



Notice

City Commission Regular Meeting

7:00 pm

Monday, June 15, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 06-11-2015

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

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

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

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk

(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Commissioner. Also, any interested person or group may address the City Commission on any matter of City concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the Commission.

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the City Commission meetings of May 28, 2015, and June 1, 2015. (Approval recommended) (Penny Hill, Benjamin Marentette)
- b. Consideration of declaring an off road vehicle surplus and authorizing a purchase order for its replacement, for use by the Parks and Recreation Division. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)

- c. Consideration of declaring two police patrol vehicles surplus and authorizing a purchase order for two replacement vehicles for use by the Police Department. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- d. Consideration of adopting a resolution approving the Redevelopment Ready Communities Program. (Adoption recommended) (Penny Hill, Russell Soyring)
- e. Consideration of authorizing a service order for road repair work following work by the Water/Sewer Maintenance Division. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- f. Consideration of approving the City's comprehensive liability and property insurance program for Fiscal Year 2015/2016. (Approval recommended) (Penny Hill, Benjamin Marentette) (5 affirmative votes required)
- g. Consideration of authorizing a change order to the contract for the 2015 West Front Street Reconstruction Project to increase the utility installation cost unit prices, with the costs to be reimbursed by the respective utilities. (Approval recommended) (Penny Hill, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of authorizing the letter of agreement with the Traverse City Film Festival for the 2015 event and authorizing the City Clerk to issue the related street closure and parks and public land use permits. (Approval recommended) (Penny Hill, Benjamin Marentette) (5 affirmative votes required)
- i. Consideration of authorizing a contract for the 2015 Pine Street Pedestrian Bridge and Overhead to Underground Conversion Project, with the project to be partially funded by TIF 97 and Traverse City Light and Power. (Approval recommended) (Penny Hill, Timothy Lodge) (5 affirmative votes required)

- j. Consideration of authorizing an agreement for the installation of wayfinding signs along the TART Trail and Boardman Lake Trail, with the cost of the signs to be paid for by TART and/or sponsors of the signs. (Approval recommended) (5 affirmative votes required) (Penny Hill)
- k. Consideration of authorizing an amendment to the consultant agreement for sewage flow monitoring in connection with the SAW Grant Asset Management Plan, with the cost to be reimbursed by the SAW Grant from the Michigan Department of Environmental Quality. (Approval recommended) (Penny Hill, Timothy Lodge) (5 affirmative votes required)
- l. Consideration of authorizing an amendment to the Lot S Lease Agreement (at 305 West Front Street) to reflect an increase in the number of public spaces available through reconfiguration of the lot, which increases the total monthly payment while maintaining the same per space price. (Approval recommended) (Penny Hill, Lauren Tribble-Laucht) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Public hearing regarding possible budget amendments for Fiscal Year 2014/2015 and consideration of approving the budget amendments. (Penny Hill, William Twietmeyer)
- b. Consideration of authorizing an agreement to accept a \$5,000 grant from Rotary Charities to develop a funding strategy for the Traverse City Public Pier Project. (Penny Hill, Russell Soyring) (5 affirmative votes required)

4. New Business

- a. Consideration of adopting the Community Garden Policy, which provides a framework for allowing city households to obtain a community garden plot in designated City parks, as recommended by the Parks and Recreation Commission. (Penny Hill, Dave Green)
- b. Consideration of authorizing three blanket purchase orders for chemicals for use at the Water Treatment Plant. (Approval recommended) (Penny Hill, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing an amendment to the parking system management agreement to increase the fee paid to the Downtown Development Authority for its management of the parking system and to require that the DDA adhere to the City's purchasing and contracting policies and procedures when procuring goods and services associated with the agreement. (Penny Hill, Rob Bacigalupi) (5 affirmative votes required)

5. Appointments

- a. Consideration of appointing an ad hoc committee to develop a framework for reviewing requests for allocations from the Brown Bridge Trust Parks Improvement Fund. (Penny Hill)

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 Traverse City Light and Power Board meeting of April 28, 2015.
 - 3. Minutes of the Act 345 Retirement System Board meeting of April 29, 2015.
 - 4. Certification by the City Treasurer/Finance Director of the City's contribution to the Act 345 Retirement System dated June 2, 2015.
- e. Reports and correspondence from non-City officials.
 - 1. Fractile Emergency Response Report from North Flight for May 2015.

7. Public Comment

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

8. Adjournment

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: MINUTES

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

- May 28, 2015 Special Meeting
- June 1, 2015 Regular Meeting

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

that the minutes of the May 28, 2015, Special Meeting, and June 1, 2015, Regular Meeting, be approved.

PH/slm

k:\tcclerk\city commission\minutes



Minutes of the
City Commission for the City of Traverse City
Special Meeting
May 28, 2015

A special meeting of the City Commission of the City of Traverse City was called to order at the Second Floor, Training Room, 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, 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 appointing Martin A. Colburn as City Manager effective as soon as possible; and consideration of authorizing the related Employment Agreement for City Manager with Mr. Colburn, as recommended by the City Commission Ad Hoc Committee on City Manager Contract Negotiations.

Moved by Howe, seconded by Easterday, that Martin A. Colburn be appointed City Manager for the City of Traverse City effective the date he subscribes to the Oath of Office; and that the Mayor and City Clerk execute an Employment Agreement for City Manager with Martin A. Colburn which specifies the terms and conditions of employment of Mr. Colburn as City Manager, with the agreement subject to approval as to its form by the City Attorney, with the agreement to contain a clause that the agreement is contingent upon satisfactory

completion of a psychological examination and a pre-employment background investigation.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney
Jamie Caroffino, Human Resources Generalist
Benjamin Marentette, City Clerk

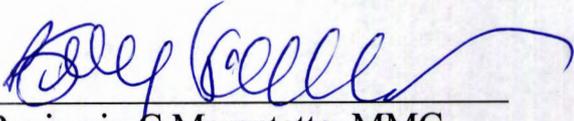
CARRIED unanimously.

2.

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

None.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 3:10 pm.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

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



Regular Meeting

June 1, 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 Michael Estes presided at the meeting

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

There being no objection, Mayor Michael Estes placed the item removed from the Consent Calendar to be considered in the agenda following the originally-scheduled Appointments items.

2. Consent Calendar

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

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

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

- i. the Resolution Adopting a Freedom of Information Act Policy, which supersedes the policy adopted October 2, 2006, and October 4, 2010, be adopted.
- j. 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.
- k. 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.
- l. a public hearing regarding year-end budget amendments for Fiscal Year 2014-2015 be scheduled for June 15, 2015.
- m. 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.
- n. Removed from the Consent Calendar.

CARRIED Unanimously.

3. Old Business

3(a).

Consideration of adopting a Resolution Adopting the Traverse City Capital Improvements Plan and Capital Project Fund for Fiscal Year 2015-2016.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Easterday, seconded by Howe, that the Resolution Adopting the City of Traverse City Fiscal Year 2015-2016 Capital Projects Fund, be adopted.

Steve Largent, Grand Traverse Conservation District, 1450 Cass Road – made general comments.

CARRIED unanimously.

3(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.

Moved by Werner, seconded by Richardson, 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.

The following addressed the Commission:

Penny Hill, Acting City Manager

Lauren Tribble-Laucht, City Attorney

Curt Peterson, 1356 Buchan Drive, Peninsula Township – made general comments

Brian Haas, 227 E. 10th Street – made general comments

Ty Schmidt, 841 Washington Street – expressed support

Ray Minervini, 830 Cottageview Drive – made general comments

John Kostrzewa, 503 Bloomfield Road – made general comments

Randy Smith, 6222 Bunker Hill, East Bay Township, VASA Ski Club President – expressed support

Rose Foley, 423 Fifth Street – expressed support
Jason Tank, 601 Sixth Street – made general comments
Meagan Warner-Alvarado, 607 N. Elmwood Avenue – expressed support
Paul Crowley, 415 West Eighth Street – made general comments
Jerry Stanek, 7461 South Center Highway, Bingham Township, Leelanau County – expressed support
Sany Blumenfeld, 11214 South West Bayshore Drive – expressed support
Deni Scrudato, 422 East State Street – made general comments
Nelson Asper, 1590 River Drive – expressed opposition
Rick Buckhalter, 932 Kelley Street – expressed opposition
Ryan Murray, 602 West 11th Street – expressed support
Liz Zimmerman, 2209 East Timberlane Drive – expressed support
Don Stellan, 510 West Seventh Street – made general comments
John Wicksall, 1775 Randolph Street, Garfield Township – made general comments
Zack Parron, 4074 Central Park Drive, Green Lake Township – made general comments
Eileen Canter, 1615 Randolph Street, Garfield Township – made general comments
Marc Hamlin, 9183 South Lucille Street, Elmwood Township, Leelanau County – made general comments

Roll Call:

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

No – Budros, Estes.

CARRIED.

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

4. New Business

4(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.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director

No action was taken.

5. Appointments

5(a).

Consideration of appointment of one member to the Historic Districts Commission.

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

CARRIED unanimously.

5(b).

Consideration of approving the Mayor's appointments to the Local Officers Compensation Commission.

Moved by Werner, seconded by Budros, 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 on the Local Officers Compensation Commission, be approved.

CARRIED unanimously.

Item removed from the Consent Calendar

a.

Consideration of adopting a resolution approving the amended Traverse City Place Brownfield Plan to include environmental clean-up costs.

The following addressed the Commission:

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

Moved by Richardson, seconded by Howe, 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.

Rick Buckhalter, 932 Kelley Street

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 Deputy City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the 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

The following addressed the Commission:

1. Reserved.

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

2. General.

None.

3. Mayor and City Commissioners.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:20 pm.



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 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: OFF ROAD VEHICLE REPLACEMENT PURCHASE

Attached are memos from Dave Green, DPS Director, and Dave Courtad, Garage Superintendent, regarding the approval to declare one (1) 2002 Bombardier Traxtor, #146 surplus, and to approve the purchase of one (1) AWD 2015 Polaris Ranger XP 900 EPS off road vehicle for use by the Parks Division.

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

that the Acting City Manager be authorized to declare one (1) 2002 Bombardier Traxtor, #146, surplus so that it may be sold at auction, and that the Acting City Manager be authorized to issue a purchase order to Classic Motor Sports, Inc. in the amount of \$15,297.00 for the purchase of an AWD 2015 Polaris Ranger XP 900 EPS off road vehicle with funds available in the Garage Fund for this scheduled purchase.

PH/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

K:\TCCLERK\City Commission\Purchase Orders\Classic Motor Sports ORV_20150615

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director *DSG*
DATE: June 5, 2015
SUBJECT: 2014/2015 Equipment Replacement

Bids were solicited for and received on a replacement side by side AWD ORV (off road vehicle) to be used by our Parks Division employees mainly up at Hickory Hills in order to navigate around the hills and terrain while doing the necessary maintenance and required preparation tasks for each season of activity on the hills. Two bids were opened with the following results:

- Classic Motor Sports, Inc. Traverse City \$15,297.00
- Technology International, Inc. Lake Mary, Fla. \$14,905.00

In the attached memo from Dave Courtad, Garage Superintendent he explains that he thinks it would be in the City's best interest to not go with the low bid but instead pay the additional \$392.00 to Classic Motor Sports of Traverse City for the ORV in lieu of a company out of Florida so that warranty service issues may be avoided. I concur with Dave on this and would prefer to go with a local dealer.

Please request City Commission approval to issue a purchase order to Classic Motor Sports, Inc. of Traverse City in the amount of \$15,297.00 for the purchase of an AWD 2015 Polaris Ranger XP 900 EPS off road vehicle with said funds available for this scheduled purchase in the Garage Fund.

Also, please request that the City Commission declare our 2002 Bombardier Traxtor, # 146, surplus so that it may be sold at auction.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: June 4, 2015

SUBJECT: Equipment purchase

Bids were solicited to purchase and deliver an AWD side by side seating Off Road Vehicle to be used by Hickory Hills.

The following bids were received:

- 1: Classic Motor Sports of Traverse City Mi.: \$15297.00**
- 2: Technology International, Inc. of Lake Mary, Fl.: \$14905.00**

The bid difference is \$392.00 and I would strongly recommend that we go with Classic Motor Sports of Traverse City, Mi. since it is a local company and we may require service and/or a Warranty dealer.

Would you please request of the City Commission permission to issue a purchase order to Classic Motor Sports of Traverse City, Mi. in the amount of \$15297.00.00 to purchase a 2015 Polaris Ranger XP 900 EPS and to request that #146 a 2002 Bombardier Traxter be deemed surplus.

This is a planned purchase and funds are available in the Garage Fund.

A handwritten signature in black ink, appearing to be "Dave Courtad".

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2014-15 Vehicle Replacement Schedule

Department	Vehicle Description	Estimated Replacement Costs
Police	2008 Ford Crown Vic.	\$ 26,500
Police	Ford Crown Vic. Patrol Vehicle	26,500
Police	Harley Davidson Patrol	20,000
Police	Harley Davidson Patrol	20,000
Hickory/Marina	Ford Ranger	28,000
Street	Ford F450 Dump	60,000
Park	Chevrolet S10 Pick up	27,500
Street	Chevrolet C&C W/util. Body	65,000
Park	Chevy Van	75,000
Water Dist.	Ford C&CF250	32,000
Park	F350 Dump	55,000
Street	Ford L9000 Plow/Dump	210,000
Park	Dakota Pickup	27,500
Street	F350 Dump Wplow	60,000
Street	Komatsu WA 200-6 2Yd. Loader	168,000
Street	Komatsu WA 200-6 2Yd. Loader	168,000
#146 Park	Bomardier Traxter (Hickory)	13,000
Street	Holder C9700	176,000
Street	Caterpuillar 950H 4 Yard Loader	260,000
TCPS	John Deere 445	40,000
Street	Western Star 4700 Dump, U. Body, Plow	275,000
Street	Solartech Flashing Arrow	10,000
Water Dist.	Sullivan Air Compressor	25,000
Park	Bean 2020 Sprayer	6,000
Street	Swensen Sander Body	20,000
Street	Swensen Sander Body	25,000
Street	Holder 50" Snow Blower	7,500
Street	Holder 50" Snow Blower	7,500
Street	Holder 50" Snow Blower	7,500
Park	Holder Broom	7,500
Street	Holder Flail Mower	8,000
Park	Holder Flail Mower	8,000
Street	Holder Broom	8,000
Street	Wasau Front Plow	9,000
Street	Gledhill Front End Plow	9,000
Street	Asphalt Recycler	200,000
Estimated Total Replacement Cost		\$ 2,191,000



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: FLEET VEHICLE REPLACEMENT

Attached are memos from Dave Green, DPS Director, and Dave Courtad, Garage Superintendent, regarding the approval to declare two (2) 2010 Crown Victorias, #9 and #16, surplus, and to approve a purchase order for two (2) 2016 Ford Police Interceptors with patrol packages for use by the Police Department.

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

that the Acting City Manager be authorized to declare two (2) 2010 Crown Victorias, #9 and #16, surplus, and that the Acting City Manager be authorized to issue a purchase order to Signature Ford in the amount of \$51,162.00 for the purchase of two (2) 2016 Ford Police Interceptors with patrol packages, with funds available in the Garage Fund for these planned replacements.

PH/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

K:\TCCLERK\City Commission\Purchase Orders\Signature Ford 2 police interceptors_20150615.doc

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director 
DATE: June 5, 2015
SUBJECT: 2014/2015 Scheduled Fleet Vehicle Replacement

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase two 2016 Ford Police Interceptors for the Police Department.

A couple points of interest on these vehicles that you should be aware of. First we requested bids on the Ford interceptors in lieu of the Dodge Chargers. We had two reasons for the switch; the Police Department found the Chargers very uncomfortable to drive as well as having a small back seat which made it hard to place riders in. Second, our mechanics constantly needed to perform unexpected repairs and/or we were sending the cars out for warranty repairs leaving us short patrol cars. The Chargers are not well liked. We talked to a couple of other police departments that have the Fords, including the Leelanau County Sheriff's Department and all said they haven't had any real issues mechanically and the users like how they drive.

The other operating change we are making on these vehicles is extending the service life calculation. We feel that by continuing a strong emphasis on preventative maintenance as well as increasing user education and precautions we can extend the life of our patrol vehicles from five to six years and therefore save the department money over the long term.

Although we advertised and sent e mail notifications out to prospective bidders only one bid was received from Signature Ford of Owosso. However, we are comfortable with the numbers as they are lower than the budgeted amount and well within the market range.

Please request that the City Commission declare two Crown Victoria's, # 9 and # 16 surplus and approve a purchase order in the amount of \$51,162.00 to Signature Ford for the purchase of two 2016 Ford Police Interceptors with patrol packages with funds available in the Garage Fund for these planned replacements.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: June 4, 2015

SUBJECT: Equipment purchase

Bids were solicited to purchase and deliver (2) two Police Interceptors for the Police Department to be used as Patrol cars, these two vehicles will replace the current #9 and #16 Patrol cars.

Only (1) one bid was submitted and that bid was submitted by Signature Ford of Owosso, Mi. in the amount of \$25,581.00 each.

Would you please request of the City Commission permission to issue a purchase order to Signature Ford of Owosso, Mi. in the amount of \$51,162.00 to purchase (2) two 2016 Ford Interceptor vehicles, and also to request that #9 and #16 both 2010 Ford Crown Victoria patrol cars be deemed surplus.

This is a planned purchase and funds are available in the Garage Fund.

A handwritten signature in black ink, appearing to be 'D. Courtad'.

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2014-15 Vehicle Replacement Schedule

Department	Vehicle Description	Estimated Replacement Costs
#9 Police	2008 Ford Crown Vic.	\$ 26,500
#16 Police	Ford Crown Vic. Patrol Vehicle	26,500
Police	Harley Davidson Patrol	20,000
Police	Harley Davidson Patrol	20,000
Hickory/Marina	Ford Ranger	28,000
Street	Ford F450 Dump	60,000
Park	Chevrolet S10 Pick up	27,500
Street	Chevrolet C&C W/util.Body	65,000
Park	Chevy Van	75,000
Water Dist.	Ford C&CF250	32,000
Park	F350 Dump	55,000
Street	Ford L9000 Plow/Dump	210,000
Park	Dakota Pickup	27,500
Street	F350 Dump Wplow	60,000
Street	Komatsu WA 200-6 2Yd. Loader	168,000
Street	Komatsu WA 200-6 2Yd. Loader	168,000
Park	Bomardier Traxter (Hickory)	13,000
Street	Holder C9700	176,000
Street	Caterpuillar 950H 4 Yard Loader	260,000
TCPS	John Deere 445	40,000
Street	Western Star 4700 Dump,U.Body,Plow	275,000
Street	Solartech Flashing Arrow	10,000
Water Dist.	Sullivan Air Compressor	25,000
Park	Bean 2020 Sprayer	6,000
Street	Swensen Sander Body	20,000
Street	Swensen Sander Body	25,000
Street	Holder 50" Snow Blower	7,500
Street	Holder 50" Snow Blower	7,500
Street	Holder 50" Snow Blower	7,500
Park	Holder Broom	7,500
Street	Holder Flail Mower	8,000
Park	Holder Flail Mower	8,000
Street	Holder Broom	8,000
Street	Wasau Front Plow	9,000
Street	Gledhill Front End Plow	9,000
Street	Asphalt Recycler	200,000
Estimated Total Replacement Cost		\$ 2,191,000



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: RESOLUTION TO PROCEED WITH THE REDEVELOPMENT
READY COMMUNITY PROGRAM

Attached is a memo from City Planning Director Russell Soyring requesting the adoption of a resolution authorizing the implementation of recommendations from the Michigan Economic Development Corporation in effort to obtain Redevelopment Ready Community Certification. As you may recall, at the May 11th Study Session the Michigan Economic Development Corporation gave a presentation on its findings for the City and noted that the City is not far from obtaining certification.

To continue on the path of certification, the next step is to adopt a resolution indicating its support to proceed with the program.

I recommend the following motion:

that the Resolution Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation, be adopted.

PH/kes

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copy: Russell Soyring, City Planning Director

The City of Traverse City

Planning Department

Governmental Center
400 Boardman Ave
Traverse City MI 49684
(231) 922-4778
www.traversecitymi.gov



To: Penny Hill, Acting City Manager
From: Russ Soyring, City Planning Director *RSoyring*
Subject: Resolution to Proceed with the Redevelopment Ready Community Program
Date: May 27, 2015

In March 2014 Traverse City was selected to participate in the State of Michigan's Redevelopment Ready Communities program (RRC). Certification as a Redevelopment Ready Community indicates the community has taken steps to be development ready and competitive in today's economy. The State of Michigan also will assist communities that are RRC certified with technical assistance and will help to market three properties ready for redevelopment.

On May 11, 2015 the Michigan Economic Development Corporation presented a "Report of Findings at the City Commission meeting. The report indicates the City of Traverse City scored in the top tier of communities and is not far from achieving RRC Certification. There are however, several areas where the City falls short in terms of best practices because either additional action is needed or the best practice component is either not present or outdated.

To continue on the path of certification, the next step is for the City Commission to approve the attached resolution that indicates its support of proceeding with the RRC program with the goal of taking the necessary steps to meet the RRC best practices. Once Traverse City has met all the best practice criteria, the City will be a certified Redevelopment Ready Community.



**RESOLUTION AUTHORIZING THE IMPLEMENTATION OF
RECOMMENDATIONS NECESSARY TO RECEIVE REDEVELOPMENT READY
COMMUNITIES CERTIFICATION FROM THE MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION (MEDC)**

- Because, the City of Traverse City has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings dated March 15, 2015; and
- Because, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Traverse City desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and
- Because, the City of Traverse City is currently updating its Master Plan and will utilize recommendations and technical assistance to ensure that development readiness is appropriately addressed in that document; and
- Because, the program includes evaluating the strong partnerships with city boards and commissions related to development including the City Commission, City Planning Commission, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals and Downtown Development Authority; and
- Because, after review of the Redevelopment Ready Community Assessment Report, the City of Traverse City is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and
- Because, certain recommendations have and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification; therefore, be it

RESOLVED, that the City of Traverse City, through its City Commission authorizes the implementation of recommendations made by MEDC and that are necessary to receive Redevelopment Ready Communities Certification from MEDC.

I hereby certify that the above resolution was adopted by the Traverse City City Commission at its Regular Meeting held on June 15, 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 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: 2015 STREET REPAIR MATERIALS

Attached are memos from Dave Green, DPS Director, and Justin Roy, Water/Wastewater Maintenance Superintendent, outlining the bids received for the Street Repair Materials for the Water/Wastewater Maintenance Division, and requesting an agreement for street repairs on an as-needed basis.

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

that the City Commission approve of a blanket purchase/service order for asphalt surface repair, on an as-needed basis, in an amount not to exceed \$40,000.00 to Great Lakes Striping and Sealing for fiscal year 2014/2015, with an option for renewals for up to two additional years, in one-year increments, with funds available in the Water and Sewer Maintenance Funds.

PH/jd

cc: Dave Green, DPS Director

Justin Roy, Water/Wastewater Superintendent

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Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager
FROM: Dave Green, DPS Director 
DATE: June 8, 2015
SUBJECT: 2015 Blanket Purchase Order for Street Repair Materials

Attached is a memorandum from Justin Roy, Water/Wastewater Maintenance Superintendent, explaining his request for a blanket purchase order required for the asphalt street repairs needed after his staff installs water services, repairs water and/or sanitary sewer main breaks or performs any maintenance type activities under asphalt roadways. This is on an as needed basis and will be monitored by staff. It allows rapid repairs to be scheduled and also does not take away from Street Division maintenance time activities. We have been using this repair alternative for the last nine or ten years and have found it to be effective and efficient.

Although we used standard bidding procedures, both on line and Record Eagle advertising, we only received one bid from Great Lakes Striping and Sealing. Justin and I both agree the bid is fair and the staff at Great Lakes have been good to work with over the last three year contract.

Therefore, please request City Commission approval of a blanket purchase/service order for asphalt surface repair in an amount not to exceed \$40,000.00 to Great Lakes Striping and Sealing funds available in the Water and Sewer Maintenance Funds.



**CITY OF TRAVERSE CITY
WATER/WASTEWATER MAINTENANCE**

TO: DAVE GREEN, DPS DIRECTOR
FROM: JUSTIN ROY, WATER/WASTEWATER MAINTENANCE SUPERINTENDENT *JR*
SUBJECT: WATER & SEWER MAINTENANCE STREET REPAIR BIDS
DATE: 6/8/2015
CC:

We recently solicited bids for asphalt street repairs on an as needed basis for fiscal year 2015-2016, with the option to extend 2 additional years.

We received one bid. The bid is from Great Lakes Striping and Sealing.

Great Lakes Striping and sealing has done exceptional work for the city for the past several years and they have always made the requested repairs in a timely manner.

Please request City Commission approval to award a contract to Great Lakes Striping and Sealing, Inc. in the amount of \$40,000, with funds available in the Water & Wastewater Maintenance budgets.



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: FISCAL YEAR 2015-2016 INSURANCE PROGRAM

Attached is a memo from City Clerk Benjamin Marentette outlining and recommending the City's Fiscal Year 2015-2016 General Insurance Program. The City Clerk has worked closely with our carrier, and other city departments, to negotiate a premium that is a .002% increase, which is impressive given the extensive nature of the insurance program.

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

that the 2015-2016 General Insurance Program, as outlined in the City Clerk's June 9, 2015, communication be approved; and that the City Manager be authorized to approve payment for the Program in the total amount of \$344,577, plus \$6,470.83 for underground storage tank liability, with funds available in the various funds and departmental budgets.

PH/bcm

K:\tcclerk\city commission\insurance\2015 2016 program

copy: Connie Monson, Account Executive, Michigan Municipal League
Liability and Property Pool – connie.monson@meadowbrook.com
Department Heads
Karla Myers-Beman, Traverse City Light and Power Controller

Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager

COPY: Lauren Tribble-Laucht, City Attorney
Department Heads
Karla Myers-Beman, Traverse City Light and Power Controller

FROM: Benjamin Marentette, City Clerk *BM*

DATE: Tuesday, June 9, 2015

SUBJECT: GENERAL INSURANCE PROGRAM – FISCAL YEAR 2015-2016

Brief summary and recommendation:

The city has been insured by the Michigan Municipal League Liability and Property Pool since joining in 1986. The Insurance Pool is governed by a Board of Directors elected by the member municipalities.

I recommend the City Commission authorize the city's insurance program for Fiscal Year 2015-2016 as outlined below. The City's total premium, excluding pollution liability, which I address below, will be \$344,577, an increase of 0.02% (\$997) from our total premium of \$343,580 paid this fiscal year, following renewal discussions and an adjustment in how our automobile premiums are addressed.

