



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, October 5, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 10-01-2015

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](mailto:tcclerk@traversecitymi.gov)  
Web: [www.traversecitymi.gov](http://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 21, 2015, and September 28, 2015. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of authorizing a three-year agreement for a mobile parking payment solution, as recommended by the Downtown Development Authority Board of Directors. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

- c. Consideration of authorizing a purchase order for the installation of a telephone system at Fire Station 1 and Fire Station 2. (Approval recommended) (Marty Colburn, James Tuller) (5 affirmative votes required)
- d. Consideration of adopting a resolution approving the Natural Hazard Mitigation Plan, which makes the City eligible for funds associated with mitigation strategies. (Adoption recommended) (Marty Colburn)
- e. Consideration of authorizing a renewal agreement for the street banner program. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

### **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

- a. Consideration of Adopting a proposed Policy for Inventory, Use and Disposal of City-Owned Property as recommended by the Carnegie Building/City Assets Ad Hoc Committee (Commissioner Jeanine Easterday, Chairwoman; Commissioner Ross Richardson; Commissioner Gary Howe; Penny Hill)

### **4. New Business**

- a. Presentation of the Report of the Local Officers Compensation Commission regarding compensation to the City Commission and Board of Tax Review; and consideration of approving the compensation increase for the Board of Tax Review. (Local Officers Compensation Commissioner Warren Call; Benjamin Marentette)

- b. Consideration of authorizing the City Manager to approve payment for professional legal investigative services with respect to personnel actions in connection with the incident involving former City Manager Jered Ottenwess. (Marty Colburn) (5 affirmative votes required)

## **5. Appointments**

- a. Consideration of appointment of one regular member to the Board of Zoning Appeals. (Commissioner Jeanine Easterday, Chair; Mayor Pro Tem Barbara Budros, and Commissioner Ross Richardson)

## **6. Reports, Announcements and Correspondence**

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  - 1. Reports from members of the Commission serving on boards.
  - 2. Minutes of the Act 345 Retirement System meeting of July 29, 2015.
  - 3. Minutes of the Traverse City Arts Commission meeting of August 21, 2015.
- e. Reports and correspondence from non-City officials.
  - 1. Minutes of the Traverse Area District Library Board of Trustees meeting of August 20, 2015.

## **7. Public Comment**

a. Reserved.

None.

b. General.

c. Mayor and City Commissioners.

## **8. Adjournment**

---

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

k:\tcclerk\city commission agendas\2014\agenda\_20140505



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: *MC*  
MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- September 21, 2015 Regular Meeting
- September 28, 2015 Joint Study Session

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

**that the minutes of the September 21, 2015, Regular Meeting, and the September 28, 2015, Joint Study Session, be approved.**

MC/slm

k:\tcclerk\city commission\minutes



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**September 21, 2015**

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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

As requested by Commissioner Ross Richardson, Agenda Item 2(d) was removed from the Consent Calendar for individual consideration by the City Commission.

As requested by Commissioner Tim Werner, Agenda Item 2(b) was removed from the Consent Calendar for individual consideration by the City Commission.

**2. Consent Calendar**

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

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

- b. Removed from the Consent Calendar.
- c. the Mayor and City Clerk execute a settlement agreement in connection with the Wire Harness Antitrust Litigation (USDC, EDMI 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.
- d. Removed from the Consent Calendar.
- e. 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.
- f. 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.
- g. 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.

CARRIED unanimously.

**Items removed from the Consent Calendar**

a.

Consideration of authorizing a purchase order for street furniture associated with the 2015 West Front Street Reconstruction Project.

The following addressed the Commission:

Timothy Lodge, City Engineer

Moved by Easterday, seconded by Budros, 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 Improvement Fund.

John Scrudato, 422 East State Street – made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

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.

The following addressed the Commission:

Marty Colburn, City Manager

Lauren Tribble-Laucht, City Attorney

Moved by Richardson, seconded by Easterday, 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.

Roll Call:

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

No - Werner.

CARRIED.

**3. Old Business**

**3(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.

The following addressed the Commission:

Marty Colburn, City Manager  
Polly Cairns, City Assessor  
Benjamin Marentette, City Clerk  
Craig Patterson, Woda Group, 114 North Huron, Mackinaw City

Moved by Easterday, seconded by Carruthers, 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.

Christine Maxbauer, 503 West Eighth Street – made general comments  
Tony Lentych, Traverse City Housing Commission Executive Director,  
718 Highland Park Drive – made general comments  
Rick Buckhalter, 932 Kelley Street – made general comments  
Geoff Streit, 515 Highland Park Drive - expressed support

CARRIED unanimously.

**3(b).**

Consideration of declaring two snow groomers surplus and authorizing a purchase order for two snow groomers for use at Hickory Hills.

The following addressed the Commission:

Marty Colburn, City Manager

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.

Roll Call:

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

No - Budros, Estes.

CARRIED.

**4. New Business**

**4(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

The following addressed the Commission:

Marty Colburn, City Manager  
Elizabeth Hart, CH2M

Moved by Werner, seconded by Easterday, 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 a portion of the cost to be reimbursed by the participating townships 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.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

**5. Appointments**

None.

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Minutes of the Planning Commission meetings of August 3, 2015, and August 4, 2015.
- e. Reports and correspondence from non-City officials.

None.

**7. Public Comment**

The following addressed the Commission:

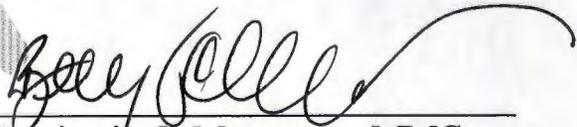
1. Reserved.

None

2. General.
3. Mayor and City Commissioners.

Chris Maxbauer, 503 West Eighth Street  
Amy Shamroe, 511 Depot View  
Tom Mair, 612 Fifth Street  
Rick Buckalter, 932 Kelley Street  
John Scudato, 422 East State Street  
Commissioner Tim Werner  
Commissioner Gary Howe  
Commissioner Jim Carruthers  
Commissioner Jeanine Easterday  
Marty Colburn, City Manager

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:41 pm.

  
\_\_\_\_\_  
Benjamin C. Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_,  
                  (Date)           (Initials)



**Minutes of the  
City Commission for the City of Traverse City  
Joint Study Session  
With Traverse City Light and Power Board**

**September 28, 2015**

A joint study session of the City Commission of the City of Traverse City and the Traverse City Light and Power Board 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 Commissioner was absent: Mayor Michael Estes

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

1. Discussion regarding Traverse City Light and Power Coal Dock property.

The following addressed the Commission:

Marty Colburn, City Manager  
Marsha Smith, Rotary Charities and Rotary Camps & Services Executive Director, 529 Washington Street  
Mike Wills, The Discovery Center President, 110 Fairway Hills Drive  
Bob Stowe, 402 Washington Street  
John Hall, Rotary Camps & Services Board Chairman, 512 East McKinley Road, Peninsula Township  
Peter Doren, Light and Power General Counsel  
John Noonan, 908 South Union Street

Lauren Tribble-Laucht, City Attorney

The Traverse City Light and Power Board departed the meeting.

There being no objection, Mayor Pro Tem Barbara D. Budros declared a recess.

2.

Public Comment.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street  
Fred Sitkins, Inland Seas Education Association Executive Director, 10460  
South High Meadows Court, Elmwood Township  
Kimberly Pontius, 9372 East Summerfield Drive, Elmwood Township,  
Elmwood Township Planning Commission Chairman, Elmwood Township  
Marina Committee, Inland Seas Education Association Board

The Joint Study Session portion of the meeting was concluded.

3.

Discussion regarding the survey on the Eighth Street Restriping Project.

The following addressed the Commission:

Russell Soyering, City Planning Director  
Megan Olds, 235 East Ninth Street, City business owner

4.

Discussion regarding the status of the SAW Grant.

The following addressed the Commission:

Marty Colburn, City Manager  
Larry LaCross, GIS Analyst

5. Public Comment.

Rick Buckhalter, 932 Kelley Street  
Christopher Morehead, 402 West 15<sup>th</sup> Street  
Adrienne Rossi, 312 West Seventh Street  
Richard Kushell, 500 Webster Street  
Brian Haas, 227 East 10<sup>th</sup> Street  
Kathy Jones, 526 East Eighth Street  
Paul Schmuckal, 3582 Country Club Drive, Garfield Township, City  
business owner  
Alisa Kroupa, Garfield Township resident, Grand Traverse County Board of  
Commissioners  
Amy Shamroe, 511 Depot View

5. Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

6. Adjournment.

There being no objection, Mayor Pro Tem Barbara D. Budros declared the meeting adjourned at 9:54 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 OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: *Marty*  
MARTY COLBURN, CITY MANAGER

SUBJECT: MOBILE PAYMENT VENDOR AGREEMENT TO PAY FOR  
PARKING

Attached are two memos from Parking Administrator Nicole VanNess recommending a vendor agreement for mobile payment options when parking. As explained by Ms. VanNess, in March, 2013, the current vendor was part of a pilot program and when the pilot program was later presented to the City Commission, it was determined an evaluation would be completed prior to moving forward with a vendor agreement.

The proposed vendor agreement was brought before the Downtown Development Authority Board of Directors and approved unanimously.

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

**that the Mayor and City Clerk execute a vendor agreement with Pango USA for a period of three-years to provide mobile payment solution at no cost to the City, a \$.015 per transaction fee for parkers, and for Pango USA to absorb the credit card processing fees and T2 Flex Enforcement integration fees, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/kez

k:\tcclerk\city commission\agreement\Mobile Parking Payment Vendor\_20151005.doc

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



# Memorandum

---

To: Benjamin Marentette, City Clerk  
From: Nicole VanNess, Parking Administrator  
Date: September 18, 2015  
Re: Mobile Payment Vendor – Pango USA

---

On September 18, 2015 the DDA Board unanimously approved the recommendation to select Pango USA as our new mobile payment solution provider. Our current services with Parkmobile USA were part of a pilot project implemented in March of 2013. When the pilot project was presented to and approved by Commission, it was determined an evaluation would be completed prior to moving forward with an agreement.

We decided to focus on four main areas; cost of service and fees, financial reporting, customer satisfaction, and employee usability. After issuing the RFP, it became evident that we would not be able to support the fees associated with credit card processing, and determined we would need the vendor to act as the Merchant of Record (MOR). This decision also eliminates, if not greatly reduces our PCI responsibility. Our capability to manipulate financial data is important when we are verifying mobile meter revenue, and having access to raw data in multiple formats makes it easier to determine payments for our revenue sharing leases. Transitioning to a new vendor will require the public to download a new mobile application on their phone or create a new account online. However, the process to initiate a parking session and accessing account history is parallel between vendors. A benefit of the change will be the reduced per transaction fee of 20 cents. Our greatest benefit will be employee usability. Our employees will have access to real-time data to investigate inquiries and resolve issues in a timely manner.

**I recommend the City Commission approve the recommendation of the DDA Board of Directors authorizing a three year agreement with Pango USA to provide a mobile payment solution at no cost to the City, a \$0.15 per transaction fee for parkers, and Pango USA to absorb the credit card processing fees and T2 Flex Enforcement integration fees.**



# Memorandum

---

To: Rob Bacigalupi, DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: August 17, 2015  
Re: Mobile Payment Vendor – Pango USA

---

In March, we issued a RFP in order to evaluate the existing mobile payment pilot project that allows customers to pay with a mobile application on their cell phones, through a phone call to the vendor, or by a web application. A review Committee comprised of Brian Postma, Deputy Treasurer/Auditor; John Di Giacomo, DDA Board Member; and Mike Helferich, Amy Russell, and myself from Parking Services have spent the summer months reviewing RFP responses from mobile payment vendors. Before scheduling demonstrations, the Committee decided to issue an Addendum requesting vendors to act as the MOR (Merchant of Record).

Four of the five bidding vendors were asked to demonstrate the back-office software. The key components of the demonstrations included navigation of real-time transactions, financial reporting as requested by the City Treasurer's Office, access to user account history, and ease of software configuration. Across the board all vendor's customer facing components like website registration and account access, mobile application, and call-in features were similar. We focused on employee usability, and the back-office software is where the vendors differ. It is important that our employees have access to real-time data in order to address customer inquiries, reduce the amount of time to resolve issues, and improve customer satisfaction. All vendors were able to exhibit using the data to a certain degree, but one vendor's software validated the transparency of mobile transaction activity.

The Committee has concluded that Pango USA would improve our visibility into mobile payment transactions, and provide valuable data that can be used for inquiries and reporting. The public will also benefit with a reduced per transaction fee of 20 cents from \$0.35 to \$0.15. Pango will act as the MOR and absorb any credit card processing fees which means the service is truly free to the City. Pango USA will work with T2 Systems to establish an integration with the T2 Flex Enforcement application. The City will not be charged for the development effort. Converting to Pango USA will be an adjustment for our parkers and employees. We will work with Pango on a marketing plan for a smooth transition.



# Memorandum

---

**I recommend the DDA Board of Directors authorize a three year agreement with Pango USA to provide a mobile payment solution at no cost to the City, a \$0.15 per transaction fee for parkers, and Pango USA to absorb the credit card processing fees and enforcement integration fees. The agreement shall not take effect until we have confirmation of an integration between Pango USA and T2 Systems for the T2 Flex Enforcement application.**



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: MARTIN A. COLBURN, CITY MANAGER

SUBJECT: TCFD CIP PROJECT – MOBILE DATA COMPUTERS

Attached is a memo from Jim Tuller, Fire Chief, to approve the purchase and installation of two (2) telephone systems for the Fire Department (Stations 1 & 2).

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

**that the City Manager be authorized to issue a purchase order to Techmode in the amount not to exceed \$10,000.00 for the purchase and installation of two (2) Avaya IP Office Telephone Systems for Fire Station #1 and Fire Station #2, with funds available in the Capital Improvement fund.**

MC/jd

cc: Jim Tuller, Fire Chief

**Communication**  
**From the Office of the Fire Chief**

The City of Traverse City  
Fire Department



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

**(231) 922-4930 Ext. 2**

Tuesday September 01, 2015

TO: Martin Colburn, City Manager

REF: TCFD CIP Project – Mobile Data Computers

City Manager Colburn,

The purpose of this communication is to request the purchase and installation of 2 Avaya IP Office Telephone Systems. 1 system for City Fire Station 01 at 500 West Front Street and 1 system for City Fire Station 02 at 1313 East 8<sup>th</sup> Street.

The current phone systems are over 21 years old and are obsolete. The software that operates them is out of date and can no longer be modified. This year we were required to purchase 4 used phones from a vendor over the internet to replace failed units at both Stations.

Techmode purchased the company that installed the current telephone communications system in use at Stations 01 and 02. The personnel that will perform the installation and setup of the new phone systems are the personnel that installed the current system. They will be using portions of the current system to provide for an IP (Internet Protocol) based communications system.

An IP - based phone system provides for better retention of voicemail messages and tracking of in-coming calls. It also provides us with the ability to re-program our own phones and other portions of the phone system in-house through a password protected phone management system.

I have been in communications with Grand Traverse County Information and Technology representative Chris Roberts regarding the proposed I.P. phone system. It can be successfully connected to the current computer operating system we now use at City Fire with little effort.

I am requesting that a Purchase/Service Order be developed for the purchase and installation of 2 Avaya IP Office Telephone Systems. Phones and the associated hardware, software, mounting hardware and other materials needed for operation in a not-to-exceed amount of \$10,000.00. Funds are designated for this project in the current 2015-2016 City Budget under Capital Improvement.

I am available at any time to meet and review this project.

A handwritten signature in blue ink that reads "Chief Tuller".

Respectfully,  
Chief Tuller,  
T.C.F.D.



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 2, 2015

DATE: OCTOBER 1, 2015

FROM: <sup>MC</sup>MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION – HAZARD MITIGATION PLAN ADOPTION

Attached is a communication from Emergency Management Coordinator Gregg Bird, explaining the newly approved Hazard Mitigation Plan. As mentioned by Mr. Bird, the last plan adopted by the City was the 2007 plan. By adopting this plan, the City is eligible for state and federal mitigation grant monies to assist in improvements and protections associated with natural disasters.

I recommend the following motion:

**that the 2015 Natural Hazard Mitigation Plan Adoption Resolution, be adopted.**

MC/kez

k:\tcclerk\city commission\resolutions\Hazard Mitigation Plan Resolution\_20151005.doc

copy: Gregg Bird, Emergency Management Coordinator

---

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



---

**Natural Hazard Mitigation Plan  
Adoption Resolution**

Because, the City of Traverse City, has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

Because, Grand Traverse County has developed the Grand Traverse County Natural Hazard Mitigation Plan, 2015, that outlines the counties options to reduce damages and impacts from natural and technological hazards; and

Because, the Natural Hazard Mitigation Plan has been reviewed by residents, business owners, and federal, state and local agencies, and has been revised where appropriate to reflect their concerns; now therefore, be it

Resolved, that the Natural Hazard Mitigation Plan is hereby adopted as an official plan of the City of Traverse City.

Passed unanimously, this 5<sup>th</sup> day of October, 2015

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 October 5, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

---

Benjamin C. Marentette, MMC, City Clerk



**Office of Emergency Management and Homeland Security**

2600 LaFranier Road, Suite A  
Traverse City, MI 49686  
Phone: 231-995-6059 fax: 231-995-6139

---

September 24, 2015

Marty and Benjamin,

Attached to my email you will find an updated, county, state and FEMA approved Natural Hazard Mitigation plan as well as a resolution template. The plan is current until 2020. Now that it's fully approved, each individual municipality has the opportunity to adopt it as well. I have attached a sample resolution for your review as well. The City of Traverse City last adopted a Natural Hazard Mitigation plan in 2007. That plan expired in 2012 and this is the newly approved one.

The adoption of this plan by your jurisdiction allows you to be eligible for state and federal mitigation grant monies to assist in improvements and protections aimed at preventing natural disasters from affecting your jurisdiction and infrastructure. I'm anticipating an added interest in the coming year or two for projects to be considered as a result of the August 2nd storm. Examples of these would be improved drainage culverts, flood prevention improvements, emergency shelters from high winds in public spaces, etc.

Michael Woods from Networks Northwest was our partner in re-doing this plan and is available for questions and to assist if needed. He can be reached at: [michaelwoods@networksnorthwest.org](mailto:michaelwoods@networksnorthwest.org)

This plan was presented to the Planning Board, so your respective Planners should be aware of the importance to having an approved plan in place.

Thank you and as always, it's a pleasure to work with you all.

Sincerely,

Gregg Bird, PEM  
Emergency Management Coordinator

# Grand Traverse County Michigan

## Natural Hazards Mitigation Plan



**2015**

## TABLE OF CONTENTS

I.	Acknowledgements	Page 4
II.	FEMA Letter of Approval	Page 5
III.	Preface	Page 7
IV.	Executive Summary	Page 8
	Table 1: Planning Goals	Page 8
	Table 2: Priority Areas	Page 9
	Table 3: Mitigation Strategies	Page 10
V.	Purpose of the Plan	Page 11
	Figure 1: Disaster Declarations for the State of Michigan	Page 12
VI.	Community Profile	Page 13
	Table 4: Geographic features	Page 13
	Table 5: Land Use	Page 13
	Table 6: Grand Traverse County Population by Municipality	Page 14
	Table 7: Forecasted Population	Page 14
	Table 8: Poverty Statistics	Page 15
	Table 9: Economic Census	Page 16
VII.	The Development of the Plan	Page 17
	Table 10: Critical Facilities and Infrastructure	Page 17
	• Natural Flood Insurance Program (NFIP)	Page 18
	Table 11: NFIP Participation	Page 18
	• Natural Hazards Information	Page 19
	Table 12: Flood Events	Page 19
	Table 13: Hail Events	Page 20
	Table 14: Extreme Winter Weather Events	Page 21
	Table 15: Severe Thunderstorm Events	Page 21
	Table 16: Tornado Events	Page 23
	• Grand Traverse County Natural Hazards Task Force and Public Input	Page 24
	• Natural Hazards Priority Areas	Page 25
	• Emergency Warning System Coverage	Page 26
	• Economic Impact Analysis	Page 26
	Table 17: Damage Cost by Natural Hazard	Page 26
	Table 18: Geographic Economic Value	Page 26
VIII.	Natural Hazards Mitigation Goals and Objectives	Page 27
IX.	Identification and Selection of Mitigation Strategies	Page 29
X.	Participation in the Development of the Natural Hazards Mitigation Plan	Page 31
	Table 17: Plan Participation	Page 32
XI.	Implementation of the Natural Hazards Mitigation Plan	Page 33
	• Natural Hazards Mitigation Plan Managers and Technical Assistance	Page 33
	• Funding the Implementation of the Plan	Page 33
	• Action Agenda	Page 34
	Table 19: Action Strategies	Page 34
	• Monitoring and Evaluation	Page 36
XII.	Natural Hazards Mitigation Plan Adoption Resolution	Page 37
XIII.	Appendices	Page 38
	A. Glossary	Page 38
	B. Detailed Maps	Page 41
	C. Population Density Map	Page 45
	D. Risk Assessment Work Sheet	Page 46
	E. Examples of Past Mitigation Projects	Page 47
	F. Resources	Page 48

## **I. ACKNOWLEDGEMENTS**

The Plan is the culmination of the interdisciplinary and interagency planning effort that required the assistance and expertise of numerous agencies, organizations, and individuals. Without the technical assistance and contributions of time and ideas of these agencies, organizations, and individuals, this plan could not have been completed.

