



Notice

City Commission Regular Meeting

7:00 pm

Monday, November 16, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 11-12-2015

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.

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City Commission:
c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

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

- a. Consideration of approving minutes of the City Commission meetings of November 2, 2015, November 9, 2015. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of adopting an amended resolution approving the vacation of right-of-way for the east west alley between Park Street and Boardman Avenue. (Adoption recommended) (Marty Colburn, Laurent Tribble-Laucht)

- c. Consideration of authorizing a Quit Claim Deed to quit claim an alley near the Larry C. Hardy Parking Deck in connection with the Radio Centre Phase 3 Project. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht)
- d. Consideration of declaring a heart monitor/defibrillator surplus and authorizing a purchase order for its replacement and related accessories, for use by the Fire Department. (Approval recommended) (Marty Colburn, Jim Tuller) (5 affirmative votes required)
- e. Consideration of adopting the annual resolution certifying that the city intends to implement the state-prescribed limits on health care plans as required by Michigan statute. (Adoption recommended) (Marty Colburn)
- f. Consideration of adopting a Resolution recommending approval of a request to transfer ownership of a Class C Liquor License from Nedor Corporation to Cider Haus, LLC., and authorizing the City Clerk to issue a registration for operation of the license at 300 E Front St. (Adoption and approval recommended) (Marty Colburn, Benjamin Marentette)
- g. Consideration of authorizing an agreement for the annual Festival of Trains Event to take place in the Carnegie Building. (Approval recommended) (Marty Colburn, Penny Hill)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

None.

4. New Business

- a. Overview of the City's Snow Removal Process and community-wide snow removal responsibilities. (Marty Colburn, Mark Jones)
- b. Consideration of authorizing a unit prices contract for the 2015 Clinch Park Improvements Project. (Approval recommended) (Marty Colburn, Tim Lodge) (5 affirmative votes required)
- c. Consideration of scheduling a public hearing for December 7, 2015, regarding an application for a Special Land Use Permit submitted by Pine Street Development One for two buildings at 305 West Front Street. (Marty Colburn, Russell Soyring)

5. Appointments

- a. Consideration of appointment by the Mayor with approval of the City Commission to the Housing Commission. (Mayor Jim Carruthers, Marty Colburn, Katie Zeits)
- b. Consideration of appointment by the Mayor with approval of the City Commission to the Planning Commission. (Mayor Jim Carruthers, Marty Colburn, Katie Zeits)
- c. Consideration of establishing an ad hoc interview committee to make recommendation regarding one appointment to the Parks and Recreation Commission. (Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.

- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Traverse City Light and Power Board meeting of September 22, 2015.
 - 3. Minutes of the Act 345 Retirement System Board meeting of August 26, 2015.
 - 4. Minutes of the Planning Commission meetings of October 6, 2015 and October 20, 2015.
- e. Reports and correspondence from non-City officials.

7. Public Comment

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

8. Adjournment

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16,
2015

DATE: NOVEMBER 12, 2015

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- November 2, 2015 Regular Meeting
- November 9, 2015 Special Meeting
- November 9, 2015 Organizational Meeting

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

that the minutes of the November 2, 2015, Regular Meeting, the November 9, 2015, Special Meeting, and the November 9, 2015, Organizational Meeting be approved.

MC/slm

k:\tcclerk\city commission\minutes

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



Regular Meeting

November 2, 2015

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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

City Clerk Benjamin Marentette presented a commemorative plaque to Mayor Pro Tem Barbara D. Budros in acknowledgement and appreciation of her service on the City Commission from November 2007 to November 2015.

City Clerk Benjamin Marentette presented a commemorative gavel to Mayor Michael Estes in acknowledgment and appreciation of his service on the City Commission from November 2007 to November 2009 and November 2011 to November 2015.

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

As requested by Dane Moeggenberg, Agenda Items 2(c) and 2(d) were removed from the Consent Calendar for individual consideration by the City Commission.

There being no objection from the City Commission, Mayor Michael Estes

placed these items to be considered following New Business 4(b), in the respective manner in which they were removed from the Consent Calendar.