Upon renewal, the city will receive a dividend of \$47,324. This will essentially bring the city's premium to \$297,253, excluding pollution liability. Our premium five years ago was \$362,010, or approximately \$51,000 more than the quoted premium for the upcoming fiscal year, when including our pollution liability coverage premium amortized over five years. We have achieved such favorable renewal premiums for reasons I articulate later in this communication.

The City purchased a 5-year pollution liability policy in 2014, which expires June 30, 2019. The premium for the five-year policy, which was paid last fiscal year, was \$72,000, or \$14,400 per fiscal year.

The comprehensive insurance program I recommend does not include sewer backup coverage for reasons I explain later.

Overview:

The City secures a comprehensive, complex, and highly-specialized insurance program to cover

its broad operations. Generally speaking, this coverage is for:

- General Liability (\$5 million per occurrence – no aggregate, no deductible) Includes 41 additional insureds we add on to our policy as required by agreements, easements, etc.
- Police Professional Liability (\$5 million per occurrence – no aggregate; no deductible)
- Public Officials Liability (Errors & Omissions coverage for elected and appointed officials and city employees - \$5 million per occurrence – no aggregate; no deductible)
- Automobile Liability (\$5 million per occurrence – no aggregate; no deductible)
- Employee Benefit Liability (\$1 million per occurrence – no aggregate; no deductible)
- Automobile Coverage (145 vehicles, actual cash value - \$1,000 collision deductible; \$500 comprehensive deductible/occurrence – no aggregate limit – full replacement coverage for fleet)

For the above coverage forms, our insurance policy will pay a maximum of \$5 million for a given occurrence – there is no limit on the number of occurrences that could be paid under the policy.

- City property coverage (generally think buildings, parks improvements, lift stations, etc.; 79 locations; \$142.8 million total blanket coverage - \$5,000 deductible/claim)
- Additional specialized property coverage, such as computer equipment, fire department equipment, “contractors equipment” (such as tools), fine arts, extra expenses (for costs associated with establishing and maintaining a temporary administrative operation) – a total of \$17.5 million in coverage – deductible varies – maximum deductible is \$5,000
- Crime and Bond Coverage - \$100,000 limit per coverage area, such as employee dishonesty, securities, etc.; \$250,000 bond on City Treasurer/Finance Director; \$100,000 on Deputy City Treasurer and each customer service representative.

Pollution Liability

Last year, the city purchased a 5-year pollution liability policy which expires June 30, 2019 for \$72,000 for the full five years, or approximately \$14,500 per year. Generally speaking, this affords the following coverage:

- Site pollution liability – for all city, and Traverse City Light and Power-owned facilities – including illegal dumping on our properties
- Off-site environmental/pollution conditions caused by us (such as improper releases/discharges/treatment/failure of the Wastewater Treatment Plant)

- Off-site actions of vendors hired by us, which ruptures sewer lines, etc.
- Significant stormwater runoff
- Operational activities of city staff off city property – for cargo they transport, such as vacuumed sewage within Vector trucks; hauling of chemicals; spillage of automobile fuel

This coverage provides \$5 million in total coverage over the five-year period. The majority of the premium is paid by utility funds (Light and Power, Water and Sewer).

Underground Storage Tank Liability:

Our carrier has assisted me in securing underground storage tank liability coverage through a reinsurer. Ultimately, I recommend we purchase Underground Storage Tank Liability coverage through AmWins for \$6,470.83. This policy will provide \$1 million per occurrence (with a \$2 million aggregate) for liability associated with the City's three underground storage tanks, with \$250,000 in maximum defense coverage.

Rate analysis:

The premium for the upcoming fiscal year represents an approximate 0.02% increase over the current fiscal year; the City's total premium for this upcoming fiscal year is approximately \$51,000 less than it was five years ago.

Five-year history of premiums:

Fiscal Year:	Total Premium:
2010-2011	\$362,010 ^{1, 2}
2011-2012	\$361,030 ^{1, 2}
2012-2013	\$315,968 ^{1, 2}
2013-2014	\$320,182 ^{1, 2}
2014-2015	\$343,580 ^{1, 2}

The reason our premium is significantly lower than it was five years ago are attributable to these factors:

- 1.) Removal of sewer backup coverage
- 2.) Our overall loss history – which is a credit to city management and staff
- 3.) Three years ago, this office worked with our insurance carrier and city departments to conduct a risk management and general operations discussion with each department. The city's professional risk management and general operation efforts, including our contracting process and contract provisions go far in insulating the city from liability – reducing the risk exposure to our insurance carrier.

¹Total premium includes the five-year premium for Pollution Liability paid in 2009-2010, which is amortized over five-years, beginning in 2009-2010, when the Pollution Liability Policy went into effect, for a total of \$69,927.

² Beginning in 2010-2011, the City began receiving an annual dividend, averaging \$50,000 per year.

- 4.) This office, in cooperation with city departments, is advanced in our insurance monitoring efforts with respect to coverage we require of others and the audits we conduct to ensure coverage is properly in place (approximately \$1 billion annually.) Again, this results in less exposure to the pool and further insulates the city from financial loss.

Premium allocation by coverage type – excluding 5-year Pollution Liability:

Coverage Form:	Premium:
General Liability	\$109,151
Police Professional Liability	\$ 24,640
Public Officials Liability/Errors and Omissions	\$ 66,033
Auto Coverage, including Auto Liability	\$ 53,956
Coverage of City's Property	\$ 83,683
Crime and Bonds	\$ 250
Inland Marine	\$ 6,864
Total	\$344,577¹

Rate comparison:

The city has continued to expand its insurance program to evolve as the city's operations have evolved.

Three years ago, I conducted an extensive comparison of insurance coverage and interviewed municipalities to determine an adequate rate comparison. Because of the tremendously-broad spectrum of operations, which differ from one municipality to the next, it is difficult to compare with just one or two municipalities.

However, to bring equity in comparison, I used State Equalized Value or SEV, the total assessed value for property within a municipality, as a primary indicator of overall operational complexity and activity. This generally correlates well with the insurance program a given municipality requires. I also used factors such as equipment coverage amounts, municipally-owned and covered property and special endorsements such as marinas, ski hills, electric utilities, etc. Other factors with respect to given policies were also examined.

With respect to SEV as a factor in determining comparison, the city's SEV at the time of comparison was \$969 million; of all comparables, the average SEV was \$1.05 billion, using an SEV range of \$619 million to \$2.2 billion.

The average premium was \$503,012. This year, the city's premium is \$344,577; or \$297,253, when deducting the \$47,324 dividend we will receive upon renewal. There is a dramatic difference between the extensive insurance program and premiums charged by our insurance carrier and others – the dramatic difference is substantially in the city's favor.

¹ Effective premium is \$295,896 (after dividend); excludes pollution liability premium, which is amortized over a 5-year period at \$14,400 annually, largely spread among utilities

If we use only those comparables which are less in SEV than the City, the average premium is \$431,182.

Sewer backup coverage not recommended:

\$100,000 in sewer backup coverage is offered to the city at a premium cost of \$15,023. This is based on the city's six-year loss/claims/payment history, which is \$15,536, or \$2,589 per year.

For the past few years, the city has self-insured this coverage because the maximum we may obtain is \$100,000 (no reinsurance is available). While we average \$2,589 per year and there could always be a substantial loss, given the fact that the premium for \$100,000 in coverage is \$15,536. Based on the City's governmental immunity with respect to sewer backups, our claims history and our response times to sewer backup events which protect our governmental immunity, I recommend we opt out of purchasing this coverage.

Even without purchasing this coverage, our carrier provides administrative claim analysis services, assisting my office in our handling of these claims. This is a value-added benefit of our membership.

Insurance-provided defense included with insurance program:

With the exception of sewer backup lawsuits, when a suit is filed against the city and financial consideration is being sought, our carrier provides specialized defense attorneys to defend the City against the claim; and the City Attorney works in collaboration with the insurance-provided defense. The cost of defense, which in some cases is substantial, is not deducted from the coverage limit.

I recommend that the City Commission approve the 2015-2016 General Insurance Program, including purchase of a 5-year pollution liability policy, in the amount of \$344,577, with Traverse City Light and Power to reimburse the city for its proportionate share of premium for the pollution liability policy, plus \$6,470.83 for a separate underground storage tank liability policy.

As always, please contact me with any questions.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: CHANGE ORDER – 2015 WEST FRONT STREET
RECONSTRUCTION PROJECT

Attached is a memo from City Engineer Timothy Lodge, recommending a change order to the contract for the 2015 West Front Street Reconstruction Project to correct the unit price for conduit work. As explained by Mr. Lodge, the costs associated with conduit work will be reimbursed by the respective utility companies who have concurred with the increased price.

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

that the Mayor and City Clerk execute a unit prices change order to the contract with Crawford Contracting, (originally authorized April 6, 2015), for the 2015 West Front Street Reconstruction Project to correct the unit price for conduit work, such change order subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with the costs to be reimbursed by the respective utility companies.

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
FROM: Timothy J. Lodge, City Engineer *T. Lodge*
DATE: June 8, 2015
SUBJECT: 2015 West Front Street Reconstruction Project

When the project construction contract was awarded in April it included costs for installing utility conduits for AT & T and Charter Communications with reimbursement from each of these utility companies respectively. In processing the work for payment we noticed that the unit price in the bid was inconsistent with the unit cost for other conduit work. After exploring this issue further we concluded that the unit cost should correctly be \$6.80 per foot instead of the \$1.10 per foot in the bid form. We discussed this issue with each of the utility companies and they concur. Thus we are requesting a change order be authorized by the appropriate City officials reflecting the changing the unit price from \$1.10 to \$6.80 per foot with the cost to be reimbursed by the respective utility company.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: 2015 TRAVERSE CITY FILM FESTIVAL

Attached is a memo from City Clerk Benjamin Marentette recommending the City Commission authorize the letter of agreement for the 2015 Traverse City Film Festival and authorize the City Clerk to issue the related Street Use and Park and Public Land Use Permits.

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

that the Mayor and City Clerk execute the letter of agreement with the Traverse City Film Festival outlining the scope of the 2015 Traverse City Film Festival, including use of City personnel and City facilities, such agreement subject to approval as to its substance by the Acting City Manager; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

PH/bcm

K:\tcclerk\city commission\special events\film festival 2015

copy: Deb Lake, Traverse City Film Festival Executive Director
Department heads

Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager

COPY: Department Heads
Katie Stroven, Deputy City Clerk

FROM: Benjamin Marentette, City Clerk

DATE: Wednesday, June 10, 2015

SUBJECT: 2015 TRAVERSE CITY FILM FESTIVAL

A handwritten signature in blue ink, likely belonging to Benjamin Marentette, the City Clerk.

Attached is the proposed agreement for the 2015 Traverse City Film Festival.

The following are key highlights:

1. A Founder's Brunch on the patio at the River in Clinch Park; Sunday, July 26, from 11 a.m. to 1 p.m. – food with cocktails
2. City of Riesling Evening Reception in Clinch Park; Sunday, July 26, from 7 p.m. until midnight – music, food and cocktails
3. Cinema Salon and outdoor discussion panels in Clinch Park; Wednesday, July 29, through Sunday, August 2
4. Opening Night Party on the 200 block of Front Street; Tuesday, July 28, 8:30 p.m. to 12:30 a.m. – this portion of the street will be closed beginning at 5 p.m.
5. Filmmaker Party in Century 21 Northland Parking Lot at State and Park Streets; 8:30 p.m. until 12:30 a.m. – Park Street between Front and State Streets will be closed from 5 p.m to 12:30 a.m. Music will be kept to reasonable volume, as in past years and conclude at midnight
6. Movies on a Boat, Tuesday, July 28, through Sunday, August 2 – passengers loaded from gas dock at 9 p.m., for movies on a boat excursion, passengers will be returned to the dock once the films have concluded, around midnight. This year there will be two boats – Tall Ship Manitou and The Nauticat.
7. New event – Chalk & Chocolate – Saturday, August 1, in Clinch Park, with artists creating sidewalk art on the TART Trail, with cash prizes and chocolate vendors. A slight detour of the trail is required in the morning until 4 p.m. on the day of the event because artists will be making their chalk art on the trail (see attached map, developed with TART Trails).

We have met with representatives of the Film Festival to review debrief items from last year to

Memorandum

The City of Traverse City



ensure they are addressed, and appropriate coordination on a host of fronts is taking place, of course. Additional waste removal requirements have been added into the agreement as we have identified specifically that excess trash has accumulated at the entrances to the Opera House and the State Theatre and the Film Festival is committed to ensuring that is handled.

Additionally, in 2013, the Film Festival invested in equipment to 'localize' the sound from the free movies at the Open Space – that was a fantastic improvement; and we received no noise complaints regarding the movies at the Open Space.

There will continue to be logistics that need to be worked out with Film Festival representatives; and as always, those logistics will continue to be refined up to and during the event, as communication is ongoing.

I recommend the City Commission approve the attached letter of agreement and authorize our office to issue the related permits.

As always, please let me know if you would like to discuss.

Traverse City Film Festival 2015

2015 FESTIVAL PLANS
Eleventh Annual Festival: July 28 – August 2, 2015

EXECUTIVE SUMMARY

Plans for the 2015 festival are substantively the same as the previous year. New items and notes of interest, as of this writing:

1. We plan to return the annual Founders Party to the patio at **The River** in Clinch Park from 11 am to 1 pm on Sunday, July 26. Brunch cocktails will be served along with food; we will fence the area and obtain the appropriate licensing, bonds, and insurance. The River would not be able to serve concessions during the day due to the party.
2. Later that night, we'd like to co-host a City of Riesling Evening Reception in Clinch Park at The River with the event with music, food, and drink from 7 pm until midnight. We will fence the area and handle alcohol and licensing as we do for other festival parties. The footprint will be the same as the morning's Founders Brunch. Due to these two events in the morning and evening of Sunday, July 27, The River would not be able to serve concessions during the day. Concessions would operate normally for the rest of the week. We have coordinated the requests for these two events with The River operator Mike Sutherland.
2. From Wednesday, July 29 through Sunday, August 2, we would again like to hold Cinema Salon sessions, outdoor panels, and music performances throughout the day and early evening on the patio at The River. This **panel and music venue** consolidates our footprint in Clinch Park. Concessions at The River will operate as normal throughout the festival dates. Temporary electric for this venue will again be coordinated with Parks and Rec and Windemueller Electric.
3. The **Opening Night Party** will be held on the 200 block of Front Street from 8:30 pm – 12:30 am on Tuesday, July 28. We will need to close Front Street beginning at 5 pm and will reopen it asap after the party concludes.
4. The **Filmmaker Party** will again be held on Saturday, August 1 in the Century 21 Northland parking lot at State and Park Streets from 8:30 until 12:30 pm (no music and no alcohol will be served after 12 midnight, last call at 11:30 pm). Due to capacity issues, we'd again like the party to expand out onto Park Street. We will request a **street closure of Park St. between State St. and E. Front St.** during the party. We would close the street at 5 pm to begin set up

for the party, and reopen it after the party, after midnight. We will work with the Park Place to provide signage and volunteers to direct Park Place patrons on a one-block detour to the hotel.

5. **Open Space movies** will be held Tuesday, July 28 – Sunday, August 2, with a sound test on Saturday, July 25, and a full run through test/sneak preview on Sunday, July 26 or Monday, July 27, weather dependent.
6. The **Closing Night Bash** will return to Open Space prior to the evening film on Sunday, August 2 – the party will be free and open to the public, will consist of additional free and fun activities for families. Alcohol will not be involved in any Open Space activities. The party runs from 7 pm until the movie begins at 9:30 pm.
7. **Official TCFB Buskers** will again perform at the Jay P. Smith Walkway and along venue lines prior to film screenings. The buskers will be wearing signage, denoting their official TCFB Busker status, during the festival, July 28-August 2.
8. **Movies on a Boat** will be expanded to two boats this year: the Tall Ship Manitou and The Nauticat. We will coordinate with the Harbor Master for permission to again use the gas dock beginning at 9 pm, Tuesday, July 28 through Sunday, August 2, to load passengers for Movies on a Boat. Passengers will be dropped back at the gas dock following films, near midnight.
10. We will again ensure access to **the F Dock** at the end of the peninsula during Open Space movies, and will continue to restricting some access to the area behind the screen where the guide wires run, in the interests of public safety.
11. The **Volunteer Party** will be held at the Village at Grand Traverse Commons and therefore will not impact any City park.
12. We are partnering with Crooked Tree Arts Center of Traverse City and TART Trails on a **Chalk & Chocolate** event to be held in Clinch Park on Saturday, August 1. Professional artists and the general public will create sidewalk art that will be eligible for cash prizes. Two 10' X 10' tents (one for artist registration and one for TART Trails) will be erected, along with a third 20' X 30' tent for chocolate vendors. The event will work with Miss Dig on placement of these tents. See attached information regarding Chalk & Chocolate, including a site map that indicates the small detour that will be needed from the morning until 4 pm on Saturday. The detour will be very well marked and TART Trails staff will ensure that trail traffic flow is not impeded during the event.
13. We request a June **meeting with the police department** to discuss ways we can adjust Open Space staffing to benefit the public's safety and enjoyment of free movies and optimize charges to the festival for police services.

OVERVIEW OF FESTIVAL, JULY 28 – AUGUST 2, 2015

The Traverse City Film Festival, a 501c3 non-profit organization, is preparing its eleventh annual event, and requests that the City consider the following proposal for carrying out the festival in 2015.

The dates of the 2015 festival are July 28-August 2. Tuesday, July 28 will be opening day, with an opening night party on the 200 Block of Front Street, nighttime screenings of the opening night film (City Opera House, State Theatre), and a free movie for the public in Open Space.

The Wednesday through Sunday schedule will include free industry panels in the morning plus four to six movie screenings daily in each of the festival's eight indoor movie houses, and free movies for the public outdoors in the Open Space. On Saturday night there will be a Filmmaker Party in the Century 21 Northland Parking Lot. Sunday is the last day of the festival, featuring the closing night film at the State Theatre and a Closing Night Bash free and open to the public at the Open Space. Open Space movies will be held Tuesday, July 28 – Sunday, August 2, with a public sneak preview on Sunday, July 26 or Monday, July 27, weather dependent. The indoor movie venues will be the State Theatre, the City Opera House, the Old Town Playhouse, Lars Hockstad Auditorium, Milliken Auditorium, Dutmers Theater, the Bijou by the Bay, and InsideOut Gallery.

OPENING NIGHT PARTY 7/28/15

- The TCFF is planning its 200 block party for Opening Night, Tuesday, July 28, 2015, from 8:30 until 12:30 am (no music and no alcohol served after 12 midnight, last call at 11:30 pm).
- Front Street will be closed from Park Street to Cass Street at 5 pm and will reopen as soon as clean up can be completed.
- Signs will go up early in the day alerting people to the fact that cars will begin to be towed at 4:30 pm. TCFF will pay for all parking tickets issued (so that the people being ticketed do not have to pay that cost), and we will pay for all towing. We have found that we do need to begin towing at 4:30 pm, even though the street will still be open to through traffic until 5 pm. We will put small signs on each parking meter to help alert people, in addition to signs posted on cones first thing in the morning, at 7 am. The street will not be blocked until 5 pm.
- The festival will provide all clean up services required.
- The Opening Night Party is a ticketed event. Tickets are \$50 for the public, and \$25 for Friends of the Film Festival. Several sponsors receive free tickets.
- The 200 block will be fenced along both curbs. Attendees will enter through gates at Front and Park and at Front and Cass.
- Sidewalks will be unaffected. The public will be free to use the sidewalks as usual.
- The crosswalk at Horizon Books will function as a drawbridge during the party.
- Food will be provided to party attendees.
- Alcoholic beverages (beer, wine, and a vodka mixed drink) will be served free of charge. The festival will check IDs at the door and at the beverage tables, and issue wristbands to people who are of drinking age. Servers will be TIPS trained and will check

wristbands before serving any drink. They will also check the IDs of people drinking. Security will be posted around the fence perimeter (this will require a lot of security). No alcohol will be served outside of the fence, and no alcohol will be permitted to leave the fenced area.

- The festival will obtain a special license from the Michigan Liquor Control Commission.
- We will notify all property owners and merchants on the 200 block about the street closing.
- We wish to use electricity from the umbrella street light poles during the party.

NOISE VARIANCE REQUEST, 200 Block of Front Street, 7/28/15 to 11:59 pm

For the festival's Opening Night Party on the 200 block of Front Street, 7/28/15, we would like to continue amplified music until we stop serving food and beverages at 11:59 pm. This music will be kept at reasonable levels to allow partygoers to both dance and talk while enjoying downtown Traverse City. We will be sensitive to surrounding residential communities and hotels.

FILMMAKER PARTY, 8/1/15

- The filmmaker party on Saturday, August 1 will be held in Century 21 Northland's private parking lot and on Park Street from 8:30 until 12:30 pm (no music and no alcohol will be served after 12 midnight, last call at 11:30 pm).
- The party will be set up to minimize disturbance of area residents and Park Place Hotel guests.
- Park Street will be closed from Front Street to State Street at 5 pm and will reopen as soon as clean up is completed.
- Signs will go up early in the day alerting people to the fact that cars will begin to be towed at 4:30 pm. TCFF will pay for all parking tickets issued (so that the people being ticketed do not have to pay that cost), and we will pay for all towing. We have found that we do need to begin towing at 4:30 pm, even though the street will still be open to through traffic until 5 pm. We will put small signs on each parking meter to help alert people, in addition to signs posted on cones first thing in the morning, at 7 am.
- The festival will provide all clean up services required.
- The Filmmaker Party is a ticketed event. Tickets are \$50 for the public, and \$25 for Friends of the Film Festival. Several sponsors receive free tickets.
- The party area will be fenced along both curbs. Attendees will enter through a gate just south of the entrance to Sorellina.
- The east sidewalk of Park Street will be unaffected. The public will be free to use the sidewalk as usual.
- Food will be provided to party attendees.
- Alcoholic beverages (beer, wine, and a vodka mixed drink) will be served free of charge. The festival will check IDs at the gate and at the beverage tables, and issue wristbands to people who are of drinking age. Servers will be TIPS trained and will check wristbands before serving any drink. They will also check the IDs of people drinking. Security will be posted around the fence perimeter (this will require a lot of security). No alcohol will be served outside of the fence, and no alcohol will be permitted to leave the fenced area.
- The festival will obtain a special license from the Michigan Liquor Control Commission.
- We will notify all property owners and merchants on Park Street about the street closing.

NOISE VARIANCE REQUEST, Park Street, 8/1/15 to 11:59 pm

For the festival's Filmmaker Party on Park between State and Front and in the Century 21 Northland Parking Lot, 8/1/15, we would like to continue amplified music until we stop serving food and beverages at 11:59 pm. Music will be kept at reasonable levels to allow partygoers to both dance and talk while enjoying downtown Traverse City. We will be sensitive to surrounding residential communities and hotels.

OPEN SPACE

- Open Space free films, the festival's gift to the community, are planned for July 28-August 2, with a full run through test/sneak preview on Sunday, July 26 or Monday, July 27, depending on weather.
- Open Space movies begin at dusk, approximately 9:30 pm.
- Signs will be posted, as in previous years, stating that there is No Smoking in Open Space, which is already the ordinance in place. This includes e-cigarettes. We also place No Alcohol signs throughout Open Space. The drinking and smoking ban will be enforced during the films, and we ask the City police to assist with this.
- As in past years, musicians will play for the crowd before the films begin from a small stage near the screen. Entertainment begins at approximately 7 pm and continues until the movie starts.
- Set up will occur on July 25, 26, and 27; break down will occur August 3; the projection truck and ice truck will be removed from Open Space on August 4.
- The screen will again be on the peninsula, and we will replicate the sound design from 2014, which resulted in no sound complaints, per the festival's wrap up with the City after TCFF10 last year.
- Sprinklers in Open Space will need to be turned off on Friday, July 24 by the end of the day, so that set up can begin on Saturday, July 25 in the morning. We hope to again this year come up with a plan in cooperation with Parks and Rec that will allow for some zone specific morning irrigation daily to keep the grass in good condition during the festival period while still protecting the expensive projection and sound equipment used for the films.
- We will need the two large lights in the Farmer's Market area turned off during the Open Space screenings July 28-August 2, as it interferes with the ability of the public to see the movie on the inflatable screen. Also, we ask that the bank of harbor lights nearest to the Open Space be turned off July 26-27 in the evening during test screenings.
- To block sound and headlights, as part of our sound containment plan, and to provide safety for patrons who will now be closer to the road, we will again place fencing and a sound curtain along the parkway.
- The festival would again like to sell refreshments (popcorn, soda, water, etc.) as well as festival logo merchandise during the showings to help offset the costs of bringing the outdoor movies to the public.
- The food and merchandise tents will be located near the corner of Union and Grandview, where they were last year, to allow for seating closer to the water.
- We request 20 picnic tables for the use of the public, to be placed near the concessions tents.

- We will invite 4-7 third party vendor subcontractors to provide food for the public during the movies. They will sign contracts with the festival and will operate under festival management.
- We ask that the City ensure that the lighting around the perimeter of Open Space is functioning, to help ensure security and safety. We will also provide light towers as we have in the past.
- Each night we will return the park to the condition in which we found it, cleaning up and removing all trash and waste.
- We will provide and oversee recycling of plastic and glass during the event.
- We will keep the TART Trail open for public use during the festival. The festival agrees to not encumber the TART Trails or any non-motorized pathway. Further, with respect to the TART Trail and all non-motorized pathways within the footprint of areas being utilized by the festival, the festival agrees to maintain a minimum 2' clear zone on both sides of all non-motorized pathways, and will endeavor to maintain a 3' clear zone.

CLINCH PARK MUSIC STAGE & OUTDOOR PANELS, 7/29-8/2/15

- We request the use of the patio at The River, Wednesday, July 29 – Sunday, August 2, from 12 noon until 9 pm, for a tent with sound system to be used for a combination of our outdoor panels, Cinema Salon, and Music Stage.
- We hope to place outside the additional chairs and tables that are currently stored in the marina outbuildings to provide for additional seating during the festival period.
- Sound levels will be kept appropriate for the area.

LARS HOCKSTAD AUDITORIUM

- We have worked with Central Neighborhood Association on plans for the 2015 festival, including the fourth year of the west side park & ride lot near Thirlby Field.
- Movies will be shown at 9 am, 12 noon, 3 pm, 6 pm, and 9 pm during the festival.
- A kids fest lawn party will be held outside Central Grade School, free for families, from 11 am until 2 pm Wednesday, July 29 through Saturday, August 1.
- Central Neighborhood Association may ask the City to block public parking in or access to certain alleys during the festival. The TCFF supports the Association's requests to restrict alley access during the festival.
- Because we plan to have many children of all ages on the lawn between Pine and Wadsworth right off 7th Street, we wish to place sawhorses up at Pine and 7th at 11 am on these days, July 29-August 1, and to keep the road closed to through traffic until 2 pm. We do not need to clear parked cars. The route can still be used for emergencies and will be open for people who live on the street and who need to get to and from their homes. We will not be using the road other than to park the fire and police vehicles that will be part of our Health and Safety Day on Thursday. We will put up detour signs that will route people one block over.

