have developed a scope of work for each project, and will obtain competitive bids pertaining to that scope of work. When we have the bids in place we will present the Board of Public Works with the scope of work and related bids.

2016	Modify Fine Screens and Compactor	\$15,000
2016	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2016	ATAD Tank Cleaning and Inspection	\$40,000

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

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

PERMIT NUMBER: MI0027481
MONITORING POINT: 001A
Monitoring Period : 2015-04-01 To: 2015-04-30

DISTRICT: Cadillac
COUNTY: Grand Traverse

NO DISCHARGE FROM SITE: ()

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Flow PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	4.465	4.961	MGD	*****	*****	*****	*****	0	Daily	Report Total Daily Flow
	Permit Requirement	(report) Maximum Monthly Average	(report) Maximum Daily		*****	*****	*****		Daily	Report Total Daily Flow	
Total Suspended Solids PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	87	173	lbs/day	*****	2	5	mg/l	0	3X Weekly	24-Hr Composite
	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average		*****	30 Maximum Monthly Average	45 Maximum 7-Day Average		3X Weekly	24-Hr Composite	
Carbonaceous Biochemical Oxygen Demand (CBOD5) PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	79	82	lbs/day	*****	2	2	mg/l	0	3X Weekly	24-Hr Composite
	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average		*****	25 Maximum Monthly Average	40 Maximum 7-Day Average		3X Weekly	24-Hr Composite	
Total Phosphorus (as P) PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	13	*****	lbs/day	*****	0.4	*****	mg/l	0	3X Weekly	24-Hr Composite
	Permit Requirement	36 Maximum Monthly Average	*****		*****	0.5 Maximum Monthly Average	*****		3X Weekly	24-Hr Composite	
Total Copper PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	6.0	*****	ug/l	0	Quarterly	24-Hr Composite
	Permit Requirement	*****	*****		*****	(report) Maximum Monthly Average	*****		Quarterly	24-Hr Composite	
Total Mercury PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	0.50	*****	ng/l	0	Quarterly	Calculation
	Permit Requirement	*****	*****		*****	(report) Maximum Monthly Average	*****		Quarterly	Calculation	
Fecal Coliform PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	6	20	cts/100 ml	0	3X Weekly	Grab
	Permit Requirement	*****	*****		*****	*****	200 Max Monthly Geometric Mean		400 Max 7-Day Geometric Mean	3X Weekly	Grab
Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					Signature of Principal Executive Officer Or Authorized Agent		Telephone No	Date (MM/DD/YY)		
Mark Huggard/Operations Supervisor CH2M						Elizabeth Hart/Project Manager		231-922-4922	2015-05-13		

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

Page 1

Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)

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

PERMIT NUMBER: M10027481
MONITORING GROUP: 001A

DISTRICT: Cadillac
COUNTY: Grand Traverse

Monitoring Period : 2015-04-01 To: 2015-04-30

NO DISCHARGE FROM SITE: ()

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
pH PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****		7.1	*****	7.5		0	3X Weekly	Grab
	Permit Requirement	*****	*****	*****	6.0 Minimum Daily	*****	9.0 Maximum Daily	S.U.		3X Weekly	Grab
Dissolved Oxygen PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****		9.2	*****	*****		0	3X Weekly	Grab
	Permit Requirement	*****	*****	*****	4.0 Minimum Daily	*****	*****	mg/l		3X Weekly	Grab
CBOD5 Minimum % Removal PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****		98.8	*****	*****		0	Monthly	Calculation
	Permit Requirement	*****	*****	*****	85 Minimum Monthly % Removal	*****	*****	%		Monthly	Calculation
Total Suspended Solids Minimum % Removal PARAM CODE: 81011 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****		96.9	*****	*****		0	Monthly	Calculation
	Permit Requirement	*****	*****	*****	85 Minimum Monthly % Removal	*****	*****	%		Monthly	Calculation
Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations					Signature of Principal Executive Officer Or Authorized Agent		Telephone No	Date (MM/DD/YY)		
Mark Huggard/Operations Supervisor CH2M						Elizabeth Hart/Project Manager		231-922-4922	2015-05-13		

