



Notice

City Commission Regular Meeting

7:00 pm

Monday, September 21, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 09-17-2015

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 September 8, 2015, and September 14, 2015. (Approval recommended)
(Marty Colburn, Benjamin Marentette)

- b. Consideration of authorizing an amendment to the water service agreement with Elmwood Township to provide water service to properties within The Moorings which are located in Elmwood Township. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- c. Consideration of authorizing a settlement agreement in connection with price fixing of automotive wire harnesses. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- d. Consideration of authorizing a purchase order for street furniture associated with the 2015 West Front Street Reconstruction Project. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- e. Consideration of authorizing a purchase order for a Ford F250 pickup truck and a Ford Focus hatchback for Engineering Department operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing a purchase order for vehicle tracking and salt and sand application tracking system and software for use by the Streets Division. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)
- g. Consideration of adopting a State Disaster Contingency Fund Grant Resolution to make the City eligible for up to \$100,000 in funding to offset City expenses related to the severe wind storm of August 2, 2015. (Adoption recommended) (Marty Colburn)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of adopting a resolution approving a request from The Woda Group for a PILOT (payment-in-lieu-of-taxes) for a planned development at Eighth Street and Railroad Avenue targeted at the senior population and authorizing the related municipal services agreement. (Marty Colburn, Polly Cairns) (5 affirmative votes required)
- b. Consideration of declaring two snow groomers surplus and authorizing a purchase order for two snow groomers for use at Hickory Hills. (Marty Colburn, Dave Green) (5 affirmative votes required)

4. New Business

- a. Consideration of authorizing an Out-of-Scope Agreement with CH2M for a membrane gate replacement, lift station pumps and controls replacement and screw pump replacement. (Marty Colburn, Dave Green) (5 affirmative votes required)

5. Appointments

None.

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 Planning Commission meetings of August 3, 2015, and August 4, 2015.
- e. Reports and correspondence from non-City officials.

None.

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.

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21,
2015

DATE: SEPTEMBER 17, 2015

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- September 8, 2015 Joint Special Meeting
- September 8, 2015 Regular Meeting
- September 14, 2015 Study Session

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

that the minutes of the September 8, 2015, Joint Special Meeting, the September 8, 2015, Regular Meeting, and the September 14, 2015, Study Session, be approved.

MC/slm

k:\tcclerk\city commission\minutes



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

With the Downtown Development Authority Board of Directors

September 8, 2015

A special meeting of the City Commission of the City of Traverse City with the Downtown Development Authority Board of Directors was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 5:00 p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

Topics of Discussion:

1.

Consideration of the possible purchase of real estate and entering into closed session to discuss an attorney-client privileged communication.

Moved by Richardson, seconded by Howe, that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the written attorney-client privileged communication, as allowed by MCL 15.267(h).

Roll Call:

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

No - None.

CARRIED unanimously.

The City Commission entered into closed session at 5:01 p.m.

The City Commission returned to open session at 5:26 p.m.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director
Lauren Tribble-Laucht, City Attorney

Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk execute an Option Agreement with Great Lakes Central Properties 124 LLC and Great Lakes Central Properties 145 LLC for the property located at 145 West Front Street as described in the memorandum dated September 2, 2015, with funds available in the Parking Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously.

2.

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

None.

There being no objection, Mayor Estes declared the meeting adjourned at 5:28 pm.



Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Regular Meeting
September 8, 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, Ross Richardson, Tim Werner.

The following Commissioner was absent: Gary Howe.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

As requested by City Manager Marty Colburn, Mayor Estes removed Agenda Item 4(a) from the Agenda.

As requested by Commissioner Tim Werner, the following items were removed from the Consent Calendar for individual consideration by the City Commission: 2(h), 2(m), 2(n), 2(o), and 2(p).

2. Consent Calendar

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

- a. the minutes of the August 17, 2015, Regular Meeting, the August 24, 2015, Study Session, the August 24, 2015 Joint Special Meeting, and the August 31, 2015 Study Session, be approved.

- b. the City Manager be authorized to issue a confirming purchase order in the amount of \$1,7227.16 to Brenner Oil Co. for 9994 gallons of unleaded gasoline priced at \$1.72375 per gallon with funds available in the Garage Fund.
- c. the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order in the amount of \$19,530 to Continental Carbon Group, for the purchase of replacement carbon canisters for the Phoenix Odor Control System at the Wastewater Treatment Plant, with funds available in the Sewer Fund.
- d. the City Manager be authorized to issue a purchase order in the amount not-to-exceed \$16,600.00 for the purchase of four (4) Dell Latitude 14 Rugged Laptops and the associated materials for use by the Fire Department, with funds available in the Fire Department Budget.
- e. the City Manager be authorized to issue a purchase order in the amount not-to-exceed \$13,750.00 to Tele-Rad Inc., for the provision of Fire Department uniforms, with funds available in the Fire Department Budget.
- f. that Kristine Bosley, be appointed Employer Officer Delegate and that David Mac Arthur and Michael Trombley, be appointed Employee Officer Delegate and Alternate Delegate respectively, and, for the 2015 annual meeting of the Municipal Employees' Retirement System; and that the City Manager be authorized to execute the certification of delegates.
- g. the Local Governing Body Resolution for Charitable Gaming Licenses (issued by the Michigan Lottery), to recognize the Northern Michigan Association of Western Horse Clubs as a local non-profit organization, be adopted.
- h. Removed from the Consent Calendar.
- i. the amendments to the Traverse City Code of Ordinances, Section 1320.07, Definitions and Section 1354.01, Uses Allowed, which would allow for crematories and funeral homes in the Industrial District, as recommended by the Planning Commission, which was introduced on August 17,2015, be enacted with an effective date of September 18, 2015.

- j. an amendment to the Traverse City Code of Ordinances, Section 865.07, Investigation by the Chief of Police, which would shift the responsibility of the residential area applicant investigation to the City Clerk, which was introduced on August 17, 2015, be enacted with an effective date of September 18, 2015.
- k. an amendment to the Traverse City Code of Ordinances, Section 862.07, Investigation of Residential Area Solicitor and Section 862.10, Permit Issuance or Denial, which would shift the responsibility of the residential area applicant investigation to the City Clerk and clarify reasons for possible permit denial, which was introduced on August 17, 2015, be enacted with an effective date of September 18, 2015.
- l. an amendment to the Traverse City Code of Ordinances, Section 863.03, License Required; Exceptions, Section 863.09, Investigation of Residential Area Transient Merchant; Waiting Period and Section 863.11, License Issuance or Denial, which would shift the responsibility of the residential area applicant investigation to the City Clerk and clarify reasons for possible permit denial, which was introduced on August 17, 2015, be enacted with an effective date of September 18, 2015.
- m. Removed from the Consent Calendar.
- n. Removed from the Consent Calendar.
- o. Removed from the Consent Calendar.
- p. Removed from the Consent Calendar.
- q. that the Mayor and City Clerk execute a unit prices contract in the amount of \$66,913, more or less, with Elmer's Crane and Dozer, Inc., for the 2015 Gillis Street Sanitary Sewer Project at the unit prices indicated in its bid, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the various funds of the Capital Projects Fund.

CARRIED unanimously. (Howe absent)

Items removed from the Consent Calendar

a.

Consideration of adopting to make permanent a traffic control order which provides for a two-hour parking meter zone on Lake Avenue from East Eighth Street to South Cass Street.

The following addressed the Commission:

Marty Colburn, City Manager
Tim Lodge, City Engineer

Moved by Richardson, seconded by Werner, that Traffic Control Order 583, which requires adding a Parking Meter Zone on Lake Avenue from East Eighth Street to South Cass Street, be adopted to be made permanent.

CARRIED unanimously. (Howe absent)

b.

Consideration of authorizing an agreement to allow an encroachment of the public right of way in conjunction with the Hotel Indigo project at 263 West Grandview Parkway.

The following addressed the Commission:

Timothy Lodge, City Engineer

Moved by Richardson, seconded by Budros, that the Mayor and City Clerk execute a Permission of Encroachment Agreement, with Grand Traverse Hotel Properties, LLC, the owner of 263 West Grandview Parkway, for an encroachment into the City right-of-way on Hall Street and City property known as 225 West Grandview Parkway as described in the memo from the City Engineer dated August 31, 2015, subject to approval as to substance by the City Manager and as to form by the City Attorney, and further contingent upon the City's receipt of new

legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and a copy of the required insurance policy.

CARRIED unanimously. (Howe absent)

c.

Consideration of authorizing a contract and service order for the 2015 Sidewalk Replacement and Gap Infill Project.

The following addressed the Commission:

Timothy Lodge, City Engineer

Moved by Richardson, seconded by Easterday, that the Mayor and City Clerk execute a unit prices contract in the amount of \$419,584.65, more or less, with Hallmark Construction for the 2015 Sidewalk Replacement and Gap Infill Project at the unit prices indicated in its bid, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund; and further that the City Manager be authorized to issue a service order to Grand Traverse Surveying and Mapping in the amount of \$9,450 for professional land surveying to ensure proper location placement of sidewalks, with funds also available in the Capital Projects Fund.

CARRIED unanimously. (Howe absent)

d.

Consideration of authorizing a contract for the 2015 Pavement Preservation Project.

The following addressed the Commission:

Timothy Lodge, City Engineer
Marty Colburn, City Manager

Moved by Budros, seconded by Richardson, that the Mayor and City Clerk

execute a unit prices contract with Elmer's Crane and Dozer, Inc., in the amount of \$1,057,468.32, more or less for the 2015 Pavement Preservation Project, at the unit prices indicated in its bid, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund and Parking System Fund, and with a portion of the funds to be reimbursed by the Michigan Department of Transportation and Traverse City Light and Power.

CARRIED unanimously. (Howe absent)

d.

Consideration of authorizing a contract for the Phase 1 Paving and Resurfacing Project.

The following addressed the Commission:

Timothy Lodge, City Engineer

Moved by Easterday seconded by Budros, that the Mayor and City Clerk execute a unit prices contract in the amount of \$867,403.80, more or less, with Elmer's Crane and Dozer, Inc., for the 2015 Phase One Paving and Resurfacing Project at the unit prices indicated in its bid, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the various funds of the Capital Projects Fund.

Roll Call:

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

No - Werner.

CARRIED. (Howe absent)

3. Old Business

3(a).

Consideration of declaring two snow groomers surplus and authorizing a purchase order for two snow groomers for use at Hickory Hills and approving an agreement for storage of such groomers.