CHALK AND CHOCOLATE EVENT

We support Crooked Tree Arts Center of Traverse City and TART Trails Chalk & Chocolate event in Clinch Park on Saturday, August 1. Professional artists and the general public will create sidewalk art that will be eligible for cash prizes. A tent will be erected for the chocolate tasting portion of the event and there will be two smaller tents for artist check-in and visitor information. The event will not fully block the trail. However, artists will be chalking a small portion of the trail, so for safety purposes, a

detour will be provided per the attached detour map, from the morning until 4 pm. See attached information regarding Chalk & Chocolate, including a site map.

PARKING

- We will request that the parking garage open an account for approved festival personnel during the festival to include our security and guest teams. Details will be provided to the Hardy Parking Garage in the week before the festival. We will ask to be billed for parking garage use by these approved festival personnel.
- We will provide the Hardy Parking Garage with a sample of the symbol that must be on the credential of any person requesting free parking through the TCFF account. - We will provide a detailed parking meter bagging request by July 22, 2015. These bagged meters are for festival load in and out, print traffic, and the four festival loop shuttle buses, which will be run by BATA this year.

SIGNAGE

- Each stop on the festival loop requires a sidewalk sign indicating the bus stop location, detailing pick up times and loop information. This will encourage people to park outside of downtown to keep downtown parking lots and spaces open for normal business.
- We plan to place temporary festival signage outside on several venues as we have done in the past, to make the venues visibly part of the festival.
- We again request permission to place a sandwich board sign outside of the City Opera House, near the benches, following ordinances.
- We would again like to hang a banner across Front Street during the festival. The banner is higher than 13' 6" off the ground.

POLICE AND FIRE

- The fire lane in front of the State Theatre will be kept clear at all times.
- The festival will work with the police and fire departments to arrange for optimized support in Open Space for the 2015 festival. This may include better communication between the police and the Open Space management volunteers, and reduction of man hours for the fire department.
- We ask that the fire department provide their motorized safety vehicle in Open Space during movies.
- We will ask for police support in maintaining the family atmosphere during Open Space screenings. We request that the police direct the public after Open Space films. We will have volunteers in vests marked festival security to assist with Open Space security.
- We suggest that this year's coordination meeting between the festival and affected City departments be held Tuesday, July 21 at 10 am. At this meeting, City officials will receive a phone contact list for festival managers.

TRASH

- As we do every year, the Traverse City Film Festival will work with its partner American Waste to increase trash handling and containers at all of our indoor venues and in Open Space Park.
- We will also add additional trash containers at The River to accommodate increased use of the patio for our Panels and Music Stage.
- We pay for a dumpster year round for the Bijou by the Bay and handle festival-related trash in Clinch Park using this dedicated dumpster.

- As in previous years, we will monitor trash levels on Front Street during the Opening Night Party and on Park during the Filmmaker Party, and handle any overages seen there.
- We understand that the receptacles on Front and Park will begin empty each festival morning.
- The City will advise if they have additional requests regarding trash handling.

BARRICADES

- We hope to borrow required barricades from the National Cherry Festival and Team Elmers.

BIKE RACKS

- Again this year, the festival will attempt to increase the amount of bike parking near all of our venues, and will work with the City when this involves City property. We are also planning to do a bike valet system outside the State Theatre on two or three nights of the festival, free of charge. Details to be determined.

INSURANCE

- New York Marine and General Insurance Company holds the Traverse City Film Festival event policy. We will provide the City with the required insurance certificate.
- The City of Traverse City is listed as additionally insured on our event insurance policy.

REIMBURSEMENT OF COSTS

The festival will reimburse the City for its marginal variable costs (hours put in over and beyond the normal hours worked by fire and police personnel, and any expenses mutually agreed upon at the parking deck), per the mutual agreement between the City and the festival.

We are happy to answer any questions or supply further documentation. Please contact Deb Lake at 231-944-4117 or email deb@traversecityfilmfest.org. Thank you for your support of the festival.

Chalk and Chocolate Event Details

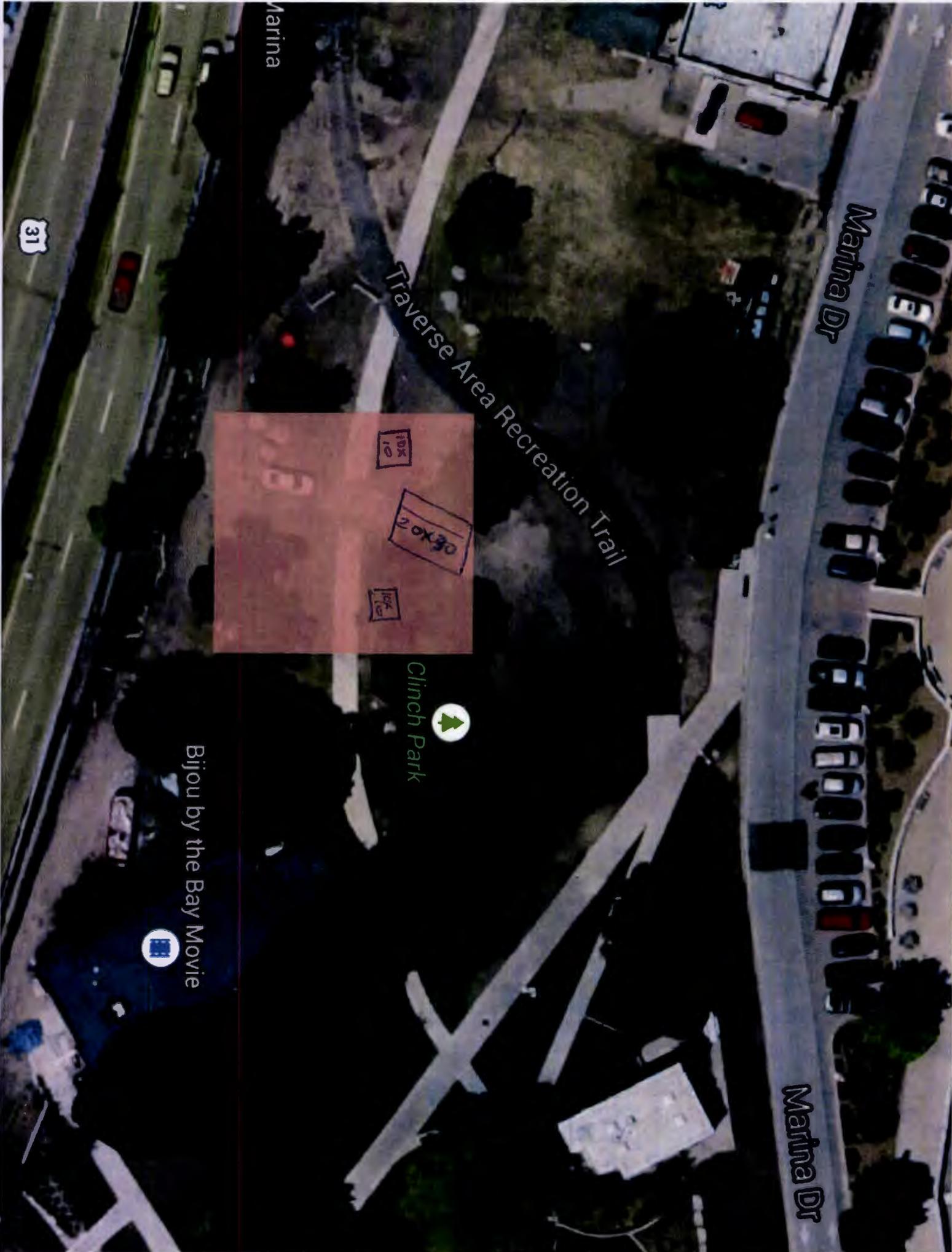
Fact Sheet

- Who:** Crooked Tree Arts Center
Top of Michigan Trails Council
TART Trails
Area Chocolate Makers
- What:** Community Public Arts Celebration
Traverse City Film Festival — Highlight Event
Petoskey's Festival on the Bay — Highlight Event
Create Works of Chalk Art
50 + Street Artists
Cash Awards
Family-Friendly & Affordable
Children's / Amateur's Free Doodle Area
Chocolate Tasting Tent
- When:** Saturday, August 1, 2015 – Traverse City
Saturday, August 15, 2015 – Petoskey
10:00 AM – 4:00 PM
- Where:** Clinch Park, Traverse City
Little Traverse Wheelway, Petoskey
- Cost:** Chocolate Tasting Tickets \$5
Junior Division Call for Entry \$10
Adult Call for Entry \$20



Crooked Tree Arts Center: 231.347.4337 or www.crookedtree.org
Top of Michigan Trails Council: 231.348.8280 or www.trailsCouncil.org
TART Trails: 231.941.4300 or www.traversetrails.org





Marina Dr

Traverse Area Recreation Trail

Marina Dr

Clinch Park

31

Bijou by the Bay Movie

Marina



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: 2015 PINE STREET PEDESTRIAN BRIDGE AND OVERHEAD TO UNDERGROUND CONVERSION PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a contract with Elmer's Crane and Dozer for the above-referenced project in the amount of \$1,019,951.88, plus a 5.88% contingency (\$60,000), for a potential project cost of \$1,079,951.88.

As explained by Mr. Lodge, the following are the funding sources for the project:

Funding source	Item	Amount
Traverse City Light & Power	Lighting installation, electrical conduits, vaults, and related work to convert the overhead lines to underground	\$226,040.25
TIF 97	Engineering	\$ 44,000
Capital Project Fund	Remaining project elements	\$749,911.63 (plus a 5.88% contingency equal to \$60,000)

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

that the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer, in the amount of \$1,019,951.88 for the 2015 Pine Street Pedestrian Bridge and Overhead to Underground Conversion Project, more or less, at the unit prices indicated in its bid, with such contract subject to approval as to its substance by the Acting City Manager and its form by the City Attorney,

-Motion continued on following page-

with portion of the project costs to be paid for by Traverse City Light & Power and TIF 97 as outlined in the City Engineer's June 8, 2015, communication, with the remainder to be paid for by the Capital Projects Fund; and further that the City Manager be authorized to manage a project contingency of \$60,000; and that the Mayor and City Clerk be authorized to execute any necessary change orders for work associated with the project contingency, such change orders subject to approval as to their substance by the City Manager and their form by the City Attorney.

PH/bcm

K:\tcclerk\city commission\agreements\pine street pedestrian bridge 2015

copy: Tim Arends, Traverse City Light and Power Executive Director
Rob Bacigalupi, Downtown Development Authority Executive Director
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager
Rob Bacigalupi, Executive Director, DDA
Tim Arends, Executive Director, TCLP

FROM: Timothy J. Lodge, City Engineer *[Signature]*

DATE: June 8, 2015

SUBJECT: 2015 Pine Street Pedestrian Bridge and Overhead to Underground Conversion Project

Sealed bids were received on June 2, 2015 for the above referenced project. Two bids were received for this work as follows:

Anlaan Corporation	Grand Haven	\$1,193,258.34
Elmers	Traverse City	\$ 931,734.88

The Engineering Department cost estimate for the project is \$919,537.75. We have reviewed the bids received and the low bid contractor's experience with similar projects and found that the low bid contractor is capable of performing the work for this project. The City has worked successfully with the personnel assigned to the project on the North Boardman Lake Trail Pedestrian Bridge Project in the past as well.

The bid amounts above include unit pricing for 81 individual work items including the items for installing conduits so the existing overhead lines can be placed underground. In addition, we included alternate work items for the project as follows:

1. Alternate brick paver materials resulting in a savings of nearly \$8,800 if selected.
2. Alternate bollards and foundations including a composite material option and a cast iron option in lieu of the aluminum bollard in the base bid that offers up to an \$800 savings to the above base bid.
3. Alternate bridge options including a steel bridge truss with a concrete deck at a savings of \$5,000 or an aluminum truss with wood decking at an increase of \$70,000 to the steel bridge truss with wood decking included in the base bid.
4. Alternate to complete a 6 foot wide concrete sidewalk on the existing dirt path along the riverbank to Union Street at a cost of \$15,184 in addition to the base bid.
5. Alternate landscaping materials that would increase the base bid amount by \$3,033 but offer a more substantial planting scene.

2015 Pine Street Pedestrian Bridge and Overhead
to Underground Conversion Project

June 8, 2015

Page 2 of 2

The project is being funded through TIF 97, Project ID #66 and TCLP Project ID #837. With the inclusion of the aluminum truss and wood deck option, the alternate to extend the sidewalk to Union Street, and the alternate landscaping materials the final recommended contract amount is **\$1,019,951.88**. *Therefore, it is recommended that this work be awarded to Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the aforementioned amount, more or less, with funds available in Capital Project Fund with revenue sources to include TIF 97 and TCLP.*

*In addition, we recommend that authorization be given to the City Manager to manage an additional contingency amount of **\$60,000** (5.88% of the construction contract amount) should the need arise for unforeseen and unknown work that may be required.*

The project includes installing lighting, electrical conduits, vaults and related electrical work to convert the existing overhead lines to be placed underground. *We recommend the TCLP issue a purchase order to the City for the project lighting and electrical under-grounding work in an amount of **\$226,040.25** more or less.*

*Finally, we recommend that an amount of **\$44,000** be transferred from TIF 97 to the City's General Fund for expenses related to engineering for the project.*

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

All Projects Submitted for 2015/16

Date/Time Printed: 4/20/2015 9:35:55 AM

Bold - Indicates projects occurring in the first FY of the plan.
+ - Indicates projects with multiple funding sources.
* - 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
TAX INCREMENT FINANCING FUND											
TIF 2											
924	M	\$0.00	\$170,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,000.00	\$170,000.00	\$0.00
61	C	\$0.00	\$272,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$895,500.00	\$272,750.00	\$622,750.00
58	C	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$150,000.00	\$750,000.00
Total TIF 2		\$0.00	\$592,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,965,500.00	\$592,750.00	\$1,372,750.00
TIF 97											
714	V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$817,000.00	\$817,000.00	\$817,000.00	\$0.00
870	V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$6,000,000.00	\$1,000,000.00	\$5,000,000.00
369	C	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,000.00	\$55,000.00	\$0.00
705	C	\$0.00	\$0.00	\$0.00	\$0.00	\$257,000.00	\$0.00	\$0.00	\$514,000.00	\$257,000.00	\$0.00
781	C	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00
63	C	\$0.00	\$1,315,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,515,000.00	\$1,315,000.00	\$200,000.00
713	V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00
82	V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700,000.00	\$700,000.00	\$700,000.00	\$0.00
885	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$935,000.00	\$0.00	\$1,035,000.00	\$935,000.00	\$0.00
586	M	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$150,000.00	\$750,000.00
66	C	\$0.00	\$1,360,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,360,000.00	\$1,360,000.00	\$0.00
646	V	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$316,000.00	\$316,000.00	\$316,000.00	\$0.00
623	M	\$0.00	\$0.00	\$66,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$786,000.00	\$66,000.00	\$720,000.00
187	M	\$0.00	\$0.00	\$0.00	\$0.00	\$66,000.00	\$0.00	\$0.00	\$852,000.00	\$66,000.00	\$720,000.00
186	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102,500.00	\$0.00	\$592,500.00	\$102,500.00	\$387,500.00
877	C	\$0.00	\$0.00	\$710,000.00	\$490,000.00	\$0.00	\$0.00	\$0.00	\$1,400,000.00	\$1,200,000.00	\$200,000.00
645	C	\$0.00	\$800,000.00	\$750,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$6,600,000.00	\$4,350,000.00	\$1,050,000.00
535	C	\$220,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,320,000.00	\$220,000.00	\$1,100,000.00
Total TIF 97		\$220,000.00	\$4,530,000.00	\$1,526,000.00	\$1,340,000.00	\$1,023,000.00	\$1,737,500.00	\$4,033,000.00	\$26,262,500.00	\$14,409,500.00	\$10,127,500.00
TOTAL TAX INCREMENT FINANCING FUND		\$220,000.00	\$5,122,750.00	\$1,526,000.00	\$1,340,000.00	\$1,023,000.00	\$1,737,500.00	\$4,033,000.00	\$28,228,000.00	\$15,002,250.00	\$11,500,250.00



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: WAYFINDING SIGNAGE AGREEMENT – TART TRAILS

TART Trails has asked the City to enter into agreement for the installation of wayfinding signs along the TART Trail and the Boardman Lake Trail. As noted in the attached agreement, TART Trails is seeking sponsorships for each sign with no cost to the City for design, production, and installation of the signs. The agreement further indicates that TART Trails will provide funding to the City to go towards upkeep and maintenance in the future.

The Agreement states that TART Trails shall:

- Design, fabricate, and install each signage system at no cost to the City.
- Ensure that all warranties for the signage run to the City.
- Seek sponsorship for all signage identified within the agreement.
- Provide 25% of the revenues generated from sponsorships on an annual basis to the City for upkeep and maintenance.
- Complete the initial work for installation at no cost to the City.

By executing this agreement the City agrees to allow TART Trails to seek sponsorship for the signs and install them at identified areas along the trails. The City also agrees to replace and maintain the signs in a timely manner in the future using the funds provided by TART Trails.

- *Motion on the next page* -

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

that the Mayor and City Clerk execute an agreement with Traverse Area Recreation Transportation (TART) Trails for Wayfinding Signage along the TART Trail and Boardman Lake Trail with the cost for design, production, and installation to be borne by TART, such agreement subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.

PH/kes

k:\ccclerk\city commission\agreements\TART Trails_Wayfinding Signs_20150615.doc

copy: Dave Green, Director of Public Services

Wayfinding Signage Agreement

This Wayfinding Signage Agreement ("Agreement") between Traverse Area Recreation and Transportation (TART) Trails, Inc., located at 148 E. Front St., Suite 201, Traverse City, MI 49684 ("TART Trails") and the City of Traverse City ("City"), located at 400 Boardman Ave, Traverse City, MI 49684 is entered into this _____ day of June, 2015. The Parties enter into this Agreement on the basis of the following:

- A. The Parties share a common desire to provide a quality experience for visitors and residents using the trail system. The provision and maintenance of directional and informational signage along the trail system is an important part of that experience.
- B. TART Trails will fabricate and install the signage described in **Exhibit A** at no cost to the City.
- C. TART Trails provided the design at no cost to the City. The design of the signage system is intended to serve as part of a regional trail network signage system.
- D. The Traverse Area Recreational Trail is owned and operated by the City between approximately the TBAISD Career Tech Center on Parsons Road and Carter Road just north of M-72. The City owns and operates Boardman Lake Trail.
- E. TART Trails has the capacity and interest to seek sponsorship opportunities along a limited number of signs to help support future signage maintenance.
- F. The revenue generated provides a source to help support long-term signage maintenance.

Therefore, the Parties outline the following tasks and actions to be taken in order to achieve their mutual goal of maintaining the trail signage and providing a quality trail experience:

1. TART Trails shall:
 - a. Design, fabricate and install the signage system as described in this Agreement and the Exhibits hereto at no cost to the City.
 - b. Ensure that all warranties for the signage run to the City.
 - c. Seek to secure sponsorship opportunities available on the trail as identified in **Exhibit B**.
 - d. Provide to the City 25% of the revenues generated by the sponsorship opportunities on an annual basis – payments will be made to the City on October 1st.
 - e. Coordinate and communicate any changes in pricing for sponsorship signage.
 - f. Complete this work above for no charge to the City.
2. City shall:
 - a. Permit TART Trails to seek signage sponsors, with the location of eligible signage outlined in **Exhibit C**. Should signage locations change, TART Trails will notify the City. Any additional sponsorship opportunities will be included in TART Trails' annual payment to the City.
 - b. Maintain and replace all signage as necessary in a timely manner at the discretion of the City.
 - c. Complete this work above for no charge to TART Trails.
3. Either party may terminate this Agreement at any time and for any reason by giving to the other party thirty (30) days written notice of the intent to terminate this Agreement.

The parties have executed this Agreement on the date indicated below:

Traverse Area Recreation & Transportation Trails:

By: _____
Julie Clark
Executive Director

Date

City of Traverse City:

By: _____
Michael Estes, Mayor

By: _____
Benjamin C. Marentette, City Clerk

Approved as to Substance

By: _____
Penny Hill
Acting City Manager

Date

Approved as to Form

By: _____
Lauren Tribble-Laucht, City Attorney



June 10, 2015

City of Traverse City Board of Commissioners
400 Boardman Avenue
Traverse City, MI 49684

Subject: TART Trail & Boardman Lake Trail Signage and Wayfinding
(Electronic copy only. No hard copy to follow)

Dear City Commissioners,

TART Trails is pleased to present the City of Traverse City with the opportunity to improve signage and wayfinding along the TART Trail and Boardman Lake Trail. The trails hosts over 200,000 visits each year and updating its signage will better serve residents and visitors alike to know where they are, where they can get to and all there is to do along the way. The trail's current signage lacks wayfinding such as points of interests and cross street names as well as cautionary signage for safety. The scope of the project includes new signage and wayfinding of the TART Trail within Grand Traverse County and Traverse City as well as the Boardman Lake Trail.

TART Trails secured funding to develop a regional trail signage system that will build on the signage we installed along the Leelanau Trail over the past two years. We recently completed design for the TART Trail and Boardman Lake Trail. The proposed Agreement between TART Trails and the City provides a partnership to maintain the signage. TART Trails will fully cover the project's fabrication and installation costs within the city. Additionally, the project plan includes long-term funding through sponsorships to support maintenance costs of the signs.

Since last fall, TART Trails has worked closely with City Management, DPW and Planning Department staff to develop the plan. On January 8th the City Parks & Recreation Commission recommended City Commission approve the plan. Last month Grand Traverse County approved implementation of the plan for the TART Trail within the County. We intend to fabricate and install the signs this season and look forward to celebrating the completion of the project with you upon completion.

Sincerely,

Julie Clark
Executive Director
TART Trails
PO Box 252
Traverse City, MI 49685
[231.941.4300](tel:231.941.4300)
www.traversetrails.org

Cc: Brian Fisher, TART Trails Board President
Penny Hill, Traverse City Acting City Manager

PO Box 252
Traverse City, MI 49685

231-941-4300
traversetrails.org

**Connecting
Communities**

BOARD OF DIRECTORS

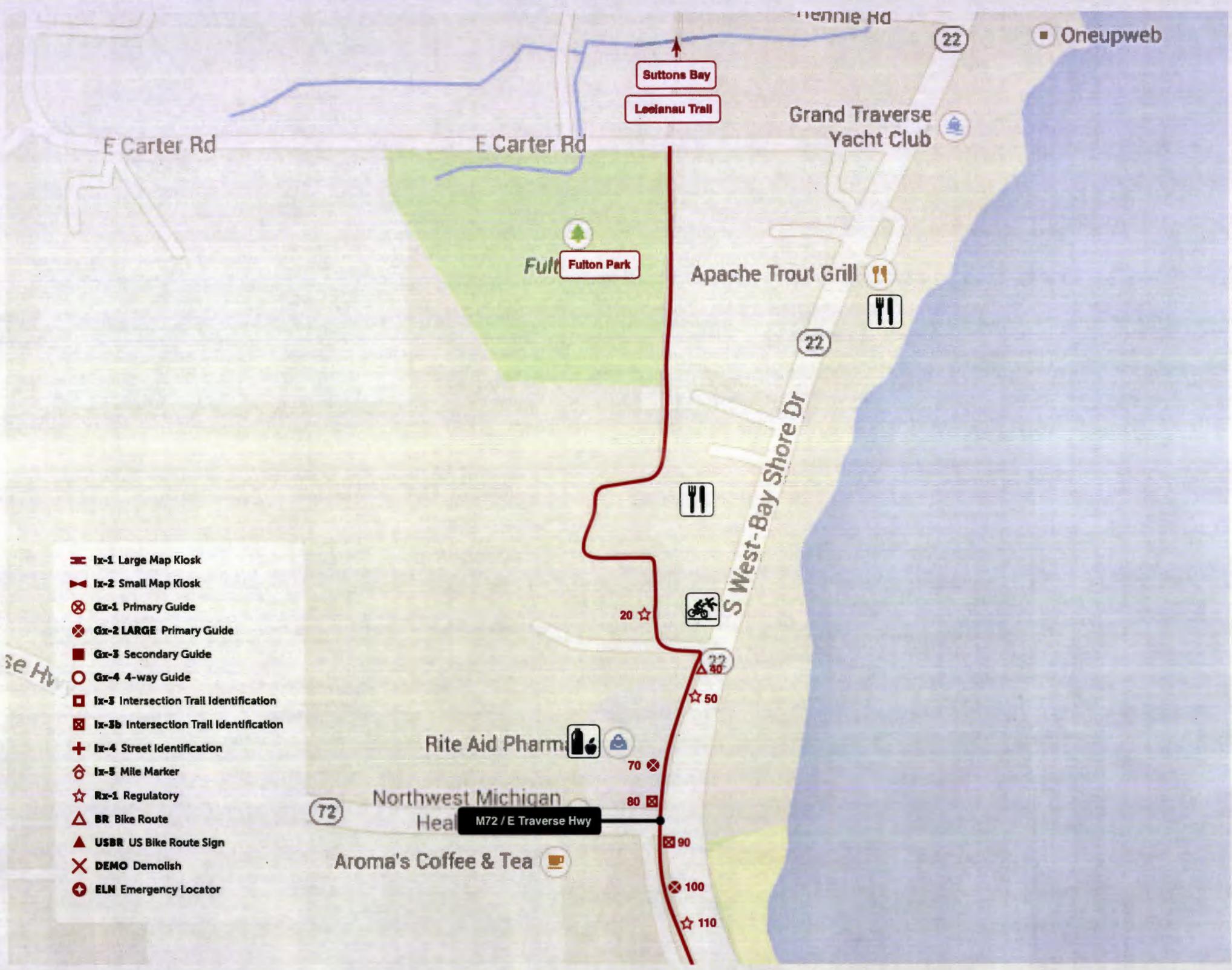
Brian Fisher, President
Chris DeGood, Vice President
Susan Vigland, Secretary
John Paul, Treasurer
, Past President
Tom Auer
Jim Dombrowski
Laura Galbraith
Chris Gallagher
Scott Howard
Wayne Olsen
Kelley Peterson
Mike Tarnow
Howard Yamaguchi