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

Traverse City Regional Wastewater Treatment Plant 2014-2015

APR-15

Year-to-date

	APR-15			Year-to-date		
	Total Budget	Actual	Total Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	15,018	7,994	7,024	180,210	154,383	25,827
CLIENT PLANT & EQUIP	9,583	13,752	-4,169	115,000	142,403	-27,403
DUES AND SUBSCRIPTIONS	66	0	66	788	660	128
EDUCATION, TRAINING, MEETINGS	650	299	351	7,802	6,711	1,091
ELECTRICITY	38,974	41,839	-2,865	467,690	500,901	-33,210
EMPLOYEE EXPENSE	786	2,151	-1,365	9,431	24,895	-15,464
INSURANCE	2,754	3,081	-327	33,044	34,998	-1,954
LABOR	74,354	77,034	-2,680	875,456	766,975	108,481
OPERATING EXPENSES	10,309	12,809	-2,500	108,066	122,937	-14,870
OUTSIDE SERVICES	917	2,517	-1,600	11,000	98,340	-87,340
SOLIDS HANDLING	570	46,049	-45,479	155,340	210,865	-55,525
SUPPLIES	917	250	667	27,906	40,430	-12,524
TRAVEL COSTS	1,460	1,466	-6	17,517	31,508	-13,991
UTILITIES-OPERATIONS	1,213	3,784	-2,571	14,550	17,063	-2,513
Total Cost	157,571	213,028	-55,457	2,023,802	2,153,068	-129,266
REPAIRS (included in the above)	9,583	14,005	-4,422	115,000	156,254	-41,254

Major Repair Expenses

- \$2,269.00 REPAIR DUCT WORK IN NORTH PRIMARY PIPE GALLERY
- \$1,812.00 REPAIR BACKPULSE LINE ON DISCHARGE END OF BACKPULSE PUMP #2 AND HYPO FEED LINE NEAR
- \$4,600.00 Scour Air Blower D Soft Start
- \$1,536.29 Permeate Pump #6 VFD

**Grand Traverse County Septage Facility 2014-2015
APR-15**

	APR-15			Year-to-date		
	Total Budget	Actual	Total Variance	Total Budget	Total Forecast	Total Variance
CHEMICALS	\$ 120.00	\$ -	\$ 120.00	\$ 1,440.00	\$ 2,004.00	\$ (564.00)
CLIENT PLANT & EQUIP	\$ 833.00	\$ -	\$ 833.00	\$ 10,000.00	\$ 14,320.30	\$ (4,320.30)
DUES AND SUBSCRIPTIONS	\$ 1.00	\$ -	\$ 1.00	\$ 7.00	\$ -	\$ 7.00
EDUCATION, TRAINING, MEETINGS	\$ 21.00	\$ -	\$ 21.00	\$ 250.00	\$ 41.00	\$ 209.00
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 66.00	\$ -	\$ 66.00	\$ 793.00	\$ 195.00	\$ 598.00
INSURANCE	\$ 277.00	\$ 116.63	\$ 160.37	\$ 3,324.00	\$ 2,124.71	\$ 1,199.29
LABOR	\$ 10,210.00	\$ 9,419.84	\$ 790.16	\$ 120,211.00	\$ 113,518.50	\$ 6,692.50
OPERATING EXPENSES	\$ 1,123.00	\$ 934.20	\$ 188.80	\$ 13,374.00	\$ 9,993.42	\$ 3,380.58
OUTSIDE SERVICES	\$ 2,167.00	\$ -	\$ 2,167.00	\$ 26,000.00	\$ 32,963.00	\$ (6,963.00)
SOLIDS HANDLING	\$ 2,525.00	\$ 509.19	\$ 2,015.81	\$ 30,300.00	\$ 29,922.00	\$ 378.00
SUPPLIES	\$ 17.00	\$ 209.88	\$ (192.88)	\$ 200.00	\$ 1,579.40	\$ (1,379.40)
TRAVEL COSTS	\$ 172.00	\$ -	\$ 172.00	\$ 2,068.00	\$ 727.00	\$ 1,341.00
UTILITIES-OPERATIONS	\$ 216.00	\$ -	\$ 216.00	\$ 2,588.00	\$ 1,690.00	\$ 898.00
Total Cost	\$ 17,748.00	\$ 11,189.74	\$ 6,558.26	\$ 210,555.00	\$ 209,078.33	\$ 1,476.67
REPAIRS (included in the above)	\$ 833.00	\$ -	\$ 833.00	\$ 10,000.00	\$ 14,320.30	\$ (4,320.30)