2. Consent Calendar

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

- a. The minutes of the October 19, 2015, Regular Meeting, and the October 26, 2015, Special Meeting, be approved.
- b. The City Manager be authorized to issue a confirming purchase/service order in the amount of \$19,305.57 to Lemmen Oil Company for 9,999 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$1.93075 per gallon with funds available in the Garage Fund.
- c. Removed from the Consent Calendar.
- d. Removed from the Consent Calendar.
- e. The City Manager be authorized to issue a blanket service order to Molon Excavating at the hourly rates included with the packet for the November 2, 2015, meeting, for winter snow hauling/plowing for the 2015/2016 season, with funds available in the various Streets and Traverse City Parking System Fund.
- f. Removed from the Consent Calendar.
- g. the Mayor and City Clerk execute the Public Sidewalk Easement Agreement from Fifth Third Bank to extend a City sidewalk on the north side of 14th Street from Maple Street to Division Street, agreement subject to the approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously.

3. Old Business

3(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

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney

Moved by Easterday, seconded by Richardson, that the Policy for Inventory, Use and Disposition of City-Owned Property, as recommended by the Carnegie Building/City Assets Ad Hoc Committee, be adopted.

CARRIED unanimously.

3(b).

Consideration of certifying the Traverse City Light and Power Coal Dock Property as surplus, accepting the conveyance of the property to the City and authorizing the related documents for sale of the property and associated bottomlands to Rotary Camps and Services.

The following addressed the Commission:

Marty Colburn, City Manager
Lauren Tribble-Laucht, City Attorney

Moved by Budros, seconded by Easterday, that the City Commission certifies the Traverse City Light and Power Coal Dock properties as not necessary for the operation of the Light and Power Department, as required by the City Charter; and that the City Commission accepts the conveyance of the Coal Dock properties from Traverse City Light and Power as described in the Quit Claim Deed included with the packet materials for the November 2, 2015, Regular Meeting; and further that the Mayor and City Clerk execute all necessary documents to convey the Coal Dock properties described in the Quit Claim Deed

included with the packet materials for the November 2, 2015, Regular Meeting to Rotary Camps and Services for consideration in the amount of one million dollars (\$1,000,000), including the associated bottomlands leases, with the appropriate documents, including a Quit Claim Deed to contain restrictions as outlined in the City Manager's October 29, 2015, communication, with the appropriate documents to be subject to approval as to their substance by the City Manager and their form by the City Attorney; and further that the Mayor and City Clerk execute any necessary documents to assign the current leases, such documents subject to approval as to their substance by the City Manager and their form by the City Attorney; and finally, that the proceeds be distributed as directed by official action of the City Commission at a future date.

Rick Buckhalter, 932 Kelley Street – expressed opposition
Marsha Smith, Rotary Charities and Rotary Camps and Services Executive Director, 529 Washington Street – made general comments

Roll Call:

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

No - Werner.

CARRIED.

3(c).

Consideration of authorizing a service order for the restriping of Eighth Street from Lake Avenue to Woodmere Avenue.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Budros, that the City Manager be authorized to issue a service order to PK Contracting in the amount not-to-exceed \$30,000 (with the City Manager to be authorized to manage a \$6,000 contingency related to this project) for the restriping of Eighth Street as generally described with the packet materials with the November 2, 2015, meeting packet, with funds available

in the Capital Projects Fund.

Debra Graetz, 644 Webster Street, City business owner, - made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

Roll Call:

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

No - Richardson.

CARRIED.

4. New Business

4(a).

Presentation of and consideration of adopting the Public Art Master Plan as recommended by the Traverse City Arts Commission.

The following addressed the Commission:

Mary Gillett, 1800 Wayne Street, Traverse City Arts Commission
Chairwoman

Deb Lake, 1022 Lake Ridge Drive, Traverse City Arts Commission

Moved by Howe, seconded by Budros, that the Traverse City Arts Commission Master Plan, be adopted as a general guideline for arts enhancement and placement in the City, as recommended by the Arts Commission.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

4(b).

Consideration of a resolution recognizing the rights of persons experiencing

homelessness, as recommended by the Human Rights Commission.

The following addressed the Commission:

Patricia Nugent, Human Rights Commission

Moved by Carruthers, seconded by Richardson, that the Resolution Recognizing the Rights of People Experiencing Homelessness, be adopted.

Rick Buckhalter, 932 Kelley Street – made general comments

Randy Pritcher (sp?), 22 Cass Street – made general comments

Ann Rogers, 1236 Peninsula Drive – made general comments

Marti (sp?) Hughson, 1242 Cass Street - made general comments

Ryan Hannon, Goodwill Industries Street Outreach Coordinator – expressed support

Peter Starkel, 1436 Outer Drive, Long Lake Township - made general comments

CARRIED unanimously.

4(c).