January 2015

TART: Carter to Bates

Sign Location Plan





-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
-  Gx-2 LARGE Primary Guide
-  Gx-3 Secondary Guide
-  Gx-4 4-way Guide
-  Ix-3 Intersection Trail Identification
-  Ix-3b Intersection Trail Identification
-  Ix-4 Street Identification
-  Ix-5 Mile Marker
-  Rx-1 Regulatory
-  BR Bike Route
-  USBR US Bike Route Sign
-  DEMO Demolish
-  ELN Emergency Locator

Suttons Bay
Loonianau Trail

Fulton Park

Grand Traverse Yacht Club

Apache Trout Grill

S West-Bay Shore Dr

Rite Aid Pharmacy

Northwest Michigan Health

Aroma's Coffee & Tea

M72 / E Traverse Hwy

20 ☆
30 △
50 ☆
70 ⊗
80 ⊗
90 ⊗
100 ⊗
110 ☆

Oneupweb

22

22

22

72

Stennie Hd

E Carter Rd

E Carter Rd

se Hwy



-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
-  Gx-2 LARGE Primary Guide
-  Gx-3 Secondary Guide
-  Gx-4 4-way Guide
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-  Rx-1 Regulatory
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-  USBR US Bike Route Sign
-  DEMO Demolish
-  ELN Emergency Locator



- Ix-1 Large Map Kiosk
- x Ix-2 Small Map Kiosk
- ⊗ Gx-1 Primary Guide
- ⊗ Gx-2 LARGE Primary Guide
- Gx-3 Secondary Guide
- Gx-4 4-way Guide
- Ix-3 Intersection Trail Identification
- ⊗ Ix-3b Intersection Trail Identification
- + Ix-4 Street Identification
- ⊕ Ix-5 Mile Marker
- ☆ Rx-1 Regulatory
- ▲ BR Bike Route
- ▲ USBR US Bike Route Sign
- x DEMO Demolish
- ⊕ ELN Emergency Locator

Downtown TC

Old Town District

City Bike Shop

Front St District

Open Space

Clinch Park

Splash Park

Clinch Park

Underpass

Warehouse District

Hannah Park

Legion Park

Firefly

Central Grade School

Seventh St

Lake Ave

Midtown Dr

City Opera House

Traverse City Film

Traverse City Jr Golf Association

Dundell L Clinch Marina

Garland St

N Union St

E Front St

E State St

Park Place

Washington St

Boardman River

Gillis St

t St

S

Google

Kids Creek

Pine St

Park St

Cass St

37

230

Open Space Park

280

Union St

320

300

310

330

37

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-  Ix-1 Large Map Kiosk
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-  Gx-4 4-way Guide
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- ELN Emergency Locator

E Eighth St

Eighth St

E Eighth St

Lain Cycle & Fitness

E Eighth

P

🍴

570

580

574

Boyd Ave

Brick Wheels

McLain

577

590

Boyd Ave

Grant St

620

630

Boardman Lake Trall

Traverse Area District Library

Library

Woodmere Ave

Hull Park

Hannah Ave

Benner St

Grove St

Barlow St

Bates St

Fitzmaurice-Garvin Insurance

Woodmere Ave

Woodmere Ave

Grant St

Centre Pl

Barlo

Bates St

Kelle



-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
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Rose St

TBD

Fern St

Garfield Ave

Hastings St

Parsons Rd

Oakwood Catholic Diocesan Cemetery

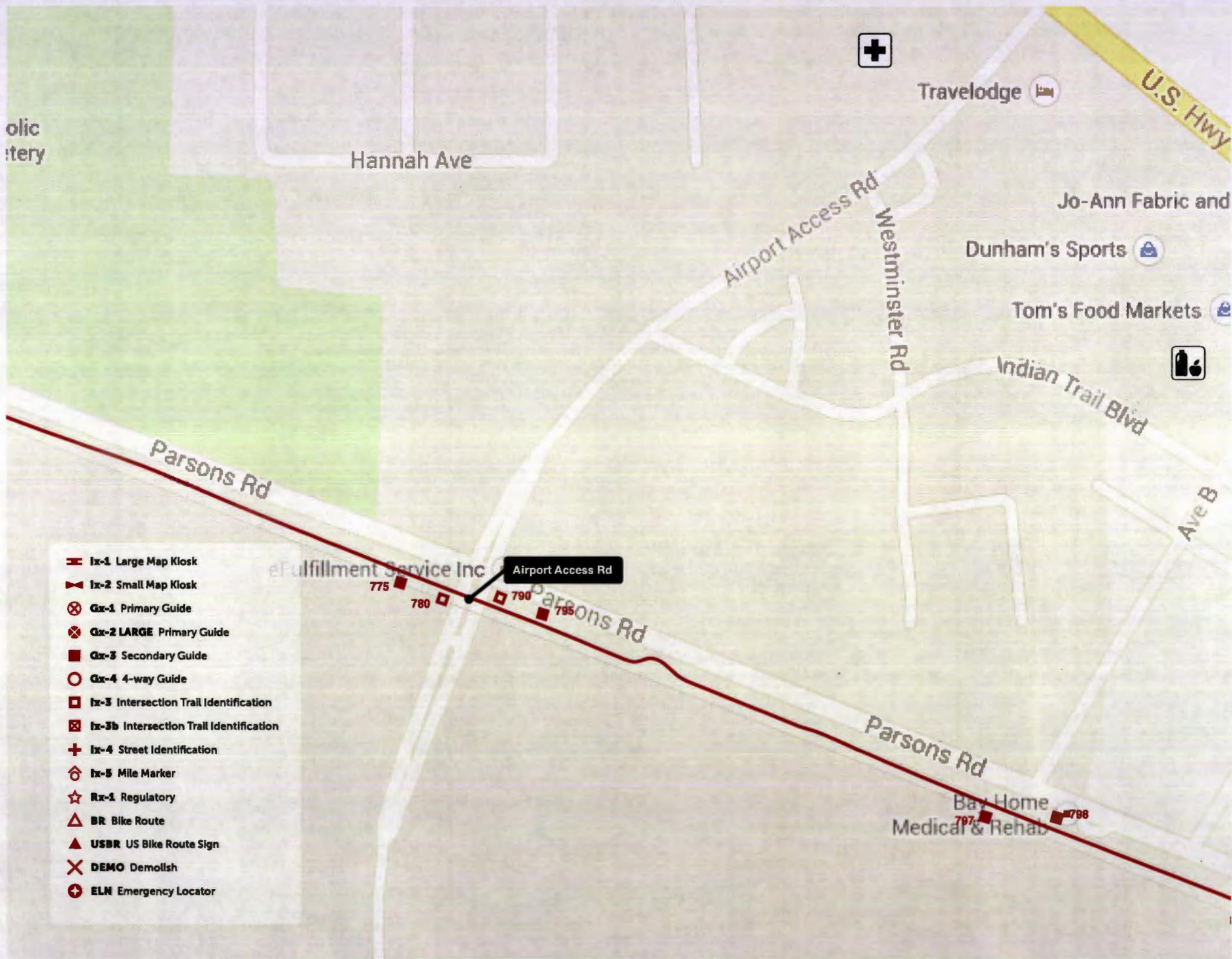
Oakwood Diocesan

Agave Mexican Grill

Centre Street Cafe

ATA Black Belt





olic
tery

Hannah Ave



Travelodge

U.S. Hwy

Jo-Ann Fabric and

Dunham's Sports

Tom's Food Markets



Indian Trail Blvd

Parsons Rd

Ave B

eFulfillment Service Inc

Airport Access Rd

775 780 790 795

Parsons Rd

Parsons Rd

Bay Home
Medical & Rehab

797 798

-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
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-  Gx-4 4-way Guide
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-  DEMO Demolish
-  ELN Emergency Locator

Northwestern Michigan College

Twin City Optical

Great Lakes Forge

National Vacuum Equipment

Morrison Industrial

Traverse Bay Area Intermediate

Grand Traverse Metro Fire Dept - Admin

798

Aero-Park Dr

800

810

72

31

Beach Watersports

Ave D

Tamarack St

Juniper St

Eleanor St

Indian Trail Blvd

Anne St

Pine Grove Ave

Hemlock St

Parsons Rd

Holly St

Balsam St

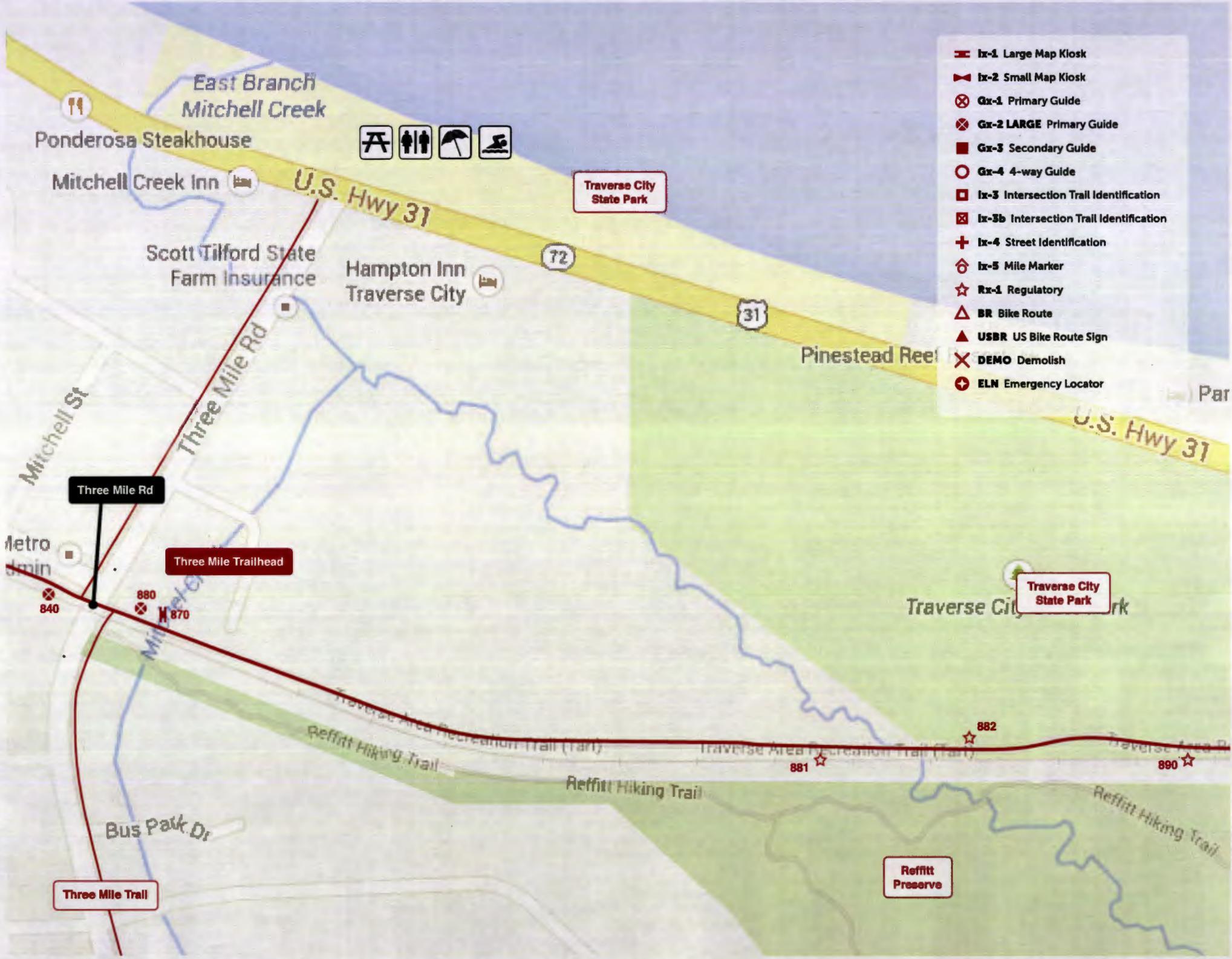
Parsons Rd

N Aero-Park Ct

Mitex

P

84



- Ix-1 Large Map Kiosk
- Ix-2 Small Map Kiosk
- Gx-1 Primary Guide
- Gx-2 LARGE Primary Guide
- Gx-3 Secondary Guide
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- Ix-3b Intersection Trail Identification
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- ELN Emergency Locator

Three Mile Rd

Three Mile Trailhead

Three Mile Trail

Traverse City State Park

Reffitt Preserve

Traverse City State Park



Metro Admin

840

880

870

882

881

890

Mitchell St

Three Mile Rd

East Branch Mitchell Creek

Ponderosa Steakhouse

Mitchell Creek Inn

Scott Tilford State Farm Insurance

Hampton Inn Traverse City

Pinestead Reef

U.S. Hwy 31

U.S. Hwy 31

72

31

Traverse Area Recreation Trail (part)

Traverse Area Recreation Trail (part)

Traverse Area Recreation Trail (part)

Reffitt Hiking Trail

Reffitt Hiking Trail

Reffitt Hiking Trail

Bus Park Dr

-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
-  Gx-2 LARGE Primary Guide
-  Gx-3 Secondary Guide
-  Gx-4 4-way Guide
-  Ix-3 Intersection Trail Identification
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-  Ix-5 Mile Marker
-  Rx-1 Regulatory
-  BR Bike Route
-  USBR US Bike Route Sign
-  DEMO Demolish
-  ELN Emergency Locator

Parkshore Resort

Grand Beach Resort

Sugar Beach Resort

White's Cove Adventure Golf

Traverse Bay Parasail

72

Pebble Brook

Boarders Inn and Suites

Einstein Cycles

Four Mile Rd

950

960

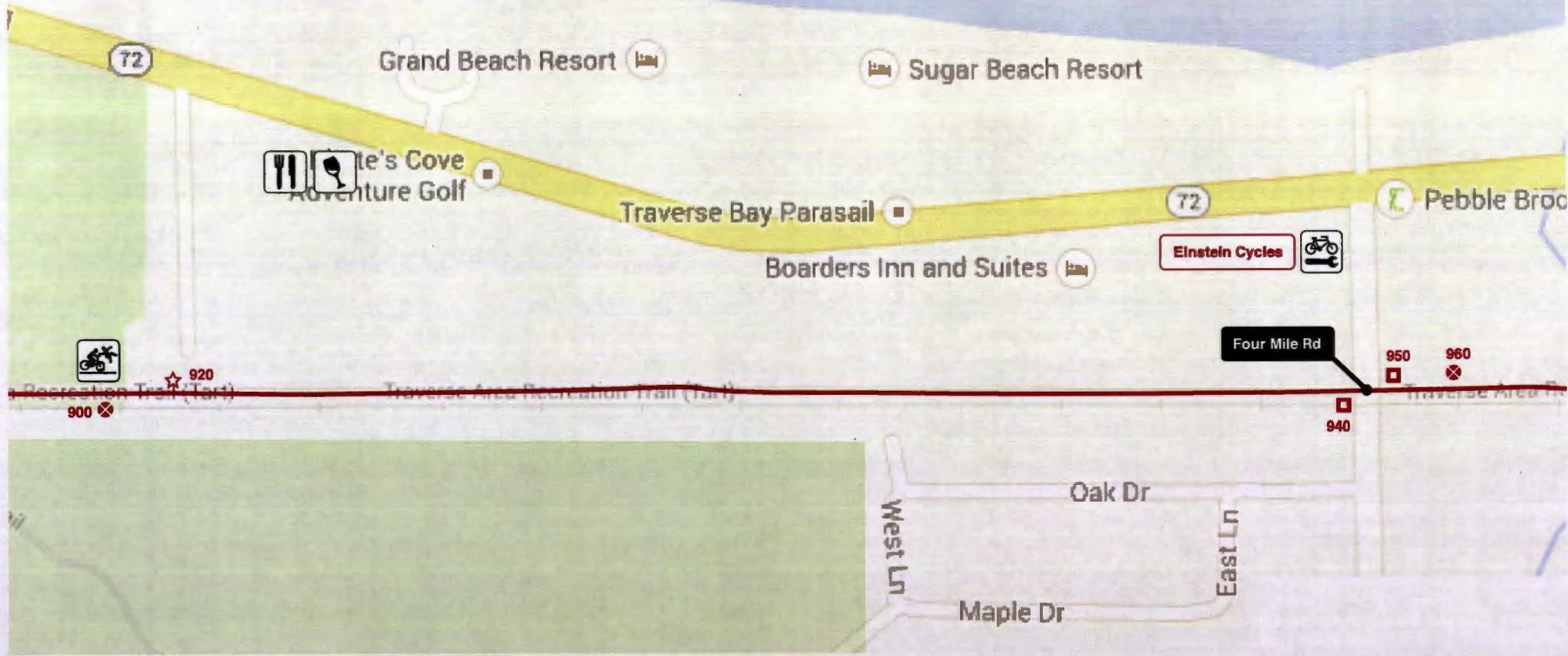
940

Oak Dr

West Ln

East Ln

Maple Dr



-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
-  Gx-2 LARGE Primary Guide
-  Gx-3 Secondary Guide
-  Gx-4 4-way Guide
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-  Ix-3b Intersection Trail Identification
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-  Rx-1 Regulatory
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-  USBR US Bike Route Sign
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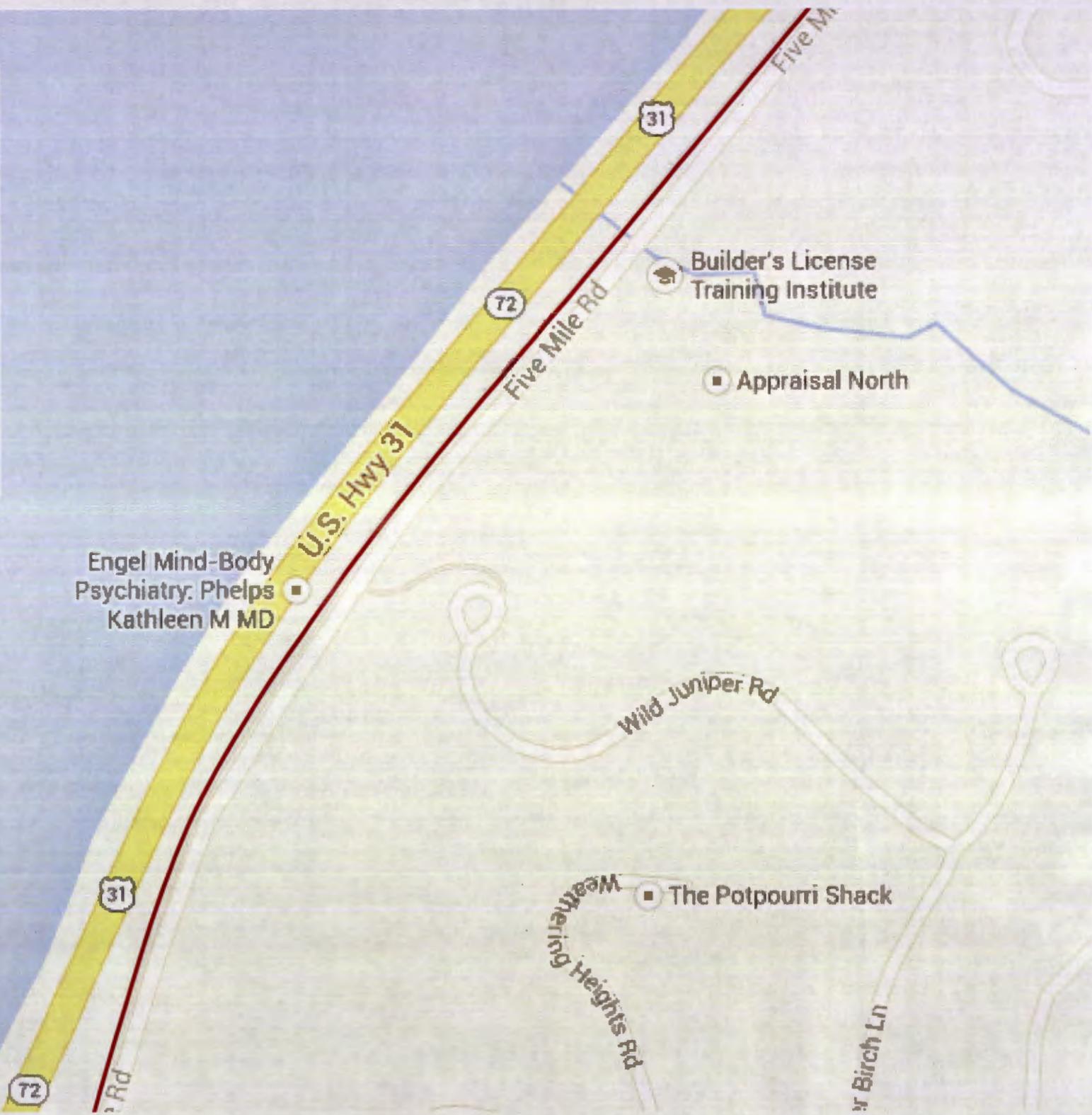
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-  **Gx-1** Primary Guide
-  **Gx-2 LARGE** Primary Guide
-  **Gx-3** Secondary Guide
-  **Gx-4** 4-way Guide
-  **Ix-3** Intersection Trail Identification
-  **Ix-3b** Intersection Trail Identification
-  **Ix-4** Street Identification
-  **Ix-5** Mile Marker
-  **Rx-1** Regulatory
-  **BR** Bike Route
-  **USBR** US Bike Route Sign
-  **DEMO** Demolish
-  **ELN** Emergency Locator

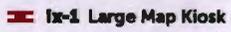
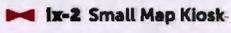
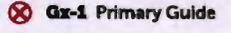
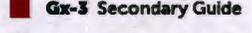
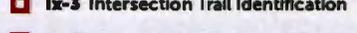
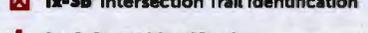
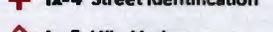
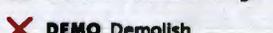
Engel Mind-Body
Psychiatry. Phelps
Kathleen M MD

Builder's License
Training Institute

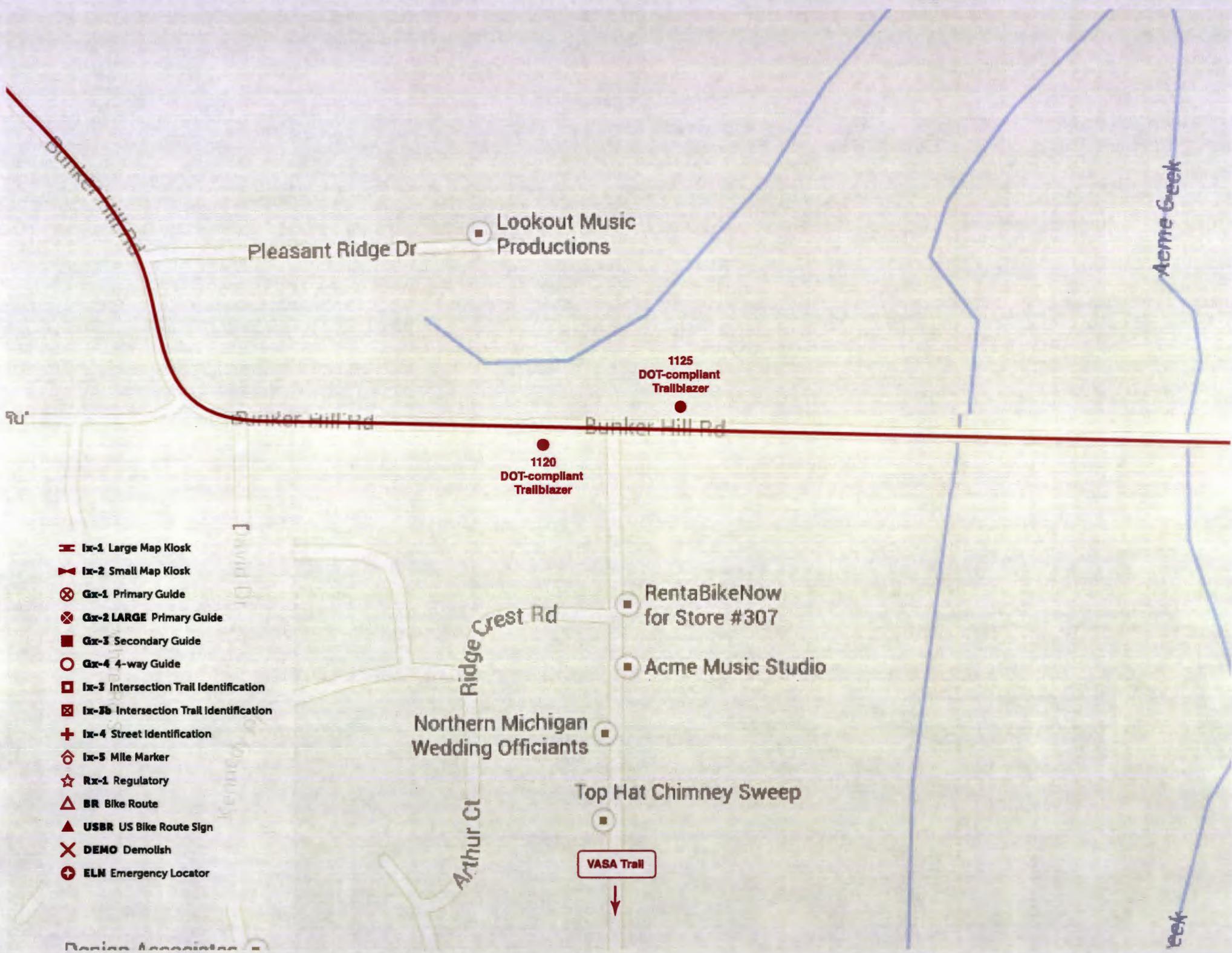
Appraisal North

The Potpourri Shack



-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
-  Gx-2 LARGE Primary Guide
-  Gx-3 Secondary Guide
-  Gx-4 4-way Guide
-  Ix-3 Intersection Trail Identification
-  Ix-3b Intersection Trail Identification
-  Ix-4 Street Identification
-  Ix-5 Mile Marker
-  Rx-1 Regulatory
-  BR Bike Route
-  USBR US Bike Route Sign
-  DEMO Demolish
-  ELN Emergency Locator





-  Ix-1 Large Map Kiosk
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West Arm Acme Creek