The following addressed the Commission:

Marty Colburn, City Manager
Dave Green, Director of Public Services

Moved by Richardson, seconded by Carruthers, that two snow groomers be declared surplus and the City Manager be authorized to issue a purchase order to Kassbohrer All-Terrain Vehicles, Inc. in the total amount of \$481,006 for one 2015 Kassbohrer Pisten Bully 100 and one 2015 Kassbohrer Pisten Bully 400 (snow groomers) for use at Hickory Hills, with funds available in the Garage Fund, and further that the Mayor and City Clerk execute a storage agreement with Kassbohrer All-Terrain Vehicles, Inc. for maintenance and storage of the new snow groomers until the fall of 2016 in a not-to-exceed amount of \$10,000, subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Garage Fund.

The following addressed the Commission:

Rick Buckhalter, 932 Kelly Street – expressed support

Roll Call:

Yes - Carruthers, Easterday, Richardson, Werner.

No - Budros, Estes.

FAILED. (5 votes required) (Howe absent)

4. New Business

4(a).

Removed from the Agenda.

4(b).

Consideration of a request from Brown Bridge Advisory Committee for a \$300,000 allocation from the Brown Bridge Trust Parks Improvement Fund over a five-year period, for improvements at the Brown Bridge Quiet Area.

The following addressed the Commission:

Marty Colburn, City Manager
Lauren Tribble-Laucht, City Attorney
Steve Largent, Grand Traverse Conservation District

Moved by Carruthers, seconded by Easterday, that the Capital Improvement Plan include \$300,000 from the Brown Bridge Trust Parks Improvement Fund for the Brown Bridge Advisory Committee to complete improvement to the Brown Bridge Quiet Area, over a period of five years and, further, that the City Commission pledge up to \$300,000 from the Brown Bridge Trust Parks Improvement Fund for improvements at the Brown Bridge Quiet Area consistent with the Brown Bridge Quiet Area Park Improvement Fund, such funds to be spent only when full match has been raised from non-City sources within a period of five years.

Rick Buckhalter, 932 Kelley Street – expressed opposition

Roll Call:

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

No - Budros.

CARRIED. (Howe absent)

5. Appointments**5(a).**

Consideration of approving the Mayor's appointments to the Downtown Development Authority Board of Directors.

Moved by Richardson, seconded by Werner, that the Mayor's reappointment of Bill Golden (seat previously held by Bill Golden) to one four-year term expiring September 15, 2019, and the Mayor's appointment of Allison Beers and Gabe Schneider (seats previously held by Jan Chapman and Ross Biederman respectively) each to one four-year term expiring September 15, 2019, effective September 15, 2015, on the Downtown Development Authority Board of Directors, be approved.

CARRIED unanimously. (Howe absent)

6. Reports and Communications

The following were received and filed:

Reports, announcements and correspondence from the City Manager.

- b. **Announcements from the City Clerk.**
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. **Minutes of the ACT 345 Retirement System meeting of June 24, 2015.**
 - 3. **Minutes of the Planning Commission meeting of July 7, 2015.**
- e. Reports and correspondence from non-City officials.

None.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County
Commissioner

Grant Parsons, 6936 Mission Ridge, Peninsula Township, City
business owner

Rick Buckhalter, 932 Kelley Street

Deni Scudato, 422 East State Street

Steve Largent, Grand Traverse Conservation District

3. Mayor and City Commissioners.

Commissioner Jim Carruthers

Commissioner Ross Richardson

Marty Colburn, City Manager

There being no objection, Mayor Michael Estes declared the meeting
adjourned at 8:24 p.m.



Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Study Session
September 14, 2015

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

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

The following Commissioners was absent: Mayor Michael Estes.

Mayor Pro Tem Barbara D. Budros presided at the meeting.

1. Discussion regarding a possible payment-in-lieu-of-taxes (PILOT) request from the WODA Group for the construction of sixty residential units at Eighth Street and Railroad Avenue targeted for the senior population. The following addressed the Commission:

The following addressed the Commission:

Marty Colburn, City Manager
Craig Patterson, The Woda Group
Polly Cairns, City Assessor
Wendy Irvin, Habitat for Humanity Executive Director

2. Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

3. Public comment

The following addressed the Commission:

Marty Colburn, City Manager
Chris Maxbauer, 503 West Eighth Street, Grand Traverse County
Commissioner
Rick Buckhalter, 932 Kelley Street
Commissioner Gary Howe

There being no objection, Mayor Pro Tem Barbara D. Budros declared the meeting adjourned at 7:45 pm.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: WATER SUPPLY CONTRACT WITH ELMWOOD TOWNSHIP

Attached is a memo from City Attorney Lauren Tribble-Laucht recommending the City Commission authorize an amendment to the water supply contract with Elmwood Township, which would provide City water to the portion of *The Moorings* development that is within Elmwood Township.

As indicated by the City Attorney, Elmwood Township is invoiced monthly for the water it uses. Those charges are based on depreciation costs as well as fixed operating expenses (staff costs) and variable expenses (utilities). The current twenty five-year contract expires July 1, 2029. Beyond expanding the location this contract serves to include the portion of *The Moorings* development that is located within Elmwood Township, all other terms of the contract would remain the same.

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

that the Mayor and City Clerk execute an amendment to the Water Supply Contract with Elmwood Township (originally authorized October 6, 2003), to expand the district within the contract to include those outlined in Exhibit 1 and to approve the additional connection points as described in the September 14, 2015, communication from the City Attorney and outlined in Exhibit 1, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

K:\tcclerk\city commission\agreements\water supply contract Elmwood township the moorings

copy: Jack Kelly, Elmwood Township Supervisor
Dave Green, Director of Public Services
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City



TO: City Commission

FROM: Lauren Tribble-Laucht, City Attorney *LL*

CC: Marty Colburn, City Manager
Benjamin C. Marentette, City Clerk

DATE: September 14, 2015

SUBJECT: Water Supply Contract – Elmwood Township

In 2003 the City entered into a water supply contract with Elmwood Township, which provides for the City to supply water to the Greilickville water district. Recently the City was approached by the developer of the Moorings, which is located partially in the City and partially in the Township with a request to modify the water supply contract to allow for their development to be served by City water. The City Manager, City Engineer and I met with representatives of the developer and Elmwood Township, along with their respective engineers to discuss this request. Attached is a map of the proposed water district. The yellow portion is the area that would be added under the proposed amendment in addition to the two permissible connection points labeled 2 and 3. Other than these changes the remainder of the water supply contract would remain unchanged. The contract provides the Township with a reserve capacity of 750,000 gallons of water per day. At this time the Township uses well below this capacity. The Township is invoiced monthly based on meter readings for the water it uses under the agreement. I recommend the following motion to approve the amendment to the water supply contract:

That the Mayor and City Clerk execute the Amendment to Water Supply Contract Between the Charter Township of Elmwood and the City of Traverse City to amend the boundaries of the water supply district and approve the additional connection points as described in the September 14, 2015 memorandum from the City Attorney, with such amendment subject to approval as to substance by the City Manager and as to form by the City Attorney.

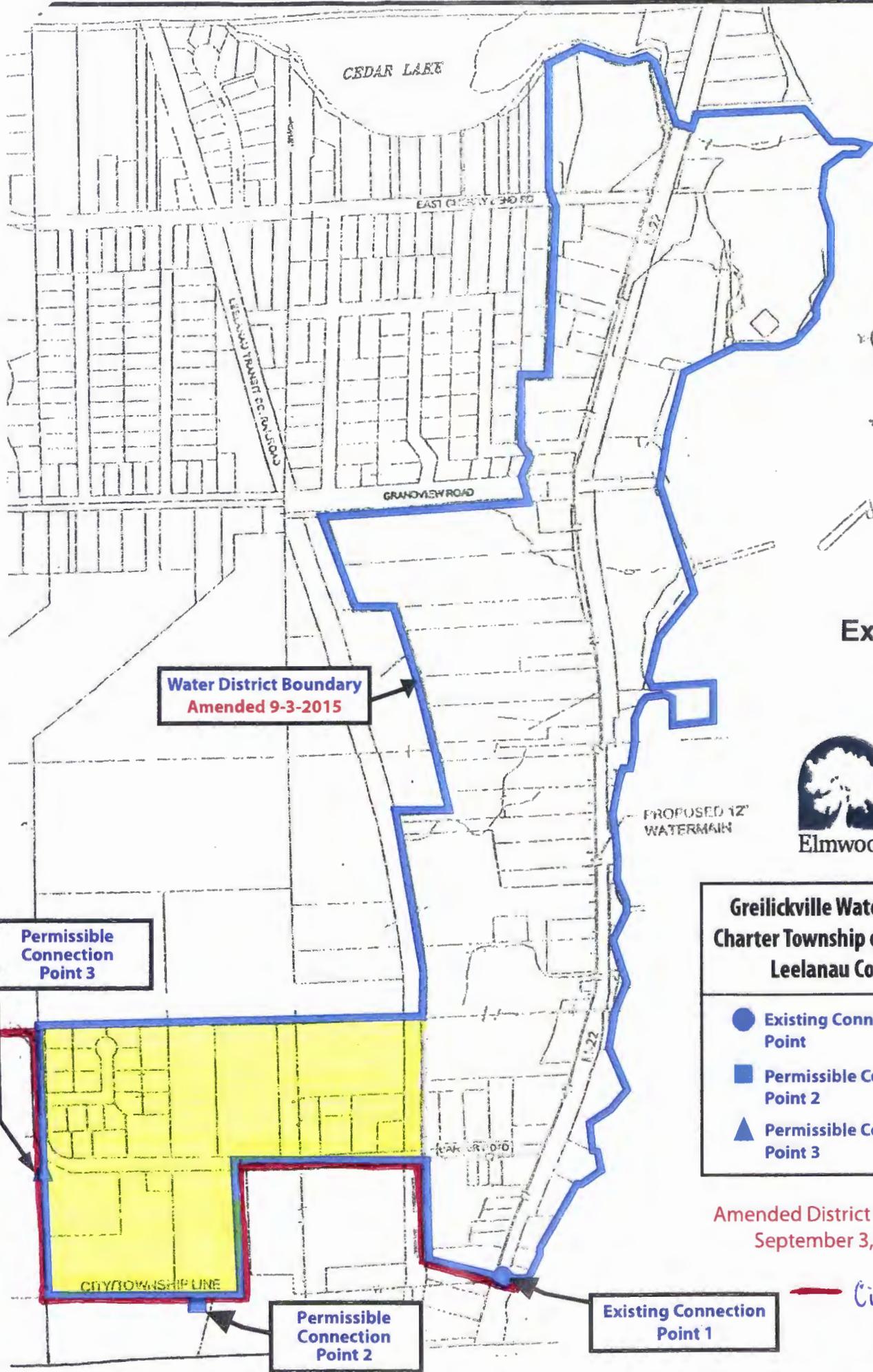


Exhibit 1



**Greilickville Water District
Charter Township of Elmwood
Leelanau County**

- Existing Connection Point
- Permissible Connection Point 2
- ▲ Permissible Connection Point 3

Amended District Boundary
September 3, 2015

*City/Township
Boundary*



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: 
MARTY COLBURN, CITY MANAGER

SUBJECT: WIRE HARNESS ANTITRUST LITIGATION

City Attorney Lauren Tribble-Laucht provided the City Commission with a confidential attorney-client communication under separate cover regarding this matter.