Each jurisdiction within Grand Traverse County is a continuing participant in the update of the Plan. The following is a list of key contributors who were instrumental in the update of the Grand Traverse County Natural Hazards Mitigation Plan:

**Grand Traverse County Emergency Management**  
Gregg Bird

**Grand Traverse County Planning Commission**

**Grand Traverse County Planning Department**  
John Sych

**Grand Traverse County Board of Commissioners**  
Herb Lemcool

**Grand Traverse County Health Department**  
Wendy Trute

**Traverse City Police Department**  
Jeff O'Brien

**Traverse City Fire Department**  
Jim Tuller

**Grand Traverse Band of Ottawa and Chippewa Indians**  
Joe Hahn

### **Others**

Grand Traverse Central 911  
Grand Traverse Metro Emergency Services  
Grand Traverse Rural Fire  
Peninsula Twp Fire & EMS  
Blair Twp Fire & EMS  
Grand Traverse Road Commission  
Michigan State Police  
Traverse City Public Services  
Grand Traverse County Public Works  
North Flight EMS  
Munson Medical Center  
FBI, Traverse City Office

Grand Traverse Pavilions  
National Cherry Festival  
WTCM radio (EAS broadcast station)  
Grand Traverse Band of Ottawa & Chippewa Indians  
Traverse City Light and Power  
Consumers Energy  
Tyson Foods  
Cherry Capitol Airport  
Transportation Safety Administration  
Area Commission on Aging  
USCG, Air Station Traverse City  
American Red Cross

II. FEMA Letter of Approval



U.S. Department of Homeland Security  
Region V  
536 S. Clark St., 6th Floor  
Chicago, IL 60603-1509



**FEMA**

JUL 15 2015

Mr. Matt Schnepf  
State Hazard Mitigation Officer  
Michigan State Police  
Emergency Management and Homeland Security Division  
4000 Collins Rd  
Lansing, MI 48910

Dear Mr. Schnepf:

Thank you for submitting the adoption documentation for the Grand Traverse County Hazard Mitigation Plan. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. Grand Traverse County met the required criteria for a multi-jurisdiction hazard mitigation plan and the plan is now approved for the County. Please submit the adoption resolutions for any remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

We encourage Grand Traverse County to follow the plan's schedule for monitoring and updating the plan, and continue their efforts to implement the mitigation measures. The expiration date of the Grand Traverse County Plan is five years from the date of this letter. In order to continue project grant eligibility, the plan must be reviewed, revised as appropriate, resubmitted, and approved no later than the plan expiration date.

Please pass on our congratulations to Grand Traverse County for this significant action. If you or the communities have any questions, please contact Kirstin Kuenzi at (312) 408-4460 or [Kirstin.Kuenzi@fema.dhs.gov](mailto:Kirstin.Kuenzi@fema.dhs.gov).

Sincerely,

A handwritten signature in cursive script that reads "Christine Stack".

Christine Stack, Director  
Mitigation Division

THIS PAGE LEFT INTENTIONALLY BLANK

### III. PREFACE

Hazard mitigation is any action taken before, during, or after a disaster to permanently eliminate or reduce the long-term risk to human life and property from natural and technological hazards. This procedure is an essential element of emergency management, along with preparedness, response, and recovery. Emergency management includes four phases: a community prepares for a disaster; responds when it occurs; and then there is a transition into the recovery process, during which mitigation measures are evaluated and adopted. The evaluation improves the preparedness posture of the County for the next incident, and so on. When successful, mitigation will lessen the impacts of natural hazards to such a degree that succeeding incidents will remain incidents and not become disasters.

The mission of the Grand Traverse County Natural Hazard Mitigation Plan is to permanently eliminate or reduce long-term risks to people and property from natural hazards so that county assets such as transportation, infrastructure, commerce, and tourism can be sustained and strengthened. This can be accomplished through collaborative efforts/activities amongst agencies within Grand Traverse County.

Mitigation allows repairs and reconstruction to be completed after an incident occurs in such a way that does not just restore the damaged property as quickly as possible to pre-disaster conditions. This process is needed to ensure that such cycles are broken, that post-disaster repairs and reconstruction take place after damages are analyzed, and that sounder, less vulnerable conditions are produced. Through a combination of regulatory, administrative, and engineering approaches, losses can be limited by reducing susceptibility to damage.

Recognizing the importance of reducing community vulnerability to natural hazards, Grand Traverse County is actively addressing the issue through the development and implementation of this plan. The many benefits to be realized from this effort are:

Community Benefits of a Natural Hazard Mitigation Plan	
Protection of the public health and safety	
Preservation of essential services	
Prevention of property damage	
Preservation of the local economic base	

This process will help ensure that Grand Traverse County remains a vibrant, safe, enjoyable place in which to live, raise a family, continue to conduct business, and maintain a tourist base.

#### IV. EXECUTIVE SUMMARY

In 2000, the Disaster Mitigation Act shifted the Federal Emergency Management Agency's (FEMA) scope of work to promoting and supporting prevention, or what is called hazard mitigation planning. FEMA now requires government entities to have natural hazards mitigation plans in place as a condition for receiving grant money, such as hazard mitigation grant program funds, in the future.

To meet this requirement, the Michigan State Police provided funding to encourage regional cooperation in the development of individual county Natural Hazards Mitigation Plans. The **Northwest Michigan Hazard Mitigation Planning Project update** was coordinated by the Northwest Michigan Council of Governments (NWMCOG) with Leelanau County being the Fiduciary. The update included Antrim, Kalkaska, Missaukee, Wexford, Grand Traverse, Leelanau, Benzie, and Manistee counties. NWMCOG worked with the Task Forces to update plans for these counties, which includes a general community profile, a comprehensive inventory of existing hazards, a hazard analysis, goals and objectives, and feasible mitigation strategies to address the prioritized hazards.

The Grand Traverse County Natural Hazards Mitigation Plan focuses on natural hazards such as drought, wildfires, flooding, shoreline erosion, thunderstorms and high winds, tornadoes, and extreme winter weather, and was created to protect the health, safety, and economic interests of the residents and businesses by reducing the impacts of natural hazards through planning, awareness, and implementation. Through this Plan, a broad perspective was taken in examining multiple natural hazards mitigation activities and opportunities in Grand Traverse County. Each natural hazard was analyzed from a historical perspective, evaluated for potential risk, and considered for possible mitigative action.

The Plan serves as the foundation for natural hazard mitigation activities and actions within Grand Traverse County, and will be a resource for building coordination and cooperation within the community for local control of future mitigation and community preparedness around the following:

Table 1: Planning Goals

Natural Hazards Mitigation Planning Goals for Grand Traverse County
<b>Goal 1:</b> Increase local participation in natural hazards mitigation
<b>Goal 2:</b> Integrate natural hazards mitigation considerations into the County's comprehensive planning process
<b>Goal 3:</b> Utilize available resources and apply for others for natural hazards mitigation projects
<b>Goal 4:</b> Develop and complete natural hazards mitigation projects in a timely manner

Table 2: Priority Areas for Grand Traverse County

Natural Hazards Mitigation Priority Areas	
<b>Priority Area 1:</b> Public infrastructure (culverts, dams, bridges, etc.) located throughout Boardman River communities (Garfield, Blair, Paradise, East Bay, and Union Townships; City of Traverse City)	
Mitigation Strategies: <i>Flooding</i>	
<b>Priority Area 2:</b> Countywide historical record of severe thunderstorms and high wind events that may produce lightning strikes, flash flooding, hail, strong winds, and tornadoes.	
Mitigation Strategies: <i>Severe Thunderstorms/High Winds</i>	
<b>Priority Area 3:</b> Countywide historical record of heavy snow, extreme temperatures, ice damage occurrences	
Mitigation Strategies: <i>Extreme Winter Weather</i>	
<b>Priority Area 4:</b> Countywide potential wildfire/urban interface	
Mitigation Strategies: <i>Wildfire</i>	
<b>Priority Area 5:</b> Countywide potential of (shoreline) erosion and ice damage	
Mitigation Strategies: <i>Erosion</i>	

Table 3: Mitigation Strategies for Grand Traverse County

Frequent Natural Hazard	Mitigation Strategies
<b>Flooding</b>	<ul style="list-style-type: none"> <li>• Drainage improvements in high flooding potential areas</li> <li>• Removal of unsafe dams on the Boardman River (2)</li> <li>• Continue enforcement of building codes and soil erosion regulations</li> </ul>
<b>Severe Thunderstorms/ High Winds</b>	<ul style="list-style-type: none"> <li>• Establish emergency shelters</li> <li>• Utilize a ham radio channel for local warnings if primary communications is interrupted</li> <li>• Promote the establishment of a robust, interoperable communication system</li> <li>• Enhance cooperation with utility companies (tree management, promotion of burying utility lines in new construction, and high outage areas)</li> <li>• Identify potential wind damage areas</li> <li>• Establish new generators where needed</li> <li>• Update the County's debris removal plan</li> </ul>
<b>Extreme Winter Weather</b>	<ul style="list-style-type: none"> <li>• Continue enforcement of building code regarding snow load limits through the permitting process</li> <li>• Utilize a ham radio channel for local warnings if primary communications is interrupted</li> <li>• Promote the establishment of a robust, interoperable communications system</li> </ul>
<b>Wildfire</b>	<ul style="list-style-type: none"> <li>• Public education and awareness activities such as programs and brochures regarding fuel management, proper vegetation, fire breaks</li> <li>• Continue enforcement of state fire codes regarding setback requirements</li> <li>• Public education utilizing the Michigan Department of Natural Resources flyers and the Federal Emergency Management Administration information at parks and campgrounds</li> <li>• Real estate and insurance agents to distribute information</li> <li>• Assess fire suppression access and make improvements</li> <li>• Research the Department of Natural Resources' State Forest wildfire/urban interface rules or plan</li> </ul>
<b>Erosion</b>	<ul style="list-style-type: none"> <li>• Drainage control projects</li> <li>• Enforcement of soil erosion statutes/permits</li> <li>• Enforcement of building and zoning codes for current and future development</li> <li>• Enforcement of the grading levels no more than 10%</li> <li>• Placement of vegetation and utilizing native vegetation</li> </ul>

## V. PURPOSE OF THE PLAN

In 2000, the Disaster Mitigation Act shifted the Federal Emergency Management Agency's (FEMA) scope of work to promoting and supporting prevention, or what is referred to as hazard mitigation planning. FEMA requires government entities to have natural hazards mitigation plans in place and updated on a 5-year cycle as a condition for receiving grant money related to natural hazard remediation.

The purpose of the Grand Traverse County Natural Hazards Mitigation Plan is to find solutions to existing problems, anticipate future problems, prevent wasteful public and private expenditures, protect property values, and allocate land resources. The implementation of the Plan is to prevent injury, loss of life, property damage, breakdown in vital services like transportation and infrastructure, economic slumps, diminished tourist activity, liability issues, and damage to a community's reputation. For Grand Traverse County in the northwest region of the lower peninsula of Michigan, the **planning process** utilized the following steps in the development of the Plan. Emphasis was placed on natural hazards that have had significant impact on the community in the past.

Steps in the Planning Process
Identification of natural hazards and risks
Preparation of draft plan
Identification of natural hazards mitigation goals and objectives for emergency management programs
Selection of evaluation criteria
Selection of mitigation strategies using locally chosen criteria
Public Comment
Completion of the final plan

### What is a Hazard?

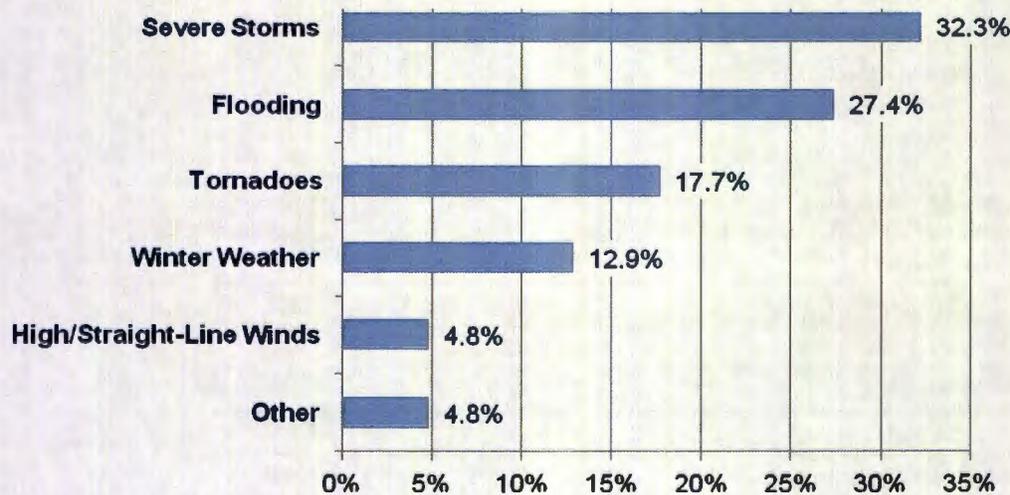
A **hazard** is an event or physical condition that has potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. This plan focuses on principle natural hazards that occur in the northern lower region (see Page 12). This Plan is intended to be a resource for building coordination and cooperation within a community for local control of future mitigation and community preparedness.

Principle Natural Hazards in Northern Lower Michigan
Severe Storms (Thunderstorms, Winter storms)
High Winds
Tornadoes
Extreme Temperatures
Flooding
Shoreline Hazards
Dam Failures
Drought
Wildfires
Invasive Species
Subsidence

Source: FEMA

**Percent of natural hazard events for all formal disaster declarations in the State of Michigan (1953 – 2014)**

Figure 1: Disaster Declarations for the State of Michigan



Source: FEMA

**What is Mitigation?**

Mitigation is the sustained action taken to lessen the impact from natural hazards and to work to reduce the long-term risk to human life and property, and their effects. This long-term planning distinguishes mitigation from actions geared primarily to emergency preparedness and short-term recovery. This Plan can be used to lessen the impact, to support and be compatible with community goals, to lay out considerations in choosing and evaluating methods, and to look at the feasibility of mitigation strategies.

## VI. COMMUNITY PROFILE

Grand Traverse county is approximately 314,700 acres or 492 square miles in area. The predominant land use/land cover is, by far, forest which covers almost 43% of the land area. This is followed by a substantial amount of agricultural land at 14.9%, then wetlands and open land.

Agricultural land is concentrated on Old Mission Peninsula, in the northern halves of Acme and Whitewater Townships, on the fringe of the urban area of Traverse City, and throughout the southern portion of the county.

More intense land uses such as commercial, industrial, institutional and transportation are primarily found in the Traverse City area and to a lesser extent in village areas and in small parcels on major corridors throughout the county.

Commercial land is the largest intensive use category in the county with 3,440 acres. Residential uses are found predominantly in and around Traverse City including Garfield Township and East Bay Township, village areas of Kingsley, Interlochen and Fife Lake, and around the Long Lake and Spider Lake areas.

There has not been any major infrastructure development, nor major hazard mitigation efforts, in the county since the last adoption of the Plan in 2007.

Community data is provided for planning and implementing natural hazard mitigation strategies.

*Table 4: Geographic features*

Feature	Measure
Land Area	136 sq. miles
Area in Water	492 sq. miles
Grand Traverse Bay shoreline	66.72 miles
Operating Farms	504

Source: U.S. Census Bureau; Grand Traverse County GIS Department; USDA, National Agricultural Statistics Service

*Table 5: Land Use*

Classification	Acres	Percent
Residential	33,265	10.6%
Institutional	1,589	0.5%
Recreation	3,025	1%
Commercial	3,440	1.1%
Industrial	901	0.3%
Transportation/Utilities	1,347	0.4%
Agricultural	46,805	14.9%
Open Land	32,421	10.3%
Forest	133,966	42.6%
Wetlands	39,037	12.4%
Barren	1,568	0.5%
Water	17,336	5.5%
<b>TOTAL ACREAGE</b>	<b>314,700</b>	

Source: Grand Traverse County Planning & Development Department

Grand Traverse County is comprised of thirteen (13) townships, two (2) villages and one (1) city

Table 6: Population by Municipality

Unit of Government	2010 Count	2013 Estimate	Percent Change 2010 to 2013
Grand Traverse County	86,986	89,987	3.4%
Fife Lake Village	443	451	1.8%
Kingsley Village	1,480	1,517	2.5%
Traverse City (Grand Traverse County only)	14,482	14,827	2.4%
Acme Township	4,375	4,581	4.7%
Blair Township	8,209	8,459	3.0%
East Bay Charter Township	10,663	11,139	4.5%
Fife Lake Township	2,348	2,373	1.2%
Garfield Charter Township	16,256	16,668	2.5%
Grant Township	1,066	1,117	4.8%
Green Lake Township	5,784	6,029	4.2%
Long Lake Township	8,662	9,054	4.5%
Mayfield Township	1,550	1,607	3.7%
Paradise Township	4,713	4,785	1.5%
Peninsula Township	5,433	5,680	4.5%
Traverse City (including Leelanau County)	14,674	15,018	2.3%
Union Township	405	420	3.7%
Whitewater Township	2,597	2,712	4.4%

Source: Grand Traverse County

Table 7: Forecasted Population

Year	Forecasted Population	Percent Increase from 2010
2015	94,044	8.1%
2020	101,164	16.3%
2025	107,105	23.1%
2030	111,925	28.7%
2035	116,081	33.4%
2040	120,127	38.1%

Source: MDOT-Statewide & Urban Model Travel Analysis Section & U-M Institute for Research on Labor, Employment, and the Economy

In 2010, Grand Traverse County had a total population of 86,986, an increase of 12% from the 2000 population of 77,655 – making it the third fastest growing county in Michigan during this period. Garfield Township’s population increased 17% from 2000 to 2010 making it the most populated community in the county.

As of 2013, the estimated total population for Grand Traverse County is 89,987. The projected growth for 2020 is 101,164 and for 2030 is 111,925.

As a tourist destination and an area of many vacation homes, Grand Traverse County experiences an increased population due to its transient population. The annual average transient population is 11% higher than the permanent population counted by the U.S. Census. This translates into an addition of nearly 10,000 to the resident population. The month of July has the highest at 22% higher or almost 20,000.

At 41.3 years, the median age of Grand Traverse County is higher than the state and national median ages. Locally, the lowest median age, 32.6, was in the Village of Kingsley where 31% of the population is under 18 years. The highest median age, 53.4, was in Peninsula Township where 26% of the population is over 65 years. In 2010, 22% of the population was under 18 years and 15% was 65 years or older. In 2040, 36% of the households are projected to be 65 years or older.

There are 41,598 housing units in Grand Traverse County, of which 34,362 are occupied. The average household size is 2.45 persons per household. 38.8% of the households have 2 persons.