Acme Creek

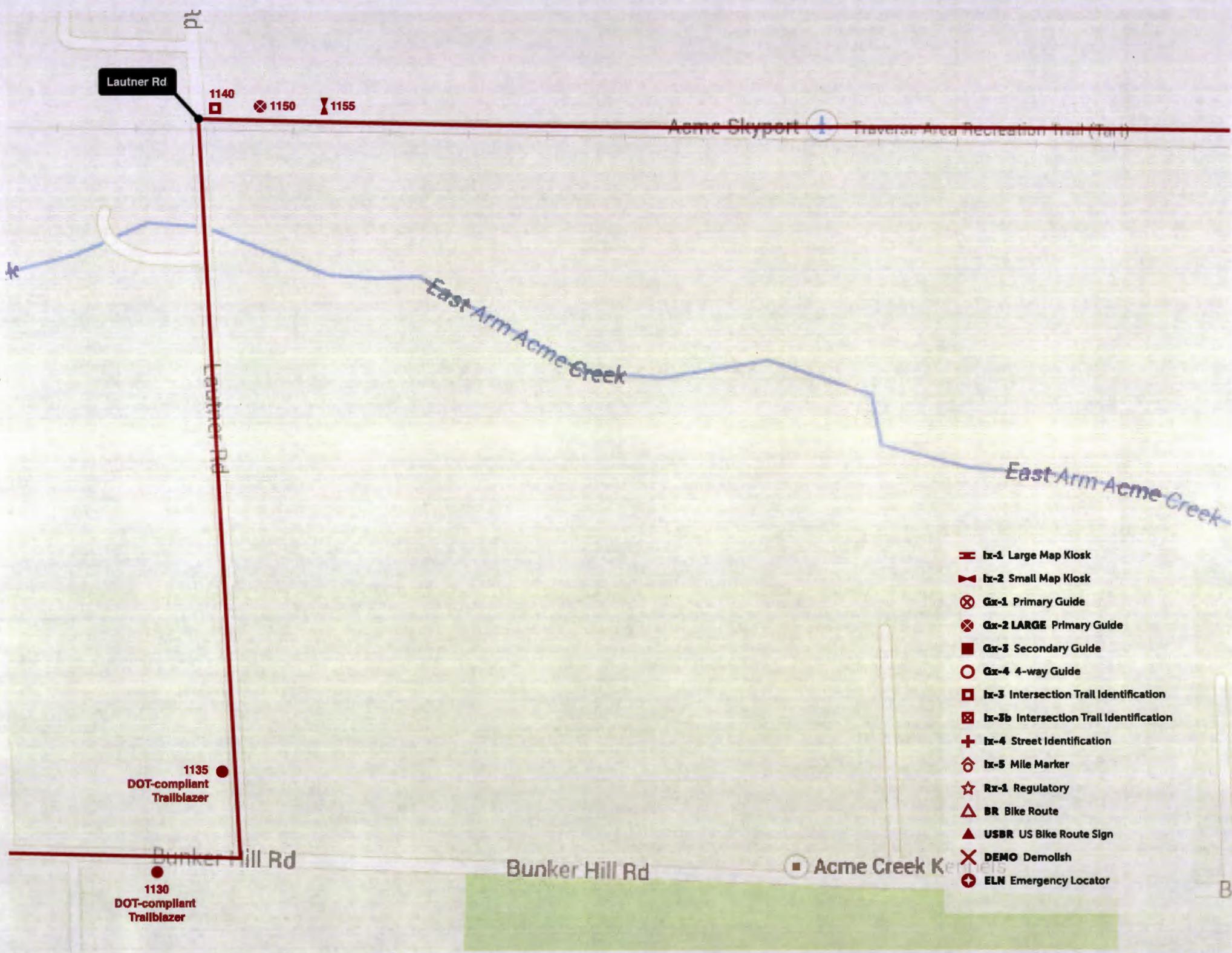
West Arm Acme Creek

Bunker Hill Rd

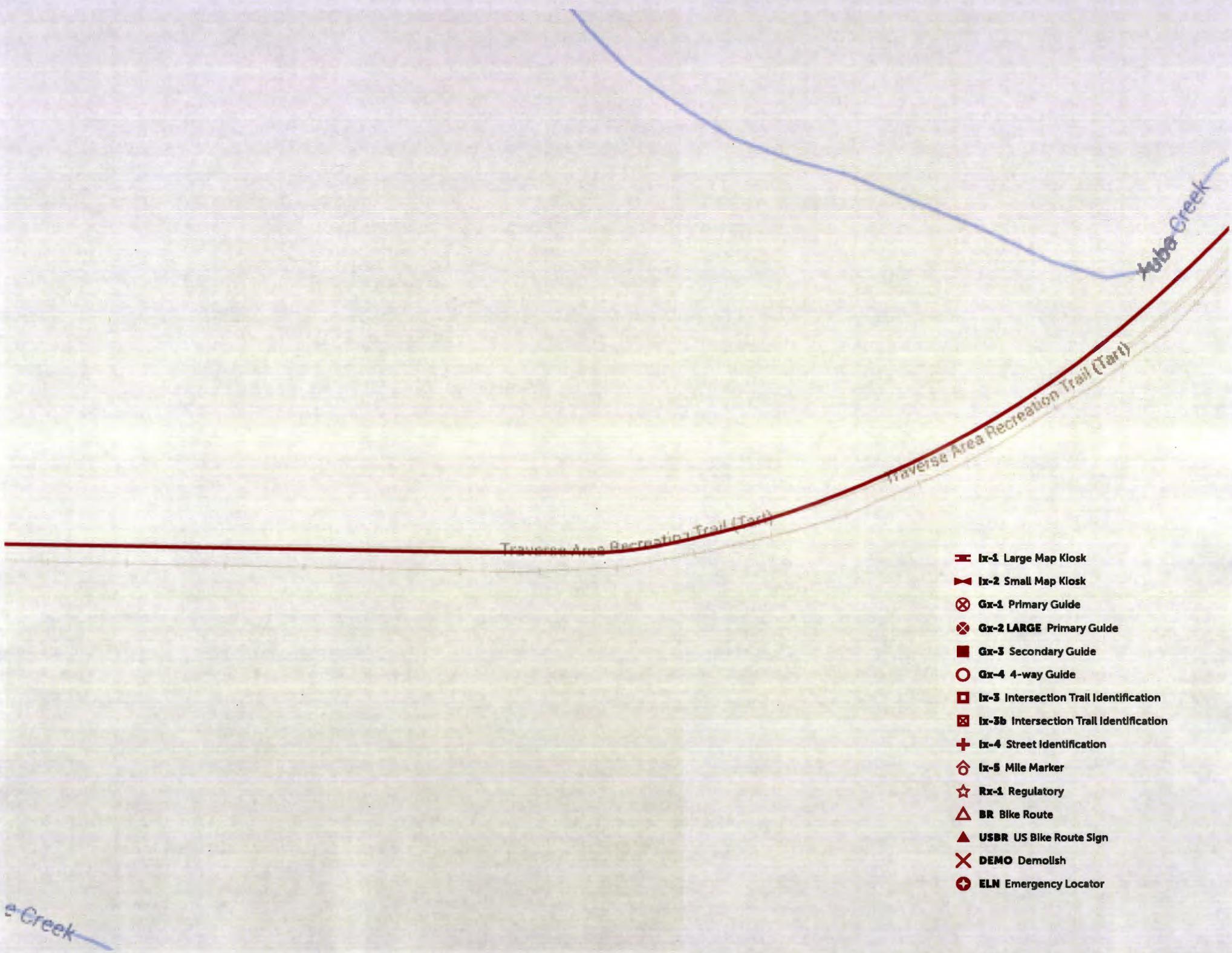
Bunker Hill Rd

Bunker Hill Rd

-  Ix-1 Large Map Kiosk
-  Ix-2 Small Map Kiosk
-  Gx-1 Primary Guide
-  Gx-2 LARGE Primary Guide
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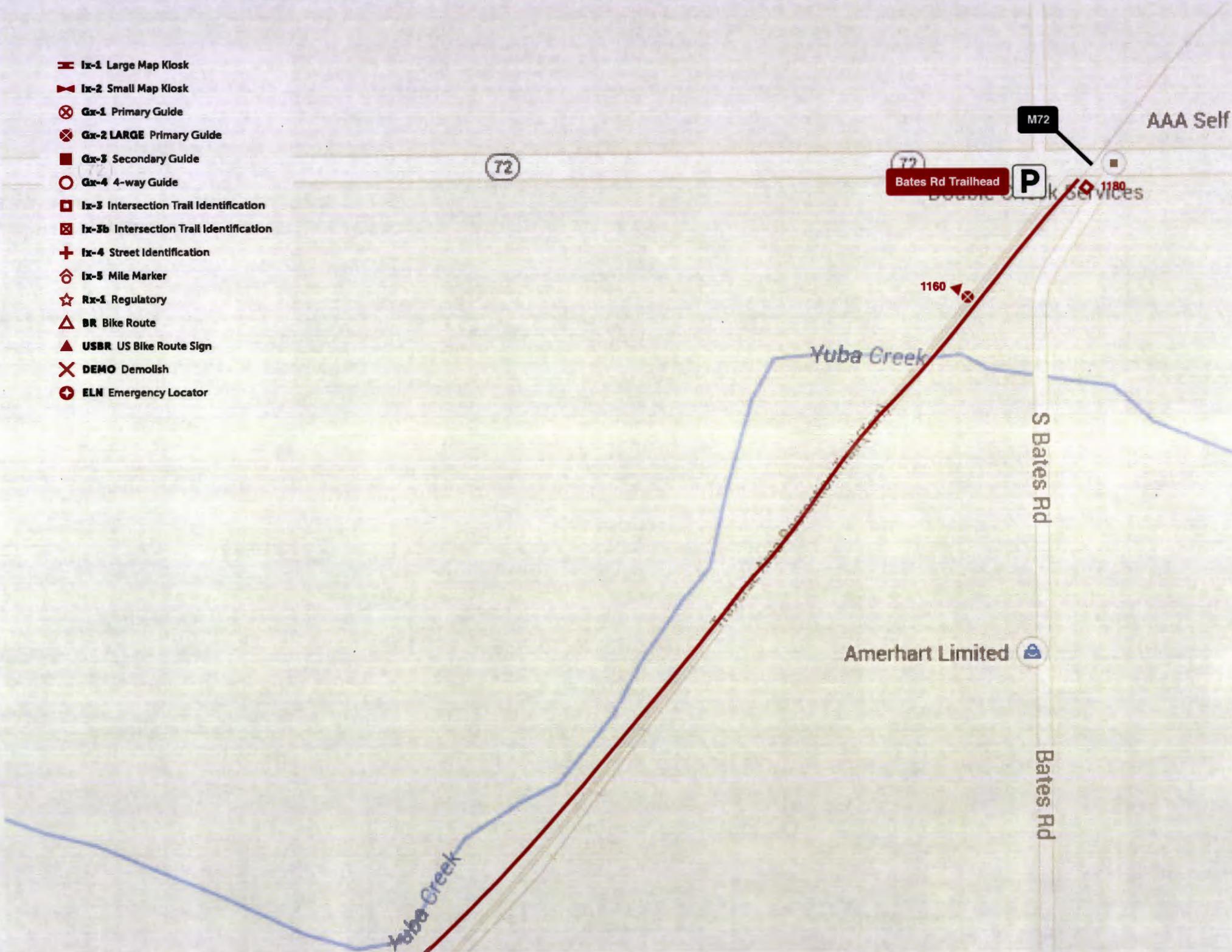


- Ix-1 Large Map Kiosk
- Ix-2 Small Map Kiosk
- Gx-1 Primary Guide
- Gx-2 LARGE Primary Guide
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-  **Ix-1** Large Map Kiosk
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**City of TC
Boardman Lake Trail**

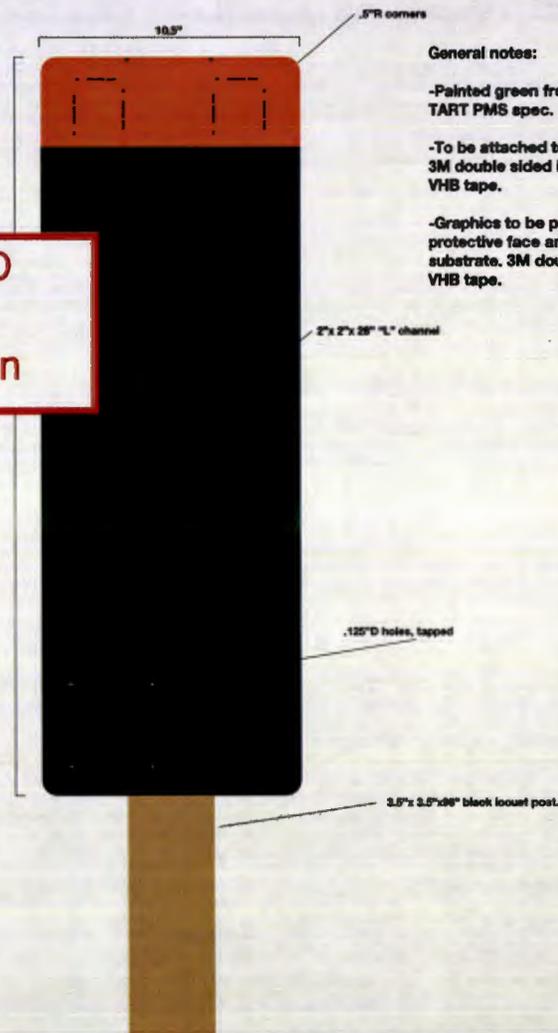
Quantity	Sign Type	Estimated Fabrication & Installation Cost	Potential Sponsor Income	25% Maintenance Payment
11	Primary Guide GX-2	\$3,179	\$22,000	
11	RX-1 Directional	\$1,639		
2	GX-4 2 sided	\$578		
1	GX-4 3 sided	\$349		
1	GX-4 4 sided	\$409		
Total		\$6,154	\$22,000	\$5,500

TART Trail

1	LX-1 Kiosk	\$1,829	\$2,500	
20	GX-2 Primary Guide	\$5,780	\$40,000	
4	GX-3	\$636		
34	LX-3	\$6,970		
4	LX3b	\$920		
15	RX-1	\$2,235		
1	LX2 2 sided	\$650		
1	GX4 3 sided	\$349		
1	US bike route	\$45		
Total		\$19,414	\$42,500	\$10,625
City of TC Grand Total		\$25,568	\$64,500	\$16,125

CONSTRUCTION DRAWING

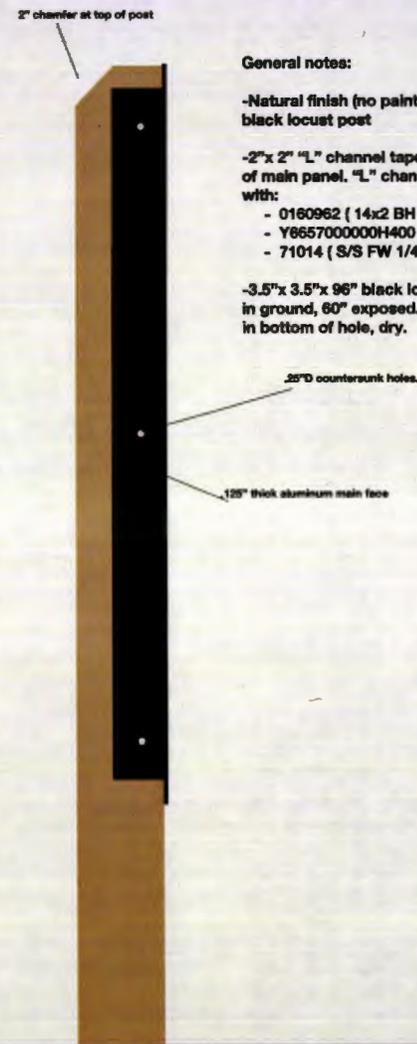
Main panel front:



General notes:

- Painted green front and back to match TART PMS spec.
- To be attached to "L" channel with 3M double sided industrial strength VHB tape.
- Graphics to be printed with matte finish protective face and laminated to painted substrate. 3M double sided industrial strength VHB tape.

Main panel profile:



General notes:

- Natural finish (no paint, no stain) on black locust post
- 2" x 2" "L" channel taped to back of main panel. "L" channel affixed to post with:
 - 0160962 (14x2 BH Trx SecSMS SS 700)
 - Y865700000H400 (#27 Torx security bit)
 - 71014 (S/S FW 1/4x11/16 od)
- 3.5" x 3.5" x 96" black locust post installed 36" in ground, 60" exposed. 1 bag of quickcrete in bottom of hole, dry.

APPROVED AS NOTED
9/27/13
TART and Corbin Design

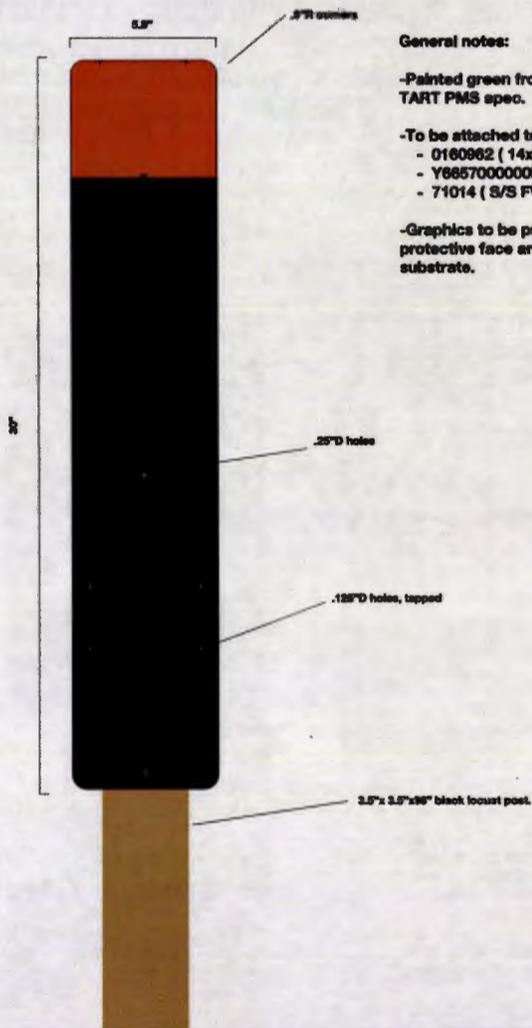


DESIGN | SERVICE | SOLUTIONS
1702 Barlow St. • Traverse City, MI 49686
231.933.7446 • 231.933.3299 (fax)
signsnowtc.com • info@signsnowtc.com

Client: TART Trails
Project: Leelanau trail wayfinding signage
Details: Sign type: GX2

CONSTRUCTION DRAWING

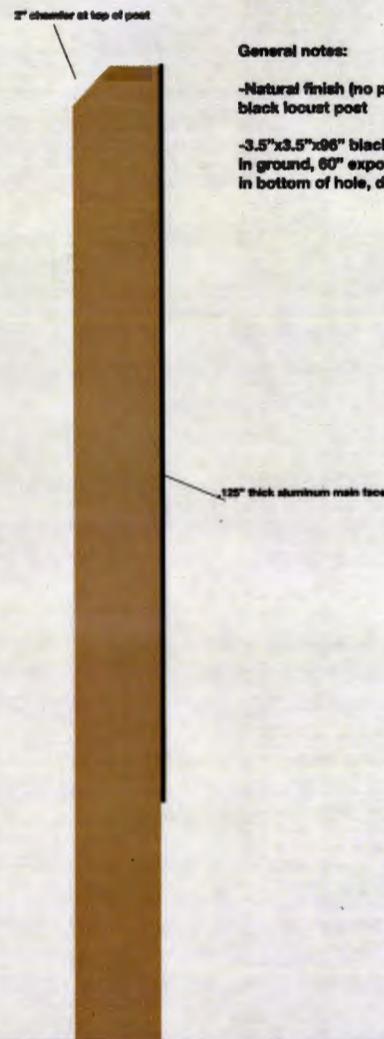
Main panel front:



General notes:

- Painted green front and back to match TART PMS spec.
- To be attached to black locust post with:
 - 0160962 (14x2 BH Trx SecSMS SS 700)
 - Y6657000000H400 (#27 Torx security bit)
 - 71014 (S/S FW 1/4x11/16 od)
- Graphics to be printed with matte finish protective face and laminated to painted substrate.

Main panel profile:



General notes:

- Natural finish (no paint, no stain) on black locust post
- 3.5\"x3.5\"x.06\" black locust post installed 36\" in ground, 60\" exposed. 1 bag of quickcrete in bottom of hole, dry.

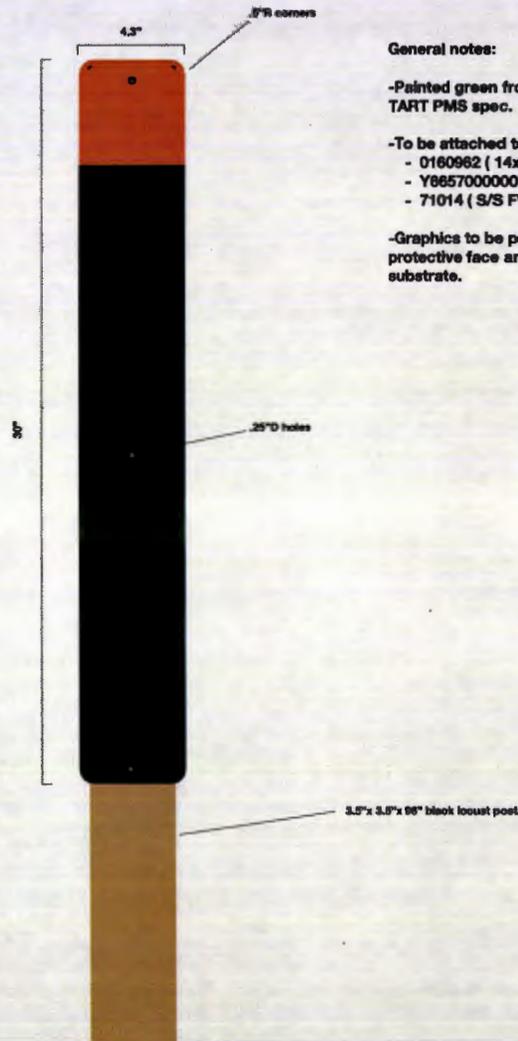


DESIGN | SERVICE | SOLUTIONS
 1702 Barlow St. • Traverse City, MI 49686
 231.933.7446 • 231.933.3299 (fax)
 signsnowtc.com • info@signsnowtc.com

Client: TART Trails
 Project: Leelanau trail wayfinding signage
 Details: Sign type: GX1

CONSTRUCTION DRAWING

Main panel front:



General notes:

-Painted green front and back to match TART PMS spec.

- To be attached to black locust post with:
 - 0160962 (14x2 BH Trx SecSMS SS 700)
 - Y665700000H400 (#27 Torx security bit)
 - 71014 (S/S FW 1/4x11/16 od)

-Graphics to be printed with matte finish protective face and laminated to painted substrate.

Main panel profile:



General notes:

-Natural finish (no paint, no stain) on black locust post

- 3.5" x 3.5" x 96" black locust post installed 36" in ground, 60" exposed. 1 bag of quickcrete in bottom of hole, dry.

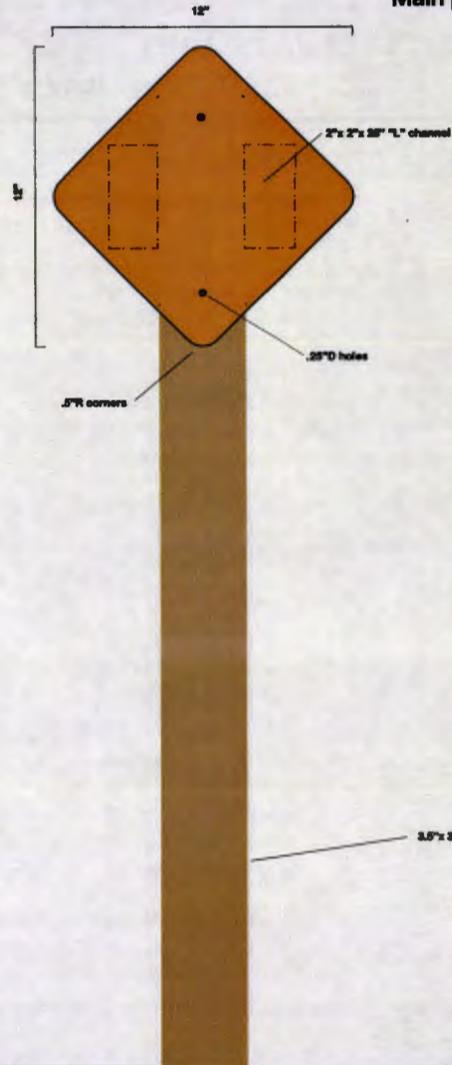


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Client: TART Trails
Project: Leelanau trail wayfinding signage
Details: Sign type: Gx-3

CONSTRUCTION DRAWING

Main panel front:



General notes:

- Edges and back to be bare metal
- To be attached to black locust post with:
 - 2" L channel and 3M double sided industrial strength VHB tape.
 - 0160982 (14x2 BH Trx SecSMS SS 700)
 - Y665700000H400 (#27 Torx security bit)
 - 71014 (S/S FW 1/4x11/16 od)
- Graphics to be printed with matte finish protective face and laminated to painted substrate.

Main panel profile:



General notes:

- Sides, back and L channel are bare aluminum
- Natural finish (no paint, no stain) on black locust post
- 3.5"x 3.5"x 96" black locust post installed 36" in ground, 60" exposed. 1 bag of quickcrete in bottom of hole, dry.