We recommend that the City Commission authorize the settlement agreement. If, however, the City Commission wishes to discuss this matter in detail, the City Attorney recommends the City Commission go into closed session. If it is the desire of the City Commission to enter into closed session, this item should be removed from the Consent Calendar and the alternative motion should be adopted.

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

that the Mayor and City Clerk execute a settlement agreement in connection with the Wire Harness Antitrust Litigation (USDC, EDM I Case NO. 12-md-02331), in the amount of \$20,000, with such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Alternatively, if the City Commission wishes to enter into closed session, the following motion would be appropriate (a roll call vote with 5 affirmative votes is required):

that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the written attorney-client privileged communication regarding the wire harness antitrust litigation, as allowed by MCL 15.267(h).

MC/bcm

K:\tcclerk\city commission\agreements\settlement agreement wire harness antitrust litigation



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: MARTIN A. COLBURN, CITY MANAGER

SUBJECT: WEST FRONT STREET FURNITURE PURCHASE

Attached is a memo from Tim Lodge, City Engineer, to approve the purchase of a furniture package for the West Front Street Improvement Project.

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

that the City Manager be authorized to issue a purchase order to Landscape Forms in the amount of \$27,909.80 for the purchase of 10 benches, 10 bike racks, 10 planters, and 2 trash cans with funds available in the Public Improvements Fund.

MC/jd

cc: Dave Green, DPS Director
Lauren Vaughn, Parks & Rec Superintendent

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer 
DATE: September 14, 2015
SUBJECT: Request for Bids- West Front Street Furniture

We solicited bids for street furniture for the West Front Street Improvement Project. The furniture package includes 10 benches, 10 bike racks, 10 planters and 2 trash cans. The RFP was issued on August 21, 2015 with three firms responding to our request on September 9, 2015 as follows:

Consultant	Location	Cost
Landscape Forms	Kalamazoo	\$27,909.80
Penchura, LLC/FKA Superior Play, LLC	Brighton	\$29,577.00
BSN Sports	Dallas, TX	\$3,667.20*
*incomplete bid, company only bid bike racks		

After reviewing the submittals, we eliminated BSN Sports who only bid on one furniture item and not the complete package. We recommend executing a purchase order with Landscape Forms in the amount of \$27,909.80 with funds available in the Public Improvements Fund.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: ^{*Mac*} MARTY COLBURN, CITY MANAGER

SUBJECT: 2015/2016 FLEET PURCHASES

Attached are memos from Director of Public Services Dave Green, Garage Superintendent Dave Courtad, and City Engineer Timothy Lodge regarding two vehicle purchases.

The following summarizes the purchases:

- Scheduled replacement of a Ford Van used by the Engineering Department – it will be replaced by a standard pickup truck – it will be used for every day needs by the department, including hauling surveying equipment; the cost is \$26,177
- Non-scheduled purchase of a Ford Focus for use by the Engineering Department for construction project monitoring, permit monitoring and other departmental functions, such as monitoring City infrastructure. The department has been renting cars from our fleet and/or car rental agencies, and purchase of a \$17,615 Ford Focus will be more cost effective

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

that the City Manager be authorized to issue a purchase order to Signature Ford in the amount of \$43,792 for the purchase of a 2016 Ford F250 4x4 Standard Pickup Truck and a 2016 Ford Focus Hatchback, both for use by the Engineering Department, with funds available in the Garage Division Budget.

MC/bcm

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copy: Dave Green, Director of Public Services
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Department of Public Services



TO: Marty Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: September 11, 2015

SUBJECT: 2015/2016 Scheduled Fleet Equipment Replacement

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase two vehicles for the City Engineering Department. One is a planned replacement for the 2001 Ford Van the department had and the second is an addition to the fleet I feel is warranted. The van replacement is needed by the department to be used as their everyday work vehicle for hauling survey equipment, construction testing equipment, personnel, etc. As for the addition, the inspection and monitoring for projects as well as permits have become pretty much a year round operation for them requiring the need for a vehicle to always be available. In the past, if a need popped up, they would use a vehicle from our pool for short periods of time but we are reducing the pool size and really can't afford to have a vehicle out on loan for months at a time.

These vehicles, if approved, will be purchased using the prices found in the Macomb County Cooperative Procurement Program, a program that gives us a better price than the MiDeal Program we sometimes look to when it comes to these two vehicle types. Both programs routinely give us better pricing than a typical competitive bid process because of the volumes of vehicles involved.

Therefore, please request that the City Commission waive the competitive bid process and also that they approve a purchase order in the amount of \$43,792.00 to Signature Ford of Owosso Michigan for the purchase of one 2016 Ford F250 4x4 Standard Pickup and one 2016 Ford Focus Hatchback to be used by the Engineering Department with funds available in the Garage Fund for one planned replacement and one warranted additional vehicle in the fleet.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: September 9, 2015

SUBJECT: Equipment purchase

Engineering has the need for two vehicles that will replace the garage vehicle #145 a 2001 Ford van that was totaled and scrapped by the insurance company earlier this year. One of the vehicles is a Standard pickup used primarily to haul survey equipment and the other a compact vehicle mainly for transporting workers. I have solicited quotes from Signature Ford of Owosso, Mi. Signature Ford has been the only business bidding for our vehicles over a year now and they also participate in the MiDeal Cooperative Procurement Program they also offer the Macomb County, Mi. Cooperative Procurement Program pricing to us. I have compared the two Cooperative Programs and we are afforded a better pricing using the Macomb County pricing.

The use of other Cooperative Procurement Programs has been confirmed with our City Purchasing Agent Julie Dalton and can be found in the Purchasing and Contracting Policies and Procedures in section 5, paragraph #8. (See attachment).

The quotes received were as follows:

2016 Ford F250 4x4 Standard pickup with options \$26,177.00.

2016 Ford Focus 5-Door Hatchback with options \$17,615.00.

Would you please request of the City Commission permission to issue a purchase order to Signature Ford of Owosso, Mi. in the amount of \$43,792.00 to purchase a 2016 Ford F250 4x4 Pickup and 2016 Ford Focus.

This is a planned purchase and funds are available in the garage fund.

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

Memorandum

The City of Traverse City
Engineering Department



TO: David Green, DPS Director
Dave Courtad, Garage Superintendent

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

DATE: September 15, 2015

SUBJECT: Vehicle Purchase for Engineering Department

This communication will confirm our request to purchase a replacement vehicle for our 2001 Ford Van and for an additional vehicle to serve our Department needs. We currently are using three retired police vehicles for staff to monitor construction projects, monitor City wide permits, perform traffic counting and observations and routine assignments like field measurements for manholes. We have used at least three vehicles for more than 10 months over the past two years in this manner. In addition, staff has rented vehicles for attending training in various parts of the state as our current pool vehicles are not suitable for travel outside of the City.

We are asking that these vehicles be equipped with safety lighting suitable for traffic control as we find many times the current use of unmarked vehicles unsafe for staff to be working in the right of way. Finally, we understand that it will be more cost effective to purchase a low cost second vehicle than to continue using retired police vehicles. We will still continue with mileage reimbursement for employee's use of their personal vehicles and seasonally require a pool vehicle during the construction time period to meet our transportation needs for the Department.

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND

~~2014-15~~ Vehicle Replacement Schedule
2015-2016

Department	Vehicle Description	Estimated Replacement Costs
Police	2010 Ford Crown Vic Cruiser	\$ 28,500
Police	2010 Ford Crown Vic Cruiser	28,500
Police	2006 Harley Davidson	20,000
Street	1995 F450 Dump Truck	65,000
Water	2001 F350 Dump Truck w plow	62,000
garage	2001 Dodge Ram w/Utility body,compressor	65,000
Street	2001 Holder C9700	85,000
Fire	1994 Pierce Dash Fire Pumper	618,000
TCLP	2002 Freightliner w/altec digger	285,000
TCLP	2007 GMC Savanna 4wd Van	28,000
#145 Engineering	2001 E150 van	60,000 *
Parks	2000 Bombardier Groomer	300,000
Parks	1970 Bombardier Groomer	200,000
Street	2001 Holder C9700	84,000
Parks	2003 Tennant Litter Sucker	38,000
TCPS	2002 Ford Ranger	27,500
Estimated Total Replacement Cost		\$ 1,994,500



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015
FROM:  MARTIN A. COLBURN, CITY MANAGER
SUBJECT: GPS/AVL PLOW TRUCK CONVERSION PROJECT

Attached are memos from Dave Green, DPS Director, Larry LaCross, Asset Management/GIS Analyst, and Dave Courtad, Garage Superintendent, to approve the purchase of equipment and software for a complete retrofit of ten snowplow/sander trucks.

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

that the City Manager be authorized to issue a purchase order to AT&T/Webtech Wireless in the amount of \$21,602.09 for the purchase of 10 complete GPS/AVL Tracking System Packages with funds available in the Garage Fund.

MC/jd

cc: Dave Green, DPS Director
Larry LaCross, Asset Management/GIS Analyst
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Marty Colburn, City Manager

FROM: Dave Green, DPS Director *DG*

DATE: September 14, 2015

SUBJECT: GPS/AVL Plow Truck Conversion Project, CIP # 685

Attached is a memorandum from Larry LaCross, Asset Management/GIS Analyst and Dave Courtad, Garage Superintendent, requesting approval to purchase the equipment and software required to do a complete retrofit of the 10 snowplow/sander trucks we currently operate with new GPS/AVL Vehicle Tracking System technology. Once installed this technology will give us the ability to track not only vehicle location and speed but more importantly, salt and/or sand placement locations and quantities. This will increase efficiencies and accuracy in both the operation of the vehicles as well as in providing the reports required by MDOT on usage needed for reimbursement.