**Additional population profile information:**

- The number of residents 19 years and under is 21,383, or 24.6% of the population.
- The number of residents over 65 years with a disability is 4,042, or 4.6% of the population.
- The total number of residents with a disability is 10,236, or 12.0% of the population.
- The number of residents that have a language barrier or are linguistically isolated is 1,484, or 1.71% of the population. There is an increase of migrant workers in the summer and fall season that do not speak English.
- The number of families in poverty with children is 1,520 or 6.7% of all families.
- The number of households with income less than \$15,000 is 9.9%.
- Individuals in poverty is 9,573

*Table 8: Poverty Statistics*

Poverty	Statistics
Families in poverty	6.7%
Income less than \$15,000	9.9%
Population in poverty	9,573

Source: U.S. Census Bureau, 2008-2012 American Community Survey

Table 9: Economic Census

Industry Description	Number of Establishments	Number of Employees
Manufacturing	178	4,522
Wholesale trade	156	1,347
Retail trade	565	7,035
Information	68	734
Real estate, rental, leasing	150	458
Professional, scientific, technical services	371	2,382
Administrative, support, waste management, remediation services	183	1,327
Educational Services	35	794
Health care, social assistance	396	8,802
Arts, entertainment, recreation	48	345
Accommodation and food services	250	5,501
Other services (except public administration)	274	1,723

Source: US Census Bureau: County Business Patterns 2008-2012

## VII. THE DEVELOPMENT OF THE PLAN

### Data Methodology and Map Development

Grand Traverse County staff identified the critical facilities and infrastructure on the base map and provided updated GIS shp files for mapping purposes.

*Table 10: Critical Facilities and Infrastructure*

2	<b>Airports</b> <ul style="list-style-type: none"> <li>• Traverse City Cherry Capital Airport – 378,241 passengers (2013)</li> <li>• Green Lake Township Airport</li> </ul> <a href="http://mdotcf.state.mi.us/public/airportstats/">http://mdotcf.state.mi.us/public/airportstats/</a>
1	<b>Bus Terminal</b> <ul style="list-style-type: none"> <li>• Indian Trails in Traverse City</li> </ul>
82	<b>Places of Worship (2010)</b> <a href="http://www.thearda.com/rcms2010/">http://www.thearda.com/rcms2010/</a>
1	<b>Coast Guard Air Station</b>
3	<b>Dams – Union Street, Boardman, Sabin</b>
1	<b>Emergency Management Services Facility</b>
14	<b>Fire Stations</b>
45	<b>Government Buildings</b>
1	<b>Hospital – Munson Medical Center</b>
4	<b>Industrial Facilities</b>
5	<b>Law Enforcement</b>
11	<b>Medical Facilities</b> <ul style="list-style-type: none"> <li>• Primary physicians per 100,000 population is 124.2 (2010)</li> </ul> <a href="http://www.healthindicators.gov/">http://www.healthindicators.gov/</a>
9	<b>Mobile Home Parks</b>
10	<b>Post Offices</b>
200	<b>Resort/Recreation</b>
44	<b>Schools/Library</b>
1	<b>Sewage Treatment Facilities</b> <ul style="list-style-type: none"> <li>• 40.1% public sewer</li> <li>• 58.9% individual septic/cesspool</li> <li>• 1.0% other</li> </ul>
10	<b>Utility</b>
9	<b>Water Tower</b> <ul style="list-style-type: none"> <li>• 39.8% of population on public system or private company (2005)</li> <li>• 60.9% of population on individual wells (2005)</li> </ul> <a href="http://censtats.census.gov/usa/usa.shtml">http://censtats.census.gov/usa/usa.shtml</a>

Source: Grand Traverse County Data

**Flood Data**

Flood hazard information may be obtained from the Flood Rate Insurance Maps (FIRM) available for jurisdictions. In order to delineate potential flood plain areas (seasonal floodplains) for each county, NWMCOG overlaid wetland, soils, and elevation data to determine the most likely flood prone areas. Once overlaid; isolated polygons (areas) were deleted in order to show a more accurate representation of potential flood prone areas along lakes, rivers, and streams. Sources: Temporary/Seasonally Flooded Areas data are from the National Wetland Inventory of the US Fish and Wildlife Service; Hydric soils data are from the county digital soil surveys (were available); and Digital Elevation Model data are from the Center for Geographic Information, Michigan Department of Information Technology.

**NFIP Participation Status:**

Grand Traverse County is currently participating in the update of new digital flood maps, which will not be final for 1 to 2 years. The county has only one property that has been identified by the National Flood Insurance Program as having suffered repetitive flood losses. The property is a single-family home located in Blair Township. It had been damaged by floods in 2012 and 2014, with similar amounts of damage occurring during each event. This property should be prioritized for flood mitigation activities, in order to prevent or reduce such losses in the future.

*Table 11: NFIP Participation*

Municipality	NFIP status	Flood Maps	Year Joined
Acme Township	P	N	1986
Blair Township	P	N	1988
East Bay Township	P	N	1986
Fife Lake Township	NP		
Garfield Township	P	N	1986
Green Lake Township	NP		
Grant Township	NP		
Long Lake Township	P	Y	1988
Mayfield Township	NP		
Paradise Township	P	Y	1986
Peninsula Township	P	N	1986
Union Township	P	Y	1988
Whitewater Township	P	Y	1988
Village of Fife Lake	NP		
City of Traverse City	P	Y	1982

P = Participates  
 NP = Non Participating  
 Y = Yes  
 N = No

Source: Department of Environmental Quality

**Fire Data**

Modern forest fire data were obtained from the USDA forest service and the Departments of Natural Resources in Minnesota, Wisconsin, and Michigan. Fire regimes data (fire prone areas) were provided by the USDA Forest Service, North Central Research Station located in Wisconsin. Land type associations, and historical and modern fire rotations were used to identify the fire prone areas.

**Tornadoes** - National Weather Service

**Damaging Winds** - National Weather Service

**Large Hail** - National Weather Service

**Winter Weather** - National Weather Service

**Shoreline Erosion** - Shoreline erosion incident zones delineated by the US Geological Service. Digital Elevation Model data was obtained from the Center for Geographic Information, Michigan Department of Information Technology.

**Other hazards** such as earthquakes and subsidence were considered but are not substantial risks in Grand Traverse County.

**Natural Hazards Recorded Events**

Data for weather events was compiled from the National Oceanic and Atmospheric Administration's (NOAA) website utilizing the following sections:

- Weather/Climate Events, Information, Assessments
- Climatology and Extreme Events
- NOAA Storm Event Database; 1950 to present, local storm reports, damage reports, events checked for Grand Traverse County included: Drought (Drought), Flood (Flash Flood, Flood, Lakeshore Flood), Hail (Hail), Extreme Winter Weather (Blizzard, Extreme Cold/Wind Chill, Freezing Fog, Frost/Freeze, Heavy Snow, Ice Storm, Lake-effect Snow, Sleet, Winter Storm, Winter Weather), Tornado (Tornado, Funnel Cloud), Thunderstorm and High Wind (Heavy Rain, High Wind, Lightning, Strong Wind, Thunderstorm Wind), Wildfire (Wildfire)

The following list includes the frequency, dates, and descriptions of the most severe natural hazard events that have occurred within Grand Traverse County, according to the NOAA Storm Event Database; January 1950 – August 2014. *Extreme Winter Weather* includes events with ice covering, property damage, and/or up to/over 12 in. of snow. *Severe Thunderstorm* include 50 knot winds + and property damage figures.

**Flood/Flash Flood: 7 events**

Table 12: Flood Events

Month	Year	Location	Effect	Damage
February	1986*	County/Statewide	Great Lakes flooding, wave action	NA
January	1993	County/Region	Heavy rainfall and snowmelt	\$5,000
March	1993	County/Region	Flooding	NA
April	1993	County/Region	Flood	\$5,000,000
July	1999	Traverse City	Secondary street flooding/ basement flooding	NA
July	2000	Traverse City	Street flooding	NA
September	2000	Countywide	Street flooding, power outages, 1 fatality from lightning	NA
April	2001	County (north central)	Flooding along Boardman River	NA
April	2012	Grawn	Boardman River flooded homes	\$75,000
October	2012	Grawn	Failure of temporary dam on Boardman River/homes and other property damaged or destroyed	\$1,800,000
November	2013	Traverse City	2 in. rain in 1 hour/ roads flooded and impassable	\$14,000

**Hail: 26 events**

*Table 13: Hail Events*

Month	Year	Location	Effect	Damage
September	1958	Countywide	0.75 in.	NA
May	1970	Countywide	1.75 in.	NA
May	1971	Countywide	0.75 in.	NA
April	1975	Countywide	1.50 in.	NA
July	1980	Countywide	2.00 in.	NA
July	1982	Countywide	1.00 in.	NA
April	1993	Traverse City	1.00 in.	NA
April	1993	Bates	1.00 in.	NA
April	1999	Traverse City	0.75 in.	NA
June	2000	Traverse City	1.00 in./flooding/60 mph gusts	NA
September	2000	Traverse City	1.00 in./flooding/60 mph gusts	NA
June	2003	Fife Lake	0.75 in.	NA
August	2003	Traverse City	0.88 in.	NA
September	2005	Interlochen	0.88 in.	NA
June	2006	Traverse City	0.88 in.	NA
June	2006	Kingsley	0.75 in.	NA
July	2006	Old Mission	0.88 in.	NA
October	2006	Traverse City	1.25 in.	NA
June	2008	Traverse City	1.25 in.	NA
June	2008	Williamsburg	1.00 in.	NA
July	2010	Traverse City	0.88 in.	NA
April	2011	Hannah	0.88 in.	NA
June	2011	Old Mission	1.25 in.	NA
June	2011	Old Mission	1.00 in.	NA
May	2012	Acme	1.00 in.	NA
May	2012	Williamsburg	1.25 in.	NA
May	2012	Fife Lake	1.00 in.	NA
July	2014	Countywide	0.88 in.	NA
July	2014	Countywide	0.75 in.	NA
July	2014	Countywide	0.75 in.	NA
July	2014	Countywide	1.00 in.	NA

**Extreme Winter Weather: 105 events**

*Table 14: Extreme Winter Weather Events*

Month	Year	Location	Effect	Damage	Event
January	1993	County/Region	6 - 12 in. snow	\$50,000	
April	1993	County/Region	Heavy Snow	\$50,000	
December	1993	County/Region	10 - 15 in. snow/ 3 ft. drifts/accidents and injuries	NA	
January	1994	Statewide	.1 - .3 in. ice	\$5,000,000	Freezing Rain/ Heavy Snow
January	1997	Countywide	12 - 18 in. snow	NA	
March	1998	County/Region	8 - 12 in. snow/ 45 mph gusts	NA	Blizzard
December	1998	Countywide	6 - 12 in. snow	NA	
January	1999	Countywide	6 - 12 in. snow	NA	
December	2001	Traverse City	20.5 in. snow	NA	
December	2002	County/Region	1/4 in. ice	NA	Ice Storm
January	2003	County/Region	6 - 12 in. snow	NA	
January	2004	County/Region	20 in. snow	NA	
November	2005	County/Region	10 - 17 in. snow	NA	
January	2007	County/Region	11 -13 in. snow	NA	
February	2007	County/Region	-20 to -30 wind chills	NA	Extreme Temp
December	2009	County/Region	6 - 16 in. snow	NA	
December	2010	County/Region	6 -12 in. snow	NA	
March	2011	County/Region	6 - 15 in. snow	NA	
March	2012	County/Region	6 - 14 in. snow/widespread power outages	NA	
April	2012	Statewide	Killing freeze	\$15,000,000 (crop)	Extreme Temp
December	2012	County/Region	Trees and power lines down	\$12,000	
November	2013	County/Region	8 - 12 in. snow	NA	
January	2014	County/Region	12 - 16 in. snow	NA	
February	2014	County/Region	45 mph winds/ -15 to -25 wind chills	NA	

**Severe Thunderstorm/High Wind: 54 events**

*Table 15: Severe Thunderstorm Events*

Month	Year	Location	Effect	Damage	Event
August	1955	Countywide	61 knot winds	NA	
July	1956	Countywide	60 knot winds	NA	
July	1966	Countywide	50 knot winds	NA	
July	1969	Countywide	52 knot winds	NA	
July	1972	Countywide	55 knot winds	NA	

**Severe Thunderstorm/High Wind (continued)**

Month	Year	Location	Effect	Damage	Event
July	1974	Countywide	65 knot winds	NA	
May	1975	Countywide	50 knot winds	NA	
July	1982	Countywide	52 knot winds	NA	
July	1987	Countywide	70 knot winds	NA	
October	1989	Countywide	50 knot winds	NA	
July	1995	Acme	52 knot winds/ trees down	NA	
April	1997	Traverse City	52 knot winds	NA	
May	1998	Traverse City	50 knot winds/ trees and power lines down	NA	
September	1998	Countywide	52 knot winds/ trees down	NA	
November	1998	County/Region	50 knot winds	NA	
February	1999	Traverse City	50 knot winds/ tree down	NA	
June	1999	Traverse City	52 knot winds/ trees and power lines down	NA	
June	1999	Interlochen	50 knot winds/ trees down	NA	
July	1999	Traverse City	60 knot winds/ trees and power lines down/ straight line wind damage/ structure damages	NA	
August	2000	Countywide	Lightning sparked explosion at oil company in Blair Twp.	\$20,000	Lightning
September	2000	Traverse City	50 knot winds	NA	
September	2000	Traverse City	Lightning sparked garage fire/ 1 fatality	\$20,000	Lightning
August	2001	Traverse City/ Williamsburg	50 knot winds/ trees and power lines down	NA	
April	2002	Traverse City/ Kingsley	50 - 60 knot winds/ trees and power lines down/ roof damage	\$15,000	
April	2002	Old Mission	Fire sparked by lightning destroyed home	\$125,000	
July	2002	Traverse City/ Fife Lake	50 - 65 knot winds/ trees and power lines down	NA	
August	2003	Acme	5 knot winds/ tree down	NA	
November	2003	County/Region	68 knot winds/ trees and power lines down/ power outages	\$30,000	
August	2004	Traverse City	56 knot winds/ trees down/ crops damaged	\$1,000 (crop)	
September	2005	Traverse City	52 knot winds/ structure damage	\$45,000	
November	2005	County/Region	40 knots sustained winds/ trees down	\$3,000	
November	2005	County/Region	55 knot winds/ trees down/ structure damage	\$45,000	
July	2006	Traverse City	51 knot winds/ trees down/ property damage	\$3,000	
July	2006	Long Lake	65 knot winds/ over 200 trees down/ property damage	\$35,000	
July	2006	Interlochen	50 knot winds/ trees down/ property destroyed	\$8,000	

### Severe Thunderstorm/High Wind (continued)

Month	Year	Location	Effect	Damage	Event
July	2006	Williamsburg	Structure damage/ crop damage	\$5,000	
June	2007	Kingsley	52 knot winds/ trees down	\$5,000	
October	2007	Traverse City	52 knot winds/ trees down	\$4,000	
June	2009	Interlochen	55 knot winds/ trees and power pole down/ property and structures damaged	\$30,000	
June	2009	Karlin	52 knot winds/ trees down	\$3,500	
April	2010	Hannah	52 knot winds/ trees down	\$4,000	
October	2010	County/Region	55 knot winds/ trees and power lines down/ power outages/ structure damage	\$24,000	
May	2011	Hannah	56 knot winds/ trees down	\$3,000	
June	2012	Mapleton	52 knot winds/ trees down	\$4,000	
June	2012	Monroe Center	64 knot winds/ trees down/ property and structures damaged	\$10,000	
July	2002	Traverse City	52 knot winds/ trees down	\$3,000	
July	2013	Fife Lake	55 knot winds/ trees down/ structure damage	\$15,000	
August	2013	Monroe Center	52 knot winds/ trees down/ structure damage	\$11,000	
August	2014	Traverse City	52 knot winds/ trees down	\$6,000	

### Tornado: 4 events

Table 16: Tornado Events

Month	Year	Location	Effect	Damage
April	1956	Countywide	F4/ 15 miles long, 400 yards wide, 2 deaths and 24 injuries	\$250,000
September	1961	Countywide	F2/ 14.4 miles long, 33 yards wide	\$25,000
May	1964	Countywide	F2/ 16.6 miles long, 440 yards wide/ structure damage	\$250,000
June	1969	Countywide	F3/ 6.4 miles long, 600 yards wide/ trees and power lines down/ homes and property destroyed	\$250,000

\* Governor and Presidential Hazard Declaration

### Wildfires:

56 wildfires occurred in Grand Traverse County from 1981 to 2010, affecting nearly 212 acres countywide.

### Other Potential Natural Hazards

#### Shoreline Erosion

The Great Lakes experienced record high lake levels in 1985-86, and again in 1997-98. Governors Disaster Declarations for shoreline problems in the State was enacted in 1985-1986 and included Grand Traverse County.

### **Storm Surges (Seiches) and Rip Currents**

Weather-related events can also cause lake fluctuations that can last from several hours to several days. For example, windstorms combined with differences in barometric pressure can temporarily tilt the surface of a lake up at one end by as much as eight feet. This phenomenon is called a storm surge or seiche and can drive lake waters inland over large areas, cause weakening and erosion of shoreline areas, make water travel hazardous, and cause flood damages, deaths, and injuries to occur.

A rip current is a strong flow of water returning seaward from the shore. When wind and waves push water towards the shore, the previous backwash is often pushed sideways. This water streams along the shoreline until it finds an exit back to the sea. The resulting rip current is usually narrow and located between sandbars, under piers or along jetties. The current is strongest at the surface, and can dampen incoming waves, leading to the illusion of a particularly calm area. Rip current speeds are typically 1-2 feet per second. However, speeds as high as 8 feet per second have been measured. Rip currents cause approximately 100 deaths annually in the United States, more than all other natural hazards except excessive heat. In the Great Lakes alone, the average over the last six years is 10 drownings per year caused by rip currents. About 80% of rescues by surf beach lifeguards are due to rip currents. According to the National Climatic Data Center, Michigan has experienced at least 17 deaths and 9 injuries caused by rip currents in just the past 10 years.

### **Drought**

In Northern Michigan's forested regions, drought can adversely impact timber production and some tourism and recreational enterprises. This can also cause a drop in income, which impacts other economic sectors. The biggest problem drought presents, however, is the increased threat of wildfire. Many Northern Michigan counties are heavily forested and are therefore highly vulnerable to drought-related wildfire threats. The most extreme drought was in January 1931, when the Palmer index hit a record low of -8.07. Lengthy drought incidents took place in 1895-1896 (17 months), 1898-1899 (8 months), 1899-1901 (21 months), 1901-1902 (15 months), 1908-1911 (37 months), 1913-1914 (11 months), 1914-1915 (10 months), 1919-1920 (8 months), 1920-1922 (17 months), 1925-1926 (17 months), 1929-1931 (28 months), 1935-1936 (20 months), 1955-1956 (13 months), and 1976-1977 (13 months).

### **Pandemics or other Public Health Emergencies**

Naturally occurring pandemics may cause widespread precautions around the world. The Grand Traverse County Health Department created a pandemic plan that serves as a template for responding to a large-scale outbreak of influenza and other highly infectious respiratory diseases.

### **Probability of Natural Hazards:**

The probability that a natural hazard such as hail, thunderstorm and high wind, tornadoes, and snow and ice will affect this area of Michigan is an annual possibility. The magnitude and severity depends on the season, which determines temperature, moisture in the air, ice cover on the lakes, etc. Also, the severity of an event is connected with tourist activity during the year, the pace of developing second homes, and an increasing base population in northwest, lower Michigan which in turn leads to more development. The events recorded by NOAA show that natural hazard events may be happening more frequently, but the geographic impact of the natural hazards' impact has remained the same in Grand Traverse County.

The areas where natural hazards overlap in Grand Traverse County can include heavy snow that causes trees and power lines down, and then melting, rain and flooding.