Township and City Loadings 2014-2015

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

BOD Loadings in pounds per day	Limit owned	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
	Blair	404	60	59	45	39	35	32	38	34	42	32	0
Garfield Twp	3624	2784	2973	3853	3258	2880	3230	3188	3153	3408	3119	0	0
Elmwood Twp	780	383	380	414	355	348	418	381	385	382	401	0	0
East Bay Twp	1309	536	592	1065	1337	317	785	676	599	724	732	0	0
Acme Twp	1557	431	507	431	344	274	273	291	353	322	346	0	0
Peninsula Twp	406	77	72	82	78	77	87	86	74	65	77	0	0
Septage	0	49	17	11	94	99	7	4	4	11	7	0	0
City	12120	5752	5244	3203	3845	5129	4159	3721	3598	3082	3105	0	0
Total		10071	9844	9104	9350	9158	8981	8385	8201	8035	7820	0	0

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

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

Average BOD Concentration	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
	Plant	259	258	233	228	230	224	219	203	200	210	0
Garf 1 Lift Station	231	208	262	248	246	311	283	265	280	273	0	0
Garf US 31 meter	311	366	500	382	296	359	338	336	300	317	0	0
Garf 6th St meter	188	247	214	292	200	287	242	235	218	342	0	0
Elmwood LS	252	258	278	213	183	259	230	231	206	227	0	0
East Bay LS	202	232	324	486	196	304	274	244	251	278	0	0
Bunker Hill	159	188	171	141	99	133	136	160	131	158	0	0
Acme	180	229	190	165	207	176	192	229	221	223	0	0
Peninsula LS	160	149	147	143	137	153	147	137	105	119	0	0

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

Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	
Septage	49	17	11	94	99	7	4	4	11	7	0	0

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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 1, 2015

DATE: MAY 28, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: PUBLIC COMMENT REQUEST – RICK BUCKHALTER

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

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

PH/bcm

copy: Rick Buckhalter, 932 Kelley Street

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

The City of Traverse City

Office of the City Clerk

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



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

RECEIVED

MAY 26 2015

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Please Print or Type

I, RICK BUCKHALTER, representing MYSELF,
pursuant to City Commission Rule 13 (see reverse side), request to be placed
under "Public Comment - Reserved" on the Agenda of the Regular Meeting
scheduled for Monday, JUNE 1, 2015.

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

I wish to address the Commission regarding the following matter:

THE ADU ORDINANCE

MAY 26, 2015

Date

933-5233

Daytime Phone

BUCKEVOO303@YAHOO.COM

E-mail

Rick Buckhalter

Signature

932 Kelley ST.

Address

TRAVERSE CITY, MI, 49686

City/Township

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

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

THE HOME RULE CITY ACT (EXCERPT)
Act 279 of 1909

117.22 Charter amendment; submission to governor, approval; re-consideration.

Sec. 22. Every amendment to a city charter whether passed pursuant to the provisions of this act or heretofore granted or passed by the state legislature for the government of such city, before its submission to the electors, and every charter before the final adjournment of the commission, shall be transmitted to the governor of the state. If he shall approve it, he shall sign it; if not, he shall return the charter to the commission and the amendment to the legislative body of the city, with his objections thereto, which shall be spread at large on the journal of the body receiving them, and if it be an amendment proposed by the legislative body, such body shall re-consider it, and if 2/3 of the members-elect agree to pass it, it shall be submitted to the electors. If it be an amendment proposed by initiatory petition, it shall be submitted to the electors notwithstanding such objections.

History: 1909, Act 279, Eff. Sept. 1, 1909; Am. 1913, Act 5, Imd. Eff. Mar. 11, 1913; CL 1915, 3325; CL 1929, 2258; CL 1948, 117.22.