This purchase has been in the planning stages since last year as a project in the Capital Improvement Program, ID# 685, and has been researched by Larry and Dave as to the best system out there that would work best with our existing Rexroth and Dickey-John salt controllers. They believe, and I concur, that the system provided by AT&T's Fleet Management Solution powered by Webtech Wireless will do what we need and matches up best with our existing equipment.

This equipment and software, if approved, will be purchased using the prices found in the National Association of State Procurement Officials ValuePoint Cooperative Purchasing Organization. This program gives States and Municipalities a source for better prices than the competitive bid process when it comes to specific sole source equipment or products because of the large volume of products sold.

Therefore, please request that the City Commission approve a purchase order in the amount of \$21,602.09 to AT&T/Webtech Wireless for the purchase of 10 complete GPS/AVL Tracking System Packages with funds available in the Garage Fund.

Memorandum

The City of Traverse City
Department of Public Services



TO: Dave Green, DPS Director

FROM: Larry LaCross, Asset Management/GIS Analyst, Dave Courtad,
Garage Superintendent

DATE: September 10, 2015

SUBJECT: GPS/AVL for Winter Operations, Retrofit Plow Truck Sander Controls with AT&T's Fleet Management Solution Powered by Webtech Wireless.

The purpose of this project is to retrofit 10 sander trucks with updated sander controls and Vehicle Tracking System that are compatible with the current Rexroth CS550 and Dickey-John Control Point salt controllers. Each truck will have a Global Positioning System (GPS) installed to allow real time data collection via WebTech Wireless Automated Vehicle Locator (AVL)/Vehicle Tracking System. The Vehicle Tracking System connects to the plow truck controls and will collect the plow truck location, plow status, spreader status, and material used in a particular location. The data will be compiled into a report that provides accurate accounting to improve plowing efficiencies along with reporting to the State of Michigan for reimbursement.

Currently, the Plow Truck Drivers must write down the salt use and the location that was plowed along with the amount of salt/sand mixture spread. The new GPS/AVL Vehicle Tracking System will eliminate the need for the drivers to stop their truck and write this information down on paper, improving safety and recording efficiencies. This system will also eliminate many hours spent collecting, transferring paper salt/sand slips to a spreadsheet format, and calculating salt/sand usage.

This project was number 685 in the Capital Improvement Program and was projected to cost \$28,000. The current quotation from AT&T is \$21,602.09 with an annual fee of \$4,368.00 billed on a monthly basis.

The purchase will be through the National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Purchasing Organization Cooperative Procurement Program. The use of the Cooperative Procurement Programs has been confirmed with our City Purchasing Agent Julie Dalton and can be found in the Purchasing and Contracting Policies and Procedures in section 5, paragraph #8 (see attachment).

Please request of the City Commission to waive the competitive bidding process utilizing the NASPO ValuePoint Cooperative Procurement Program along with permission to issue a purchase order to AT&T to retrofit sander trucks with updated sander controls in the amount of \$21,602.09 with an annual fee of \$4,368.00.

This purchase will come from the Garage fund.

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

Project ID
 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
GARAGE FUND											
Garage											
126		\$900,000.00	\$1,966,000.00	\$1,919,721.00	\$1,876,379.00	\$1,582,065.00	\$1,628,500.00	\$1,666,200.00	\$11,538,865.00	\$11,538,865.00	\$0.00
740		\$0.00	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,000.00	\$64,000.00	\$0.00
796		\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
685		\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00
Total Garage		\$900,000.00	\$2,108,000.00	\$1,919,721.00	\$1,876,379.00	\$1,582,065.00	\$1,628,500.00	\$1,666,200.00	\$11,680,865.00	\$11,680,865.00	\$0.00
TOTAL GARAGE FUND		\$900,000.00	\$2,108,000.00	\$1,919,721.00	\$1,876,379.00	\$1,582,065.00	\$1,628,500.00	\$1,666,200.00	\$11,680,865.00	\$11,680,865.00	\$0.00



City of

TRAVERSE CITY

Six Year Capital Improvement Program

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: **\$50,000**

Submitter: Dave Courtad
Priority: Important (could do):
Fund: Garage
Department: Garage

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$50,000
Annual Maint. Cost: \$0

Funding Sources: Garage Fund - \$50,000

Category: **Maintenance**

Project Name: **Retrofit Sander Trucks With Updated Sander Controls.**

685

Project Description: Updated systems are required to be able to inventory sand, salt, and brine distributed. Accurate accounting is needed for State Reimbursement

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: **\$28,000**

Submitter: Dave Courtad
Priority: Essential (should do):
Fund: Garage
Department: Garage

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: **\$28,000**
Annual Maint. Cost: **\$1,500**

Funding Sources: Garage Fund - \$28,000



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: 
MARTY COLBURN, CITY MANAGER

SUBJECT: STATE DISASTER CONTINGENCY FUND GRANT RESOLUTION

Attached is a resolution to request that Governor Snyder authorize a grant from the State Disaster Contingency Fund to help alleviate some of the financial burden that was accumulated from the relief efforts after the August 2 storm. The City is eligible for up to \$100,000 in reimbursement for payment to contractors for the tree removal and processing, significant overtime of staff personnel, and fuel costs.

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

that the State Disaster Contingency Fund Grant Resolution, requesting that the Governor authorize a grant to the City of Traverse City from the State Disaster Contingency Fund to help alleviate the financial burden accumulated from the August 2, 2015 wind storm relief efforts, and further that City Manager Martin A. Colburn be authorized to execute the application on behalf of the City, be adopted.

MC/bcm

K:\tcclerk\city commission\resolutions\State Disaster Contingency Fund Grant_20150921

The City of Traverse City

Office of the City Clerk

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



State Disaster Contingency Fund Grant Resolution

BECAUSE, the City of Traverse City, Michigan, is a political subdivision within the State of Michigan with an official Emergency Operations plan in compliance with Section 19 of the Emergency Management Act, Act 390, Public Acts of 1976, as amended.

BECAUSE, the City of Traverse City, sustained severe losses of major proportions brought on by the wind storm of August 2, 2015 resulting in the following conditions: numerous downed trees and powerlines throughout the City causing dangerous conditions.

BECAUSE, the City Commission certifies that the County/Municipal Emergency Operations Plan was implemented at the onset of the disaster at August 2, 2015 at 6:00 p.m. and all applicable disaster relief forces identified therein were exhausted.

BECAUSE, as a direct result of the disaster, public damage and expenditures were extraordinary and place an unreasonable great financial burden on the City of Traverse City totaling \$100,000.

NOW, THEREFORE, BE IT RESOLVED that the City Commission requests the Governor authorize a grant to the City of Traverse City from the State Disaster Contingency Fund pursuant to Section 19, Act 390, Public Acts of 1976, as amended.

FURTHERMORE, City Manager Martin A. Colburn is authorized to execute for and in behalf of the City of Traverse City the application for financial assistance and to provide to the State any information required for that purpose.

I certify that this resolution was adopted by the City Commission for the City of Traverse City at its September 21, 2015, Regular Meeting, held in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marcnette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: ^{mse} MARTY COLBURN, CITY MANAGER

SUBJECT: WODA GROUP – PAYMENT-IN-LIEU-OF TAXES
ARRANGEMENT – 520 RAILROAD AVENUE

At the September 14 Study Session, the City Commission discussed a request from P. Craig Patterson, Senior Vice President for The Woda Group (Woda) outlining Woda's request for a payment-in-lieu of taxes (PILOT) arrangement for the 60 affordable-rate rental units targeted at residents age 55 and up, to be located at 520 Railroad Avenue.

A PILOT allows for a development to provide a specified percentage of the affordable-rate units less common utilities to the taxing jurisdictions as opposed to a traditional tax bill. The specified percentage of the affordable rents (or the PILOT percentage) is allocated to the taxing jurisdictions proportionate to their millage rates.

The following are the highlights of Woda's proposal – as discussed at the September 14 Study Session:

- Woda will construct 60 affordable-rate one and two-bedroom apartments targeted at residents age 55 and up
- The PILOT would be 6% and for 16 years; Woda estimates this would equate to \$18,200 annually, assuming 100% occupancy – and the City Assessor indicates the City's portion would be approximately \$3,300 annually (this equates to \$55 per unit in PILOT income vs \$640 per unit in traditional tax income)
- Woda would also enter into a municipal services agreement with the City for \$12,000 annually for City services; this would be in addition to our share of the 6% of annual rental income from the workforce housing/affordable-rate units

- Woda will have to comply with MSHDA requirements for maintaining workforce/affordable rate rents
- Woda's PILOT payments would be audited annually

Attached is a memo from City Assessor Polly Cairns addressing this request.

The attached resolution would approve the PILOT and also authorize the related municipal services agreement.

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

that the Resolution Granting Tax Exemption for the property at 520 Railroad Avenue which will contain 60 affordable rate units to Depot Commons Limited Dividend Housing Association, LP, establishing Payment In Lieu of Taxes (PILOT) for affordable housing, be adopted.

MC/bcm

K:\tcclerk\city commission\resolutions\PILOT Woda 520 Railroad Avenue 20150921

copy: Mr. Craig Patterson, The Woda Group – cpatterson@wodagroup.com
Polly Cairns, City Assessor

MEMORANDUM

CITY OF TRAVERSE CITY



ASSESSING DEPARTMENT

TO: MARTIN COLBURN, CITY MANAGER

FROM: Polly Watson Cairns, City Assessor  Digitally signed by Polly Watson Cairns (585842)
DN: cn=Polly Watson Cairns (585842), o=City of
Traverse City, ou=Assessing Department,
email=pwcairns@traversecity.gov, c=US
Date: 2015.09.16 15:08:02 -0700

**SUBJECT: PILOT- Payment in Lieu of Tax proposal from Woda Group, Inc.
Property located at 520 Railroad Avenue - Parcel ID 28-51-634-033-04**

DATE: September 16, 2015

It is acknowledged that this proposal is to provide low income housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with City Ordinance No. 431, now Chapter 881 - Low Income Housing Tax Exemption, and State Housing Development Act of 1966 (1966 PA 346, as amended, MCL 125.1401, et seq), and must be in compliance with MSHDA requirements and guidelines

The City of Traverse City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed taxes that would be paid but for this Act.