### **Grand Traverse County Natural Hazards Task Force and Public Input**

The Natural Hazards Task Force comprised of the County's Local Planning Team (LPT) which is a collection of first responders and local, regional, and state public entities that ensure the readiness of County entities by recommending equipment purchases, training and exercises, and public education on preparedness issues. The Task Force meetings were scheduled monthly in 2014, held in various locations throughout the county, and open to the public. Participants analyzed and updated the hazard priority maps, goals & objectives, hazard

priority areas, mitigation measures, and the action agenda items. The general list of hazard priorities and locations of concern was also reviewed and updated by the Task Force:

- Thunderstorms
- High winds
- Heavy rain and effect on agriculture
- Mobile home parks
- National Cherry Festival Emergency Plan
- More communication and notification
- Ingress and egress at campgrounds
- Construction area
- Interlochen Arts Academy area
- Extreme winter weather
- Hail and frost affecting agriculture
- Power outages
- Flooding in the Boardman River area, dams, bridges
- Wildfires – specifically in Cedar Run, Blair Township, Kingsley areas
- Erosion along Grand Traverse Bay and Peninsula Township
- Ice damage

The Natural Hazards Priority Areas have not changed since the original plan. However, the task force altered the chronological order of the priority list and placed “Public infrastructure” as the top priority, due to proposed programming and immediate implementation of pre-disaster mitigation projects that will address flooding hazard issues, should funding become available.

#### **Top Five Natural Hazards Priority Areas**

##### **1. Public infrastructure (culverts, dams, bridges, etc.) located throughout Boardman River communities (Garfield, Blair, Paradise, East Bay, and Union Townships; City of Traverse City)**

Inadequate drainage infrastructure under South Airport road near the commercial/retail development *Logan's Landing* are causing frequent flooding of the road and nearby property, especially during heavy rain events and the spring snow melt season.

The Michigan Hazard Analysis of 2012 identifies the Three (3) Dams in the County as a “high hazard”, meaning there is development downstream in the dam’s hydraulic shadow; and Four (4) Dams as a “significant hazard,” meaning structural failure may cause an uncontrollable high volume of water downstream, damaging bridges and other key infrastructure.

Other flooding may involve low-lying areas that collect runoff waters; flaws or shortcomings in existing sewer infrastructure; undersized or poorly designed stormwater control practices; collective effects of land use and development trends; illegal diversion of water, or actions that interfere with system function.

##### **2. Potential of Severe Thunderstorms and High Winds - Countywide**

There is a historical record of high wind events and tornadoes in Grand Traverse County. Damage from straight line winds usually affects multiple counties through the loss of electricity from trees/tree limbs downing power lines; causing widespread property damage; and potentially exposing the public to severe injury or fatality due to flying debris.

Mobile home parks, campgrounds, construction areas, institutions (schools, places of worship, etc.), and numerous festivals that draw a large number of tourists such as the National Cherry Festival were identified as specific areas of concern.

### 3. Potential of Extreme Winter Weather - Countywide

Grand Traverse County experiences frequent heavy snow events due to its location in a "snow-belt" area. Heavy snow events have the potential of shutting down towns and businesses for a significant period of time. Blowing and drifting snow with blizzard conditions cause driving hazards. Ice damage may occur when high winds push lake water and ice past the shoreline, causing damage to public infrastructure and residential property.

### 4. Potential Wildfire/Urban interface - Countywide

Forest types (white/red pine, and white pine and hemlock) within Grand Traverse County are susceptible to wildfires. Additional factors that increase fire risk include dead or dying Ash trees as a result of disease/invasive species, lightning strikes, and human factors such as the number of persons residing, camping, or traveling through the County.

### 5. Potential of Erosion and Ice damage - Countywide

Shoreline or soil erosion hazards involve the loss of property or necessitate the relocation of homes as sand or soil is removed by flowing water (lake, river, etc.) and carried away over time. The foundation of a structure, or underground utility pipes in the area, may become fully exposed and vulnerable to weather, extreme temperatures, water damage, or other sources of risk. Shoreline banks that support roadways may erode and cause the road surface to crack, become unstable, or more prone to deposits of sand, snow, water, and ice.

This hazard is especially relevant to those municipalities that contain residential and commercial development along Grand Traverse Bay (Peninsula, East Bay and Acme Townships; Traverse City) that experience seasonal shifts in water levels and possible ice erosion hazards.

### Emergency Warning System Coverage

Mobile warning system: Grand Traverse County uses the CodeRed Emergency Communications Network, which is an electronic high-speed outbound notification service available to the general public.

Tornado/Severe Weather Systems: Manual sirens are located at Metro Station #9 (East Bay Twp), Rural Station #6 (Fife Lake), and the Blair Twp. fire department. Weather alert radios were purchased and distributed to all the schools, nursery schools, and senior homes.

Flood warning system: For dam failures/flooding downstream an active warning system is located at Logan's Landing on South Airport Rd. An inactive system is located on River Road.

### Economic Impact Analysis

The total Damaging Events' Costs recorded since 1950 with the National Oceanic and Atmospheric Administration for Grand Traverse County, the region, and the state are as follows:

Table 17: Damage Cost by Natural Hazard

Grand Traverse County	Property Damage Cost	Crop Damage Cost
Flood	\$6,894,000	NA
Hail or Wildfire	NA	NA
Extreme Winter Weather	\$5,112,000	\$15,000,000
Tornado	\$775,000	NA
Thunderstorm and High Wind	\$481,500	\$1,000

The Grand Traverse County Equalization Department calculated each Priority Area's economic value through the State Equalized Values (SEV) for real and personal property (residential and commercial). The following includes 2010 Census data and 2014 SEV dollar amount times two (estimated fair market values) for each priority area. According to the 2014 Northwest Michigan Season Population Analysis, assume a 19% increase to account for the annual average seasonal population within the county.

Table 18: Geographic Economic Value

Priority Area	Geography	Population	State Equalized Value
	Grand Traverse County	86,986	\$10,648,994,584
3	Boardman river Area	46,306	\$5,289,726,800
5	Grand Traverse Bay communities	35,145	\$5,463,458,000

### VIII. NATURAL HAZARDS MITIGATION GOALS AND OBJECTIVES

The mission of the Grand Traverse County Natural Hazards Mitigation Plan is to protect the health and safety of the public and property in the County which includes prevention of injury, loss of life, property damage, breakdown in vital services like transportation and infrastructure, economic slumps, maintain tourist base, and liability issues. This is done by taking action to permanently eliminate or reduce the long-term risks from natural hazards.

Specific goals and objectives have been established based upon the community's natural hazards analysis, as well as input from the Task Force participants and the public through meetings, request for comments on the draft plan, and the presentation of the plan to the Grand Traverse County Planning Commission.

#### Goal 1: Increase local awareness and participation in natural hazards mitigation Strategies

- Encourage cooperation and communication between planning and emergency management officials
- Encourage additional local governmental agencies to participate in the natural hazards mitigation process
- Encourage public and private organizations to participate, including organizations who advocate for individuals with functional or access needs

#### Goal 2: Integrate natural hazards mitigation considerations into the community's comprehensive planning process

- Enforce and/or incorporate natural hazards mitigation provisions in building code standards, ordinances, and procedures
- Create or update ordinances to reflect building codes, shoreline protection rules, etc.
- Incorporate natural hazards mitigation into basic land use regulation mechanisms
- Develop community education programs and public warning systems
- Strengthen the role of the Local Emergency Planning Committee in the land development process
- Integrate natural hazards mitigation into the capital improvement planning process so that public infrastructure does not lead to development in natural hazards areas
- Encourage county agencies to assess local roads, bridges, dams, and related transportation infrastructure for natural hazards vulnerability

**Goal 3: Utilize available resources and apply for additional funding for natural hazards mitigation**

- Provide a list of desired community mitigation measures to the State
- Encourage the application for project funding from diverse entities

**Goal 4: Develop and complete natural hazards mitigation projects in a timely manner**

- Encourage public and business involvement in natural hazards mitigation projects

## **IX. IDENTIFICATION AND SELECTION OF MITIGATION STRATEGIES**

### **Selection of Feasible Mitigation Strategies**

A set of evaluation criteria was developed to determine which mitigation strategies were best suited to address the identified problems in Grand Traverse County.

- The measure must be technically feasible.
- The measure must be financially feasible.
- The measure must be environmentally sound and not cause any permanent, significant environmental concerns.
- The measure must be acceptable to those participating in the strategy and/or primarily affected by the strategy.

By anticipating future problems, the County can reduce potential injury, structure losses, loss of power, such as electric and gas, and prevent wasteful public and private expenditures.

### **Priority Area 1. Potential of flooding along the Boardman River affecting public infrastructure (culverts, dams, bridges, etc.)**

#### **Flood Mitigation Strategies**

- Drainage improvements in high flooding potential areas, specifically near *Logan's Landing*
- Removal of unsafe dams on the Boardman River
- Continue enforcement of building codes and soil erosion regulations

### **Priority Area 2. Potential of Severe Thunderstorms and High Winds throughout the County**

#### **Thunderstorm, High Winds, and Tornado Mitigation Strategies**

- Establish emergency shelters
- Utilize a ham radio channel for local warnings if primary communications is interrupted
- Promote the establishment of a robust, interoperable communication system
- Enhance cooperation with Utility Companies (tree management, promotion of burying utility lines in new construction, and high outage areas)
- Identify potential wind damage areas
- Establish new generators where needed
- Update the County's debris removal plan

### **Priority Area 3. Potential of Extreme Winter Weather throughout the County**

#### **Snow Load Mitigation Strategies**

- Continue enforcement of building code regarding snow load limits through the permitting process
- Utilize a ham radio channel for local warnings if primary communications is interrupted
- Promote the establishment of a robust, interoperable communications system

## **Selection of Feasible Mitigation Strategies (continued)**

### **Priority Area 4. Potential Wildfire/Urban interface throughout the County**

#### **Wildfire Mitigation Strategies**

- Public education and awareness activities such as programs and brochures regarding fuel management, proper vegetation, fire breaks
- Continue enforcement of state fire codes regarding setback requirements
- Public education utilizing the Michigan Department of Natural Resources flyers and the Federal Emergency Management Administration information at parks and campgrounds
- Real estate and insurance agents to distribute information
- Assess fire suppression access and make improvements
- Research the Department of Natural Resources' State Forest wildfire/urban interface rules or plan

### **Priority Area 5. Potential of Erosion and Ice damage throughout the County**

#### **Shoreline Erosion Mitigation Strategies**

- Drainage control projects
- Enforcement of soil erosion statutes/permits
- Enforcement of building and zoning codes for current and future development
- Enforcement of the grading levels no more than 10%
- Placement of vegetation and utilizing native vegetation

#### **Other mitigation strategies**

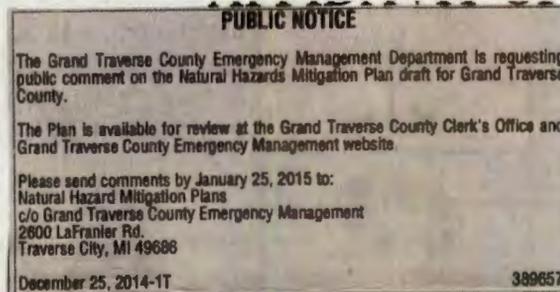
- Public education and awareness activities
- Work towards uniform mapping and zoning throughout the county for natural hazards mitigation
- Incorporate the Natural Hazards Mitigation Plan into the County's Master Plan and local zoning ordinances if in place.

## **X. Participation in the Development of the Grand Traverse County Natural Hazards Mitigation Plan**

The opportunities for review by other governmental entities and the public included the following:

- Public Notices were published in the Record Eagle

### **Public Notice**



- The Natural Hazards Mitigation Plan was presented to the Grand Traverse County Planning Commission where the meetings are posted in the newspaper and are open to the public. Commission members gave their input and there were no comments from the public.
- The Natural Hazards Mitigation Plan was presented to the Grand Traverse County Board of Commissioners where the meetings are posted in the newspaper and are open to the public. Commissioners gave their input and there were no comments from the public.
- During development of the plan, all townships and villages were provided the opportunity to formally comment on plan drafts and other related materials. They were given the opportunity via mailings of both meeting notices and draft copies of the plan for comment. Notification was also provided to them that the plans were posted on the NWMCOG website and could be reviewed there. While no jurisdictions (other than the county) provided formal written comments, they did provide county staff (particularly the county emergency manager) with feedback via other informal means. This feedback took the form of phone calls, emails and conversations that occurred at various non-mitigation related meetings throughout the county. This information was provided back to NWMCOG staff by the county staff and used in development of the plan, including the risk assessment and community profile sections.

In addition, the townships and villages (whether or not they have their own zoning) have indicated to NWMCOG and the county emergency manager that they will follow the county's lead in identifying mitigation projects and developing grant applications to fund those projects. Land use issues associated with those projects (where applicable) will be handled by each jurisdiction that controls zoning in the project area.

Community planning services are provided by the professional staff of the Grand Traverse County Planning & Development Department. The Department assists communities in developing plans and zoning ordinances, provides resource information and technical assistance, and convenes communities to address land use issues of common interest. The Grand Traverse County Planning Commission coordinates and reviews local zoning and master plans to ensure consistency across jurisdictional boundaries.

Building permits are issued by the Grand Traverse County Construction Code Department, except in Garfield and Fife Lake townships where they are handled locally.

The Townships/Villages in the priority areas include:

Acme Township – Zoning  
 Blair Township - Zoning  
 East Bay Township – Zoning  
 Fife Lake Township – Zoning  
 Garfield Township – Zoning  
 Grant Township – Zoning  
 Green Lake Township – Zoning  
 Long Lake Township – Zoning

Mayfield Township – Zoning  
 Paradise Township – Zoning  
 Peninsula Township – Zoning  
 Union Township – Zoning  
 Whitewater Township – Zoning  
 Village of Fife Lake – Zoning  
 Village of Kingsley – Zoning  
 City of Traverse City - Zoning

Table 17: Plan Participation

County/Township/Others	Zoning	Participation
Grand Traverse County	No	Task Force meetings, review/development of updated elements: Board of Commissioners Conservation District Emergency Management Coordinator Equalization Department Health Department Planning Commissioners Planning Department Road Commission
Acme Township	Yes	See last bullet point paragraph, above
Blair Township	Yes	See last bullet point paragraph, above
East Bay Township	Yes	See last bullet point paragraph, above
Fife Lake Township	Yes	See last bullet point paragraph, above
Garfield Township	Yes	See last bullet point paragraph, above
Grant Township	Yes	See last bullet point paragraph, above
Green Lake Township	Yes	See last bullet point paragraph, above
Long Lake Township	Yes	See last bullet point paragraph, above
Mayfield Township	Yes	See last bullet point paragraph, above
Paradise Township	Yes	See last bullet point paragraph, above
Peninsula Township	Yes	See last bullet point paragraph, above
Union Township	Yes	See last bullet point paragraph, above
Whitewater Township	Yes	See last bullet point paragraph, above
Village of Fife Lake	Yes	See last bullet point paragraph, above
Village of Kingsley	Yes	See last bullet point paragraph, above
City of Traverse City	Yes	See last bullet point paragraph, above
Grand Traverse Band of Ottawa and Chippewa	Yes	See last bullet point paragraph, above

**\*\*The Grand Traverse Band has their own planning authority over lands they own that have been put in trust with the Federal Government. The County Natural Hazards Mitigation Plan would not cover the Tribe/lands, but the Tribes may adopt the approved County plan as their own.**

*N/A = Not applicable; these are non-governmental authority entities*

## **XI. IMPLEMENTATION OF THE GRAND TRAVERSE COUNTY NATURAL HAZARDS MITIGATION PLAN**

### **Natural Hazards Mitigation Plan Managers and Technical Assistance**

The County Board will lead the implementation of the Natural Hazards Mitigation Plan with assistance from the Emergency Management Coordinator and the Administration/Planning Department. Inter-agency partnerships and collaboration are encouraged to accomplish the goals and objectives of the Plan.

- Grand Traverse County Government Staff
- Townships, cities, and villages
- Grand Traverse County Conservation District
- Grand Traverse County Drain Commissioner
- Grand Traverse County Road Commission
- Grand Traverse Band of Ottawa and Chippewa Indians
- Grand Traverse Regional Land Conservancy
- The Watershed Center Grand Traverse Bay
- New Designs for Growth
- Michigan State University Extension
- Michigan Department of Environmental Quality
- Michigan Department of Natural Resources
- U.S. Environmental Protection Agency
- U.S. Army Corps of Engineers
- U.S. Department of Agriculture Natural Resources Conservation Service
- Insurance Companies
- Real Estate Companies

All natural hazards mitigation planning could be pursued using Michigan Public Act 226 of 2003, the Joint Municipal Planning Act. This Act provides for joint land use planning by cities, villages, and townships, and allows two or more municipalities' legislative bodies to create a single joint planning commission to address planning issues. This tool helps with planning for the "big picture" issues such as natural hazards that cross jurisdictional boundaries.

The intent of this legislation is for local governments to consider the following:

- Individual units of government modifying their ordinances simultaneously to include language that would incorporate aspects of protection
- Developing an overlay zoning district that would cross jurisdictional boundaries which would be incorporated into existing independent units of government's zoning ordinances
- Forming a new joint (multi-jurisdictional) planning commission or zoning board
- Sharing zoning administration and enforcement activities

### **Funding the Implementation of the Plan**

To assist with the funding of the proposed natural hazards mitigation strategies, the following is a list of potential financial assistance entities to help fund the implementation projects of the Plan.

- Federal Emergency Management Administration – Hazard Mitigation Grant Program
- U.S. Environmental Protection Agency
- U.S. Department of Agriculture Natural Resources Conservation Service
- U.S. Department of Agriculture Rural Development: Rural broadband opportunity – high speed telecommunication funding from the Public Telecommunications Facilities Planning and Construction grants
- U.S. Department of Housing and Urban Development
- Michigan Department of Environmental Quality
- Michigan Department of Natural Resources

## Funding the Implementation of the Plan (continued)

- National Oceanic and Atmospheric Administration
- Community, Regional Foundations
- Businesses

## Action Agenda

The following is a summary for accomplishing the recommended natural hazards mitigation actions for Grand Traverse County.