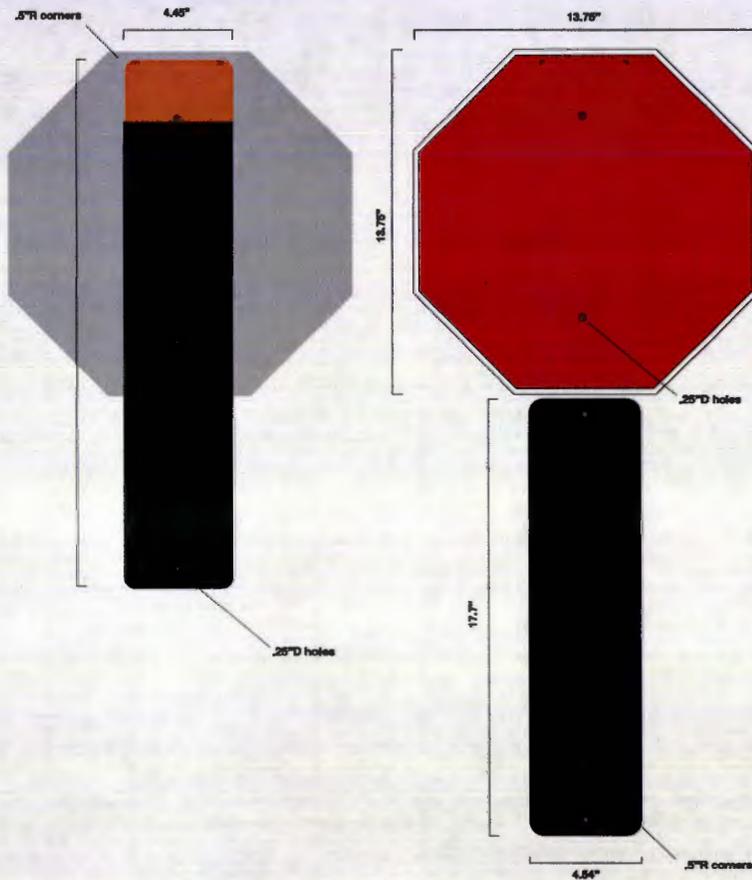


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signsnowtc.com • info@signsnowtc.com

Client: TART Trails
Project: Leelanau trail wayfinding signage
Details: Sign type: Rx-1

CONSTRUCTION DRAWING

Main panel front / back:



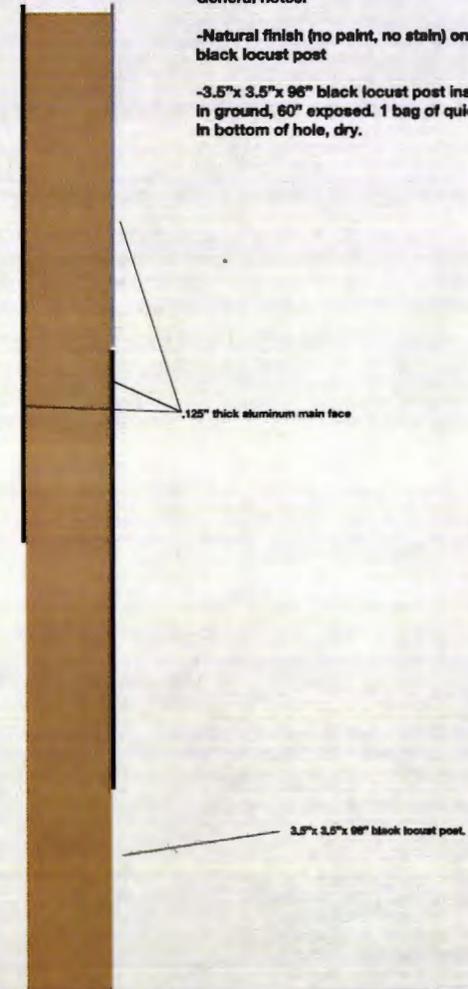
General notes:

-Painted green front and back to match TART PMS spec.
 Stop sign back and edges to be bare metal

- To be attached to black locust post with:
- 2" L channel and 3M double sided Industrial strength VHB tape.
 - 0160962 (14x2 BH Trx SecSMS SS 700)
 - Y665700000H400 (#27 Torx security bit)
 - 71014 (S/S FW 1/4x11/16 od)

-Graphics to be printed with matte finish protective face and laminated to painted substrate.

Main panel profile:



General notes:

-Natural finish (no paint, no stain) on black locust post

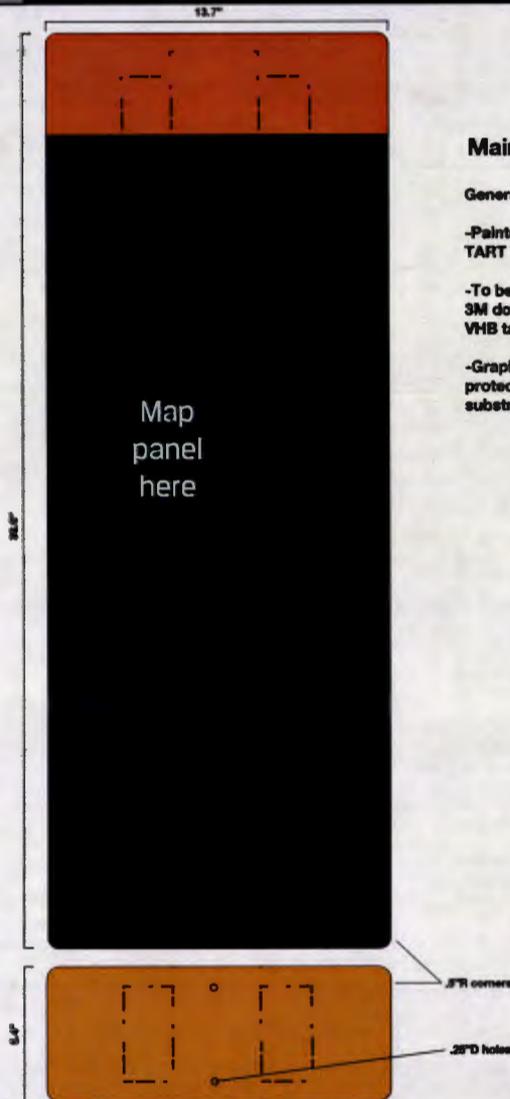
-3.5" x 3.5" x 96" black locust post installed 36" in ground, 60" exposed. 1 bag of quickcrete in bottom of hole, dry.



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Client: TART Trails
 Project: Leelanau trail wayfinding signage
 Details: Sign type: lx-3

CONSTRUCTION DRAWING



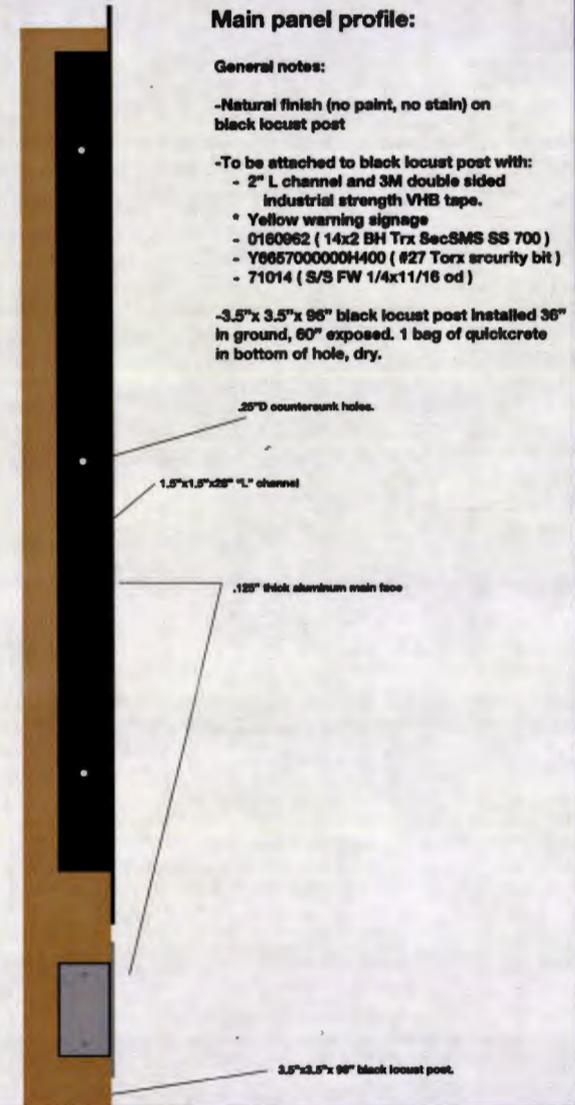
Main panel front:

General notes:

-Painted green front and back to match TART PMS spec.

-To be attached to "L" channel with 3M double sided industrial strength VHB tape.

-Graphics to be printed with matte finish protective face and laminated to painted substrate.



Main panel profile:

General notes:

-Natural finish (no paint, no stain) on black locust post

-To be attached to black locust post with:

- 2" L channel and 3M double sided industrial strength VHB tape.
- Yellow warning signage
- 0160062 (14x2 BH Trx SecSMS SS 700)
- Y665700000H400 (#27 Torx security bit)
- 71014 (S/S FW 1/4x11/16 od)

-3.5"x 3.5"x 96" black locust post installed 36" in ground, 60" exposed. 1 bag of quickcrete in bottom of hole, dry.



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Client: TART Trails
 Project: Leelanau trail wayfinding signage
 Details: Sign type: lx-2

CONSTRUCTION DRAWING

Map Panel:

General notes:

-To be attached to main panel front with 1/4" torque tamper-resistant stainless steel screws.

-Graphics to be printed with matte finish protective face and laminated to painted substrate.



TART Trail System LEELANAU TRAIL

Interpretive information panel, artwork for panels to be provided after signs are installed

Acrylic pamphlet holder mounted to separate panel and attached to background with torque screws

Exterior grade posting area for printed materials

1.5"x1.5"x.25" "L" channel

1.5"x 1.5"x 2.75" "L" channel

.25" D holes

.5" R corners

Main panel front:

General notes:

-Painted green front and back to match TART PMS spec.

-To be attached to "L" channel with 3M double sided industrial strength VHB tape.

-Graphics to be printed with matte finish protective face and laminated to painted substrate.

Main panel profile:

General notes:

-Wrapped vinyl edges to prevent picking and peeling of graphic

-Natural finish (no paint, no stain) on black locust post

-To be attached to black locust post with:

- 1.5" L channel and 3M double sided industrial strength VHB tape.
- * Yellow warning signage
- 0160962 (14x2 BH Trx SecSMS SS 700)
- Y665700000H400 (#27 Torx security bit)
- 71014 (S/S FW 1/4x11/16 od)

-3.5"x 3.5"x 96" black locust post installed 36" in ground, 60" exposed. 1 bag of quickcrete in bottom of hole, dry.

1.5"x1.5"x.25" "L" channel

**Double sided sign:
* 1.5" L channel is used to accommodate the 3.5" post**

.125" thick aluminum main face

3.5"x 3.5"x 96" black locust post.



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Client: TART Trails
Project: Leelanau trail wayfinding signage
Details: Sign type: lx-1

See attached sheet with front and back layouts

TART Trail System LEELANAU TRAIL



No Motorized Vehicles

Please:

- Slow Down
- Keep Right
- Yield to Pedestrians
- Do Not Block Trail
- Obey Traffic Signs
- Respect Private Property
- Keep Pets Close

PLEASE YIELD TO SLOWER TRAIL USERS

The Leelanau Trail provides access to:

SUTTONS BAY



GREILICKVILLE



TRAVERSE CITY



www.traversetrails.org

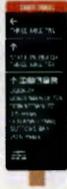
TART Trail System LEELANAU TRAIL



www.traversetrails.org

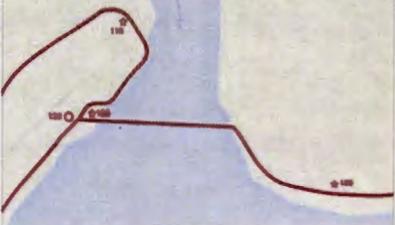
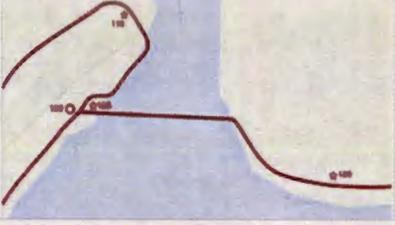
FRONT PANEL LAYOUT

BACK PANEL LAYOUT

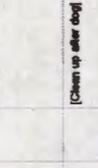
Number	Sign Type	Symbol	Message	Sign Face Direction	Location (image)	Site Conditions	Sign Diagram	Notes
10	Gx-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] [Grocery] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE	South		Soil		
20	Gx-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE [LEFT Arrow] OLD TOWN	South		Soil		I dont think it is necessary to add Boat Launch to this sign as it is clearly visible from the sign's location Signs 20-50 can not be combined as the current list of destinations will not fit on a 4-way directional sign.
30	Gx-2 LARGE Primary Guide Multi-directional		[LEFT Arrow] [Dining] [Grocery] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE [RIGHT Arrow] [Beer] BOARDMAN LK TRL	West		Soil		I dont think it is necessary to add Boat Launch to this sign as it is clearly visible from the sign's location Signs 20-50 can not be combined as the current list of destinations will not fit on a 4-way directional sign.
40	Gx-2 LARGE Primary Guide Multi-directional		[RIGHT Arrow] [Dining] [Grocery] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE [LEFT Arrow] BOARDMAN LK TRL [UP Arrow] Old Town	East		Soil		Signs 20-50 can not be combined as the current list of destinations will not fit on a 4-way directional sign.

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes
50	Ga-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] [Beer] [LEFT Arrow] Old Town	North		Soil		I dont think it is necessary to add Boat Launch to this sign as it is clearly visible from the sign's location Signs 20-50 can not be combined as the current list of destinations will not fit on a 4-way directional sign.
66	Ga-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] [Grocery] [Beer] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE	West		Soil		
70	Ga-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE	West		Soil		
90	Ga-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] BOARDMAN LK TRL BOATHOUSE HULL PARK CHILDRENS GARDEN LIBRARY TART TRAIL [LEFT Arrow] [Dining] DOWNTOWN TC 8TH STREET PEDESTRIAN UNDERPASS	South		Soil		Signs 90, 90 and 110 can not be combined on a 4-way guide sign as there are too many destinations to fit.

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes
90	Gx-2 LARGE Primary Guide Multi-directional		[RIGHT Arrow] [Grocery] [Dining] [LEFT Arrow] [Dining] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE	North		Soil		Signs 90, 90 and 110 can not be combined on a 4-way guide sign as there are too many destinations to fit.
100	Gx-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Grocery] [Dining] BOARDMAN LK TRL TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE	North		Soil		
110	Gx-2 LARGE Primary Guide Multi-directional		[RIGHT Arrow] DOWNTOWN TC 8TH STREET PEDESTRIAN UNDERPASS [UP Arrow] [Grocery] [Dining]	East		Soil		Signs 90, 90 and 110 can not be combined on a 4-way guide sign as there are too many destinations to fit.
115	Rx-1 Regulatory		[SLIPPERY WHEN WET]	Northwest		Soil		

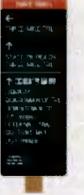
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes
120	Gx-4 4-way Guide		<p>[SOUTHWEST FACE] [RIGHT Arrow] [Dining] [Picnic] TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE</p> <p>[UP Arrow] [Grocery] [Dining] ---</p> <p>[NORTHEAST FACE] [LEFT Arrow] [Dining] [Picnic] TART TRAIL LIBRARY CHILDRENS GARDEN HULL PARK BOATHOUSE</p> <p>[UP Arrow] [Dining] [Bear]</p>	Southwest/ Northeast		Soil		Replace current sign
125	Rx-1 Regulatory		[SLIPPERY WHEN WET]	West		Soil		
130	Rx-1 Regulatory		[SLIPPERY WHEN WET]	East		Soil		

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes
140	Gx-4 4-way Guide		<p>[North Face] [LEFT Arrow] [Fishing] [Picnic] [Parking] [Canoe] MEDALIE PARK 1.8 miles [RIGHT Arrow] [Grocery] [Dining] [Beer] BOARDMAN LK TRL</p> <p>---</p> <p>[South Face] TART TRAIL LIBRARY CHILDRENS GARDEN</p> <p>---</p> <p>[East Face] [UP Arrow] [Grocery] [Dining] [Beer] BOARDMAN LK TRL [Right Arrow] LIBRARY CHILDRENS GARDEN</p> <p>---</p> <p>[West Face] [Up Arrow] [Fishing] [Picnic] [Parking] [Canoe] BOARDMAN LK TRL MEDALIE PARK 1.8 miles</p>	North		Soil		Replace current sign, retain tactile panels
145	Rx-1 Regulatory		[RAILROAD CROSSING]	South		Soil		
146	Rx-1 Regulatory		[RAILROAD CROSSING]	North		Soil		

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes
180	Pl-4 4-way Guide		<p>[South Face] [RIGHT Arrow] [Driving] [Two] [LEFT Arrow] [Library] CHILDRENS GARDEN</p> <p>[East Face] [LEFT Arrow] [Phone] [DOWN Arrow] [The] HULL MOUNTHOUSE</p> <p>[West Face]</p>			Soil		Replace current sign
185	Rh-1 Regulatory		[Clean up after dog]	North		Soil	To be determined	
186	Rh-1 Regulatory		[Clean up after dog]	South		Soil	To be determined	
179	Rh-1 Regulatory		[WATCH OUT FOR TRAFFIC]	East		Soil		

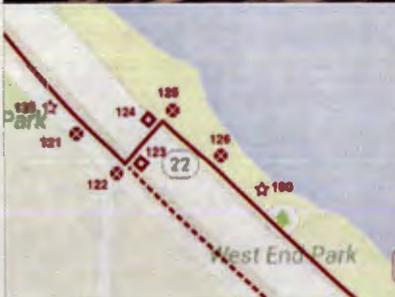
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes
180	Rx-1 Regulatory	☆	[WATCH OUT FOR TRAFFIC]	West		Soil		
185	Rx-1 Regulatory	☆	[SLIPPERY WHEN WET]	East		Soil		
180	Gx-4 4-way Guide	○	<p>[West Face] [LEFT Arrow] BOARDMAN LK TRL LIBRARY 1.8 miles TART TRAIL 1.8 miles</p> <p>—</p> <p>[North Face] [RIGHT Arrow] [Fishing] [Picnic] [Parking] [Restroom] [Canoe] BOARDMAN LK TRL MEDALIE PARK LOGANS LANDING</p> <p>—</p> <p>[East Face] [Right Arrow] BOARDMAN LK TRL LIBRARY 1.8 miles TART TRAIL 1.8 miles</p>			Soil		
200	Rx-1 Regulatory	☆	[SLIPPERY WHEN WET]	West		Soil		

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
20	Rx-1 Regulatory LARGE + USBR35		[WATCH OUT FOR TRAFFIC] ----- [USBR35]	West		Soil			
40	Bike Route		[Left Arrow] [Bike Route]	South		Soil			
60	Rx-1 Regulatory LARGE		[WATCH OUT FOR TRAFFIC]	South		Soil			
70	Gx-2 LARGE Primary Guide Multi-directional		[Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] [Restroom] DARROW PARK DOWNTOWN TC 1.4 miles VISITOR CTR CLINCH PARK	North		Soil			Notice no TAFT logo in lower right corner

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
80	Is-3b Intersection Trail Identification		<p>Front [CROSS WITH THE SIGNAL] M72 / E Traverse Hwy</p> <p>Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]</p>	North		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
80	Is-3b Intersection Trail Identification		<p>Front [CROSS WITH THE SIGNAL] M72 / E Traverse Hwy</p> <p>Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]</p>	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
100	Ge-2 LARGE Primary Guide Multi-directional		<p>[Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina]</p> <p>LEELANAU TRAIL GRIELICKVILLE SUTTONS BAY 15.0 miles</p>	South		Soil			Notice no TART logo in lower right corner
110	Re-1 Regulatory LARGE		[WATCH OUT FOR TRAFFIC]	South		Soil			

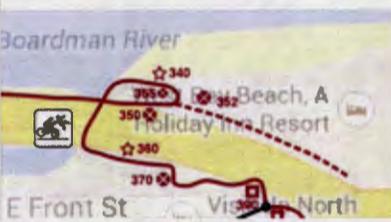
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
120	Rx-1 Regulatory LARGE		[TRAFFIC DOES NOT STOP]	West		Soil			
121	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] [Restroom] WEST END PARK OPEN SPACE VISITOR CTR CLINCH PARK [Up Arrow] DOG PARK	West		Soil		121 and 122 can not be consolidated to a single post because their faces are perpendicular and are too tall to be stacked.	Notice no TART logo in lower right corner
122	Gx-2 LARGE Primary Guide Multi-directional		[Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] DARROW PARK LEELANAU TRAIL GRELICKVILLE SUTTONS BAY 15.8 miles	North		Soil			Notice no TART logo in lower right corner
123	Ix-3 Intersection Trail Identification		Front STOP Grandview Pkwy Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil			Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
124	ix-3 Intersection Trail Identification		Front STOP Grandview Pkwy Back No Motorized Vehicles TART Trail (Cycling) (Walking) (Accessible) (Leashed Dog)	North		Soil			Notice no TART logo on lower portion of back panel
125	Gx-2 LARGE Primary Guide Multi-directional		[Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] [Restroom] OPEN SPACE VISITOR CTR CLINCH PARK	South		Soil		125 and 126 can not be consolidated to a single post because their faces are perpendicular and are too tall to be stacked.	Notice no TART logo in lower right corner
126	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] DARROW PARK LESLANAU TRAIL GUELICKVILLE SUTTONS BAY 15.8 miles	East		Soil			Notice no TART logo in lower right corner
130	Gx-2 LARGE Primary Guide Multi-directional		[Right Arrow] DOG PARK [Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] CLINCH PARK OPEN SPACE VISITOR CTR	West		Soil			Notice no TART logo in lower right corner

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
140	lx-3b Intersection Trail Identification		Front [CROSS WITH THE SIGNAL] Division St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil			Notice no TART logo on lower portion of back panel
170	lx-3b Intersection Trail Identification		Front [CROSS WITH THE SIGNAL] Grandview Pkwy Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil			Notice no TART logo on lower portion of back panel
175	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Restroom] [Swimming] [Beach] WEST END PARK [Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] CLINCH PARK VISITOR CTR	South		Soil			Notice no TART logo in lower right corner
180	Rx-1 Regulatory LARGE		[TRAFFIC DOES NOT STOP]	East		Soil			

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
230	Re-1 Regulatory LARGE + USBR35		[LOOK OUT] ----- [USBR35]	West		Soil		In an effort to reduce the total number of signs, I was previously directed to remove a directional sign from this location because if users turn left or continue straight they will eventually pick up the trail near the marina.	
290	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Marine] [Right Arrow] [Dining] [Restroom] [Drink] FRONT ST DIST OLD TOWN DIST VISITOR CTR [Up Arrow] [Dining] [Picnic] [Beach] [Restroom] [Swimming] CLUNCH PARK UNDERPASS [Pedestrian]	West		Soil			Notice no TART logo in lower right corner
280	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Dining] [Restroom] [Drink] FRONT ST DIST OLD TOWN DIST VISITOR CTR [Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marine] LEELANAU TRAIL SUTTONS BAY 10.7 miles	East		Soil			Notice no TART logo in lower right corner
290	Gx-2 LARGE Primary Guide Multi-directional		[Right Arrow] [Pedestrian] UNDERPASS FRONT ST DIST [Up Arrow] F&M PARK LIBRARY STATE PARK ACME 6.9 miles	West		Soil		I recommend not combining these signs 290, 300 and 310 as the Gx-4 sign type will not accommodate all the destinations. Also it is best to provide directional information ahead of the intersection so that users can make decisions before passing through the intersection — reducing congestion and confusion.	Notice no TART logo in lower right corner

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
300	Gs-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] LEELANAU TRAIL SUTTONS BAY 17 miles [Right Arrow] FAM PARK LIBRARY STATE PARK ACME 6.9 miles	South		Soil			Notice no TART logo in lower right corner
310	Gs-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Dining] [Restroom] [Drink] FRONT ST DIST OLD TOWN DIST UNDERPASS [Pedestrian] [Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] MARINA OPEN SPACE LEELANAU TRAIL SUTTONS BAY 17 miles	East		Soil			Notice no TART logo in lower right corner
320	Is-1 Large Map Kiosk		[custom artwork to be provided by designer]	West		Soil			Create concrete pad adjacent to sidewalk. Final dimensions and specification to be determined by fabricator. Must match existing concrete treatments and grade. Must be ADA compliant.
330	Rs-1 Regulatory LARGE + USBR35		[LOOK OUT] ----- [USBR35]	East		Soil			

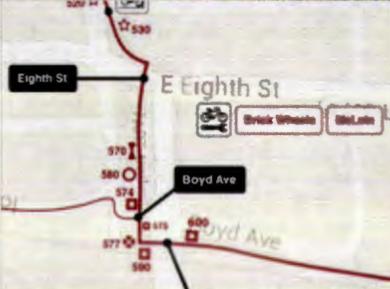
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
340	Rx-1 Regulatory LARGE		[LOOK OUT]	East		Soil			
350	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] FRONT ST DIST FSM PARK BOARDMAN LK TRL LIBRARY ACME 6.5 miles [Up Arrow] [Lodging] [Trail Ends]	West		Soil			Notice no TART logo in lower right corner
352	Gx-2 LARGE Primary Guide Multi-directional		[Right Arrow] UNDERPASS (Pedestrian) FRONT ST DIST [Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] CLINCH PARK SPLASH PARK OPEN SPACE LEELANAU TRAIL SUTTONS BAY 17.3 miles	East		Soil			Notice no TART logo in lower right corner
355	Gx-2 LARGE Primary Guide Multi-directional		[Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] CLINCH PARK SPLASH PARK OPEN SPACE LEELANAU TRAIL SUTTONS BAY 17.3 miles [Left Arrow] TRAIL ENDS	North		Soil			Notice no TART logo in lower right corner

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
360	Rb-1 Regulatory LARGE		[LOOK OUT]	East		Soil			
370	Ga-2 LARGE Primary Guide Multi-directional		[Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] CLUNCH PARK SPLASH PARK OPEN SPACE LEELANAU TRAIL SUTTONS BAY 17.5 miles [Up Arrow] [Dining] [Shopping] DOWNTOWN TC FRONT ST DIST	East		Soil			Notice no TART logo in lower right corner
380	Ia-3 Intersection Trail Identification		Front [STOP] Front St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	North		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
400	Ia-3 Intersection Trail Identification		Front [STOP] Front St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil			Notice no TART logo on lower portion of back panel

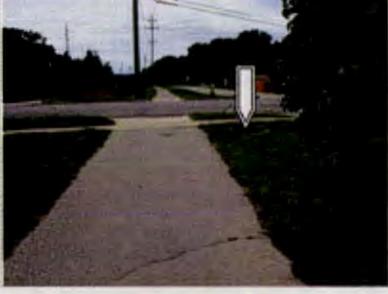
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
405	Rt-1 Regulatory LARGE		[WATCH OUT FOR TRAFFIC!]	North		Soil		Alternate layout with no cyclist graphic (Julie requested this alternative layout given the recent cyclist death in this area)	
406	Rt-1 Regulatory LARGE		[WATCH OUT FOR TRAFFIC!]	South		Soil		Alternate layout with no cyclist graphic (Julie requested this alternative layout given the recent cyclist death in this area)	
410	Is-3 Intersection Trail Identification		Front [STOP] State St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	North		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
430	Is-3 Intersection Trail Identification		Front [STOP] State St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
440	Ga-2 LARGE Primary Guide Multi-directional		[Left Arrow] BOARDMAN LK TRIL LIBRARY STATE PARK ACME 6.2 miles [Right Arrow] [Cycling] [Grocery] [Picnic] [Beach] [Marina] DOWNTOWN TC CLUNCH PARK OPEN SPACE LEELANAU TRAIL SUTTONS BAY 17.6 miles	East		Soil			Notice no TART logo in lower right corner
450	Ia-3 Intersection Trail Identification		Front [STOP] Washington St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	North		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
470	Ia-3 Intersection Trail Identification		Front [STOP] Washington St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
480	Pb-1 Regulatory LARGE		[WATCH OUT FOR TRAFFIC]	North		Soil		Replace existing sign Alternate layout with no car/cyclist graphic (Mile requested this alternative layout given the recent cyclist death in this area)	