In lieu of normal property taxes, an annual service charge for public services is paid. This request for payment in lieu of taxes (PILOT) is for sixteen (16) years, six percent (6%) of net shelter rents expected to be received after allowance for utilities paid, as is typical City policy, upon completion of said project.

The PILOT proposal submitted by Mr. Patterson, Senior Vice President, of WODA, assumes an annual payment of \$18,200, for a completed 60-unit development, based on stabilized occupancy of 93%, with intended completion of spring/summer 2018. Per City policy, this charge shall not exceed the amount normal taxes would generate. Payments in lieu of tax payments dispersed amongst various taxing authorities in a manner consistent with State Statute.

Value of the proposed development, as supplied by Mr. Patterson indicates \$6,885,000, for a resulting estimated Ad Valorem taxable value \$3,442,500. Estimated annual ad valorem property tax amount, at 2015 millage rates, would generate \$188,400, inclusive of all taxing jurisdictions; of which \$38,300 attributable to City operating millage. Ad valorem tax dollars reflect a per unit rate of \$3,140 per year per, for all taxing jurisdictions, and \$640 per unit, attributable City operating millage.

The subject site, as presently vacant, generates a 2015 summer/winter tax amount of approximately \$4,603.76, of which \$935.18 is attributable to City operating millage.

Location map below, indicating proposed project location, for visual purposes only.





DEVELOPMENT
CONSTRUCTION
MANAGEMENT

The Woda Group, Inc.
115 North Huron Avenue
P.O. Box 369
Mackinaw City, Michigan 49701

www.wodagroup.com

September 4, 2015

Mr. Martin Colburn
City Manager
The City of Traverse City
Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684

Re: PILOT Request; 520 Railroad Avenue

Mr. Colburn,

On September 2, The Woda Group executed a Purchase Agreement to purchase a vacant parcel on Railroad Avenue. As a result, we would like to formally request a PILOT be approved for a proposed 60 unit senior development near the corner of Eighth and Railroad Avenue at 520 Railroad Avenue. Once completed, this development will have restricted but affordable rents to help seniors obtain quality, safe, and energy efficient housing in Traverse City.

The construction plan for Depot Commons (proposed name of the development) includes a five floor residential building with an elevator and a large community room on the first floor. The first floor community space will be used primarily by tenants and their guests. The design concept has been created to integrate well within the surrounding neighborhood. Once completed, the new units will have Energy Star appliances, water-saving faucets/toilets, abundant insulation and contain other "green" features which will help the finished community qualify for Enterprise Green Communities certification. We have checked the zoning ordinance for the Depot area and believe our design concept will satisfy zoning requirements.

To fund the construction, Woda will seek housing tax credit financing from MSHDA. As part of the application process, MSHDA requests that developers seek a PILOT from the local municipality. The PILOT helps ensure the long-term financial stability of the property plus helps the developer increase their chances of receiving funding for the project. Woda (developer) plans to submit a funding application to MSHDA on October 1.

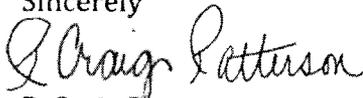
Depot Commons Limited Dividend Housing Association, LP (owner) and The Woda Group, Inc. are requesting a 6% PILOT for 16 years be adopted for the proposed development at 520 Railroad Place. In addition, The Woda Group proposes to enter a Municipal Services Agreement (MSA) that will pay the City an annual MSA fee of \$12,000 in addition to the PILOT. The fee is provided to cover possible City funded services (eg. fire, EMS) that may be needed at the site. Both the annual PILOT and MSA payment will be paid simultaneously but can be made at any date the City prefers. The estimated annual value of the 6% PILOT is \$18,200 assuming 100% occupancy.

The PILOT payment will be determined each year based on collected rents plus other income less common utilities. Each year in late March, Woda can provide a third party financial audit to the City to verify income and utilities.

Without a PILOT, it will be highly improbable for Woda to receive funding. Each developer competes against other developers in the state to win funding. Historically, for new construction projects only the projects which receive a local PILOT receive MSHDA funding.

I appreciate you considering this request and I look forward to making a formal presentation to City leadership at an upcoming September Commission meeting.

Sincerely



P. Craig Patterson,
Senior Vice President





**Resolution Granting Tax Exemption
for the property at 520 Railroad Avenue to Depot Commons Limited Dividend Housing
Association, LP**

- Because, on December 4, 1995, the City Commission enacted City Ordinance No. 431 (now Chapter 881) (hereinafter referred to as "Chapter 881"), which establishes a class of housing developments pursuant to the State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401 et seq.; MSA 16.114(1) et seq.) (the "Act") which are exempt from the payment of property taxes and in lieu thereof pay a service charge; and
- Because, the Depot Commons Limited Dividend Housing Association, LP, through its Senior Vice President, P. Craig Patterson of 115 North Huron Avenue, Mackinaw City, MI 49701 (the "Sponsor"), has applied to the City for a determination that a proposed development sponsored by it, and to be known as low income housing (with a proposed development name of Depot Commons) at 520 Railroad Avenue, is entitled to the exemption from taxes authorized by Chapter 881; now therefore, be it
- Resolved, that the proposed housing development to be known as the Depot Commons at 520 Railroad Place sponsored by Depot Commons Limited Dividend Housing Association, LP, (the "Sponsor") and which is to be located on Permanent Parcel No. 28-51-634-033-04 is within the class of Housing Developments entitled to an exemption under Section 4 of Chapter 881, if it meets the following contingencies:
- a. Sponsor shall provide documentation to the City substantiating ownership of the property at 520 Railroad Avenue, Traverse City, Michigan.
 - b. Construction of the proposed Housing Development shall be commenced after the effective date of Chapter 881 and within one year from the effective date of this resolution, or the resolution shall be void and of no effect.
 - c. The proposed Housing Development must receive financing in part through a loan secured by a first mortgage on the Housing Development (the "Mortgage") that meets the requirements of Chapter 881 and the Act.
 - d. The proposed Housing Development will apply to receive construction and permanent financing from Low Income Housing Tax Credits from the Michigan State Housing Development Authority (the "Authority").
 - e. For the life of the Low Income Tax Credits, 100% of the dwelling units in the proposed Housing Development will be restricted to Occupancy by persons of Low Income as defined by Section 881.03 of Chapter 881 and

the United States Department of Housing and Urban Development. Rental rates for these dwelling units will be similarly restricted.

- f. Prior to commencement of construction, the Sponsor shall provide satisfactory evidence to the City that it has received a reservation from the Authority of Low Income Housing Tax Credits under §42 of the Internal Revenue Code of 1986.
- g. The owner of the Housing Project / sponsor commits to having 100% of the units remain at affordable rate as determined by the Authority for forty-five (45) years.
- h. The owner of the Housing Project shall file with the City Assessor a notification of the exemption, which shall be in an affidavit form as provided by the Authority as provided by the Act; and, further be it

Resolved, that in lieu of ad valorem property taxes, and effective when permits have been issued for those units, the Sponsor shall pay an annual service charge equal to six percent (6%) of the “Annual Shelter Rents” as defined in Section 881.03(b) of Chapter 881 for that portion of the Housing Development Occupied by Person of Low Income; and, further be it

Resolved, that in granting application for occupancy in the Housing Development, the Sponsor shall give first priority to those qualified applicants who are Traverse City Residents. This paragraph is subject to the Sponsor’s compliance with all Fair Housing laws and regulations; and, further be it

Resolved, that annually the Sponsor shall provide the City Assessor with a copy of the independent annual audit furnished to the Authority which covers the prior year’s operation of the Housing Development within 120 days of the end of Sponsor’s fiscal year, which shall be the same as the calendar year. If the audit discloses that the service charge paid in the prior year for the portion of the Housing Development occupied by Persons of Low Income was greater or less than the percent of Annual Shelter Rents required to be paid by this Resolution, the Sponsor shall pay any shortfall or receive a credit against the current years’ service charge as appropriate; and, further be it

Resolved, that the tax exempt status granted by this Resolution shall remain in effect for so long as the Mortgage loan remains outstanding and unpaid and the low income housing tax credit use restriction remains in effect, not to exceed 16 years, unless otherwise terminated pursuant to Chapter 881 or this Resolution; and, further be it

Resolved, that all portions of Chapter 881 are hereby incorporated by reference; and, further be it

Resolved, that this Resolution may be assigned by the Sponsor only to subsequent owners of the Housing Development who shall agree to abide to its terms. If not assigned, to and accepted by subsequent owners of the Housing Development, it shall automatically terminate; and further be it

Resolved, that the Mayor and City Clerk execute a contract with the sponsor providing the tax exemption and acceptance of payments in lieu of taxes as defined within this resolution, and a municipal service agreement in the amount of \$12,000 annually to be paid to the City to guarantee that certain municipal services will be provided to the project during the term of the project such contract and agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

YEAS: _____

NAYS: _____

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on September 21, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: ^{*mc*} MARTY COLBURN, CITY MANAGER

SUBJECT: SNOW GROOMERS – FOR USE AT HICKORY HILLS

This item was on the City Commission's September 8, 2015, agenda and failed by a vote of 4-2 (5 votes are required). Attached is an email from Commissioner Jeanine Easterday requesting that this item be placed on the agenda.

Attached are memos from Director of Public Services Dave Green, Hickory Hills Manager Barry Smith and Garage Superintendent Dave Courtad, recommending the purchase of two snow groomers for use at Hickory Hills.

As explained, both groomers that are currently in service have become too costly to maintain and have surpassed their life of service. We anticipate the new groomers serving their intended purpose for at least 20 years, possibly longer with strategic maintenance. The cost of both groomers came in under the City's approved 2015-2016 budget authorization of \$500,000.

Over the past six years, one of the units has incurred \$188,886.27 in maintenance costs and the other \$221,097.99.