Table 19: Action Strategies

Priority and Action Strategies	Responsible Parties	Timeframe
<b>Priority Area 1: Flood Mitigation Strategies</b>		
a. Drainage improvements in high flooding potential areas, including upgrading the twin culverts on S. Airport Rd at Logan's Landing	Drain Commissioner Road Commission County Conservation District Emergency Management Department Townships, Villages, City	2-4 years from adoption of the plan
b. Removal of unsafe dams on the Boardman River	County Conservation District County Planning Department Emergency Management Department MI Department of Natural Resources Townships of Garfield, Blair, Paradise, East Bay, City of Traverse City	4-8 years from adoption of the plan
c. Continue enforcement of building codes and soil erosion regulations	County Building Inspector Building Construction Code Dept. County Conservation District	Ongoing
<b>Priority Area 2: Thunderstorms and High Winds Mitigation Strategies</b>		
a. Promote the establishment of the State of Michigan's Primary Radio Communication system for throughout the County	Emergency Management Department County Planning Department Townships, Villages, City	1-2 years from adoption of the plan
b. Have a debris removal plan for safety	Emergency Management Department County Planning Department County Building Inspector Townships, Villages, City	2-4 years from adoption of the plan
c. Utilize ham radio channel for local warnings	Emergency Management Department	1-2 years from adoption of the plan
d. Work with utility companies	Emergency Management Department County Planning Department County Building Inspector Utility Companies	1-3 years from adoption of the plan
e. Tree management	Utility Companies Emergency Management Department Townships, Villages, Private Landowners	1-3 years from adoption of the plan
f. Promotion of burying utility lines in new construction	County Building Inspector Utility Companies Emergency Management Department County Planning Department Townships, Villages, City	1-3 years from adoption of the plan

Priority and Action Strategies	Responsible Parties	Timeframe
<b>Priority Area 2: Thunderstorms and High Winds Mitigation Strategies (continued)</b>		
g. Burying power lines in high outage areas	County Building Inspector Utility Companies Emergency Management Department County Planning Department Townships, Villages, City	1-3 years from adoption of the plan
h. Identify potential wind damage areas	Emergency Management Department County Planning Department Townships, Villages, City	1-2 years from adoption of the plan
i. Establish new generators where needed	Emergency Management Department County Planning Department Townships, Villages, City	2-3 years from adoption of the plan
<b>Priority Area 3: Extreme Winter Weather (Snow Load and Ice Build Up) Mitigation Strategies</b>		
a. Continue enforcement of building code regarding snow load limits through the permitting process	County Building Inspector Townships, Villages, City County Planning Emergency Management Coordinator	Ongoing
b. Promote the establishment of the State of Michigan's Primary Radio Communication system for throughout the County	Emergency Management Department County Planning Department Townships, Villages, City	1-2 years from adoption of the plan
c. Utilize a ham radio channel for local warnings	Emergency Management Department	1-2 years from adoption of the plan
<b>Priority Area 4: Wildfire/Urban Interface Mitigation Strategies</b>		
a. Public education and awareness activities such as programs and brochures regarding fuel management, proper vegetation, fire breaks	County Planning Department Emergency Management Department Building Inspector County Soil Conservation District MI Department of Natural Resources Townships, Villages, City	1-3 years from adoption of the plan
b. Continue enforcement of state fire codes regarding setback requirements	Building Inspector Townships, Villages, City	Ongoing
c. Public education utilizing the MI Department of Natural Resources flyers and the FEMA information at parks and campgrounds	Emergency Management Department County Conservation District MI Department of Natural Resources Townships, Villages Parks and Campgrounds, public and private	1-3 years from adoption of the plan
d. Real estate and insurance agents to distribute information	Emergency Management Department County Planning Department Townships, Villages	1-3 years from adoption of the plan
e. Assess fire suppression access and make improvements	Emergency Management Department County and local fire departments	1-3 years from adoption of the plan
f. Research the MI Department of Natural Resources' State Forest wildfire/urban interface rules or plan	Emergency Management Department County and local fire departments County Planning Department	1-3 years from adoption of the plan

Priority and Action Strategies	Responsible Parties	Timeframe
<b>Priority Area 5: Shoreline Erosion Mitigation Strategies</b>		
a. Drainage control projects	Building Construction Code Dept. Drain Commissioner County Conservation District Emergency Management Department Townships, Villages, City	2-4 years from adoption of the plan
b. Enforcement of soil erosion statutes/permits	Building Construction Code Dept. Drain Commissioner County Conservation District County Planning Department Emergency Management Coordinator MI Department of Environmental Quality U.S. Army Corps of Engineers	Ongoing
c. Enforcement of the building codes	County Building Inspector	Ongoing
d. Enforcement of the grading levels no more than 10%	Building Construction Code Dept. Drain Commissioner County Conservation District County Planning Department	Ongoing
e. Placement of vegetation and utilizing native vegetation	County Building Inspector Building Construction Code Dept. Drain Commissioner County Conservation District County Planning Department Townships of Peninsula, East Bay, Acme, City of Traverse City	Ongoing

#### **Additional Mitigation Strategies**

- General Public education and awareness activities
- Work towards uniform mapping and zoning throughout the county for natural hazards mitigation
- Incorporate the Natural Hazards Mitigation Plan into the County's Master Plan and local zoning ordinances if in place.

#### **Monitoring and Evaluation**

The Grand Traverse County Natural Hazards Mitigation Plan will be monitored on a regular basis by the Emergency Management Staff and Planning Staff. Because Grand Traverse County is a dynamic, changing county with population growth, it is expected that the plan should be reviewed on an annual basis.

To assess the effectiveness of the Plan, some questions to ask in the review include: 1) How many and which mitigation strategies were developed? Implemented? 2) Did any new natural hazards events take place the past year to report? This review will be administered by the Emergency Management Coordinator with the Local Emergency Planning Committee, the County Planning Commission, and the public. If changes are needed, the plan will be presented to the Task Force participants for revisions.

Although review of the plan will occur annually, and a formal revision may not be needed each year, a new edition of the plan will be expected within every five year period. A continual process for updates will take place with annual reviews, monitoring, evaluation, and an accumulation of official feedback and public input through public notices. When it is appropriate to publish a revised version of the plan, the Task Force participants shall again be involved in the revision process. Each new edition of the plan will again be officially adopted by the Grand Traverse County Board of Commissioners.

**XII. NATURAL HAZARDS MITIGATION PLAN ADOPTION RESOLUTION**

**Grand Traverse County  
Natural Hazard Mitigation Plan Adoption Resolution  
RESOLUTION 92-2015**

**Whereas;** Grand Traverse County, Michigan has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

**Whereas;** Grand Traverse County has developed the Grand Traverse County Natural Hazard Mitigation Plan that outlines the counties options to reduce damages and impacts from natural and technological hazards; and

**Whereas;** the Natural Hazard Mitigation Plan has been reviewed by residents, business owners, and federal, state and local agencies, and has been revised where appropriate to reflect their concerns;

**Now, therefore, be it resolved that:**

The Natural Hazard Mitigation Plan is hereby adopted as an official plan of Grand Traverse County, Michigan.

**Passed this 1st day of July, 2015**

I HEREBY CERTIFY THIS COPY TO BE A TRUE AND CORRECT COPY OF THE RECORD ON FILE WITH THE OFFICE OF COUNTY CLERK  
GRAND TRAVERSE COUNTY CLERK  
BY: Bonnie Scheele  
CLERK/DEPUTY COUNTY CLERK  
DATE: July 2, 2015

**Chair, Grand Traverse County Board of Commissioners**

**Date**

Max Bauer

7-2-15

**Grand Traverse County Clerk**

**Date**

Bonnie Scheele

7-2-15

**NOTE: AN OFFICIAL SIGNED COPY OF A RESOLUTION OF ADOPTION MUST BE SUBMITTED TO THE MICHIGAN STATE POLICE EMERGENCY MANAGEMENT AND HOMELAND SECURITY DIVISION (to comply with the requirements of the Disaster Mitigation Act of 2000).**

### XIII. APPENDICES

#### Appendix A

##### Glossary of Mitigation Planning Terms

**Alluvial fan:** A gently sloping fan-shaped landform created over time by the deposition of eroded sediment and debris.

**Base Flood:** A flood having a one percent chance of being equaled or exceeded in any given year.

**Coastal high hazard area:** An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms.

**Community:** Any state, area, or political jurisdiction or any Native American Tribe, authorized tribal organization, Alaska native village, or authorized native organization that has the authority to adopt and enforce floodplain management ordinances for the area under its jurisdiction. In most cases, a community is an incorporated city, town, village, township, or an unincorporated area of a county.

**Disaster:** A major detrimental impact of a hazard upon the population and economic, social, and built environment of an affected area.

**Exposure:** The number, types, qualities, and monetary values of various types of property or infrastructure and life that may be subject to an undesirable or injurious hazard event.

**Flood Insurance Rate Map:** As defined under the National Flood Insurance Program, an official map of the community on which the administrator of the Flood Insurance Administration has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

**Floodplain or flood prone area:** Any land area susceptible to being inundated by water from any source.

**Floodplain management:** The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**Fuel:** Combustible plant material, both living and dead, that is capable of burning in a wildland situation; any other flammable material in the built environment that feeds a wildfire.

**Hazard:** An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Hazard identification:** The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations or areas affected.

**Lifeline systems:** Public works and utilities such as electrical power, gas and liquid fuels, telecommunications, transportation, and water and sewer systems.

**Major disaster:** As defined in the Stafford Act, "any natural catastrophe or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

**Mitigation:** Sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards and their effects. Note that this emphasis on long-term risk distinguishes mitigation from actions geared primarily to emergency preparedness and short-term recovery.

**Multiple-objective management:** A holistic approach to floodplain management (or the management of other hazards) that emphasizes the involvement of multiple distinct interest in solving land use problems related to the hazardous area.

**Natural hazard:** Hurricanes, tornadoes, storms, floods, tidal wave, tsunamis, high or wind-driven waters, volcanic eruptions, earthquakes, snowstorms, wildfires, droughts, landslides, and mudslides.

**One hundred year flood:** The flooding event that has a one percent chance of occurring in a particular location in any given year. While this is the most common reference point statistically because it is used for regulatory purposes in the National Flood Insurance Program, the same language applies in referring to other actual or hypothetical events in terms of their statistical probabilities.

**Risk:** The potential losses associated with a hazard, defined in terms of expected probability and frequency, exposure, and consequences.

**Risk assessment:** A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure, and consequences.

**Special flood hazard area:** Land in the floodplain within a community subject to one percent or greater chance of flooding in any given year.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended by P.L. 100-707), which provides the greatest single source of federal disaster assistance.

**Structure:** A walled and roofed building, including a storage tank for gas or liquid that is principally above ground, as well as a manufactured home.

**Tornado Classifications:**

F-Scale Number	Intensity Phrase	Wind Speed	Type of Damage Done
F0	Gale tornado	40-72 mph	Some damage to chimneys, breaks branches off trees, pushes over shallow-rooted trees, damages sign boards.
F1	Moderate tornado	73-112 mph	The lower limit is the beginning of hurricane wind speed, peels surface off roofs; mobile homes pushed off foundations or overturned, moving autos pushed off the roads, attached garages may be destroyed.
F2	Significant tornado	113-157 mph	Considerable damage. Roofs torn off frame houses, mobile homes demolished, boxcars pushed over, large trees snapped or uprooted, light object missiles generated.
F3	Severe tornado	158-206 mph	Roof and some walls torn off well constructed houses, trains overturned, most trees in forest uprooted

F4	Devastating tornado	207-260 mph	Well-constructed houses leveled, structures with weak foundations blown off some distance, cars thrown and large missiles generated.
F5	Incredible tornado	261-318 mph	Strong frame houses lifted off foundations and carried considerable distances to disintegrate, automobile sized missiles fly through the air in excess of 100 meters, trees debarked, steel reinforced concrete structures badly damaged.
F6	Inconceivable tornado	319-379 mph	These winds are very unlikely. The small area of damage they might produce would probably not be recognizable along with the mess produced by F4 and F5 wind that would surround the F6 winds. Missiles, such as cars and refrigerators would do serious secondary damage that could not be directly identified as F6 damage. If this level is ever achieved, evidence for it might only be found in some manner of ground swirl pattern, for it may never be identifiable through engineering studies

**Urban Wildfire:** A fire moving from a wildland environment, consuming vegetation as fuel, to an environment where the fuel consists primarily of buildings and other structures.

**Urban/wildland interface:** A developed area, also known as the "I-zone," occupying the boundary between an urban or settled area and a wildland characterized by vegetation that can serve as fuel for a forest fire.

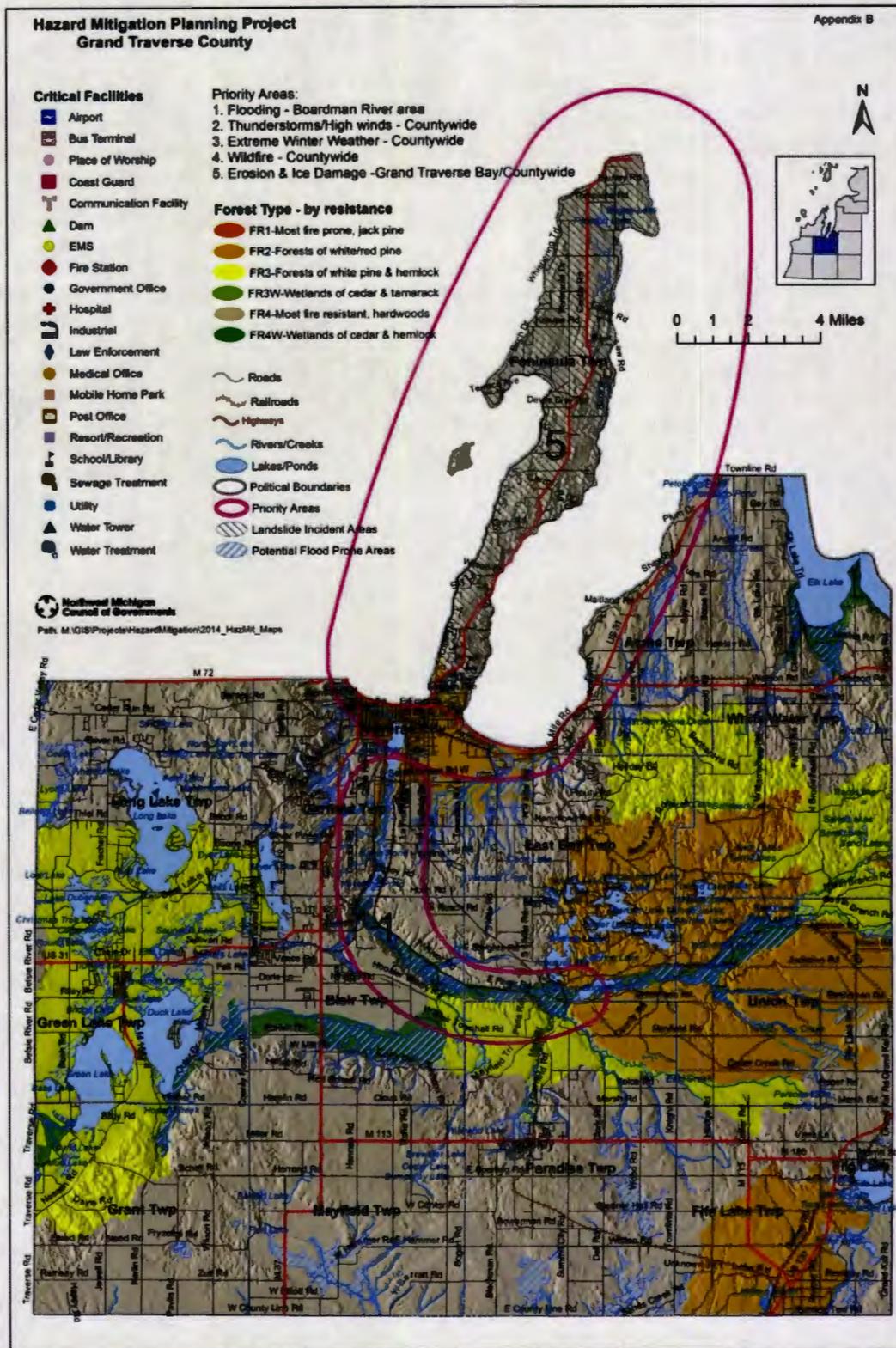
**Vulnerability:** The level of exposure of human life and property to damage from natural hazards.

**Watershed management:** The implementation of a plan or plans for managing the quality of flow of water within a watershed, the naturally defined area within which water flows into a particular lake or river or its tributary. The aims of watershed management are holistic and concern the maintenance of water quality, the minimization of stormwater runoff, the preservation of natural flood controls such as wetlands and pervious surface, and the preservation of natural drainage patterns. Watershed management is, in many ways, an enlargement of most of the concerns that underlie floodplain management.

**Wildland:** An area in which development has not occurred with the exception of some minimal transportation infrastructure such as highways and railroads, and any structures that are widely spaced and serve largely recreational purposes.

# Appendix B

## Detailed Maps



**Hazard Mitigation Planning Project  
Grand Traverse County - Northeast**

Appendix B

**Critical Facilities**

- Airport
- Bus Terminal
- Place of Worship
- Coast Guard
- Communication Facility
- Dam
- EMS
- Fire Station
- Government Office
- Hospital
- Industrial
- Law Enforcement
- Medical Office
- Mobile Home Park
- Post Office
- Resort/Recreation
- School/Library
- Sewage Treatment
- Utility
- Water Tower
- Water Treatment

- Roads
- Railroads
- Highways
- Rivers/Creeks
- Lakes/Ponds
- Political Boundaries
- Priority Areas
- Landslide Incident Areas
- Potential Flood Prone Areas

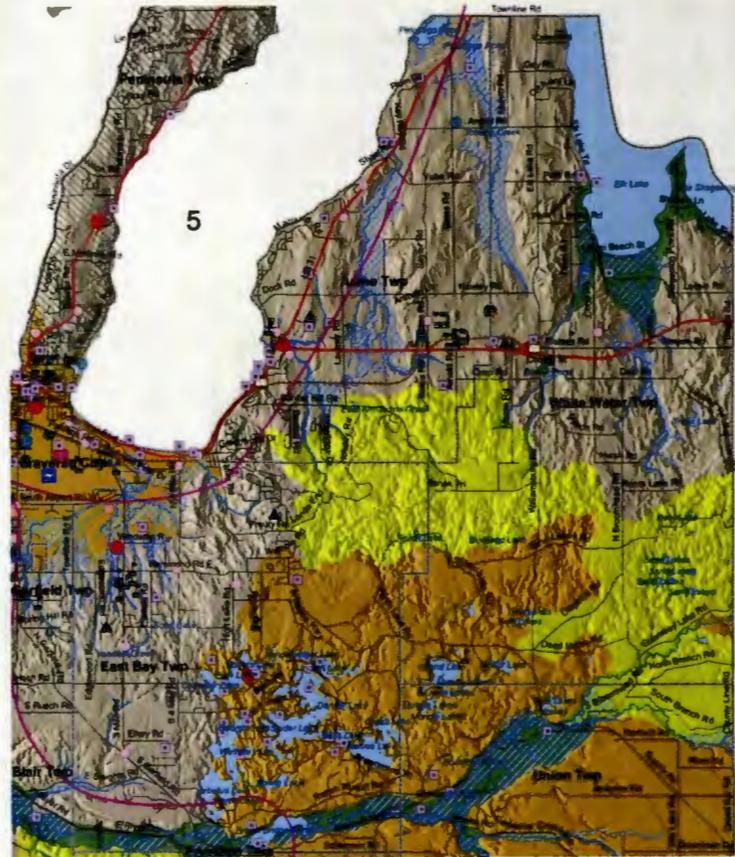
**Forest Type - by resistance**

- FR1-Most fire prone, jack pine
- FR2-Forests of white/red pine
- FR3-Forests of white pine & hemlock
- FR3W-Wetlands of cedar & tamarack
- FR4-Most fire resistant, hardwoods
- FR4W-Wetlands of cedar & hemlock

0 0.5 1 2 Miles

**Priority Areas:**

1. Flooding - Boardman River area
2. Thunderstorms/High winds - Countywide
3. Extreme Winter Weather - Countywide
4. Wildfire - Countywide
5. Erosion & Ice Damage -Grand Traverse Bay/Countywide



Northwest Michigan  
Council of Governments

Path: M:\GIS\Projects\HazardMitigation\2014\_hazmitl\_maps

**Hazard Mitigation Planning Project  
Grand Traverse County - Northwest**

Appendix B

**Critical Facilities**

- Airport
- Bus Terminal
- Place of Worship
- Coast Guard
- Communication Facility
- Dam
- EMS
- Fire Station
- Government Office
- Hospital
- Industrial
- Law Enforcement
- Medical Office
- Mobile Home Park
- Post Office
- Resort/Recreation
- School/Library
- Sewage Treatment
- Utility
- Water Tower
- Water Treatment

- Roads
- Railroads
- Highways
- Rivers/Creeks
- Lakes/Ponds
- Political Boundaries
- Priority Areas
- Landslide Incident Areas
- Potential Flood Prone Areas

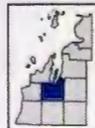
**Forest Type - by resistance**

- FR1-Most fire prone, jack pine
- FR2-Forests of white/red pine
- FR3-Forests of white pine & hemlock
- FR3W-Wetlands of cedar & tamarack
- FR4-Most fire resistant, hardwoods
- FR4W-Wetlands of cedar & hemlock

0 0.5 1 2 Miles

**Priority Areas:**

1. Flooding - Boardman River area
2. Thunderstorms/High winds - Countywide
3. Extreme Winter Weather - Countywide
4. Wildfire - Countywide
5. Erosion & Ice Damage -Grand Traverse Bay/Countywide