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
480	Rx-1 Regulatory LARGE		[WATCH OUT FOR TRAFFIC]	South		Soil		Replace existing sign Alternate layout with no car/cyclist graphic (Kille requested this alternative layout given the recent cyclist death in this area)	
500	Ix-3 Intersection Trail Identification		Front [STOP] Webster St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	North		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
510	Ix-3 Intersection Trail Identification		Front [STOP] Webster St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
520	Ix-3 Intersection Trail Identification		Front [STOP] Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	North		Soil		STREET ID PANEL IS NOT NEEDED AT THIS LOCATION	Notice no TART logo on lower portion of back panel

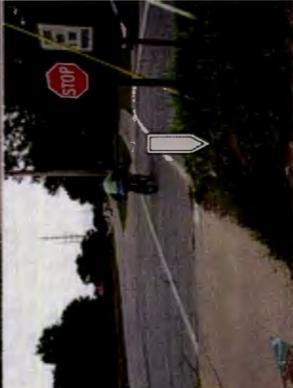
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
530	lx-3 Intersection Trail Identification		Front [STOP] Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil		STREET ID PANEL IS NOT NEEDED AT THIS LOCATION	Notice no TART logo on lower portion of back panel
570	lx-2 Small Map Kiosk		[custom artwork to be provided by designer]	East		Soil			
574	lx-3 Intersection Trail Identification		Front [STOP] Boyd Ave Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	North		Soil		Yes, 580 is a 4-way sign and should replace the sign shown in this image.	Notice no TART logo on lower portion of back panel
575	lx-3 Intersection Trail Identification		Front [STOP] Boyd Ave Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
577	0a-2 LARGE Primary Guide Multi-directional		[Left Arrow] LIBRARY [Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] F&M PARK DOWNTOWN TC 1.1 miles CLINCH PARK SUTTONS BAY 18 miles [Up Arrow] BOARDMAN LK TRL	East		Soil			Notice no TART logo in lower right corner
580	0a-4 4-way Guide		[North Face] [Ahead/Left Arrow] STATE PARK [Right Arrow] BOARDMAN LK TRL ---- [East Face] [Up Arrow] BOARDMAN LK TRL [Left Arrow] LIBRARY ---- [South Face] [Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] DOWNTOWN TC 1 mile	N, S & E		Soil		Replace existing sign	Notice no TART logo on lower portion of panel
580	1a-3 Intersection Trail Identification		Front [STOP] Woodmere Ave Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
580	1a-3 Intersection Trail Identification		Front [STOP] Woodmere Ave Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

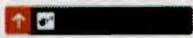
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
620	ix-3 Intersection Trail Identification		Front [STOP] Grant St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
630	ix-3 Intersection Trail Identification		Front [STOP] Grant St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
650	ix-3 Intersection Trail Identification		Front [STOP] Rose St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
660	ix-3 Intersection Trail Identification		Front [STOP] Rose St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
680	ix-3 Intersection Trail Identification		Front [STOP] Fern St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
680	ix-3 Intersection Trail Identification		Front [STOP] Fern St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
700	Re-1 Regulatory LARGE + USBR35		[WATCH OUT FOR TRAFFIC] ----- [USBR35]	West		Soil			
710	ix-3 Intersection Trail Identification		Front [STOP] Garfield Ave Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

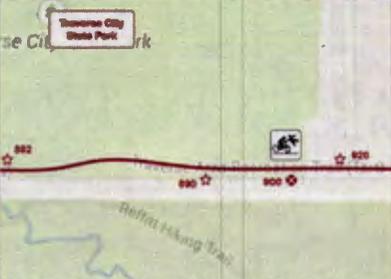
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
720	ix-3 Intersection Trail Identification		Front [STOP] Garfield Ave Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
721	ix-3 Intersection Trail Identification		Front [STOP] Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
722	ix-3 Intersection Trail Identification		Front [STOP] Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
740	ix-3 Intersection Trail Identification		Front [STOP] Hastings St Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
750	1x-3 Intersection Trail Identification		<p>Front [STOP] Parsons Rd</p> <p>Back No Motorized Vehicles TART Trail (Cycling) (Walking) (Accessible) (Leashed Dog)</p>	North		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
760	1x-3 Intersection Trail Identification		<p>Front [STOP] Hannan St</p> <p>Back No Motorized Vehicles TART Trail (Cycling) (Walking) (Accessible) (Leashed Dog)</p>	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
770	1x-3 Intersection Trail Identification		<p>Front [STOP] Parsons Rd</p> <p>Back No Motorized Vehicles TART Trail (Cycling) (Walking) (Accessible) (Leashed Dog)</p>	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
772	1x-1 Regulatory LARGE + USERRS		<p>WATCH OUT FOR TRAFFIC!</p> <p>[USERRS]</p>	East		Soil			

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
775	Gx-3 Secondary Guide		[Left Arrow] [First Aid] [Lodging]	West		Soil			Notice no TART logo on lower portion of panel
780	Ix-3 Intersection Trail Identification		Front [STOP] Airport Access Rd Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
780	Ix-3 Intersection Trail Identification		Front [STOP] Airport Access Rd Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
786	Gx-3 Secondary Guide		[Right Arrow] [First Aid] [Lodging]	East		Soil			Notice no TART logo on lower portion of panel

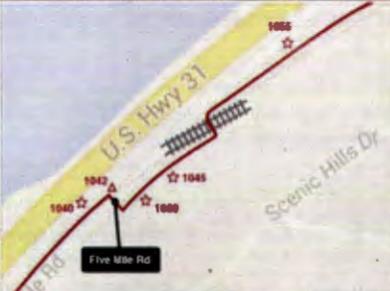
Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
787	Gx-3 Secondary Guide		[Left Arrow] [Grocery]	West		Soil			Notice no TART logo on lower portion of panel
788	Gx-3 Secondary Guide		[Right Arrow] [Grocery]	East		Soil			Notice no TART logo on lower portion of panel
800	Ix-3 Intersection Trail Identification		Front [STOP] Amp-Park Dr Back No Motorized Vehicles TART Trail [Leashed Dog] [Accommodate] [Leashed Dog]	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
810	Ix-3 Intersection Trail Identification		Front [STOP] Amp-Park Dr Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accommodate] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
660	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Picnic] [Restroom] [Beach] [Swimming] STATE PARK BEACH THREE MILE TRL [Up Arrow] REFFITT PRESERVE STATE PARK ACME 3.4 miles	West		Soil		Earlier STOP and road id sign was eliminated because cross control device already exists.	Notice no TART logo in lower right corner
670	Ix-1 Large Map Kiosk		[Custom artwork to be provided by designer]	West		Soil		Remove existing kiosk	
680	Gx-2 LARGE Primary Guide Multi-directional		[Left Arrow] THREE MILE TRL [Up and Right Arrow] [Picnic] [Restroom] [Beach] [Swimming] STATE PARK BEACH THREE MILE TRL [Up Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] LIBRARY BOARDMAN LK TRL DOWNTOWN TC 3.5 miles LEELANAU TRAIL SUTTONS BAY 20.5 miles	East		Soil			Notice no TART logo in lower right corner
681	Rx-1 Regulatory LARGE + USBRS5		[SLOW DOWN] [USBRS5]	West		Soil		Replace existing sign	

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
882	Rt-1 Regulatory LARGE	☆	[SLOW DOWN]	East		Soil		Replace existing sign	
880	Rt-1 Regulatory LARGE	☆	[LOOK OUT]	West		Soil			
900	Ga-2 LARGE Primary Guide Multi-directional	⊗	[Left Arrow] [Dining] [Grocery] ACME 2.7 miles [Right Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] LIBRARY BOARDMAN LK TRL DOWNTOWN TC 4.3 miles LEELANAU TRAIL SUTTONS BAY 21.2 miles	North		Soil		Notice no TART logo in lower right corner	
920	Rt-1 Regulatory LARGE + USBR35	☆	[LOOK OUT] ----- [USBR35]	East		Soil			

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
940	ix-3 Intersection Trail Identification		Front [STOP] Four Mile Rd Back No Motorized Vehicles TART Trail (Cycling) (Walking) [Accessible] (Leashed Dog)	West		Soil		Remove existing stop sign	Notice no TART logo on lower portion of back panel
950	ix-3 Intersection Trail Identification		Front [STOP] Four Mile Rd Back No Motorized Vehicles TART Trail (Cycling) (Walking) [Accessible] (Leashed Dog)	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
960	ix-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] STATE PARK BOARDMAN LK TRL DOWNTOWN TC 4.7 miles SUTTONS BAY 21.6 miles	East		Soil		Replace existing sign	Notice no TART logo in lower right corner
980	ix-3 Intersection Trail Identification		Front [STOP] Holiday Rd Back No Motorized Vehicles TART Trail (Cycling) (Walking) [Accessible] (Leashed Dog)	West		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
680	Rx-2 Intersection Trail Identification		Front [STOP] Holiday Rd Back Mx Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel
685	Rx-1 Regulatory LARGE		[5 Mile Lane / Car Lane] [5 Mile Rd]	South		Soil		Keep existing STOP sign	
1040	Rx-1 Regulatory LARGE		[USE CROSSWALK AHEAD/RIGHT/HEAD]	South		Soil		Replace existing blue route sign	
1042	[Blue Route]		[Blue Arrow] [Blue Route]	South		Existing Post			

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
1045	Rx-1 Regulatory LARGE	☆	[North Face] [USE CROSSWALK AHEAD/RIGHT/AHEAD] [5 Mile Rd] [South Face] [RR CROSSING CROSS AT 90]	North/ South		soil		2-Sided Remove existing RR sign	
1055	Rx-1 Regulatory LARGE + USBR35	☆	[RR CROSSING CROSS AT 90] [USBR35]	North		Soil			
1060	Rx-1 Regulatory LARGE	☆	[Car Lane / Bike Lane]	North		soil			
1070	Ox-2 LARGE Primary Guide Multi-directional	⊗	[Left Arrow] [Dining] [Grocery] [Swimming] ACME .1 mile [Right Arrow] ON ROAD [XC Skiing] [MTB] [Running] [Hiking] [Restroom] [P] VASA TRAIL NOT PAVED NO MOTORIZED VEHICLES TART TRAIL 2 miles	West		Soil		Noise no TART logo in lower right corner	

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
1075	Ga-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] STATE PARK DOWNTOWN TC 6.9 miles LEELANAU TRAIL SUTTONS BAY 23.8 miles	East		Soil			Notice no TART logo in lower right corner
1080	Is-3 Intersection Trail Identification		Front [STOP] Bunker Hill Rd Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	West		Soil		Remove existing stop sign	Notice no TART logo on lower portion of back panel
1100	Is-1 Large Map Kiosk		[custom artwork to be provided by designer]	West		Soil			
1120	DOT-Compliant Trailblazer		[Right Arrow] VASA TRAIL NOT PAVED NO MOTORIZED VEHICLES [Up Arrow] LAUTNER TRAILHEAD	West		Soil		I believe we will need to leave the existing VASA sign as it is sized for vehicular traffic. We are not proposing a large sign that would adequately replace it. Rather, our proposed sign is scaled appropriately for cyclists and provides more directional information for them.	

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
1125	DOT-Compliant Trailblazer		[Left Arrow] VASA TRAIL NOT PAVED NO MOTORIZED VEHICLES [Up Arrow] DOWNTOWN TC	East		Soil			
1130	DOT-Compliant Trailblazer		[Left Arrow] LAUTNER TRAILHEAD	West		Soil			
1135	DOT-Compliant Trailblazer		[Right Arrow] DOWNTOWN TC VASA TRAIL NOT PAVED NO MOTORIZED VEHICLES	North		Soil			
1140	ix-3 Intersection Trail Identification		Front [STOP] Lautner Rd Back No Motorized Vehicles TART Trail (Cycling) (Walking) (Accessibile) (Leashed Dog)	East		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel

Number	Sign Type	Symbol	Message	Sign Face Direction	Location Image	Site Conditions	Sign Diagram	Notes	Fabricator Notes
1150	0a-2 LARGE Primary Guide Multi-directional		[Left Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] ON ROAD VASA TRAIL NOT PAVED NO MOTORIZED VEHICLES TART TRAIL DOWNTOWN TC 9.1 miles	East					
1155	0a-2 Small Map Kiosk		[custom artwork to be provided by designer]	East		Soil			
1160	0a-2 LARGE Primary Guide Multi-directional		[UP Arrow] [Dining] [Grocery] [Picnic] [Beach] [Marina] ACME 3.9 miles STATE PARK DOWNTOWN TC 10.8 miles LEELANAU TRAIL SUTTONS BAY 27.7 miles [USBR 35]	South		Soil		Notice no TART logo in lower right corner	
1180	0a-3 Intersection Trail Identification		Front [STOP] M72 Back No Motorized Vehicles TART Trail [Cycling] [Walking] [Accessible] [Leashed Dog]	South		Soil		Replace existing sign	Notice no TART logo on lower portion of back panel



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: STORMWATER AND WASTEWATER (SAW) GRANT ASSET
MANAGEMENT PLAN – SEWAGE FLOW MONITORING

Attached is a memo from City Engineer Timothy Lodge regarding the need to amend our agreement with OHM in connection with the implementation of the SAW Grant. As explained in the attachments, sanitary sewer flow metering is a necessary component for the SAW Grant Asset Management Plan.

Because of this oversight on OHM's part, they have agreed to not apply their standard markup nor their time in managing the consultant necessary to do this work, a total savings of approximately \$22,000. All costs for this work will be reimbursed by the SAW Grant.

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

that the City Commission waives the competitive bidding requirements as deemed in the best interest of the City; and that the Mayor and City Clerk execute an amendment to the Consultant Agreement with OHM in the amount of \$133,500 for sewer flow monitoring by Martin Control Services, relating to the implementation of the Stormwater, Asset Management, and Wastewater (SAW) grant, with funds available in the Capital Projects, SAW Grant Fund, to be reimbursed by the SAW Grant, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.

PH/bcm

k:\tcclerk\city commission\agreements\saw grant consultant agreement sewage flow monitoring

copy: Timothy Lodge, City Engineer

Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager

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

DATE: June 8, 2015

SUBJECT: MDEQ SAW Grant Sewage Flow Monitoring
Amendment to Consultant Agreement with OHM

As part of the MDEQ's SAW Grant Asset Management Plan for the City's wastewater collection system, our consultant OHM contracted with Martin Control Services, MCS to install eight (8) flow meters at key points in the City's sanitary sewer system. These flow meters were installed in late March 2015 and will remain in place for six months (through September 2015). The data we collect this year will allow us to characterize the wet weather response of the collection system and target areas that may require additional attention in the future. This will help the City focus on areas where capital improvement efforts can have the highest possible impact. Key characteristics that the flow meter data will provide are as follows:

- Peaking factors for each analyzed sewer service area: wet weather peak flow as a multiple of average dry weather flow
- Capture coefficients: percent of rainfall volume that enters the sanitary sewer system
- Baseflows: groundwater (non-sanitary discharge) that enters the sanitary sewer system on a continual basis
- Flow contributions from Township sources

We will use the metrics above to compare Traverse City's wastewater collection system against the metrics of similar collection systems in the Midwest U.S. This will provide useful data on the overall condition of our system and what options we will have to address inflow and infiltration.

Unfortunately we have been informed by our Consultant that they found that the cost for the work performed by Martin Control Services, MCS is not within their authorized amount as they previously had confirmed with City staff. Attached is a letter from OHM explaining the situation. While the situation is unfortunate, we believe it is in the best interest of the City to waive the competitive bidding requirements and authorize an amendment to the Consultant Agreement with OHM previously authorized by the City Commission on September 2, 2014 to include the services of Martin Control Services, MCS in the amount of \$133,500. These costs will be reimbursed in accordance with the SAW Grant agreement with the MDEQ.



Mr. Larry LaCross
Asset Management / GIS Analyst
City of Traverse City
Department of Public Services
625 Woodmere Ave.
Traverse City, MI 49686

Re: Sanitary Sewer Flow Metering

June 5, 2015

Dear Mr. LaCross:

As you are aware, OHM engaged a subconsultant (Martin Control Services, MCS) to install and maintain eight flow meters and one rain gage for the sanitary sewer as part of the City's Wastewater SAW grant. The metering commenced this spring, at the City's request, to maintain the originally-intended schedule for the SAW Grant activities. At the end of February 2015, we were asked by City staff whether or not MCS's services were under OHM's current contract with the City. Via email, we indicated that MCS's costs were included.

About a month later we realized that our initial statement was in error and that MCS's services were not included under our current contract, although this cost was referenced, for informational purposes, in a table in the Wastewater Asset Management Plan grant scope. We understand that this was a misstatement that resulted in a deviation from the City's standard purchasing policy. We apologize for this confusion.

In light of these facts, OHM offers the following:

- OHM will not apply our standard subconsultant mark-up which is typically 10%-15%. This results in a reduced cost to the City between \$13,000 and \$20,000.
- OHM will not charge the City for our time to manage the subconsultant. We estimate this at a value of \$2,000.

We would also like to point out that MCS is a leader in flow metering implementation, is regularly retained by municipalities throughout Michigan, and we are confident that their cost for this service is competitive and will provide the best value for the City. This is why they were included in the SAW Grant scope that the MDEQ approved and are an integral part of the OHM SAW Grant team that the City selected to perform this work. Also, their not-to-exceed fee of \$133,500 is consistent with the grant budget and is reimbursable without any MDEQ-required procurement rules.

Again, we sincerely apologize for any issues this has caused the city and we respectfully request a modification to our contract in the amount of \$133,500 to accommodate the MDEQ-approved sanitary sewer metering services.

If you have any questions, please do not hesitate to contact me. I can also be available at your Commission meeting to answer any Commission questions regarding this issue.

Sincerely,

OHM Advisors

A handwritten signature in black ink, appearing to read "Ron Cavallaro".

Ronald A. Cavallaro, Jr., PE
Managing Director, Michigan



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: AMENDMENT TO PARKING LEASE – 305 WEST FRONT STREET

Attached is a memo from Parking Administrator Nicole VanNess regarding the City's lease of 305 West Front Street, which provides 84 public parking permit spaces. As indicated by Ms. VanNess, to increase parking space inventory, Parking Services has determined that by restriping, an additional 17 spaces can be added.

Two of those spaces would be reserved for the property owner, meaning there would be 15 additional public parking permit spaces made available through this reconfiguration.

The City currently pays \$28.04 per space, for 84 spaces. With the added spaces due to the reconfiguration, the rate per space would remain the same; however, we would pay for 99 spaces, increasing our monthly rent from \$2,355 to \$2,776, effective this month.

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

that the Mayor and City Clerk execute the fourth amendment to the parking area lease (lease originally authorized November 3, 2008, and amended January 4, 2010, February 1, 2010, and October 6, 2014), with Pine Street Development One for the provision of public parking spaces at 305 West Front Street, increasing the number of spaces leased from 84 spaces to 99 spaces, with the rate per space to remain the same at \$28.04 per space, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

PH/bcm

K:\tcclerk\city commission\agreements\parking lot s 305 west front street

copy: Rob Bacigalupi, Downtown Development Authority Executive Director
Nicole VanNess, Parking Administrator

memo



Traverse City Parking Services

To: Benjamin Marentette, City Clerk

From: Nicole VanNess, Parking Administrator

Date: June 9, 2015

Re: Lot S – Lease Amendment 4 – Add Additional Spaces

We are always looking for creative ways to increase additional parking space inventory for our permit program. Since 2008, the City has maintained a lease on the property at 305 W Front Street known as Lot S to provide surface parking on the west end of downtown.

In reviewing the lot configuration, we have determined that we can add an additional 17 spaces by restriping the lot to create uniform rows. Two of the spaces will be made available to the property owner as reserved spaces in which they will provide their own signage. The remaining 15 spaces will become a part of the permit inventory managed and maintained by Parking Services.

Parking services currently pays \$28.04 per space and leases 84 spaces. The cost per space would remain the same at \$28.04 per space for 99 spaces.

I recommend the City Commission approve an amendment to the Parking Area Lease for 305 W Front Street to increase the rental amount from \$2,355.00 to \$2,776.00 per month to be effective June of 2015.

Secondly, I recommend the first payment include a partial amount of \$210.50 for the increased number of spaces for June of 2015.

CITY OF TRAVERSE CITY
AUTOMOBILE PARKING SYSTEM

FOURTH AMENDMENT TO PARKING AREA LEASE

The Parking Area Lease entered into on the 4th day of November, 2008 ("Lease") between PINE STREET DEVELOPMENT ONE, LLC, a Michigan limited liability company, of TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan 49684 ("City") is hereby amended as follows:

1. Paragraph 2) shall be amended as follows:

Rent. City shall pay Owner, as rent, on or before the first day of each month for the term of this Lease, as amended, the sum of Two Thousand Three Hundred Fifty-five dollars (\$2,776.00) per month. Payment shall be made to Owner to the above address.

If payment is late by fifteen days (15) or more, a Two Hundred dollar (\$200) late fee shall be applied to the rent.

All other terms and conditions of the Lease shall remain unchanged.

IN WITNESS WHEREOF, the undersigned have executed this Amendment to Lease as of the ____ day of _____, 2015.

OWNER:

CITY OF TRAVERSE CITY

Pine Street Development One, LLC
By: Joseph Sarafa
Its: Managing Member

Michael Estes, Mayor

Benjamin Marentette, City Clerk

APPROVED AS TO SUBSTANCE:

APPROVED AS TO FORM:

Penny Hill, Acting City Manager

Lauren Tribble-Laucht, City Attorney



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: PUBLIC HEARING – 2014-2015 YEAR-END BUDGET
AMENDMENTS

A public hearing has been scheduled for Monday night regarding year-end amendments to the Fiscal Year 2014-2015 Budget. Attached is a memo from William Twietmeyer, Treasurer/Finance Director outlining the necessary amendments.

Following the public hearing, I recommend the following motion:

that the budget amendments for Fiscal Year 2013/2014 as outlined in the City Treasurer/Finance Director's memo of June 12, 2014, be approved.

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 Amendments
Date: June 11, 2015

Our office reviewed the accounting records of the City for the fiscal year 2014-2015. It has come to our attention that the City Commission needs to make a series of budget amendments before the fiscal year end. Some of these were identified with the budget presentation in April. A final review indicates that a public hearing will be required, since these amendments will result in an increase in total budgeted revenue and total budgeted expenses in the General Fund and the various Special Revenue Funds.

The first amendment will increase both budgeted revenue and budgeted expenses in the General Fund by \$400,000 to reflect primarily additional repair costs related to the splash pad and other items at Clinch Park, the reimbursement from the State for the special statewide ballot election in May, and the reflection of costs in the Fire Department for under budgeting for one position in the department as well as overtime costs. Please note that the estimate of \$250,000 for the Clinch Park fix does not include the legal fees or expert witness testimony which may have to be addressed in the future.

The budget amendments to increase both budgeted revenue and budgeted expenses in various funds to reflect adjustment in activities in various funds and departments are as follows:

Brown Bridge Trust Parks Improvement Fund	\$ 100,000
Boardman River Dam Removal & Restoration Fund	\$ 7,000
Opera House Fund	\$ 205,000
College Parking Fund	\$ 12,500
Heritage Center Fund	\$ 40,000
Retiree Health Insurance Fund	\$ 35,000
County Senior Center Fund	\$ 10,000
Senior Center Building Fund	\$ 5,000
Brown Bridge Maintenance Fund	\$ 5,000
Banner Program Fund	\$ 10,000
Trunkline Fund	\$ 220,000

Also, in the General Fund the budget amendments are as follows:

Increased Budgeted Expenses		Decrease Budgeted Expenses	
City Assessor	\$ 10,000	Transfer Out MVHF	\$ 200,000
Appropriations	\$ 5,000	GIS Department	\$ 78,000
Police Department	\$ 10,000	Contingencies	\$ 30,000
Cemetery Dept	\$ 10,000		
Street Administration	\$ 133,000		
City Attorney	\$ 23,000		
Parks Department	\$ 80,000		
City Engineering	\$ 37,000		

Finally, attached is a communication from Rob Bacigalupi, DDA Executive Director, outlining final year end amendments to the DDA budget. The changes are an increase in both budgeted revenue and budgeted expenses totaling \$20,000.

Please place these budget amendments before the City Commission for their review and approval.



To: Bill Twietmeyer, City Treasurer

From: Rob Bacigalupi, Executive Director

RMB

Re: Fiscal Year 2014-15 DDA Board Budget Amendments

Date: June 9, 2015

The DDA Board made two budget amendments affecting fiscal year 2014-15 that require City Commission approval. They are:

- At their June 16, 2014 meeting, the DDA Board of Directors increased FY 14-15 Professional Services (expense) \$10,000 and increased FY 14-15 Prior Year Surplus (revenue) the same amount to fund a new agreement with the County for Community Development services.
- At their July 18, 2014, the DDA Board of Directors increased Professional Services (expense) \$10,000 and increased Prior Year Surplus (revenue) the same amount to fund legal services to assist with amending the City's telecommunications ordinance to better address cellular antennas.

Please include these in your blanket budget amendments scheduled for June 15, 2015. Thank you.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: ROTARY CHARITIES GRANT – TRAVERSE CITY PUBLIC PIER PROJECT

Rotary Charities of Traverse City has awarded the City a \$5,000 planning grant to develop a funding strategy for the Public Pier Project. Attached is a memo from City Planning and Engineering Assistant Missy Luick detailing the outcome of the funding strategy to be developed.

If the City wishes to use the funds awarded by Rotary Charities of Traverse City, we must accept the funds and authorize the execution of the Grant Agreement.

I recommend the following motion:

that the Acting City Manager be authorized to execute a Grant Agreement with Rotary Charities of Traverse City to accept a \$5,000 planning grant for the Traverse City Public Pier Project, with the city's match to be paid from the Planning Department's Professional and Contractual Line Item.

PH/kes

K:\tcclerk\city commission\grants\Accept Rotary Grant_Public Pier_20150615.doc

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



City Planning Department

TO: RUSS SOYRING, PLANNING DIRECTOR
FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT
SUBJECT: ROTARY PLANNING GRANT ACCEPTANCE
DATE: JUNE 8, 2015

A handwritten signature in black ink, appearing to read "Missy Luick".

The City was successful in our request to Rotary Charities for a planning grant to develop a funding strategy for the Public Pier project. The \$5,000 grant is matched by the Planning Department's Professional and Contractual budget of \$1,250. A detailed fundraising strategy for the project will be the outcome and will include the following components:

- Case for Support- develop an objective analysis of the economic, environmental, cultural and other benefits of the project
- Formation of a Capital Campaign Cabinet
- Development of Capital Campaign strategies
- Fundraising Implementation Plan

It is anticipated that the planning grant scope of work will be complete by late summer.