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

that two snow groomers be declared surplus and the City Manager be authorized to issue a purchase order to Kassbohrer All-Terrain Vehicles, Inc. in the total amount of \$481,006 for one 2015 Kassbohrer Pisten Bully 100 and one 2015 Kassbohrer Pisten Bully 400 (snow groomers) for use at Hickory Hills, with funds available in the Garage Fund,

MC/bcm

K:\teclerk\city commission\purchase orders\Hickory Hill Snow Groomers_20150921

copy: Dave Green, Director of Public Services
Barry Smith, Hickory Hills Manager
Dave Courtad, Garage Superintendent



Benjamin Marentette <bmarente@traversecitymi.gov>

Groomer

1 message

Jeanine Easterday <jeasterday@traversecitymi.gov>

Sun, Sep 13, 2015 at 10:27 PM

To: Marty Colburn <mcolburn@traversecitymi.gov>, Benjamin Marentette <bmarente@traversecitymi.gov>, Dave Green <dgreen@traversecitymi.gov>

Cc: Tim Werner <twerner@traversecitymi.gov>, Gary Howe <gihowe@traversecitymi.gov>

The three of us would like to formally request the purchase of a groomer go back on the CC agenda. Please ask Dave Green to do his best to find a storage area somewhere in the City so that the maintenance/storage contract is not needed. It would also be helpful if we had some total maintenance costs over the last couple of years. Thanks,

--

Jeanine Easterday
Traverse City Commission
231-947-0047

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: September 16, 2015
SUBJECT: 2015/2016 Vehicle Replacement Purchase

Attached are two memorandums related to the planned purchase of two snow groomers to be used at the Hickory Hills Ski Area. One is from Barry Smith, Hickory Hills Manager, explaining the operational differences between the "small groomer" and the "large groomer" as well as the reasoning he used in recommending what brand of groomers he would like to see us purchase. The other is from Dave Courtad, Garage Superintendent, outlining the bid process he used for two groomers.

While this is an expensive purchase for the City we believe the time to replace these pieces of equipment has come. The maintenance costs for the existing groomers are increasing at an alarming rate as well as the time they end up in the garage out of service. As the "on the rack" time increases, the time to be out on the hill grooming decreases.

We will be placing these two new groomers into a 20 year depreciation cycle with an increase in preventative maintenance and overall care from the beginning of their service with the hope of extending this period even further in order to reduce the overall burden to the Parks and Recreation Divisions budget.

We received two bids for each size groomer as follows:

Small Groomer

Kassbohrer Pisten Bully 100	\$194,100.00
Prinoth Husky	\$230,000.00

Large Groomer

Kassbohrer Pisten Bully 400	\$286,906.00
Prinoth BR350	\$285,000.00

Memorandum

The City of Traverse City
Department of Public Services



I concur with both Barry and Dave on their recommendation to go with the same manufacturer even though the low bid for the large groomer is \$1,906.00 dollars less. We believe the efficiencies we will gain in both the maintenance and operational processes involved with the groomers will far outweigh the small amount we would save by going with two different manufactures.

Therefore, please request that the City Commission declare two groomers surplus and approve a purchase order to Kassbohrer All-Terrain Vehicles, Inc. of Shakopee, MN. in the amount of \$481,006.00 for one 2015 Kassbohrer Pisten Bully 100 and one 2015 Kassbohrer Pisten Bully 400 with funds available in the Garage Fund for this planned equipment replacement purchase.

City of Traverse City Memorandum

To: Dave Green, DPS Director
From: Barry Smith, Hickory Hills Manager ^{BAS}
Re: Hickory Hills Groomer Replacement
Date: July 10, 2015

The grooming equipment for Hickory Hills Ski Area consists of a 1971 Bombardier Ski Dozer and a 2000 Bombardier BR275. Both machines have exceeded their useful life and will cost a considerable amount of money to keep them in operational condition. Technological advances and demand for more consistently groomed snow surfaces make it necessary to replace the outdated equipment.

The replacement vehicle for the 1971 Bombardier Ski Dozer is referred to as a "Small Groomer" in the bid process. This equipment will serve as a utility vehicle for snowmaking, cross country groomer with a track setter, tow path groomer, backup groomer for the large snow groomer and will be used for any on-hill maintenance.

The replacement vehicle for the 2000 Bombardier BR275 is referred to as a "Large Groomer" in the bid process. This equipment will serve as the main downhill groomer, terrain park groomer and will be used to push out snow piles during snowmaking.

The City of Traverse City received bids from two manufacturers of grooming equipment:

Small Groomer

Kassbohrer Pisten Bully 100	\$194,000.00
Prinoth Husky	\$230,000.00

Large Groomer

Kassbohrer Pisten Bully 400	\$286,906.00
Prinoth BR350	\$285,000.00

There is a considerable difference between the bids for the "Small Groomer" while the bids for the "Large Groomer" are very close. I would recommend that, as we have done in the past, use the same manufacturer for both the "Small and Large Groomers". This would allow for consistency in parts, service, training and operation. It is my recommendation that we offer the bid to Kassbohrer for both groomers.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green

CC:

FROM: Dave Courtad Garage Superintendent

DATE: July 2, 2015

SUBJECT: Equipment Purchase Snow groomers

Bids were solicited to purchase and deliver 2 different snow-groomers for use at Hickory Hills one was for a Large groomer to handle the ski hills etc. and a smaller one to be used in the trail system.

The following bids were received for the Large Groomer:

- 1: Kassbohrer All Terrain Vehicles, Inc. of Shakopee, MN \$286,906.00**
- 2: Prinoth, LLC of Grand Junction, Colorado \$285,000.00**

The following bids were received for the Small Groomer:

- 1: Kassbohrer All Terrain Vehicles, Inc. of Shakopee, MN \$ 194,100.00**
- 2: Prinoth LLC of Grand Junction, Colorado \$230,000.00**

In looking over all of the specifications along with input from our Mountain Manager at Hickory Hills, and in addition our Technical staff we have determined that it would best serve the city to purchase the same brand vehicles for ease of operation and repair.

Would you please request of the City Commission permission to issue a purchase order to Kassbohrer All Terrain Vehicles, Inc. of Shakopee, MN for \$481,006.00 for both the Large and Small Groomers with implements and to request the current equipment numbers #147 and #148 Snow Groomers be deemed surplus.

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



City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND

~~2014-15~~ Vehicle Replacement Schedule
2015-2016

Department	Vehicle Description	Estimated Replacement Costs
Police	2010 Ford Crown Vic Cruiser	\$ 28,500
Police	2010 Ford Crown Vic Cruiser	28,500
Police	2006 Harley Davidson	20,000
Street	1995 F450 Dump Truck	65,000
Water	2001 F350 Dump Truck w plow	62,000
garage	2001 Dodge Ram w/Utility body,compressor	65,000
Street	2001 Holder C9700	85,000
Fire	1994 Pierce Dash Fire Pumper	618,000
TCLP	2002 Freightliner w/altec digger	285,000
TCLP	2007 GMC Savanna 4wd Van	28,000
Engineering	2001 E150 van	60,000
#147 Parks	2000 Bombardier Groomer	300,000
#148 Parks	1970 Bombardier Groomer	200,000
Street	2001 Holder C9700	84,000
Parks	2003 Tennant Litter Sucker	38,000
TCPS	2002 Ford Ranger	27,500
Estimated Total Replacement Cost		\$ <u>1,994,500</u>



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF SEPTEMBER 21, 2015

DATE: SEPTEMBER 17, 2015

FROM: ^{*mc*} MARTY COLBURN, CITY MANAGER

SUBJECT: WASTEWATER TREATMENT PLANT OUT OF SCOPE
AGREEMENT

Attached is a memo from Director of Public Services Dave Green regarding three major repair projects at the Wastewater Treatment Plant that have been included in the Capital Improvement Plan. The following summarizes the three repair projects:

- Replacement of four membrane gate valves (16 total need to be replaced; we're replacing four per year; and we are in year two.)
- Replacement of 2 centrifugal pumps at the TBAISD Lift Station; CH2M will oversee the replacement of these pumps by the contractor
- Remove and replace the screw pump body for Screw Pump #1, and install new splash guards – CH2M will assist the contractor (from whom the original screw body was purchased from)

As indicated by Mr. Green, according to the City's agreement with CH2M, they will perform related work as directed by the City at their cost plus 20%.

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

that the public interest will be best served by not obtaining competitive bids and that the Mayor and City Clerk execute an Out of Scope Services Agreement with CH2M in the amount of \$393,378 to perform the three major repair projects as outlined in the September 14, 2015, communication from the Director of Public Services with funds available in the Sewer Fund, with approximately \$143,697.71, or 37% of the cost to be reimbursed by the participating townships

-Motion continued on following page-

who are a party to the Master Sewer Agreement, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

K:\tcclerk\city commission\agreements\wastewater treatment plant out of scope 2015

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Marty Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: September 14, 2015

SUBJECT: Wastewater Treatment Plant Out of Scope Letter Agreement

As discussed and outlined on the attached letter from CH2M there are three major repair projects that, because of their scope and cost, were identified in our Capital Improvement Plan to be completed this year to help assure that the plant continues to perform at the high standards this very complex community asset was constructed to do.

Project #1: Membrane Gate Replacement (CIP #786)

CH2M will remove the 4 existing gate valves on the membrane system and replace them with new stainless steel gate valves. The existing gates are made of aluminum and have deteriorated and are in need of replacement. There are 16 gate valves needing replacement, and as part of the CIP plan 4 gate valves will be replaced each year over the next 4 years. This is a request for year 2. Removal and replacement will be performed by CH2M staff.

Project #2: TBAISD (Traverse Bay Area Intermediate School District) Lift Station Pumps and Controls Replacement (CIP #892) CH2M will remove and replace the 2 centrifugal pumps at the TBAISD Lift Station. CH2M will oversee the replacement of the TBAISD Lift Station pump controls by a subcontractor.

Project #3: Screw Pump Replacement (CIP #893)

CH2M will assist subcontractor in the removal and replacement of the Screw Pump Body for Screw Pump #1, and the installation of new splash guards. The Screw Pump Body replacement will be a direct replacement with a screw body purchased from the same company the original screw body was purchased from. CH2M will assist the subcontractor in the reconditioning of Screw Pump #1's wet well and trough.

Under the City's agreement with CH2M, capital expenditures at the plant are the City's responsibility. However, our agreement does contain a provision for the City to engage CH2M for services outside the agreement's scope at "CH2M's cost plus not to exceed 20%".