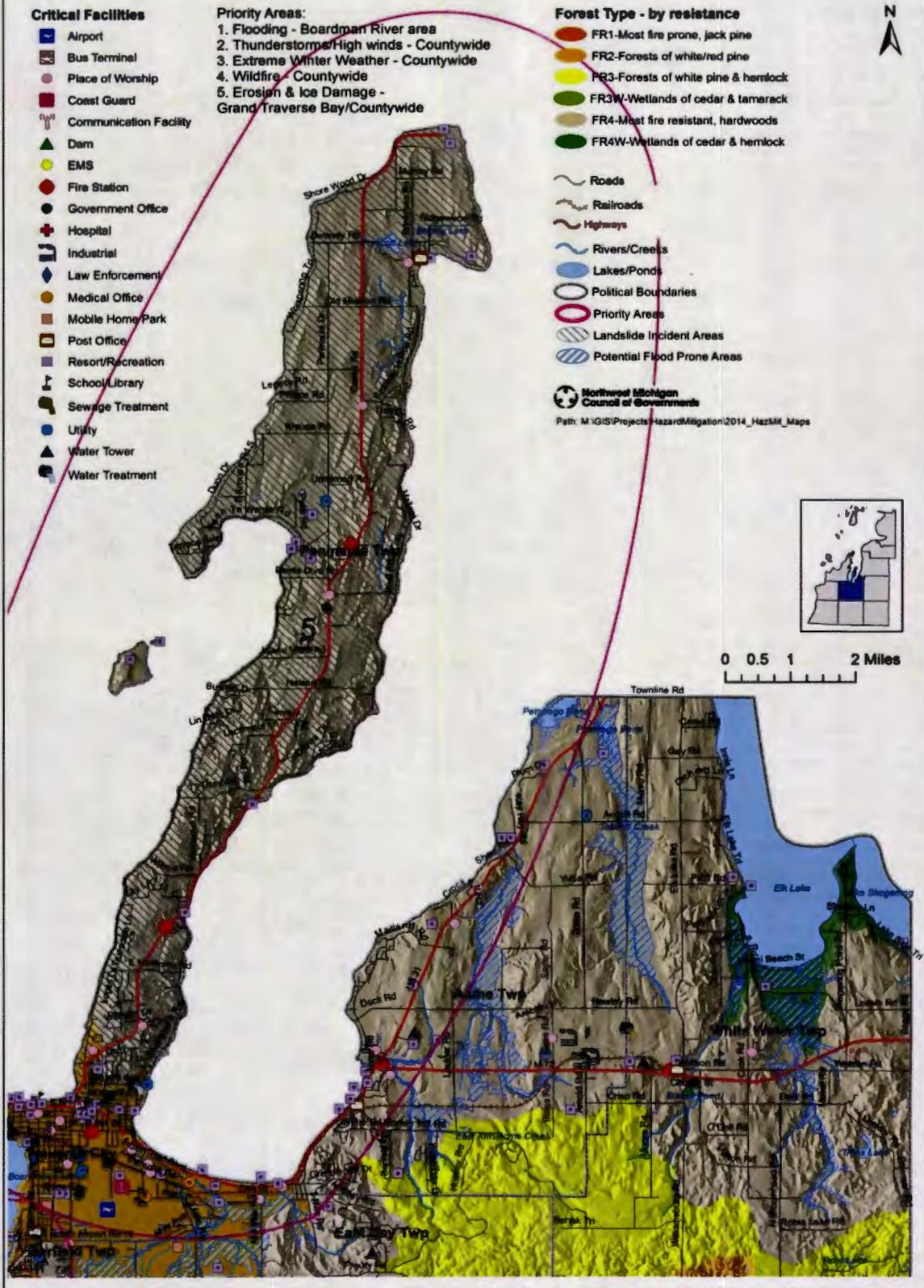


Northwest Michigan  
Council of Governments

Path: M:\GIS\Projects\HazardMitigation\2014\_hazmitl\_maps

**Hazard Mitigation Planning Project  
Grand Traverse County - Old Mission Peninsula**

Appendix B



**Hazard Mitigation Planning Project  
Grand Traverse County - South**

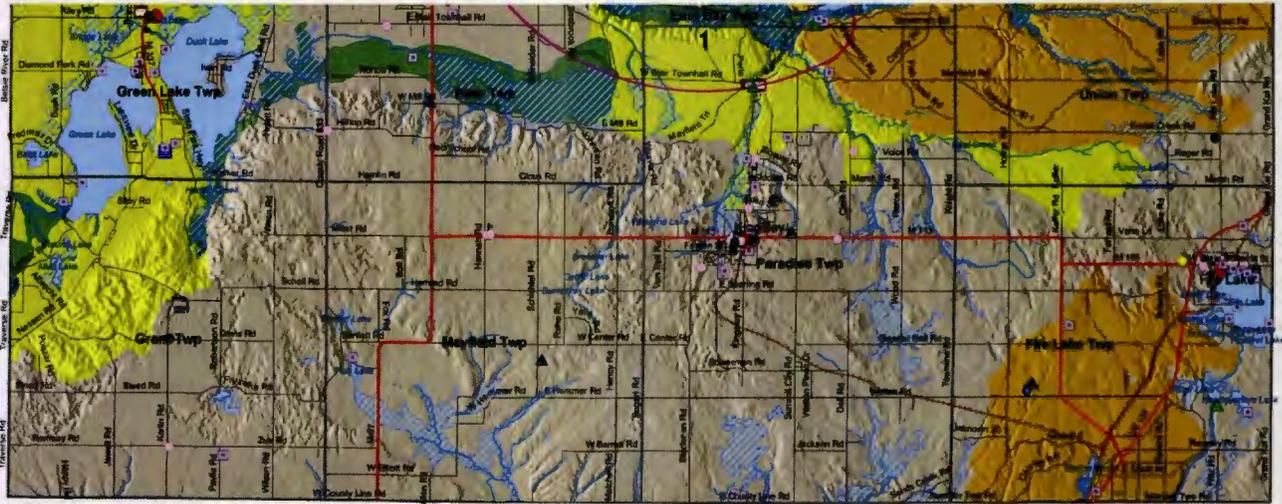
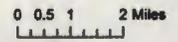


- Critical Facilities**
- Airport
  - Bus Terminal
  - Place of Worship
  - Coast Guard
  - Communication Facility
  - Dam
  - EMS
  - Fire Station
  - Government Office
  - Hospital
  - Industrial
  - Law Enforcement
  - Medical Office
  - Mobile Home Park
  - Post Office
  - Resort/Recreation
  - School/Library
  - Sewage Treatment
  - Utility
  - Water Tower
  - Water Treatment
- Roads**
- Roads
  - Railroads
  - Highways
  - Rivers/Creeks
  - Lakes/Ponds
  - Political Boundaries
  - Priority Areas
  - Landslide Incident Areas
  - Potential Flood Prone Areas

- Forest Type - by resistance**
- FR1-Most fire prone, jack pine
  - FR2-Forests of white/red pine
  - FR3-Forests of white pine & hemlock
  - FR3W-Wetlands of cedar & tamarack
  - FR4-Most fire resistant, hardwoods
  - FR4W-Wetlands of cedar & hemlock

- Priority Areas:**
1. Flooding - Boardman River area
  2. Thunderstorms/High winds - Countywide
  3. Extreme Winter Weather - Countywide
  4. Wildfire - Countywide
  5. Erosion & Ice Damage -Grand Traverse Bay/Countywide

Northwest Michigan Council of Governments  
 Path: M:\GIS\Projects\HazardMitigation\2014\_HazMit\_Maps

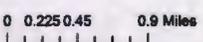


Appendix B

**Hazard Mitigation Planning Project  
Grand Traverse County - Traverse City**

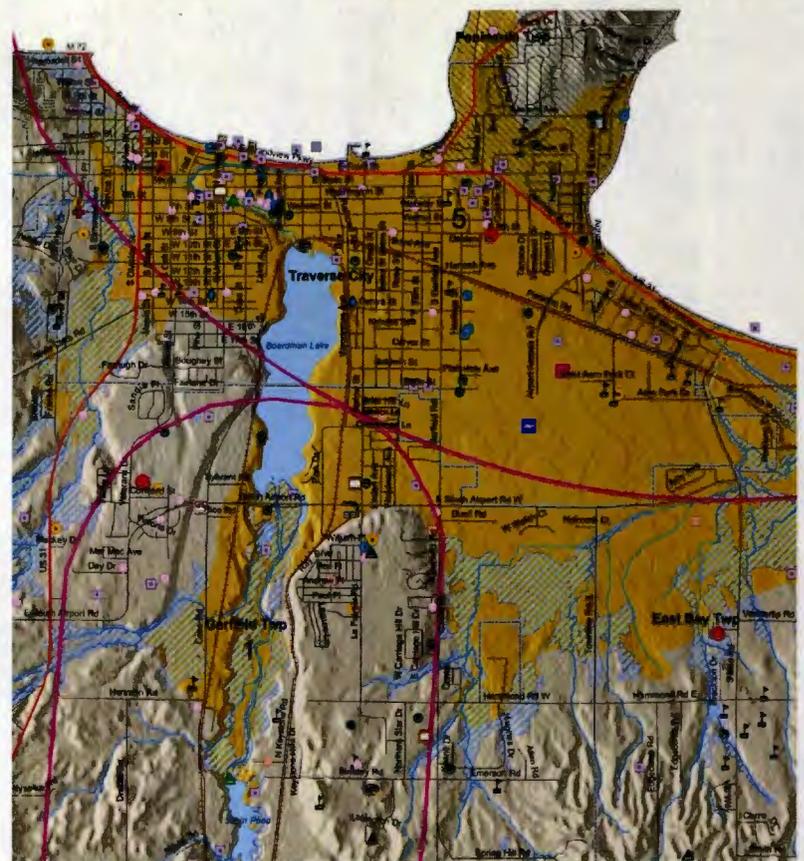
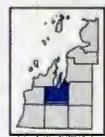
Appendix B

- Critical Facilities**
- Airport
  - Bus Terminal
  - Place of Worship
  - Coast Guard
  - Communication Facility
  - Dam
  - EMS
  - Fire Station
  - Government Office
  - Hospital
  - Industrial
  - Law Enforcement
  - Medical Office
  - Mobile Home Park
  - Post Office
  - Resort/Recreation
  - School/Library
  - Sewage Treatment
  - Utility
  - Water Tower
  - Water Treatment
- Roads**
- Roads
  - Railroads
  - Highways
  - Rivers/Creeks
  - Lakes/Ponds
  - Political Boundaries
  - Priority Areas
  - Landslide Incident Areas
  - Potential Flood Prone Areas
- Forest Type - by resistance**
- FR1-Most fire prone, jack pine
  - FR2-Forests of white/red pine
  - FR3-Forests of white pine & hemlock
  - FR3W-Wetlands of cedar & tamarack
  - FR4-Most fire resistant, hardwoods
  - FR4W-Wetlands of cedar & hemlock



- Priority Areas:**
1. Flooding - Boardman River area
  2. Thunderstorms/High winds - Countywide
  3. Extreme Winter Weather - Countywide
  4. Wildfire - Countywide
  5. Erosion & Ice Damage -Grand Traverse Bay/Countywide

Northwest Michigan Council of Governments  
 Path: M:\GIS\Projects\HazardMitigation\2014\_HazMit\_Maps



# Appendix C

## Population Density Map

Hazard Mitigation Planning Project  
Grand Traverse County

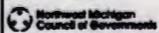
### Legend

	Roads		No People
	Highways		1 - 100
	Railroads		101 - 200
	Rivers/Creeks		201 - 300
	Political Boundaries		301 - 400
	Lakes/Ponds	>400 population density symbol" data-bbox="225 308 255 321"/>	>400

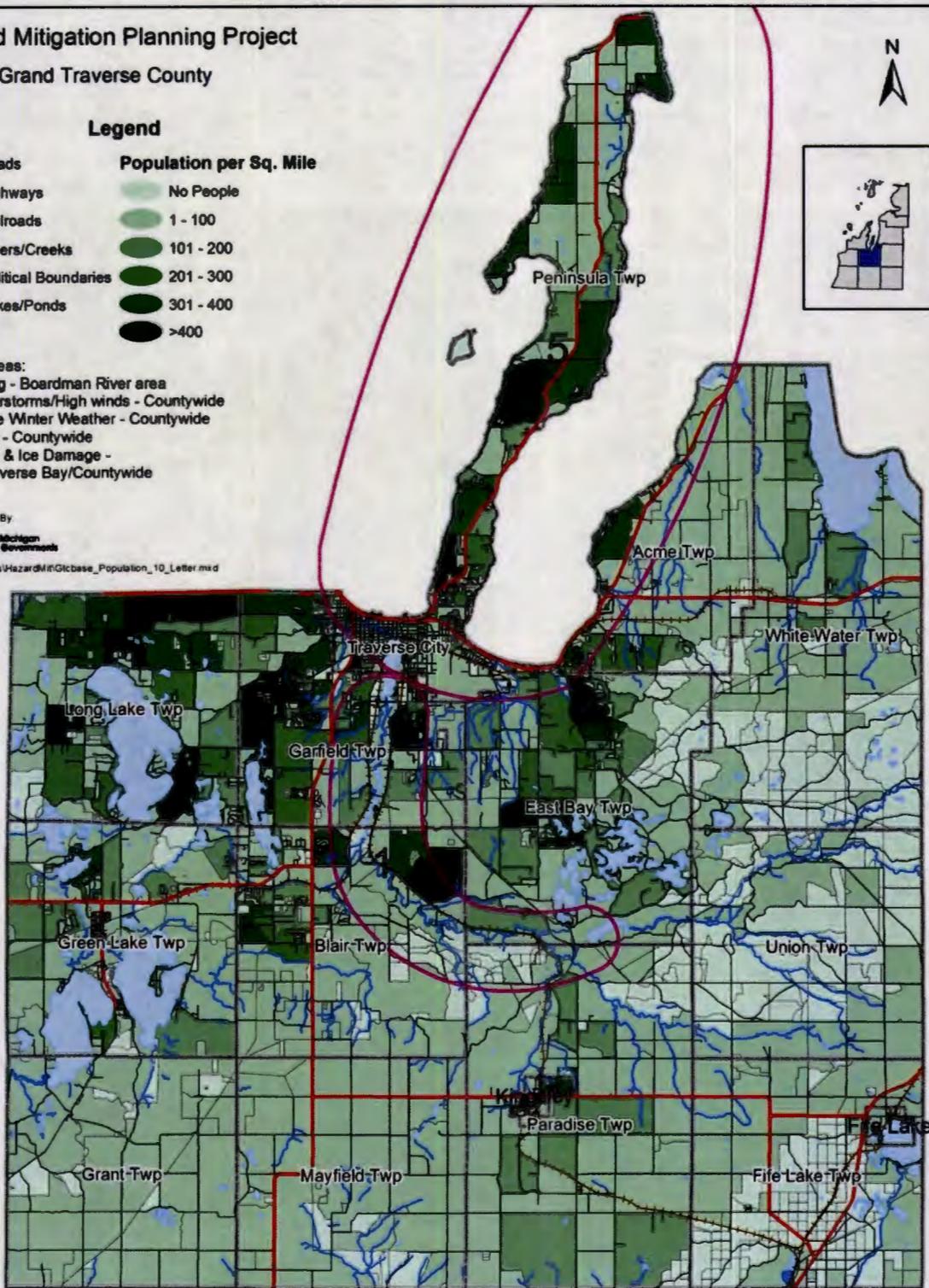
### Priority Areas:

1. Flooding - Boardman River area
2. Thunderstorms/High winds - Countywide
3. Extreme Winter Weather - Countywide
4. Wildfire - Countywide
5. Erosion & Ice Damage - Grand Traverse Bay/Countywide

Map Produced By:



M:\GIS\Projects\HazardMit\Gtcbase\_Population\_10\_Letter.mxd



Appendix C



**Appendix D**

**Risk Assessment Summary Table: GRAND TRAVERSE COUNTY**

HAZARD (Years of Record)	Number of Events	Probability**	Geographic Size Affected	Population Impacted	Specific Priority Area	Estimated Damage Known Costs
<b>Flooding (1986 – 2013)</b>	7	Frequent	<b>County Wide</b> Boardman River Communities	86,986 46,306	<b>1</b>	\$6,894,000 property damage
<b>Hail (1958 – 2014)</b>	26	Frequent	<b>County Wide</b>	86,986		.75 inch to 2 inch magnitude
<b>Shoreline Erosion</b>	No recorded major events	Rare	Traverse City, Peninsula, East Bay, and Acme Townships	35,145	<b>5</b>	
<b>Extreme Winter Weather (1993 – 2014)</b>	105	Frequent	<b>County Wide</b>	86,986	<b>3</b>	\$5,112,000 property damage and power outages \$15,000,000 crop damage (statewide)
<b>Severe Thunderstorm/High Winds/Lightning (1955 – 2014)</b>	54	Frequent	<b>County Wide</b>	86,986	<b>2</b>	\$477,500 property damage
<b>Tornadoes</b>	4	Rare	<b>County Wide</b>	86,986	<b>2</b>	\$775,000 property damage
<b>Wildfires (1981 – 2010)</b>	386	Occasional	<b>County Wide</b>	86,986	<b>4</b>	1300 acres

**\*\*Rare** - Hazard event is likely to occur less than once every 30 years.

**Occasional** - Hazard event is likely to occur less than once every 5 years, but more often than once every 30 years.

**Frequent** - Hazard event is likely to occur more than once every 5 years.

**Appendix E**

**Examples of Past Mitigation Projects**

<b>Flood Projects</b>	<b>Tornado/Wind Projects</b>	<b>Extreme Cold/Winter/Infrastructure Failure Projects</b>
Replace culvert with bridge	Modify roof ballast system on airport	Insulate municipal water tower
Install stormwater relief drain	Construct storm shelters in public buildings	Insulate city infrastructure
Upgrade road culvert	Construct storm shelters for homes, facilities	Insulate sanitary/storm sewer mains
Elevate floors of homes	Wind bracing for microwave/radio towers	Insulate water mains
Acquire of floodway properties	Construct mobile home park storm shelter	Bury utility lines
Create retention basin	Wind retrofitting for municipal buildings	Relocate sewer mains
Construct new dike	Wind bracing for school facilities	Reroute power lines under a river
Upgrade bridge over a creek (for greater stream flow)	Upgrade warning sirens**	Install plumbing devices to prevent sewer backup
Install sea wall	Install warning sirens**	Elevate and build casing for generator for EOC
Install rip rap to protect roadway	Purchase/Distribute NOAA radios**	Living snow fences for highways and roadways
Re-route various county drains	Severe weather monitoring systems**	
Purchase back-flow prevention valves	Implement long-term community outreach**	
Construct new drains for flood relief		
Flood study for home acquisition		
Flood study of community's flood risk	<b>Thunderstorm/Lightning Projects</b>	<b>Wildfire Projects</b>
Flood study for stream, roadways		
Elevate electrical equipment in basements	Lightning protection (grounding/phasing)	Vegetation management for roadways
Floodproof wastewater treatment plant	Purchase/Distribute NOAA radios**	Vegetation mgmt. for urban interface areas of city
Warning sensor for creek/river	Install weather alert monitors**	Vegetation mgmt. for homes in fire prone areas
Warning sensor for dam		Urban Interface Education Program**
Raise manholes above 100-Yr floodplain		
Expand storm sewer network for subdivision		
Excavate floodway channel bypass		
Establish permanent flood elevation benchmarks**		
Increase pump capacity for pump stations		
Remove abandoned dam		
Construct emergency floodway		
Install plumbing devices to prevent sewer backup		

\*\*Denotes Hazard Mitigation Grant Program State Discretionary projects (only 5-10% set aside of HMGP funding)

## **Appendix F**

### *Resources*

***Benchmarks 2014***, Northwest Michigan Council of Governments

***Confronting Climate Change in the Great Lakes Region, Michigan*** fact sheet, Union of Concerned Scientists and the Ecological Society of America, April 2003.

***Integrating Human-Caused Hazards Into Mitigation Planning, State and Local Mitigation Planning how-to guide***: Federal Emergency Management Agency, September 2002, FEMA 386-7 CD.

***Local Hazard Mitigation Planning Workbook***: EMD-PUB 207, February 2003, Emergency Management Division, Michigan Department of State Police.