Consideration of adopting to make permanent the following traffic control orders: #581 which removes “2 Hour Parking from 6 a.m. to 6 p.m.” signs from both sides of Wellington Street from Webster Street to Eighth Street; #584, which adds a Handicap Parking Sign outside of 526 Barlow Street; #586 which removes “2 Hour Parking 6 a.m. to 6 p.m.” signs from both sides of Woodland Drive; #587 which adds No Parking signs on the west side of Wadsworth Street between Sixth Street and Seventh Street.

The following addressed the Commission:

Marty Colburn, City Manager

Jessica Carpenter, Engineering Department

Moved by Richardson, seconded by Easterday, that Traffic Control Orders 581, 584, 586, 587, 588, which removes 2 Hour Parking 6am to 6pm signs from both sides of Wellington Street from Webster Street to Eighth Street; adds a

Handicap Parking Sign outside of 526 Barlow Street; removes "2 Hour Parking 6am to 6pm" signs from both sides of Woodland Drive; adds a Stop signs on Fern Street for Hannah Street; and adds No Parking signs on the west side of Wadsworth Street between Sixth Street and Seventh Street, respectively, be adopted to be made permanent.

CARRIED unanimously.

4(d).

Consideration of authorizing an agreement for Clinch Park and Hickory Hills food concessions to be available to the public.

The following addressed the Commission:

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

Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk execute a three-year agreement with Edany/BLT for it to provide food concession services at Clinch Park and Hickory Hills with the City to be compensated at the rates outlined in the October 26, 2015, communication from the Director of Public Services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the option of one two-year extension if mutually agreed upon between the City and the vendor, with such extension to be authorized by the City Commission.

Dane Moeggenberg, 1040 Webster Street, The River and Boardman River Outfitter General Manager – made general comments
Rick Buckhalter, 932 Kelley Street – made general comments
Lauren Tribble-Laucht, City Attorney

Roll Call:

Yes - Carruthers, Easterday, Richardson, Werner.

No - Howe, Budros, Estes.

FAILED. (5 votes required)

4(e).

Consideration of authorizing an agreement for equipment rentals by the public at Clinch Park.

Marty Colburn, City Manager

Moved by Richardson, seconded by Easterday, that the Mayor and City Clerk execute a three-year agreement with Jeff Bensley to provide equipment rental concessions at Clinch Park, with the City to be compensated at the rates as outlined in the October 26, 2015, communication from the Director of Public Services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the option of two one-year extensions if mutually agreeable between the City and the vendor, with such extensions to be authorized by the City Commission.

Dane Moeggenberg, 1040 Webster Street – made general comments

Jeff Bensley, 807 South Union Street – made general comments

Lauren Tribble-Laucht, City Attorney

Benjamin Marentette, City Clerk

Roll Call:

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

No - Howe, Estes.

CARRIED.

Moved by Richardson, seconded by Easterday, that the City Commission reconsider the following agenda item which was considered earlier in the agenda: “Consideration of authorizing an agreement for Clinch Park and Hickory Hills food concessions to be available to the public.”

CARRIED unanimously.

City Clerk Benjamin Marentette indicated that Mayor Michael Estes may now entertain any motion from the City Commission regarding this matter.

Moved by Easterday, seconded by Richardson, that the Mayor and City Clerk execute a three-year agreement with Edany/BLT for it to provide food concession services at Clinch Park and Hickory Hills with the City to be compensated at the rates outlined in the October 26, 2015, communication from the Director of Public Services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the option of one two-year extension if mutually agreed upon between the City and the vendor, with such extension to be authorized by the City Commission.

Roll Call:

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

No - Howe, Estes.

CARRIED.

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 Traverse City Arts Commission meeting of September 16, 2015.
 3. Minutes of the Planning Commission meetings of September 1, September 14 and September 15, 2015.
- e. Reports and correspondence from non-City officials.
1. Quarterly Report from Traverse City Parking Services for the first quarter.
 2. Minutes of the Traverse Area District Library Board meeting of September 24, 2015.
 3. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for September 2015.

7. Public Comment

The following addressed the Commission:

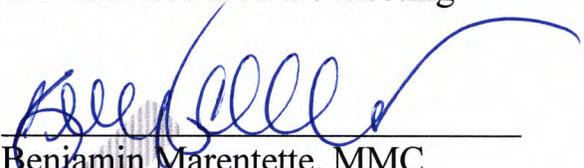
1. Reserved.
2. General.

Tom Mair, 612 Fifth Street
Brian Haas, 227 East 10th Street
3. Mayor and City Commissioners.