If the City Commission decides to accept the grant, the motion should be worded such that the City Manager be authorized to execute the Grant Agreement.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: COMMUNITY GARDEN PLOT TRIAL PROGRAM IN PARKS

Attached is a memo from Parks and Recreation Superintendent Lauren Vaughn requesting the adoption of a Community Garden Plot policy that would allow for the construction of raised bed garden plots in specific City parks on a trial basis. The policy has been reviewed and edited by City Attorney Lauren Tribble-Laucht.

I recommend the following motion:

that the Community Garden Program Policy, authorizing the Plot Trial Program in Parks, be adopted.

PH/bcm

K:\tcclerk\city commission\policies\Community Garden Program Policy

copy: Lauren Vaughn, Parks & Rec Superintendent

Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager
FROM: Lauren Vaughn, Parks & Rec. Sup't.
DATE: June 8, 2015
SUBJECT: *Community Garden Plot Trial Program in Parks*

The Parks and Recreation Commission has been working on developing a program which would allow raised bed garden plots to be constructed in specified areas in four City parks on a trial basis.

The concept was approved by the Parks and Recreation Commission last spring but the details were not completed in time for people to prepare a garden for last summer. After a final review of the draft policy in May by the Parks and Recreation Commission, the program is now ready for City Commission review and possible action.

In short, City residents would be able to apply for a small raised bed garden plot in one of four City parks. There are three sizes to choose from and there are a limited number of plots available. The fee, ranging from \$12.50 to \$50.00 per plot would be required prior to beginning gardening. The raised bed would be constructed by the gardener and City compost will be added to the bed. The details are in the attached policy.

This policy had been reviewed by the City Attorney and her edits have been included in proposed policy.

We are asking for approval to move forward with this program and see whether it will be successful.



**CITY OF TRAVERSE CITY
COMMUNITY GARDEN PROGRAM POLICY**

I. PURPOSE

The City of Traverse City Parks and Recreation Commission and City Staff have created a trial community garden program in a few Traverse City parks to begin in 2015. This program would provide an opportunity for City residents to grow fresh produce or plants for individuals, to foster neighborhood improvement, a sense of community and a connection to the environment.

By paying for a community garden plot, the participant agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless the City of Traverse City and their officers, agents, and employees from and against all damages, claims, demands, suits, actions resulting from, or because of any damage to property of bodily injury or death of any person arising out of the occupancy and/or use of the garden by the participant, the participant's co-gardener or guests.

Gardens are located in public City Parks and are subject to all applicable ordinances and regulations. The City of Traverse City is not responsible for theft of plants, produce, or belongings left in the park by participants.

II. HOW TO GET A GARDEN PLOT

The City of Traverse City invites City residents to participate in a trial program of raised bed gardening in one of four City parks. Garden plots are assigned on a first come, first served basis. If no plots are available in the parks/gardens you select, applicants will be placed on a waiting list for when one becomes available.

On the application for a garden plot, you must list co-gardeners unless they are in your immediate family. Applicants must be at least 18 years of age. Children under 12 must garden with an adult.

III. PLOT SIZE

The following raised bed sizes are available in the following parks. All beds will be constructed by the gardener applicant to material and design standards specified by the City. Once installed in the park, raised beds will become property of the City of Traverse City. The following sizes

are available:

- Starter Plot (50 sq ft) – 5 x 10 feet
- Single Plot (100 sq ft) – 10 x 10 feet
- Standard Plot (200 sq ft) – 10 x 20 feet

A starter or single-sized plot is recommended for beginning gardeners and/or families of 1-2 people. Standard-sized plots are recommended for families of 2-4 people.

An annual application fee is required based on the size of garden bed chosen. The fees are \$12.50 for a 50 square foot plot, \$25.00 for 100 square feet, or \$50.00 for 200 square feet.

IV. PARK GARDEN LOCATIONS

F & M Park – Washington and Railroad Streets

- 2 – Starter Plots
- 2 – Single Plots
- 2 – Standard Plots

Triangle Park – Rose and Boyd Streets

- 4 – Starter Plots
- 2 – Single Plots

Grand Traverse Commons – Eleventh and Division Streets

- 4 – Starter Plots
- 4 – Single Plots
- 4 – Standard Plots

Clancy Park – Sheridan and West Orchard Streets

- 4 – Starter Plots
- 4 – Single Plots
- 4 – Standard Plots

V. POLICY/PROCEDURE

- a) **Maintenance:** Community garden plots must be gardened and maintained year round on a consistent basis. Community gardens are public spaces and must maintain a neat appearance throughout the year. Active gardening reflects seasonality and includes spring weeding and planting, summer maintenance, regular harvesting, fall clean-up,

winter mulch, and periodic check-ins. Gardeners who have untended plots will be notified in writing and asked to remedy the problems with their plot by a specified date.

- b) **Structures:** Seasonal and temporary gardening structures such as trellises are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your structures and plantings to avoid casting shade on other plots. All structures should be removed when not in use.
- c) **Best Practice:** Organic gardening is required. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed unless they are listed on the Organic Materials Review Institute (OMRI) product list.
- d) **Spacing:** Pathways between plots will be 3 feet wide, unobstructed, and level. Cardboard, paper, or burlap paths in plots must be covered with wood chips and leveled. Plants should not grow into or hang over the paths.
- e) **Composting:** Each gardener is responsible for dealing with the garden material generated from their plot. Gardeners should compost within their own garden plot or take material home and dispose of it in a yard waste container. Pack it in and pack it out. Do not dump or pile garden materials in common areas or in park trash containers. Bringing food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited.
- f) **Water:** Conserve water by using mulch and hand watering plants. Unless the park has a water source, water must be brought in by the gardener. Water is available at F & M and Clancy Parks only.
- g) **Crops:** Crops are for home use, not commercial purposes, and must be legal. No cannabis may be planted. Do not plant trees or shrubs. Do not plant invasive or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, lesser celandine, marsh marigold, baby's breath, money plant, etc. Remove these plants if they are growing in your plot.

If you have extra produce, please consider donating it to Father Fred, the Goodwill Inn or other local food banks or food assistance programs.

- h) **Assignments:** Plot holders must notify the Parks and Recreation Division if they wish to give up their garden plot. You cannot give your plot to someone else. Garden plots are assigned by the Division staff and only one plot may be assigned per household.

- i) **Termination:** Gardeners are expected to adhere to program policies. Garden managers and staff will regularly monitor plots throughout the year. When gardeners are found to be in non-compliance, they will receive a letter notifying them of the problem and asking them to take action by a specified date. Gardeners who receive two notices in a year must vacate the plot and the plot will be reassigned. If the City considers the violation to be of a serious nature, the City reserves the right to terminate a participant's right to a garden plot immediately

VI. ADA COMPLIANCE

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. The Assistant City Manager, 400 Boardman Avenue, Traverse City, 49684, 922-4440, 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 garden and you have a disability requiring any special assistance or raised bed structure and/or if you have any concerns, please notify the Parks and Recreation Superintendent.

I certify that this policy was adopted by the City Commission for the City of Traverse City on June 15, 2015, at a regular meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER 

SUBJECT: 2015 WATER TREATMENT PLANT CHEMICAL
SUPPLIES

Attached are memos from Dave Green, DPS Director, and Art Krueger, Water Treatment Plant Superintendent, outlining the bids received for chemicals for water treatment.

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

that the Acting City Manager be authorized to issue blanket purchase orders to Chemtrade Chemicals in the amount of \$0.1077 per pound for approximately 167 tons of Aluminum Sulfate (Alum) in an amount not to exceed \$36,000.00; to Haviland Products Co. in the amount of \$0.0895 per pound for approximately 150 tons of Sodium Hypochlorite (Chlorine) in an amount not to exceed \$27,000.00; and to Key Chemical, Inc. in the amount of \$0.21206 per pound for approximately 38 tons of Hydrofluosilicic Acid (Fluoride) in an amount not to exceed \$16,500.00, for the purchase of chemicals to be used at the Water Treatment Plant with funds available in the Water Fund.

PH/jd

cc: Dave Green, DPS Director

Art Krueger, Water Treatment Plant Superintendent

K:\TCCLERK\City Commission\Purchase Orders\Chemicals 6.15.15.doc

Memorandum

The City of Traverse City
Department of Public Services



TO: Penny Hill, Acting City Manager

FROM: Dave Green, DPS Director 

DATE: June 5, 2015

SUBJECT: 2015 Water Treatment Plant Chemical Supplies

Every year the City needs to purchase certain chemicals to be used at our Water Treatment Plant in order to produce the safest, tastiest, most aesthetically pleasing water we can for customers. Alum, Chlorine and Fluoride make up the bulk of the treatment ingredients. As it relates to Fluoride or Hydrofluosilicic Acid, the City has added it to our treated water since 1951 as a tooth decay preventative measure at target levels recommended by the Michigan Department of Environmental Quality and the Centers for Disease Control and Prevention which currently is 0.7 parts per million. Bids were requested and received on June 2, 2015 for the three chemicals listed above. Attached is a memorandum from Art Krueger, Water Treatment Plant Superintendent, requesting that annual purchase orders be issued to the low bid suppliers for the chemicals as follows:

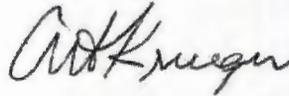
- Aluminum Sulfate (Alum), Chemtrade Chemicals, \$0.1077/Lb., not to exceed \$36,000.00
- Sodium Hypochlorite (Chlorine), Haviland Products Co., \$0.0895/Lb., not to exceed \$27,000.00
- Hydrofluosilicic Acid (Fluoride), Key Chemical, Inc., \$0.21206/Lb., not to exceed \$16,500.00

Please request City Commission approval for three annual blanket purchase orders. One issued to Chemtrade Chemicals, Inc. in a not to exceed amount of \$36,000.00 for approximately 167 tons of Aluminum Sulfate (Alum). One issued to Haviland Products Co. in a not to exceed amount of \$27,000.00 for approximately 150 tons of Sodium Hypochlorite (Chlorine). And one issued to Key Chemical, Inc. in a not to exceed amount of \$16,500.00 for approximately 38 tons of Hydrofluosilicic Acid (Fluoride) all for the purchase of chemicals to be used at the Water Treatment Plant with required funds available in the Water Fund.

Memorandum

City of Traverse City
Water Treatment Plant

TO: Dave Green, DPS Director
FROM: Art Krueger, WTP Superintendent
DATE: June 5, 2015



SUBJECT: Water Treatment Plant Annual Chemical Bids for Alum, Chlorine and Fluoride

We received the following bids for our annual chemical supply of Alum, Chlorine and Fluoride used to treat City drinking water. The bid results along with my recommendations are summarized below:

ALUM:

One year supply of liquid Alum used as a coagulant to remove dirt, algae, and suspended material from drinking water.

Chemtrade Chemicals	\$0.1077/Lb.
USALCO	\$0.1098/Lb.
PVS Technologies	\$0.12/Lb.
Rowell Chemical Corp.	\$0.33/Lb.
Univar	No Bid

Recommend awarding a Blanket Purchase Order to the low bidder, Chemtrade Chemicals at \$0.1077/Lb. x 333,000 Lbs. for an estimated annual cost of \$35,864.00 to purchase Alum. This annual amount may vary based upon the actual amount of water treated at the water treatment plant.

CHLORINE:

One year supply of liquid chlorine to disinfect drinking water and control Zebra Mussels.

Haviland Products Co.	\$0.0895/Lb.
Carus Corp.	\$0.0897/Lb.
JCI Jones Chemicals, Inc.	\$0.10/Lb.
Rowell Chemical Corp.	\$0.1024/Lb.
PVS Nolwood Chemicals	\$0.1290/Lb.

Recommend awarding a Blanket Purchase Order to the low bidder, Haviland Products Co. at \$0.0895/Lb. x 300,000 Lbs. for an estimated annual cost to purchase Chlorine of \$26,850.00. This annual amount may vary based upon the actual amount of water treated at the water treatment plant.

FLUORIDE:

The EPA and MDEQ recently officially lowered the target from 1.0 parts per million (ppm) to 0.7 parts ppm Fluoride in the City's drinking water. In 2012, the City water plant had already implemented the lower target of 0.7 ppm as recommended by the MDEQ. In order to continue to meet the target of 0.7 ppm, we need to purchase approximately 76,000 pounds of liquid Fluoride, an additive that promotes strong teeth. Also, the City now requires a Certificate of Analysis for each truck load of Fluoride chemical delivered to the water plant.

We received the following bids for our annual chemical supply of liquid Fluoride and the bid results along with my recommendation are summarized below:

One year supply of liquid Fluoride.

Key Chemical, Inc.	\$0.21206/Lb.
Mosaic	\$0.216/Lb.
Pencco, Inc.	\$0.2325/Lb.
PVS Nolwood Chemicals	\$0.26/Lb.
Carus Corp.	\$0.2695/Lb.
Solvay Fluorides, LLC	\$0.282/Lb.
Shannon Chemical	\$0.294/Lb.
Rowell Chemical Corp.	No Bid
Univar	No Bid

Recommend awarding a Blanket Purchase Order to the low bidder, Key Chemical, Inc. at \$0.21206/Lb. x 76,000 Lbs. for an estimated annual cost to purchase Fluoride of \$16,117.00. This annual amount may vary based upon the actual amount of water treated at the water treatment plant.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: PARKING SERVICES OPERATION CONTRACT

Attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi recommending an amendment to the agreement between the City and the DDA for its operation of the City's Parking Services. As mentioned during the budget process, the DDA is increasing its fee from \$410,000 per fiscal year to \$500,000

Additionally, the amendment would specify that the DDA will follow the City's purchasing and contracting policies, which is a housekeeping matter.

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

that the Mayor and City Clerk execute the fifth amendment to the Parking Services Operation and Management Contract with the Downtown Development Authority (DDA) (originally authorized June 2, 2003, and amended on January 7, 2008, March 2, 2009, April 1, 2013, and June 16, 2014), which increases the compensation paid by the City to the DDA to \$500,000 per fiscal year, and requires the DDA to follow the City's purchasing and contracting policies, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

PH/bcm

k:\tcclerk\city commission\agreements\parking services operation contract amendment 2015

copy: Rob Bacigalupi, Downtown Development Authority Executive Director



To: Penny Hill, Acting City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Amendment to Parking Agreement

Date: June 9, 2015

Enclosed is an amendment to the Traverse City Parking Services Agreement that would accomplish two things:

- Make a "housekeeping" change to amend the spending policy to fall in line with the City's Purchasing Policy. All purchases would simply follow that policy and go through the City Manager's office and Treasurer's office as would any City purchase, and
- Formalize the increase in the fee paid to the DDA discussed during the budget process and included in the Traverse City Parking Services budget.

Thank you.

FIFTH AMENDMENT TO TRAVERSE CITY PARKING SERVICES

(formerly known as Auto Parking Services or "APS")

OPERATION AND MANAGEMENT CONTRACT

This Fifth Amendment ("Amendment") to the Traverse City Parking Services (formerly known as Auto parking System or APS) Operation and Management Contract dated June 19, 2003 and amended 1/7/2008, 3/2/2009, 7/12/2012, 4/2/2013, and 7/1/2014 (the "Agreement") is made this _____ day of _____, 2015, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan 49684 (the "City") and the DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan authority, whose address is 303 East State Street, Suite C, PO Box 42, Traverse City, Michigan 49685 (the "DDA").

The parties hereby agree to amend the Agreement in the following manner:

8. Maintenance and Repair. The DDA shall maintain and keep in good repair the APS assets and land, including the Parking Deck, and insure the routine maintenance and repair thereof. The DDA shall have the authority for expenditures and to enter into contracts for said maintenance and repair according to the City's Purchasing and Contracting Policies and Procedures.

10. Compensation. Effective July 1, 2015 the City shall pay the DDA the sum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) per fiscal year or FORTY-ONE THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS AND SIXTY-SIX CENTS (\$41,666.66) per month for all services rendered under this Agreement unless otherwise amended. Payments shall be made out of Traverse City Parking Services funds in equal installments on a monthly basis. The DDA Board of Directors shall annually prepare a budget for Traverse City Parking Services in conformity with the City's budgeting practices and according to the schedule of all other City budgeting operations. As additional compensation to the DDA, the DDA shall be entitled to occupy office space in the Parking Deck during the term of this Contract.

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date and year first above written.

CITY OF TRAVERSE CITY

By _____
Michael Estes, Mayor

By _____
Benjamin C. Marentette, City Clerk

DDA

APPROVED AS TO SUBSTANCE:

By _____
Stephen Constantin, Chairperson

Penny Hill, Acting City Manager

By _____
Ross Biederman, Secretary

Robert Bacigalupi, DDA Executive Director

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney/DDA General Counsel



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 15, 2015

DATE: JUNE 11, 2015

FROM: PENNY HILL, ACTING CITY MANAGER

SUBJECT: AD HOC COMMITTEE - BROWN BRIDGE TRUST PARKS
IMPROVEMENT FUND FRAMEWORK DEVELOPMENT

In effort to develop a framework for handling requests for funds from the Brown Bridge Trust Parks Improvement Fund, I recommended establishing an ad hoc committee to draft a policy which describes the process for handing such requests. This ad hoc committee would consist of one representative from the City Commission, one representative from the Planning Commission, and one representative from the Parks and Recreation Commission. After a policy has been drafted, the ad hoc committee will present the policy to the City Commission for final approval.

I recommend the following motion:

that an ad hoc committee be established to development a policy for handling requests for funds from the Brown Bridge Trust Parks Improvement Fund and that a representative from the City Commission, Planning Commission, and Parks and Recreation Commission be appointed to such committee, with Commissioner _____ serving as City Commissioner representative.

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Lauren Vaughn, Parks and Recreation Supervisor
Russell Soyring, Planning Director

6/15-Consent

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, April 28, 2015

Board Members -

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

Ex Officio Member -

Present: Penny Hill, Acting City Manager

Others: Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Tom
Olney, Stephanie Tvardek, Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Meeting of April 14, 2015.
- b. Purchase order to Power Line Supply in the amount of \$38,918.50 for optical ground wire and hardware for the West Side Transmission Line Upgrade Project.
- c. Purchase orders to G&W in the amount of \$45,651.00 and SEL in the amount of \$1,059.00, for reclosers and miscellaneous retrofit kits for the Cass Road Substation.

CARRIED unanimously.

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

- a. Consideration of declaring two transformers surplus and authorizing their sale.

The following individuals addressed the Board:

Tim Arends, Executive Director
Michael McGeehan, President, GRP Engineering, Inc.
W. Peter Doren, General Counsel

Moved by Geht, seconded by Budros, that the Board declares the South Substation transformers surplus and authorize their sale to Wyandotte Municipal Services in the amount of \$601,696.00, subject to TCL&P obtaining a waiver from GRP and GRP's insurance carrier waiving the failure to mitigate defense.

CARRIED unanimously.

- b. Consideration of awarding a bid for South Substation transformers.

The following individuals addressed the Board:

Tim Arends, Executive Director
Michael McGeehan, President, GRP Engineering, Inc.

Moved by Budros, seconded by Geht, that the Board authorize the Chairman and Secretary to execute a Procurement Agreement for two transformers for the South Substation with SPX in the amount of \$1,241,409; subject to approval as to substance by the Executive Director and approval as to form by General Counsel.

CARRIED unanimously.

- c. Consideration of authorizing a contract for the purchase of Hickory Hills distribution assets from Cherryland Electric.

The following individuals addressed the Board:

Tim Arends, Executive Director
W. Peter Doren, General Counsel
Penny Hill, Acting City Manager
Karla Myers-Beman, Controller
Michael McGeehan, President, GRP Engineering, Inc.

Moved by McGuire, seconded by Budros, that the Board authorizes the Chairman and Secretary to execute an agreement in the maximum amount of \$63,659 with Cherryland Electric Cooperative to serve the city owned facility, Hickory Hills.

CARRIED unanimously.

- d. Consideration of a Project Authorization Request for new service to Hickory Hills.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Carruthers, seconded by Geht, that the Board authorizes the staff to proceed with the Hickory Hills Distribution Underground Line Project and seek the necessary board approval for expenditures.

CARRIED unanimously.

- e. Consideration of awarding a construction contract for the West Side Transmission Line Upgrade and Hickory Hills new service Projects.

The following individuals addressed the Board:

Tim Arends, Executive Director
Michael McGeehan, President, GRP Engineering, Inc.
W. Peter Doren, General Counsel

Moved by Budros, seconded by Palisin, that the Board authorizes the Chairman and Secretary to execute a Construction Agreement in the amount of \$682,784 with CC Power, LLC for the West Side Transmission Line Upgrade Project in the amount of \$612,959 and the Hickory Hills Underground Line Project in the amount of \$69,825; subject to approval as to substance by the Executive Director and to form by General Counsel.

Further, authorizing the Executive Director to execute work orders for services and administer amendments and change orders that are in the best interest of the Light and Power Department.

CARRIED unanimously.

- f. Consideration of authorizing a purchase order to Laminated Wood Systems in the amount of \$51,173 for two self-supporting poles to be used in the Hickory Hills Ski Area.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Geht, seconded by Budros, that the Board authorize the Executive Director to issue a purchase order in the amount of \$51,173 to Laminated Wood Systems for two unguyed angle structures for the West Side Transmission Line Upgrade Project.

CARRIED unanimously.

- g. Consideration of authorizing a construction agreement for Cowell Family Cancer Center electrical cable and equipment installation.

The following individuals addressed the Board:

Tim Arends, Executive Director
Michael McGeehan, President, GRP Engineering, Inc.

Moved by Budros, seconded by Palisin, that the Board authorizes the Chairman and Secretary to execute a Construction Agreement in the amount of \$43,730.00 with CC Power, LLC for the Cowell Family Cancer Center Project; subject to approval as to substance by the Executive Director and to form by General Counsel.

CARRIED unanimously.

- h. Consideration of authorizing a construction agreement for Cowell Family Cancer Center redundant feed conduit installation.

The following individuals addressed the Board:

Tim Arends, Executive Director
Michael McGeehan, President, GRP Engineering, Inc.

Moved by Palisin, seconded by Budros, that the Board authorizes the Chairman and Secretary to execute a Construction Agreement in the amount of \$52,916.50 with Severance Electric for the conduit installation for the Cowell Family Cancer Center Project; subject to approval as to substance by the Executive Director and to form by General Counsel.

CARRIED unanimously.

- i. Consideration of authorizing a purchase order to RESCO in the amount of \$53,710 for ATS Switchgear for the Cowell Family Cancer Center.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by McGuire, seconded by Budros, that the Board authorizes the Executive Director to issue a purchase order to RESCO in the amount of \$53,710 for ATS Switchgear to be used in the Cowell Family Cancer Center Project.

CARRIED unanimously.

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 discussed a financial stewardship request received from the Joint Recreational Authority.

The following individuals addressed the Board:

Matt Cowall, Executive Director, Recreational Authority
Michael McGeehan, President, GRP Engineering, Inc.

- c. From Board.

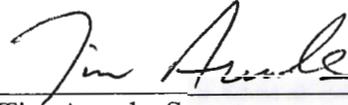
1. Jim Carruthers spoke regarding having a TCL&P representative on the Maritime Heritage Alliance Board. Carruthers is currently the representative but MHA meetings conflict with City Commission meetings and he has been unable to attend.

He requested another representative be chosen. Per Chairman Taylor, designation of a representative will be added to a future agenda.

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 6:53 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

6/15 - cc report

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: April 29, 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, J. Jenkins
 ABSENT: C. Rueckert
 GUESTS: J. Tuller
 STAFF: B. Postma

W. Twietmeyer called the regular meeting to order at 12:07 pm.

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

Motion approved 4-0.

Warrant No. 588 in the amount of \$189,478.03 for Retirees Benefits for May 2015 was approved and signed by J. Jenkins and J. Bussell.

Moved by W. Kuhn, seconded by J. Bussell that Jim Tuller's application for retirement which was deferred until April 15, 2015, the selection of an Option 1 retirement, and the nomination of his spouse, Cheri Tuller, as beneficiary be approved and that James Tuller is hereby formally approved for an Option 1 retirement effective April 15, 2015.

Motion approved 4-0.

Moved by J. Jenkins, seconded by W. Kuhn that C. Rueckert and J. Bussell be selected as delegate and B. Postma be selected as alternate to the upcoming MAPERS Conference.

Motion approved 4-0.

B. Postma distributed copies of the annual actuarial valuation to the Board. A formal presentation by Gabriel Roeder & Smith will take place at the May 27, 2015 Board meeting.

W. Twietmeyer announced that Gray & Company will also be present at the May Board meeting for their quarterly presentation.

B. Postma distributed to the Board a copy of the PNC consolidated account statement for the month ending March 31, 2015.

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

Motion approved 4-0.

Meeting adjourned at 12:38 pm

William E. Twietmeyer
 William E. Twietmeyer
 Secretary/Treasurer

6/15 - a report

Memorandum

The City of Traverse City



To: Penny Hill, Acting City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Certification of the City's Contribution to ACT 345 Retirement System
Date: June 2, 2015

MSA 5.3375 (2) (4) requires the ACT 345 Retirement System Board to certify to the City the amount to be contributed by the City as provided in ACT 345, P.A. 1937 as amended.

Upon reviewing the actuarial report, the City's required contribution to the ACT 345 Retirement System for fiscal year 2014-15 will total \$2,041,861 for both the retirement system and retiree health insurance. These funds are budgeted in the Act 345 Millage Fund and the Police and Fire Department budgets. This communication serves as notice that the ACT 345 Retirement System Board certifies that the amount to be contributed is correct and accurate. The contribution will be made within two weeks.

Please place this item under Reports and Communications to the City Commission for its next scheduled Commission meeting.

6/15-cc report

Fractile Emergency Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 05/01/2015 AND 05/31/2015; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time	Minutes
Call Count	
Cumulative	
Call Count	
Percentage	
of Total Calls	
Cumulative	
Percentage	
Negative Times	
	7
	7
	6.00%
	6%
00:00 - 00:59	
	4
	11
	4.00%
	10%
01:00 - 01:59	
	3
	14
	3.00%
	13%
02:00 - 02:59	
	5
	19
	5.00%
	17%
03:00 - 03:59	
	13
	32
	12.00%
	29%
04:00 - 04:59	
	12
	44
	11.00%
	40%
05:00 - 05:59	
	17
	61
	16.00%
	56%
06:00 - 06:59	
	20
	81
	18.00%
	74%
07:00 - 07:59	
	11
	92
	10.00%
	84%
08:00 - 08:59	
	6
	98
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09:00 - 09:59	
	4
	102
	4.00%
	94%
10:00 - 10:59	
	2
	104
	2.00%
	95%
11:00 - 11:59	
	1
	105
	1.00%

96%
12:00 - 12:59
2
107
2.00%
98%
13:00 - 13:59
1
108
1.00%
99%
15:00 - 15:59
1
109
1.00%
100%
Total Calls:
109

RescueNet™

Printed on: 6/9/2015 at 11:44:15AM

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