***Michigan Hazard Analysis 2012***, EMD-PUB 103, July 2012, Emergency Management and Homeland, Security Division / Michigan Department of State Police

***National Oceanic and Atmospheric Administration: Weather/Climate Events, Information, Assessments; Climatology and Extreme Events; U.S. Storm Events Data Base; 1950-present, local storm reports, damage reports, etc. from various sources.*** [www.ncdc.noaa.gov](http://www.ncdc.noaa.gov)

***Northwest Michigan County Profiles 2010***, Northwest Michigan Council of Governments, November 2002.

Northwest Michigan Council of Governments Website Data, [nwm.org](http://nwm.org).

***Planning for a Disaster-Resistant Community: A One-Day Workshop for City and County Planners, Planning Officials, and Consultants***: American Planning Association Research Department, American Planning Association, 2002 in cooperation with the Federal Emergency Management Agency, Planning and Mitigation Branch (materials only).

***Platte River Watershed Management Plan***, Benzie County Conservation District, April 2002.

***State and Local Mitigation Planning how to guide: Understanding Your Risks, identifying hazards and estimating losses***: Federal Emergency Management Agency, August 2001, FEMA 386-2.



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: STREET BANNER PROGRAM – AGREEMENT RENEWAL

Attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi recommending the City Commission renew the agreement with Britten, Inc., for the street banner program.

As explained by Mr. Bacigalupi, to test the market, we sought proposals for this contract and received one proposal in response – from our long-term vendor, Britten, Inc. Mr. Bacigalupi nicely details the services provided under the agreement. This contract – and therefore program – is of no cost to the City; we receive \$10 for each banner installed by Britten.

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

**that the Mayor and City Clerk execute an amendment to the vendor agreement with Britten, Inc., (originally authorized May 17, 2010), for the street banner program as outlined in its proposal in response to the City's September 18, 2015, proposal deadline, as outlined in the September 29, 2015, communication from the Downtown Development Authority Executive Director, for a period of three-years with the option to renew for up to three, one-year terms, 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\banner program renewal 2015

copy: Rob Bacigalupi, Downtown Development Authority Executive Director



To: Martin Colburn, City Manager

From: Rob Bacigalupi, Executive Director

Re: Banner Program Agreement renewal

Date: September 29, 2015

The City of Traverse City has had a relationship with Britten Banners, Inc. since 2005 to administer banner requests per the City's Banner Policy. We recently went out for proposals to "test the market" and see if we might be missing a better opportunity. A bid/proposal opening was held on September 18, 2015 at which we received one response, from Britten Banners, Inc. The RFP asked for proposals to do the following:

1. Provide banner hardware to the City at no cost for approximately 290 poles,
2. Manage banners requests based on a new policy developed with the City,
3. Produce banners for those requesting them at a not-to-exceed price.

Britten Banners is proposing a not-to-exceed cost to banner purchasers of \$155 to produce the banners exclusive of any art/design fee if the purchaser chooses to use Britten for that service. This is up only \$5 from the price they have been charging customers since 2005. As before, Britten is offering to pay the City \$10 for every banner they install. This money goes into the City's banner fund, which is used for banner installations that are City-driven, or are to benefit City facilities. There is no cost to the City for this agreement. My recommendation is to renew the agreement with Britten Banners, Inc for another three years which can be renewed at the option of the City and vendor.



The City of Traverse City

## Communication to the City Commission

---

FOR THE CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: City Commission Ad Hoc Committee for Carnegie Building/City Assets:  
Commissioner Jeanine Easterday, Chair  
Commissioner Gary Howe  
Commissioner Ross Richardson

SUBJECT: CITY COMMISSION AD HOC COMMITTEE FOR CARNEGIE  
BUILDING/CITY ASSETS – FINAL REPORT

### ***Charge to Ad Hoc:***

The Carnegie Building Ad Hoc Committee was established on August 18, 2014 to address the future use of the Carnegie Building and make a recommendation to the City Commission; and further, to develop a process for property disposal that may be applied to other City-owned properties. A related task is to assess and recommend the future use/disposition of the Con Foster collection.

### ***Accomplishments:***

#### ***Carnegie Building***

- Recommended Lease Agreements to City Commission:
  - a. Crooked Tree Arts Council (Adopted by City Commission 03-02-15)
  - b. History Center of Traverse City (Adopted by City Commission 03-16-15)
  - c. Grand Traverse Rock & Mineral Club (Adopted by City Commission 03-02-15)
- Recommended Carnegie Building Room Use Policy and Fee Schedule for Use of the Building (Adopted by City Commission 07-06-2015)

#### ***Process for Property Use and Disposal***

- Recommended Policy for Inventory, Use and Disposition of City-Owned Property to

City Commission (Will send to City Commission for consideration at its 10-05-15 Regular Meeting)

***Con Foster Collection***

- Native American Collection: ensured the City's compliance with the requirements of the Native American Graves Protection and Repatriation Act (NAGPRA) through a consultant agreement with Jan Bernstein and Associates. (Approved by City Commission on 05-18-2015)

***Next Steps:***

***Carnegie Building***

- Deep clean and repair as needed to prepare the rooms remaining under City control for community use in accordance with the City Commission Policy for Use of the Carnegie Building. (Suggested staff responsibility)

***Con Foster Collection***

- Follow through with NAGPRA compliance and pursue potential cooperative ventures with key Native American Tribes. (Suggested staff responsibility)

If the City Commission concurs with the recommendation of the Ad Hoc Committee with regard to the proposed Policy for Inventory, Use and Disposition of City-Owned Property, then the Ad Hoc Committee's charge will be completed, and the Committee may be dissolved.

We recommend the following motion:

**That the Policy for Inventory, Use and Disposal of City-Owned Property be adopted.**

If the City Commission wishes to re-establish the ad hoc committee for it to conduct additional work, the following motion would be appropriate:

**That the City Commission Carnegie Building/City Assets Ad Hoc Committee be re-established (originally established August 18, 2014, and re-established February 17, 2015), to make a recommendation regarding a policy for the disposition of City assets; and that Commissioners Easterday, Richardson and Howe be reappointed to such committee, with Commissioner Easterday to serve as Chair.**

k:\tcclerk\city commission\policies\inventory use and disposal of city property

# POLICY FOR INVENTORY, USE, AND DISPOSAL OF CITY-OWNED PROPERTY

08/11/2015

## **I. MISSION:**

City-owned real property should be necessary for the functioning of City Government, in that it enables that government to serve the collective needs of the public. If City-owned property is not necessary for the functioning of City Government, it should serve a public purpose.

## **II. INTENT AND PURPOSE:**

- To coordinate asset management across multiple citywide uses that sustainably meets the needs of the community.
- To implement long term needs and recommendations of approved Planning documents (Master Plan, Bayfront Plan, Corridor Plan, Parks & Recreation Plan, etc.)
- To provide a consistent approach and decision making process for the City's management of its assets.

## **III. HIERARCHY OF USES OF CITY PROPERTY:**

The best possible use for surplus or under-utilized city-owned property is achieved by evaluating options for their economic, social, and environmental public benefit. This is achieved by evaluating against a prioritization of needs that fall within the overarching responsibility of protecting and improving "public health, safety, and welfare".

1. Necessary for the functioning of City Government, such as:
  - a) Emergency Services and Public Safety use – police, fire, medical response
  - b) General government use – Operations (City Clerk, City Treasurer, etc.), meeting rooms, areas reserved for necessary direct public interaction
  - c) General government use – Public Infrastructure (water, sewer, storm, streets, etc.)
  - d) General governmental use - Public Services (workshops, garages, warehouses, storage yards, etc.)
2. Property that serves a public purpose (administered by government), such as:
  - a) Transportation facilities – streets, sidewalks, trails
  - b) Parks/Recreational facilities
  - c) Parking facilities
  - d) Historic and cultural sites & facilities
  - e) Environmentally sensitive areas (steep slopes, riverbanks, wetlands, coastline)

3. Property that serves a public purpose or goal (administered by others – usually a non-profit organization), such as:

- a) Historic and cultural sites & facilities
- b) Recreational programming
- c) Property Repurposed by others
- d) Facilities serving basic human needs

4. Property that could serve a non-public purpose, such as:

- a) Property available for redevelopment that could serve a public goal
- b) Property available for redevelopment that could be sold for private use

#### **IV. GOALS FOR PROPERTY DEEMED SURPLUS OR EXPENDABLE:**

**Any property deemed surplus shall be offered for disposal (sale, lease, or other arrangement) for fair value utilizing the public bid process.**

1. If city-owned property is deemed surplus, the first choice for disposal should serve a public purpose, such as

- Other governmental unit purposes (i.e., County, Townships), an affordable housing program, or use by a non-profit for a public or quasi-public purpose.

2. If a public purpose is not feasible or suitable for a subject property, then the property should be sold for a market use. In the instance of a sale, proceeds of the sale shall be designated by the City Commission for a specific purpose.

Consideration of property transfer would be after a thorough vetting and administrative analysis of the City's needs for the property. If no such need (current or future) exists, then a disposition scenario should be activated.

#### **V. PORTFOLIO PLAN:**

A Portfolio Plan shall be maintained for all City-owned property. Each portfolio shall include the following information.

1. **Classification**-Each property shall be classified as

- a) Governmental: Necessary for the function of City government or to meet City Charter requirements (for example: fire, administrative offices, parkland, service yards)
- b) Public Purpose- Administered by City: Used to provide service directly to the public (for example: Carnegie Building, Parks, Marina).
- c) Public Purpose- Administered by Others: Used to provide service directly to the public and/or would otherwise require investment of City resources (for example: Senior Center, Clinch Park Concessions, Hickory Hills Concessions, Opera House, Bijou).

d) Investment: Purchased as part of strategic or master plan for future development (for example: trail, park, right of way).

e) Surplus: Properties no longer in use for their originally intended purpose that are vacant or have been declared surplus.

2. **Condition**-Scaled as follows:

- Excellent – in “like new” condition and/or high quality materials used
- Good – no remedial work is required
- Average – system is aging, but building services are functional and no remedial work is required
- Fair – system is aging and/or minor remedial work is required
- Poor – replacement or major remedial work is required

The most recent real estate appraisal of the property will be included, if available.

3. **Status**-Additional detail pertinent to any use of the property. This should include

- a) Current zoning and property type
- b) Lease status
- c) Leasehold conditions and/or deed restrictions, park land, charter restrictions or other policy restrictions
- d) Details of any financial arrangements such as funding/construction agreements, management agreements, etc.
- e) Details of any known environmental conditions/concerns, such as wetlands, environmental contamination, sensitive shoreline, protected habitat, etc.
- f) Details of any known historical significance

4. **Public/Private Partnership**-this includes properties that may be physically and/or financially difficult to (re)develop, but that have been identified as important for overall community improvement. A public/private partnership may provide additional financial resources and/or alternatives for (re)development.

5. **Not-for-Profit Plan**-This includes any properties leased to a non-profit. This should include

- a. Value of property and type of contract (lease, management agreement)
- b. Any services provided by the City as part of the lease agreement (Maintenance, parking patrol, utilities)
- c. Summary of business case for each agreement

## APPENDIX A

### ADMINISTRATIVE GUIDELINES:

When a request for proposal is received or inquiry made, the interested party shall be directed to the City Manager. The City Manager will utilize the Portfolio Plan to refer the inquiry as appropriate.

The status of the property shall direct next steps in the process. The applicant will also be made aware of the potential steps in the process that should be addressed in the proposal. This may or may not include items such as zoning/ordinance requirements, financial statements, bidding process, and contract requirements (bonds, insurance, professional services required for engineer, architect, Contractor).

Based on portfolio plan the following questions will be addressed

#### Need-

- Does the program address a substantiated community need?
- Does the program have the potential to provide community benefit?
- Does the program address an unmet community need?
- Are similar services currently provided?

#### Community Support/Partners-

- Does the program have the support of actual/potential community partners?

#### Organizational Documents-

- Does the program meet City Charter requirements?
- Will the program advance the City's Master Plan? Related planning documents?
- Does the program meet the City's mission, vision, strategic plan?

#### Organizational Capacity-

- Does the City have the human and material resources to deliver the program?
- How will the program affect the City's financial position?
- If pursued, how will other activities or priorities be affected?

All submitted proposals shall be fully vetted by the appropriate City Committee or City Staff before any presentation to the City Commission. This information will be provided the Commission at the time of the presentation. Additional consideration that may be addressed in deliberations by the Committee/Commission should include

What is the best public benefit this property can provide our citizens?

Does the proposed use

- Are there competing public benefits?
- Provide public access?
- Leverage public and/or private funding?
- Provide quantifiable economic impact? Public benefit?
- Provide a financially stable model?
- <sup>1</sup>Require additional public funding or subsidy?

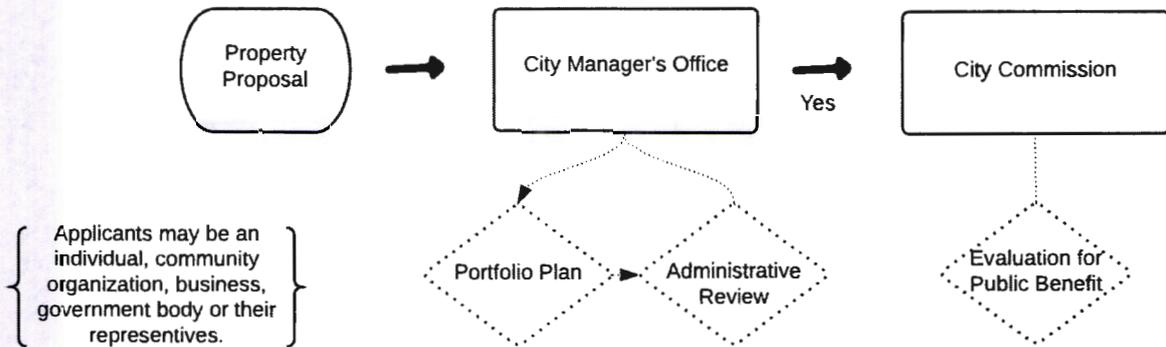
---

<sup>1</sup> See also City Commission Policies: Infrastructure Strategy Policy and Park Protection Policy

---

## APPENDIX B

### Process for Disposition of City Assets (Land)





The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: LOCAL OFFICERS COMPENSATION COMMISSION:  
WARREN M. CALL, COMMISSIONER

SUBJECT: 2015 REPORT OF THE LOCAL OFFICERS COMPENSATION  
COMMISSION

The Local Officers Compensation Commission (LOCC) met on July 17, 2015, and September 14, 2015. The LOCC is required to meet every odd year to establish the compensation for the City Commission and make a recommendation regarding the Tax Board of Review.

The members are:

Peg Siciliano, Chair  
Ben Munger, Vice Chair  
Warren Call  
(There are two vacancies)

The LOCC is officially considered to have filed its determination with City Clerk Benjamin Marentette at the October 5, 2015, Regular City Commission meeting; and therefore, the 2015 and 2016 City Commission compensation established by the LOCC will go into effect November 4, 2015, unless five City Commissioners vote to reject the compensation.

The City Clerk, at the request of the LOCC, obtained the compensation provided to elected board members of the area jurisdictions as well as comparable cities (comparable cities were established using full-time population, daytime population, micropolitan/regional population, area population, City SEV, area SEV, density/mile<sup>2</sup>). ***For comparable cities, the average compensation is \$7,841.67 for Mayor, and \$5,480.33 for City Commissioner.*** Please keep in mind this average does not include per diem payments, if any, or insurance benefits, if any. The City Commission receives no per diem payments nor does it receive any fringe benefits, including health insurance.

***For the area municipalities, the average compensation for a board member is \$6,048.00.***

The following table illustrates the current rate and compensation increase for 2015 and 2016:

Office	Current Rate	2015 compensation/increase	2016 compensation/increase	Average for comparable cities	Average for area municipalities
Mayor	\$6,020.83	\$6,773.43 / \$752.60	\$7,526.04 / \$752.60	\$7,817.60	n/a
Mayor Pro Tempore	\$4,817.09	\$5,419.23 / \$602.14	\$6,021.36 / \$602.14	No separate comp established for Mayor Pro Tempore	n/a
City Commissioner	\$4,334.74	\$4,876.58 / \$541.84	\$5,418.43 / \$541.84	\$5,480.33	\$6,048

We discussed that the City government in Traverse City is especially unique when compared to similarly-situated or comparable cities – Traverse City has an extraordinarily high level of activity and complexity in comparison. We expect our elected leaders to be accessible to a tremendously-engaged residential, business and media constituency. We expect them to be visionary. Having said that, we recognized that while Traverse City is above average, the compensation we have established for the City Commission in 2015 and 2016, while a significant increase in terms of percentage, is not significant in terms of dollar amount. The compensation is below the average for the comparable cities as well as the area municipalities. Lastly, the LOCC cannot determine compensation for the City Commission beyond 2016 – however, we have gone on record to recommend that future LOCC’s consider making an annual adjustment beyond this new compensation level based upon inflation.

This report is considered filed with the City Clerk the date it officially appears before the City Commission; and therefore, the compensation will go into effect November 4, 2015, unless five City Commissioners vote to reject the compensation.

City Clerk Benjamin Marentette has recommended – and we agree – that the City

Commission should consider this compensation not from the standpoint of it being compensation for you – but rather that this compensation is being established for the health of the City Commission in removing barriers to service while not making it the reason for service. Please look at this from that perspective. If the compensation is rejected, then the existing compensation remains in effect. Please see that attached Statement of Intent for City Commission compensation which was adopted by the LOCC at our September 14, 2015, meeting. *Again, no action is necessary unless you wish to reject the compensation adjustment.*

With respect to the Board of Tax Review, it is the sole City board that is compensated. It is compensated because of the multiple days of meetings in a row it is required to have, thus taking someone away from their job – meaning lost compensation from their regular employment or required vacation time because of the intense meeting schedule.

The Board of Tax Review has not had a compensation adjustment since 2009. Therefore, we recommend an increase in the per diem rate each year since 2010, using the State of Michigan’s multiplier for the rate of inflation. We recommend the following compensation for the Board of Tax Review:

Year	CPI Increase	Current Rate	Recommended per meeting day rate
2015	\$ 9.61	\$232.64	\$242.25
2016	CPI		

For 2016, we recommend that the compensation be increased above the 2015 rate by the State of Michigan’s multiplier for the rate of inflation, which, of course, is to be determined. We recommend the following motion:

**that the compensation for the Board of Review be increased to \$242.25 per meeting day for 2015, and be increased by the State of Michigan’s multiplier for the rate of inflation, as recommended by the Local Officers Compensation Commission, to be filed with the City Clerk by the City Assessor.**

:BCM

Original to: City Clerk Benjamin Marentette  
Copy to: Local Officers Compensation Commission  
City Assessor Polly Cairns

K:\tcclerk\city commission\compensation locc 2015

**Statement of Intent for City Commission compensation  
Adopted by the Local Officers Compensation Commission on September  
14, 2015.**

Framework

Service as a member of the Traverse City, City Commission is primarily a contribution to the enhancement of the community. Commissioners extend countless hours to the process both publically and privately.

The terminology used to describe any financial payment is important as it carries information about its intent. Many governmental groups receive a financial payment. The primary terms used to describe those payments are "salary" and/or "expenses". It is the belief of the Traverse City Local Officers Compensation Commission that neither term applies in the present circumstances.

A salary is normally based on actual work or responsibility and normally is intended to cover the total effort involved. We believe that in the current situation the work of a City Commissioner is not a primary job and that attempting to establish a salary level would not only be difficult but contrary to the focus and intent of the position.

Expenses are normally paid for the actual out-of-pocket costs for each individual in a given situation. Paying actual expenses immediately involves multiple and complex definitions for different categories of expenses. It also demands potentially complex individual tracking and financial oversight.

Some groups have addressed this by using a per diem system. This system could include challenges such as lack of organizational control, competition among individuals and difficulties with definitions of appropriate applications.

For the above and other reasons the Traverse City Compensation Commission has chosen the term "compensation" to reflect the a financial philosophy that we believe reflects the appropriate relationship between members of the City Commission and the community.

Statement

The purpose of compensation for members of the Traverse City, City Commission is to provide a respectful acknowledgement of the costs involved in providing the invaluable voluntary contributions made by individual commissioners.