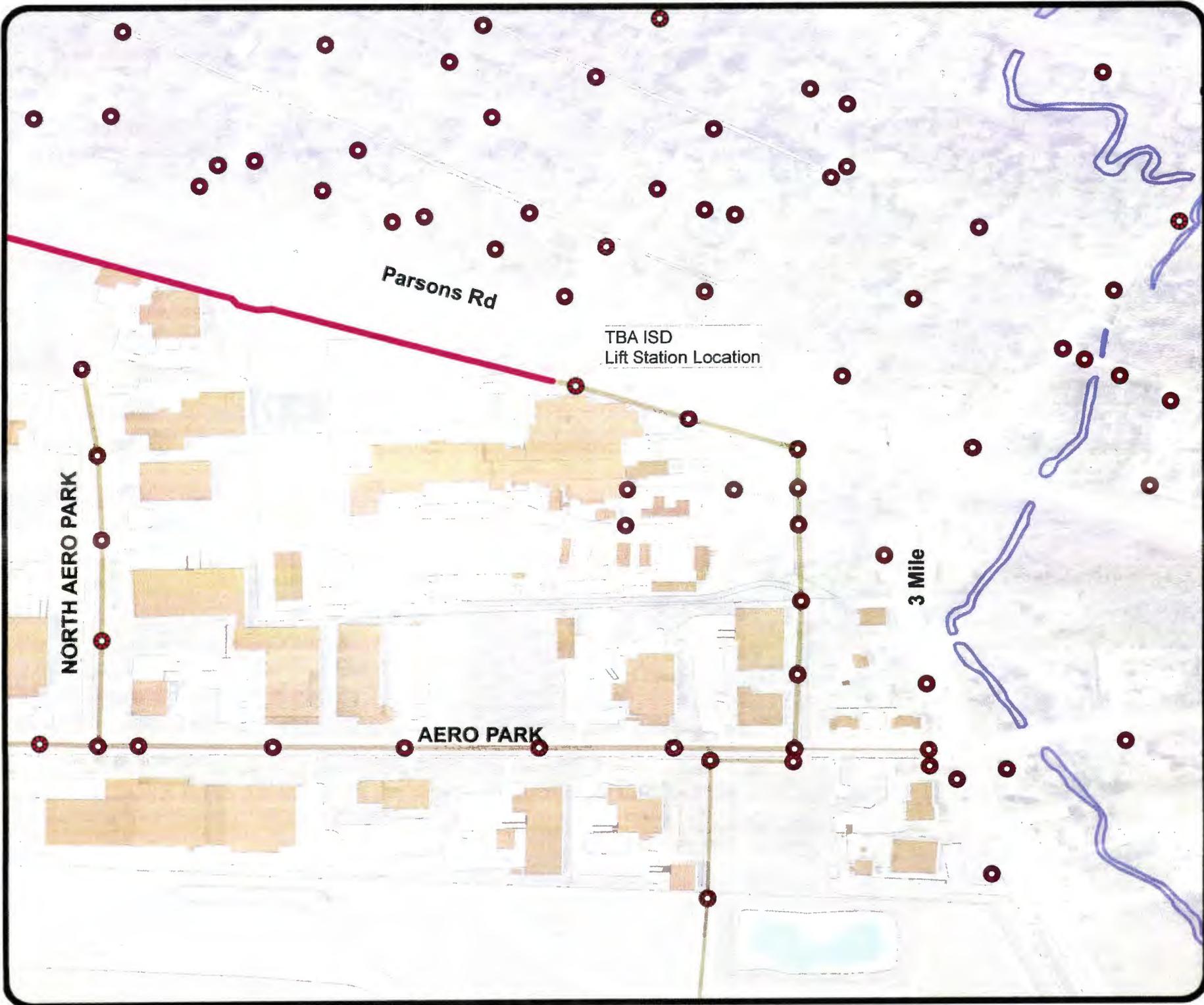
Memorandum

The City of Traverse City
Department of Public Services



In other words, we can ask CH2M to do work that is not specifically listed in the contract and pay them for the cost of the work plus up to a 20% markup charge. We feel that using CH2M for these projects is in the best interest of the City because of the projects unique circumstances, the sole source equipment needed and because of CH2M's familiarity and in house ability they have acquired over the years working at both the plant and pump stations.

Therefore, please request City Commission approval to waive the competitive bidding process and for the proper City officials to enter into an out-of-scope agreement with CH2M covering these three CIP projects; Membrane Gate Replacement(CIP# 786), TBAISD Lift Station Pumps and Controls Replacement(CIP# 892) and the Screw Pump Replacement(CIP# 893) at the Traverse City Wastewater Treatment Plant and TBAISD Lift Station at an estimated cost of \$393,378.00 with funds available in the Sewer Fund with reimbursement of approximately \$143,697.71 or 37% of the cost by our Township partners.



Legend

-  Sanitary Manhole
 -  Cleanout
 -  Flushing Structure
 -  Administrative Area
Traverse City
 - Sanitary Gravity Main**
Nominal Diameter
 -  - 5 - 0
 -  1 - 8
 -  9 - 10
 -  11 - 16
 -  17 - 24
- 2005PMS_2_2005



1 inch = 400 feet
This map is based on digital data from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.



MEMORANDUM

TO: Dave Green

CC: Martin Colburn, Penny Hill

FROM: Elizabeth Hart

DATE: September 1, 2015

SUBJECT: Capital Improvements Description

In reference to the Out of Scope Letter Agreement dated September 1, 2015. The following is a description of each project.

Project #1: Membrane Gate Replacement (CIP #786)

CH2M will remove 4 existing gate valves on the membrane system and replace them with new stainless steel gate valves. The existing gates are made of aluminum and have deteriorated and are in need of replacement. There are 16 gate valves needing replacement (two were replaced in 2014-2015, along with 2 gate valves for the aeration basin). As part of the CIP plan, we will continue to replace gate valves until all 16 gate valves have been replaced. Removal and replacement will be performed by CH2M staff.

Project #2: TBA Lift Station Pumps and Controls Replacement (CIP #892)

CH2M will remove and replace the 2 centrifugal pumps at the TBA Lift Station. CH2M will oversee the replacement of the TBA Lift Station pump controls by a subcontractor.

Project #3: Screw Pump Replacement (CIP #893)

CH2M will assist subcontractor in the removal and replacement of the Screw Pump Body for Screw Pump #1, and the installation of new splash guards. The Screw Pump Body replacement will be a direct replacement with a screw body purchased from the same company the original screw body was purchased from. CH2M will assist subcontract in the reconditioning of Screw Pump #1's wet well and trough.

Summary of Cost

TCRWWTP Proposed Out of Scopes 2015-2016			
Project	Actual(Estimated in Agreement)	Expenses Included in CIP Budget for 2015-2016	Difference
Membrane Gate Replacement (CIP #786)	\$ 47,388.82	\$ 50,000.00	\$ (2,611.18)
TBA Lift Station Pumps and Controls Replacement (CIP #892)	\$ 88,318.82	\$ 75,000.00	\$ 13,318.82
Screw Pump Replacement (CIP #893)	\$ 192,107.36	\$ 200,000.00	\$ (7,892.64)
Phoenix Odor Control Carbon Canister Replacement(Is in CIP budget for 2015-2016, but longer part of the Agreement)	\$ -	\$ 25,000.00	
Piston Pump Replacement (Is in CIP Budget for 2015-2016, but no longer part of the Agreement)	\$ -	\$ 50,000.00	
Estimated Total Cost of Projects	\$ 327,815.00	\$ 400,000.00	
CH2M 20% Markup	\$ 65,563.00		
Total Estimated Cost for CH2M to Complete 2015-2016 OOS Projects	\$ 393,378.00	CIP Budget	\$ 400,000.00

CITY OF TRAVERSE CITY, MICHIGAN

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

SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2015-2016 by Fund

All Projects Submitted for 2015/16

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	
WASTE WATER FUND												
Sewer Collection System												
366	M	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$3,150,000.00	\$3,150,000.00	\$0.00	
13	M	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$350,000.00	\$350,000.00	\$0.00	
344	M	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$240,000.00	\$240,000.00	\$0.00	
293	M	\$0.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	\$0.00	
899	M	\$0.00	\$0.00	\$0.00	\$112,500.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$112,500.00	\$37,500.00	
910	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	
897	M	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	
800	M	\$0.00	\$18,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,500.00	\$18,500.00	\$0.00	
913	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	
898	M	\$0.00	\$0.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00	\$85,000.00	\$0.00	
992	M	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00	
534	M	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$450,000.00	\$450,000.00	\$0.00	
909	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00	
Total Sewer Collection System			\$500,000.00	\$738,500.00	\$755,000.00	\$727,500.00	\$615,000.00	\$690,000.00	\$685,000.00	\$4,748,500.00	\$4,711,000.00	\$37,500.00
Sewer Plant & Buildings												
906	M	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$20,000.00	\$10,000.00	\$10,000.00	
791	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$100,000.00	\$50,000.00	\$50,000.00	
903	M	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$15,000.00	\$15,000.00	
900	M	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$20,000.00	\$20,000.00	
786	M	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$200,000.00	\$190,000.00	\$100,000.00	
914	M	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$12,500.00	\$12,500.00	
894	M	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$25,000.00	
890	M	\$0.00	\$1,200,000.00	\$1,650,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,630,000.00	\$2,850,000.00	\$2,780,000.00	
904	M	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$400,000.00	\$200,000.00	\$200,000.00	
902	M	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$25,000.00	\$25,000.00	
912	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00	\$75,000.00	\$37,500.00	\$37,500.00	
911	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$120,000.00	\$60,000.00	\$60,000.00	
905	M	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00	\$0.00	\$1,000,000.00	\$500,000.00	\$500,000.00	
795	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$90,000.00	\$45,000.00	\$45,000.00	
893	M	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$600,000.00	\$300,000.00	\$300,000.00	
764	M	\$0.00	\$0.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00	\$27,000.00	\$0.00	
Total Sewer Plant & Buildings			\$0.00	\$1,362,500.00	\$1,802,000.00	\$185,000.00	\$385,000.00	\$395,000.00	\$147,500.00	\$8,457,000.00	\$4,277,000.00	\$4,180,000.00
TOTAL WASTE WATER FUND			\$500,000.00	\$2,101,000.00	\$2,557,000.00	\$912,500.00	\$1,000,000.00	\$1,085,000.00	\$832,500.00	\$13,205,500.00	\$8,988,000.00	\$4,317,500.00



Project Name: **Screw Pump Replacement**

893

Project Description: Replacement of one screw and trough reconditioning.