Methodology and Recommended Compensation Plan

That the compensation to the City Commission for the City Commission be increased by 12.5%, non-compounded, over the 2009 rate, for years 2015 and

2016 and that the Traverse City Compensation Commission recommends to future Compensation Commissions that they adjust City Commission compensation in subsequent years by CPI.

As the appointed City Clerk for the City of Traverse City, counties of Grand Traverse and Leelanau, Michigan, I certify that this statement of intent was adopted by the Local Officers Compensation Commission at its meeting of September 14, 2015, by a vote of 3-0, with the following Local Officers Compensation Commission voting in favor: Warren Call, Ben Munger, Peg Siciliano.



---

Benjamin Marentette, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: PROFESSIONAL LEGAL AND INVESTIGATIVE SERVICES –  
PERSONNEL MATTER REGARDING JERED OTTENWESS  
INCIDENT

As you are aware, I have engaged the services of an independent, third-party to review the actions of personnel regarding the incident involving former City Manager Jered Ottenwess.

The review, counsel and report provided by Michael R. Kluck & Associates will assist me as I determine action to take as a result of this matter. The invoice for services is \$8,686.90, which is in excess of my \$7,000 spending authority.

I engaged the services of Michael R. Kluck & Associates, a labor law firm with whom I have experience and confidence. I note that competitive bids are not required for professional services such as the services provided in connection with this matter.

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

**that the City Manager be authorized to approve payment to Michael R. Kluck & Associates in the amount of \$8,686.90 for professional legal and investigative services in connection with a personnel matter regarding the incident involving former City Manager Jered Ottenwess, with funds to come from the City Manager's Budget.**

MC/bcm



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 5, 2015

DATE: OCTOBER 1, 2015

FROM: <sup>*MC*</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: BOARD OF ZONING APPEALS – APPOINTMENT

Attached is a memo from Deputy City Clerk Katelyn Zeits regarding one available unexpired term on the Board of Zoning Appeals. The ad hoc interview committee consisting of Commissioner Easterday; Chair, Mayor Pro Tem Budros, and Commissioner Richardson have interviewed all interested applicants and have made a recommendation. This is a City Commission appointment.

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

**that the resignation of Jennifer Jones be accepted and that Lou Colombo (seat previously held by Jennifer Jones) be appointed to one unexpired term expiring June 30, 2017, on the Board of Zoning Appeals.**

MC/kez

K:\tcclerk\city commission\appointments\BZA\_20151005.doc

copy: David Weston, Zoning Administrator

---

# Memorandum

The City of Traverse City



---

To: Marty Colburn, City Manager  
Copy: Benjamin Marentette, City Clerk  
From: Katelyn Zeits, Deputy City Clerk *KZ*  
Date: October 1, 2015  
Subject: Board of Zoning Appeals – Appointment

There is one available unexpired term on the Board of Zoning Appeals, seat previously held by Jennifer Jones. At its August 3, 2015 meeting, the City Commission appointed an ad hoc interview committee consisting of Commissioner Easterday, Chair; Mayor Pro Tem Budros, and Commissioner Richardson to conduct interviews with interested applicants.

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

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

The Committee by consensus would like to recommend Lou Colombo to be appointed to the Board of Zoning Appeals.

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

Thank you!

## Board of Zoning Appeals

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jeff Cockfield (Chairperson) 1621 Comanche St, TC, 49686 218-4986 (Cell)	12/16/02	06/30/16
Kathryn Henning-Callison 421 E. State St, Apt. 6, TC, 49686 409-5252 (Cell) <a href="mailto:khalbert.tc@gmail.com">khalbert.tc@gmail.com</a>	06/20/11 (Eff. 06/30/11)	06/30/17
Jennifer Jones 215 E. 11th St, TC, 49684 631-4348 (Res) 922-5651 (Bus) <a href="mailto:jennifer.jones@huntington.com">jennifer.jones@huntington.com</a>	11/01/10 (10/19/09 as an alternate member)	<del>06/30/17</del> 06/30/17
<b>- No Longer Eligible to Serve on this Board</b>		
Douglas Donaldson 326 W. Seventh St, TC, 49684 929-9617 (Res) 256-9872 (Bus) <a href="mailto:ddonaldsonlaw@gmail.com">ddonaldsonlaw@gmail.com</a>	10/01/12 (02/19/08 as an alternate member)	06/30/17
Christopher Carol 917 Walnut St, TC, 49686 810-845-2359 (Cell) <a href="mailto:clawrencecarol@gmail.com">clawrencecarol@gmail.com</a>	05/04/15 (Eff. 6/30/15)	06/30/18
Margaret Szajner 647 W. Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) <a href="mailto:keendanlex@gmail.com">keendanlex@gmail.com</a>	01/03/11	06/30/18
Quinn Raftery 515 Monroe St, TC, 49684 649-7998 (Cell) <a href="mailto:quinnraftery@gmail.com">quinnraftery@gmail.com</a>	06/17/13 (Eff. 06/30/13)	06/30/16
Matt Hanley 515 W. 9th St, TC, 49684 218-3346 (Res) 929-0500 (Bus) <a href="mailto:mhanley@ddc-law.com">mhanley@ddc-law.com</a>	03/17/14 (08/05/13 as an alternate member)	06/30/18
Jody Bergman (Planning Commission Rep)	01/07/14	06/30/16

110 Boughey St, TC, 49684  
947-6464 (Res)  
[jbergman@comstockconstruction.com](mailto:jbergman@comstockconstruction.com)

Brad Matson (Alternate Member) 415 E. Front St, TC, 49686 342-8389 (Cell) <a href="mailto:bcmatson@gmail.com">bcmatson@gmail.com</a>	04/21/14	06/30/18
---	----------	----------

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

Dave Weston (Zoning Administrator) - staff

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

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

(Policy on Appointments and Committees)

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

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

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

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

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

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



# City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: City Planning  
/ Board of Zoning Appeals

(Please limit to three boards/committees)

Name: Bradley Matson E-Mail Address: bcmatson@gmail.com

Address: 309 E 8th St. Traverse City MI 49684  
(Street) (City) (State) (Zip)

Occupation: Web Developer (if retired, please provide your career)

Home telephone number: (231) 342 8389 Work telephone number: ( ) same

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

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

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

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

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

Signature

3/19/13  
Date

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

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

## **Board of Zoning Appeals Application Letter**

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

I'd love to see Traverse City become a sustainable example of livability, natural beauty, and forward thinking. This is the type of place I would want my children to grow up in and I think we each play a part in affecting the future of TC. In the short-term this means becoming an educated citizen on the many issues facing our community and also leading the community to discover forward thinking ideas that will benefit TC in the years to come.

### **How do you believe your appointment would benefit the city?**

As a 29 year old raised in Traverse City, I believe that I would bring a unique perspective to the committee and help provide insight into the young professional perspective of the City. I believe that it is in TC's best interest to make the town attractive to young professionals and creative talent that may want to move to here.

### **Any other helpful information relevant to your application.**

I grew up in Traverse City and attended Hope College in Holland, MI. In 2009, I met my wife, Kirsten, at the TCFF. Soon after, we moved to Tucson, AZ to work for a tech company. Upon returning to town in 2012, we founded CoWharf Coworking space on Front St. and have been involved in making Traverse City more livable for young professionals and creative talent with the newly founded ThinkTC group. My wife and I live on the corner of Cass and 10th St.

RECEIVED

SEP 10 2015



**City of Traverse City  
Application to Become Involved**

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

Board/Committee you are interested in serving (indicate up to three): \_\_\_\_\_

BOARD OF ZONING APPRAISALS

Name: LOU COLOMBO

Address: 1111 LAKE RIDGE DR. #305 TRAVERSE CITY MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: LE COLOMBO @ YAHOO - COM

Preferred Phone No.: 734-223-4587 Additional Phone No.: 929-2036

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

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

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

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

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

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

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

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

Louis E. Colombo  
Signature

9-10-2015  
Date

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

Louis E Colombo

Why: Opportunity to serve the City

How: Ability to listen to all points of view, analyze the facts, and reach a logical conclusion in a timely manner.

Involvement: Member of the Board of Lake Ridge Condominiums.

West Boardman Lake Trail: led the effort to persuade the City to abandon the existing City easement on the lake shore and convinced the Lake Ridge residents to grant a new upland easement to the City

Education: High school: DeLaSalle Collegiate

University: Michigan Technological University, Bachelors Degree in Engineering

University of Detroit, Masters Degree in Economics

Work: Ford Motor Company, Executive Engineer

**From:** Jennifer Jones  
**Sent:** Tuesday, April 14, 2015 1:21 PM  
**To:** Dave Weston ([dweston@traversecitymi.gov](mailto:dweston@traversecitymi.gov))  
**Subject:** Tonight

Hi Dave,

I have some bad news for you...and maybe some worse news.

I won't be there tonight because we are in the middle of moving! The worse news is that I am now a resident of Williamsburg and probably have to relinquish my seat on the board ☹??? I am still a property owner in TC (income property) but that is going on the market in May. Thoughts?

JJ

**Jennifer Jones, JD**  
VP, Region Manager I

The Huntington Trust  
Phone: **231.922.5651**  
Mobile: **231.631.4348**  
Fax: **877.232.9615**

**Huntington National Bank**  
1227 E. Front Street, Box 1350

Traverse City, MI 49685-1350  
[huntington.com](http://huntington.com)

19/5 ce refm

**MINUTES**

**ACT 345 RETIREMENT SYSTEM**

DATE: July 29, 2015  
 LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684  
 TIME: 12:00 Noon.  
 PRESENT: W. Twietmeyer, J. Bussell, J. Jenkins, W. Kuhn (12:32)  
 ABSENT: C. Rueckert  
 GUESTS: B. Hubbard  
 STAFF: B. Postma

W. Twietmeyer called the regular meeting to order at 12:13 pm.

Moved by J. Jenkins, seconded by J. Bussell that the minutes of the June 24, 2015 regular meeting be approved.

**Motion approved 3-0.**

Warrant No. 591 in the amount of \$191,806.82 for Retirees Benefits for August 2015 was approved and signed by J. Jenkins and J. Bussell..

Moved by J. Jenkins, seconded by J. Bussell that the Board directs the Board Secretary to communicate to Gabriel, Roeder, Smith & Company an interest in extending the actuarial services for up to two additional years at their current pricing.

**Motion approved 3-0.**

Moved by J. Jenkins, seconded by J. Bussell to authorize the expenditure of \$550 for registration for up to two Board members to attend the MAPERS Conference at Acme, Michigan on September 26-29, 2015.

**Motion approved 3-0.**

J. Jenkins departed the meeting at 12:37 pm.

Bob Hubbard of Gray & Company gave a report on the investment performance analysis of the money managers for the period ending June 30, 2015. Also included was a flash report of market value as of July 24, 2015. The Board asked various questions.

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

**Motion approved 3-0.**

Meeting adjourned at 12:44 pm

*William E. Twietmeyer*  
 William E. Twietmeyer  
 Secretary/Treasurer

## **CITY OF TRAVERSE CITY**

### **Minutes**

#### **Traverse City Arts Commission**

**August 21, 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 3:10 p.m.

The following were present, constituting a quorum: Mary Gillett, Janice Warren, Rick Korndorfer, Christie Minervini, and Metta Lansdale.

Also present: Stevie Murray and Brian Haas.

The following were absent: John Gessner, Deb Lake, and Mayor Michael Estes

Various announcements were given.

1. First item being, "Consideration of approving minutes from the Regular Meeting of July 24, 2015."

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

AIF/MC

2. Next item being, "Update & final copy review of the revised draft of the Arts Commission Master Plan."

It was moved by Warren, seconded by Korndorfer, to approve the revised draft of the Arts Commission Master Plan as given, and to send the Master Plan to the graphic designer and photographer for their use in completion of the document.

AIF/MC

3. Next item being, "Timeline for Master Plan input and public communication process."

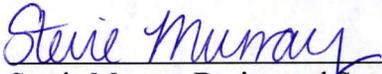
General discussion took place to determine how many public input sessions should take place, what locations should be used for such sessions, and what focus groups should the finalized Master Plan be sent to for further input.

4. Next item being "Public Comment."

Arts Commission Minutes  
None.

August 21, 2015

There being no objection, Chair Mary Gillett declared the meeting adjourned at 3:50 p.m.

  
\_\_\_\_\_  
Stevie Murray, Designated Secretary

Next meeting: September 16, 2015 at 3:00 p.m. in the 2<sup>nd</sup> Floor Committee Room.

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



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, August 20, 2015 at 5:30pm  
Peninsula Community Library  
2699 Island View Rd., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Gillman at 5:30pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary) Jones (Trustee), and Kachadurian (Trustee, arrived at 5:34pm). Streit (Treasurer) and Payne (Trustee) were absent. Also present were Zeits (Counsel), Parsons (Director), Wiliford, Bennett, and Carpenter (Staff).

2. **Approval of agenda**

It was MOVED by Marek, SUPPORTED by Jones, to approve the agenda as presented. Motion CARRIED.

3. **Approval of minutes**

It was MOVED by Jones, SUPPORTED by Marek, to approve the regular board meeting minutes of June 18, 2015 as distributed. Motion CARRIED.

4. **Public Comment**

Gillman opened the floor for public comment. Nikki Sobkowski, Peninsula Community Library (PCL) Board Treasurer, welcomed the TADL Board of Trustees on behalf of the PCL Board of Trustees and PCL Director, Vicki Shurly.

5. **Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following highlights::

- Participation in the Summer Reading Club (SRC) finale party was up over last year, with close to 400 attendees. Everyone appeared to be enjoying the festivities and staff is seeing many SRC T-shirts being worn by patrons. The T-shirts were funded by the TADL Friends.
- The new shelving configuration has been completed in the Youth Services Department at Woodmere. Many staff helped move shelves and shift books. New furniture pieces will be delivered by the first part of October and placed in the department. Parsons invited everyone to stop in and look at the changes that have created a new feel to the department.

b. *Financial Report*

Parsons confirmed both of her written revenue and expense reports for June and added the following highlights to her July 2015 revenue and expense reports:

- Revenue – Revenues are \$36K more than budgeted, \$16K of the overage coming from Grand Traverse County penal fines and \$800 from Leelanau County. All State Aid for 2015 has been received. Revenues are doing well at this point in the year.

- Expenses – Expenses are higher than 2014 at this time due to July having 3 pay periods, however all is in line for the year. Utilities are down, but the weather to date has not been as severe as it was in 2014 which increases utility costs. Repair and Maintenance is higher this year due to expected costs for parking lot sealing and striping and for carpet cleaning.

c. *Member Library Reports*

Written reports from Julie Kintner, Director of Fife Lake Public Library (FLPL), Renee Kelchak, Director of Interlochen Public Library, and Vicki Shurly, Director of Peninsula Community Library, were included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Marek reported that the committee had met and discussed the roof maintenance project, item 7b, later on the agenda.
- Finance Committee – Kachadurian reported that the committee had met and discussed the unfunded pension liability. The board briefly discussed four possible solutions that were presented from Counsel, Gabe Marinaro to the committee members: 1) termination of the pension; 2) a hard freeze; 3) a soft freeze; and 4) do nothing, as reflected in the committee meeting minutes. Parsons indicated that the pension is currently 68% funded.
- Personnel Committee – Kachadurian reported that the committee had met and discussed the union contract negotiations which are currently at a standstill until further information is received from MERS, as reflected in the committee minutes.
- Policy Committee – Gillman noted that as indicated on the agenda, the Policy Committee had not meet since the last board meeting.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President  
Lawrence reported that the open position of Treasurer has been filled. The Friends of TADL hosted a booth with crafts for children at Downtown TC's Friday Night Live. The upcoming Book Sale will be held September 19<sup>th</sup> and 20<sup>th</sup>. There will be a special preview night on September 18<sup>th</sup> with an admission fee of \$10 which confers a one-year membership status to the attendee. There is no charge for current Friends of TADL for the preview night.

**6. Presentation: Matt Wiliford, Marketing and Communications Manager**

Wiliford, having started his position of Marketing and Communications Manager just seven weeks ago, introduced himself to the Board. Upon starting, he immediately took part in volunteering at National Cherry Festival events alongside several co-workers. Wiliford noted that starting in September TADL will be running a series of slides throughout the next year on four monitors distributed throughout the new YMCA and on one monitor at the Racquet Club Drive YMCA location. These slides will feature TADL events, programs, and services. Wiliford expressed the direction of his marketing strategy for TADL is to not only promote *what and when*, but also the *how and why* aspect of library services and experiences. He also answered several questions from the board.

7. **Old Business**

a. *Millage Committee*

Parsons initiated a discussion on developing a Millage Committee for the upcoming millage in 2016 that might possibly consist of current board members, former employees and board members, members of the Friends of TADL, and members from the community for the purposes of providing millage support services. Lawrence, of the TADL Friends, will bring the committee development project to the next Friends Board meeting with the intent to formulate a committee structure and directional plan.

b. *Resolution – Roof Maintenance Project*

Marek, in making his MOTION which was SUPPORTED by Beasley, read the Roof Maintenance Project in its entirety which included some additional wording in paragraph three from what was published in the board packet as follows:

WHEREAS, at the July 23, 2015, Facilities and Services Committee meeting trustees received an update regarding the recommended repairs for the roof icing problem at the Woodmere building; and

WHEREAS, during aforesaid meeting, trustees agreed that action should be taken to remediate the situation before winter due to safety concerns and hereby recommends the Board take action to do so;

It is RESOLVED that the Traverse Area District Library shall accept the bid as recommended by Construction Manager Spence Brothers for \$116,993 for all work to complete the project as set forth in attached Exhibit A and to enter into a contract to complete such work, such contract subject to approval as to substance by the Executive Director and form by General Counsel; and

It is RESOLVED that a budget shall be established for the project from the Public Improvement Fund.

Motion CARRIED.

c. *Resolution – Budget Amendment for Friends of TADL Donation for YS Tween Project*

In recognition of the Friends donation designated for the Tween area project in the Woodmere Youth Services Department, it was MOVED by Beasley, SUPPORTED by Marek to approve the budget amendment as presented. Motion CARRIED.

8. **New Business**

a. *Library Cooperative*

Parsons reviewed financial costs and benefits for participation in the Mid-Michigan Library League Cooperative. The MMLL receives over \$60K due to TADL's membership and receives \$8600 in benefits. The board discussed TADL's long history with MMLL and the possibility of other options beyond participation in MMLL that would provide more benefit to TADL. They encouraged Parsons to investigate a variety of viable options.

b. *Regular Board Meeting Date Change from September 17 to September 24*

Due to a schedule conflict between the September regular board meeting date and a mandatory New Director Workshop Parsons must attend, she has requested a change in

the September board meeting date. It was **MOVED** by Beasley, **SUPPORTED** by Kachadurian to change the regular board meeting date from September 17<sup>th</sup> to September 24<sup>th</sup>, time and location to remain the same, 5:30pm and Kingsley Branch Library respectively. Motion **CARRIED**.

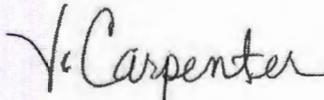
**9. Public Comment**

Gillman opened the floor for public comment. Pat Thompson, Interlochen Public Library (IPL) Board President, supported discussion of options beyond MMLL. Fundraising efforts for the new IPL building continue in various formats and venues. The Rotary Club matching grant fundraiser, which will match \$100K toward the new building, has brought in \$30K of the \$100,000 to date. Thompson also noted there were over 250 participants in IPL's Summer Reading Club, sales from the recent Book Sale were over \$1800, and, on behalf of the Friends of IPL, offered support to the TADL millage committee.

**10. Adjournment**

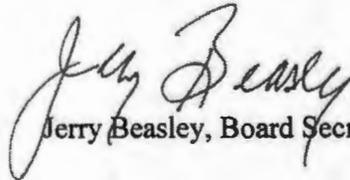
Upon a motion by Kachadurian, with support from Marek, President Gillman adjourned the meeting at 6:35pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote,



Jerry Beasley, Board Secretary

9/24/2015  
Date