Fiscal Years: Start: 15/16 End: 17/18

Est. Total Cost: \$600,000

Submitter: Elizabeth Hart

Study: \$0

Priority: Imperitive (must do):

Land Acquisition/ROW: \$0

Fund: Waste Water

Engineering/Design: \$0

Department: Sewer Plant & Buildings

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: Sewer Fund - \$300,000

Private - \$300,000

Category: **Maintenance**

Project Name: **TBA LIFT STATION EQUIPMENT UPGRADE**

892

Project Description: Replace the pumps, check valves and reline pump housing(can)

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: \$75,000

Submitter: Elizabeth Hart

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: Waste Water

Engineering/Design: \$0

Department: Sewer Collection System

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: Sewer Fund - \$75,000

Category: **Maintenance**

Project Name: **Membrane Gate Replacement**

786

Project Description: Replace the gate valves at the beginning and end of each membrane train.

Fiscal Years: Start: 15/16 End: 18/19

Est. Total Cost: \$200,000

Submitter: Elizabeth Hart

Study: \$0

Priority: Imperitive (must do):

Land Acquisition/ROW: \$0

Fund: Waste Water

Engineering/Design: \$0

Department: Sewer Plant & Buildings

Construction: \$0

Annual Maint. Cost: \$0

Funding Sources: Sewer Fund - \$100,000

Private - \$100,000

**MINUTES
TRAVERSE CITY PLANNING COMMISSION
SPECIAL MEETING**

**MONDAY, August 3, 2015
10:00 A.M.
305 W. Front Street
Traverse City, Michigan 49684**

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Jeanine Easterday, Chairperson John Serratelli, Janice Warren and Tim Werner
ABSENT: Commissioners Michael Dow, Janet Fleshman, Linda Koebert, Bill Twietmeyer
STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. CALL MEETING TO ORDER

Chairperson John Serratelli called the meeting to order at 10:04 a.m.

2. ROLL CALL

3. WALKING TOUR OF 305 W. FRONT STREET DEVELOPMENT SITE

Doug Mansfield and Petra Kuehnis led the walking tour and explained the location of the proposed project and answered questions from the Commission and the public.

4. PUBLIC COMMENT

John Nelson, 4022 Incochee Crest, made general comments about the boardwalk design along the Boardman River.

5. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 10:46 a.m.

Respectfully submitted,

Date:

September 1, 2015

Jan Warren _{RS}

Jan Warren, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, AUGUST 4, 2015

7:30 P.M.

Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Janet Fleshman, Linda Koebert, Tim Werner, Chairperson John Serratelli, Bill Twietmeyer and Jan Warren

ABSENT: Commissioners Michael Dow and Jeanine Easterday

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant; Caroline Lindquist, Planning Intern

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** None.
4. **APPROVAL OF MINUTES.**
July 7, 2015 regular meeting minutes.

Motion by Commissioner Warren, second by Commissioner Twietmeyer, to approve the minutes of July 7, 2015 Regular Meeting.

Motion carried 7-0 (Commissioners Dow and Easterday absent).

5. OLD BUSINESS

- A. Public Hearing to consider an amendment to the Traverse City Code of Ordinances General Provisions and Definitions Section 1320.07, *Definitions*; Industrial (I) District Section 1354.01, *Uses Allowed*, regarding allowing funeral services and crematories with conditions.

Mr. Soyring explained his July 31, 2015 memo to the Commission and summarized the proposed text amendment.

Commission discussion.

A Public Hearing was opened. There was no public comment. The Public Hearing was closed.

Motion by Commissioner Koebert, second by Commissioner Warren, that the amendment to the Traverse City Code of Ordinances, General Provisions and Definitions Section 1320.07, *Definitions*; Industrial (I) District Section 1354.01, *Uses Allowed*, regarding allowing funeral services and crematories with conditions be recommended to the City Commission for adoption.

Motion carried 7-0 (Commissioners Dow and Easterday absent).

- B.** Public Hearing to consider a Special Land Use Permit request and Site Plan Review Request by Craig Patterson of The Woda Group, Inc on behalf of Pine Street Development One, LLC to allow for a taller building at 305 W. Front Street

Mr. Soyring explained that the request is for a Special Land Use Permit (SLUP) for a taller building. If all of the standards and conditions are met, then the Planning Commission shall approve the request. The Commission can add conditions that relate specifically to the zoning requirements and standards for approval or the Commission could deny the request if they felt the conditions have not been met.

Mr. Soyring further summarized his July 31, 2015 memo to the Commission and explained the changes to the revised SLUP staff report dated 8/4/15. He explained that staff is recommending approval provided that the conditions stated in Staff Reports 15-SLUP-01 and 15-SPR-02 are met. Mr. Soyring explained each condition.

Doug Mansfield, Mansfield Land Use Consultants, 830 Cottageview Drive, Ste 201, presented to the Commission on behalf of the applicant.

Commission discussion.

Mr. Soyring addressed the Commission regarding the Boardman River dockline setback and the ground-water protection and storm-water control guidelines that are referred to in section 1068.06 of the Traverse City Code of Ordinances.

Commission discussion.

A Public Hearing was opened.

The following individuals addressed the Commission:

- Ellen Corkrin, 150 Pine Street, made general comments.
- Pricilla Townsend, 150 Pine Street, made general comments
- Elisabeth Osborne, 150 Pine Street, made general comments
- Jeffrey Turner, 150 Pine Street, made general comments

- Grant Parsons, non-city resident and city business owner, made general comments
- Amber Dutmer, 150 Pine Street, made general comments
- Tony Lentych, Executive Director of TC Housing Commission, made general comments
- Rick Buckhalter, 932 Kelly Street, made general comments
- Steve Constantin, 223 Midtown Dr, made comments in support
- Paul Trumeny, 150 Pine Street, made general comments
- Geraldine Green, 211 E. 11th Street, made general comments
- Rob Bacigalupi, DDA Executive Director, made comments in support
- Jean Derenzy, Community Development Director for the City, DDA and Grand Traverse County, made comments in support
- Caroline Budry, 150 Pine Street, made general comments
- Chuck Judson, non-city resident and city business owner, made general comments
- Albert Quick, 542 Fifth Street, made general comments
- Brenda Quick, 542 Fifth Street, made general comments
- Tom Menzel, BATA Executive Director, made general comments
- Deb Shire, 150 Pine Street, made general comments
- Lee Delancey, 150 Pine street, made comments in opposition
- Carly Jankowski, 150 Pine Street, made general comments
- Craig Patterson, project applicant, 722 Lakeside Drive, Mackinaw City, made general comments

The Public Hearing was closed.

Commission discussion.

Motion by Commissioner Warren, second by Vice-chairperson Bergman, that the request by Craig Patterson on behalf Pine Street Development One, LLC for a Special Land Use Permit and Site Plan approval to allow for a taller building at 305 W. Front Street be recommended for approval to the City Commission provided that the conditions listed in the Staff Reports 15-SLUP-1 and 15-SPR-2 are met.

Commission discussion.

Motion carried 5-2 (Commissioners Fleshman and Twietmeyer opposed, Commissioners Dow and Easterday absent).

6. NEW BUSINESS

- A. Farmers Market Renovation- Project Review for Consistency with Master Plan (Action Requested) (Rob Bacigalupi)**

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Mr. Bacigalupi presented the Farmer's Market plans to the Commission.

Commission discussion.

Motion by Commissioner Koebert, second by Commissioner Warren, that the Sara Hardy Farmers Market Reconstruction Project is found to be consistent with the City Master Plan in terms of location, extent and character.

Motion carried 7-0 (Commissioners Dow and Easterday absent).

7. CORRESPONDENCE – None.

8. REPORTS

- A. City Commission - Commissioner Werner reported.
- B. Board of Zoning Appeals – No report.
- C. Grand Traverse Commons Joint Planning Commission –No report.
- D. Arts Commission- Commissioner Warren reported.
- E. Planning Commission
 - 1. Housing Building Committee—No report.
 - 2. Active Transportation Committee—Commissioner Werner reported.
 - 3. Master Plan Review Committee—No report.
 - 4. Parking Regulation Committee- Commissioner Serratelli reported.
- F. Planning Department—Mr. Soyring reported regarding the West Front Street chalkboard for the West Front Street PlacePlan effort.
 - 1. Traverse City Place Plan Committee- No additional report.

9. PUBLIC COMMENT- None.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 10:17 p.m.

Respectfully submitted,

Date: September 1, 2015

Jan Warren
Jan Warren, Secretary

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

July 24, 2015

A Regular Meeting for the Traverse City Arts Commission was called to order at the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:05 p.m.

The following were present, constituting a quorum: Mary Gillett, Janice Warren, Rick Korndorfer, Mayor Michael Estes, Christie Minervini.

The follow staff were present: Benjamin Marentette and Stevie Murray.

The following were absent: John Gessner, Deb Lake and Metta Lansdale.

Various announcements were given.

1. First item being, "Consideration of approving minutes from the Regular Meeting of June 26, 2015."

It was moved by Warren, seconded by Korndorfer, to approve minutes from the Regular Meeting of June 24, 2015.

AIF/MC

2. Next item being, "Consideration of the future meeting schedule of the Arts Commission beginning September 2015."

It was moved by Minervini, seconded by Estes, that the future meeting schedule of the Arts Commission beginning September 2015 would be the third Wednesday of every month at 3:00pm.

AIF/MC

3. Next item being, "Clarification and discussion regarding the Arts Commission scope of work."

General discussion took place to clarify the scope of duties of the Arts Commission as detailed by City Clerk Benjamin Marentette.

4. Next item being, "Discussion regarding public input sessions, roll-out timelines and process."

General discussion took place to regarding public input session by identifying possible groups to use for promotion, social media outlets, a timeline for roll-out and general procedure for outreach by Arts Commission members.

5. Next item being, "Consideration for approval of funding and contractual services for professional photography and graphic design service required for production of the Master Plan."

It was moved by Estes, seconded by Korndorfer to fund and contract services in the amount of \$1,500 to Michael Poehlman Photography for photography services and \$2,000 to Gabriel Augustine for graphic design work in the production of the Master Plan document.

AIF/MC

6. Next item being, "Review of the revised draft of the Arts Commission Master Plan."

General discussion took place regarding the second revised draft of the Master Plan document and its approval to be placed in front for public comment. Another update will be discussed at the next regularly scheduled meeting.

7. Next item being "Public Comment."

None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 3:55 p.m.


Stevie Murray, Designated Secretary

Next meeting: August 21, 2015 at 3:00 p.m.

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