Commissioner Ross Richardson
Commissioner Gary Howe
Commissioner Tim Werner
Commissioner Jim Carruthers
Marty Colburn, City Manager

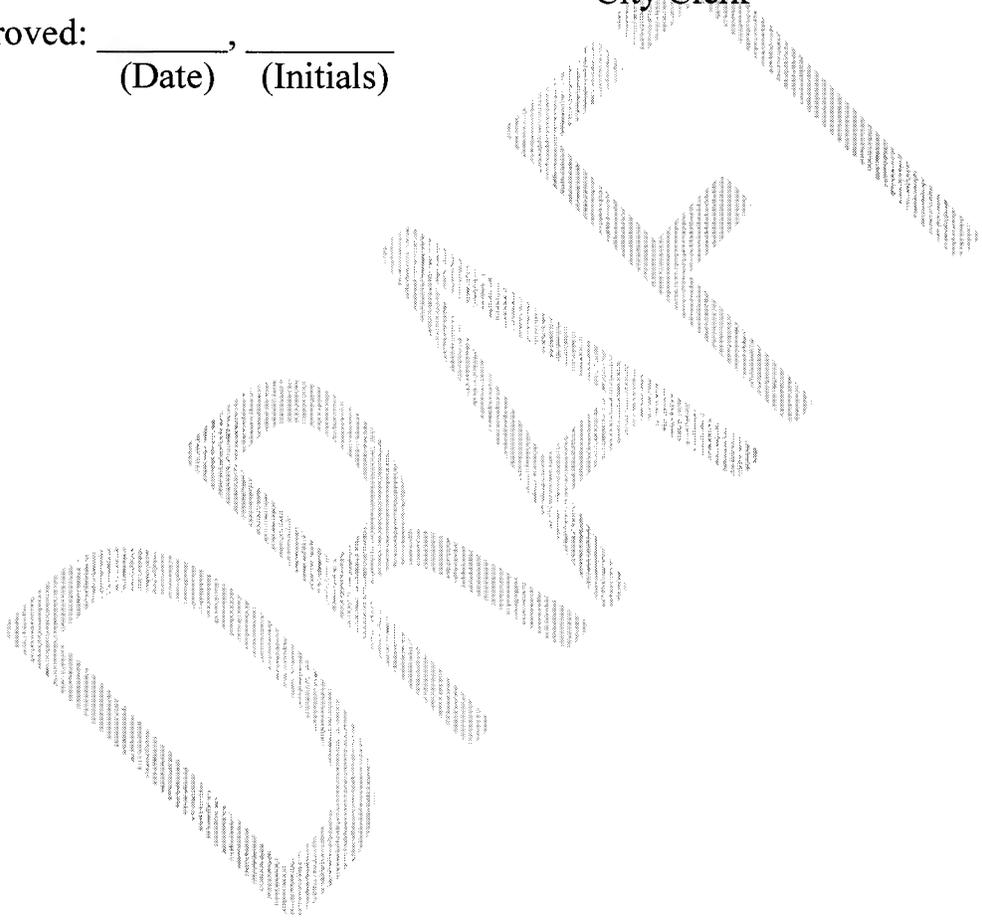
8. Adjournment

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:33 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



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



Special Meeting

November 9, 2015

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 11:00 a.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

The Pledge of Allegiance was recited.

Mayor Pro Tem Budros presided at the meeting.

Topics of Discussion:

1.

Consideration of authorizing any necessary documents as a result of an attorney-client communication in connection with a personnel matter regarding the incident involving former City Manager Jered Ottenwess.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Werner, that the City Manager be authorized to execute a Settlement Agreement and Release with Michael Ayling and Teamsters Local Union No. 214, which authorizes a one-time contribution to the ACT 345 retirement plan of \$50,000, more or less, plus continuation of

healthcare benefits through May 31, 2017 for family coverage.

CARRIED unanimously. (Estes absent)

2.

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

None.

There being no objection, Mayor Pro Tem Budros declared the meeting adjourned at 11:08 p.m..



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

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



Organizational Meeting

November 9, 2015

An organizational 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 Jim Carruthers, Brian Haas, Gary L. Howe, Richard I. Lewis, Ross W. Richardson, Amy Shamroe, and Timothy M. Werner.

The following Commissioners were absent: None.

City Clerk Benjamin Marentette administered the Constitutional Oath of Office for City Commissioner to Brian Richard Haas.

City Clerk Benjamin Marentette administered the Constitutional Oath of Office for City Commissioner to Richard Ivor Lewis.

City Clerk Benjamin Marentette administered the Constitutional Oath of Office for City Commissioner to Amy Margaret Shamroe.

City Clerk Benjamin Marentette administered the Constitutional Oath of Office for Mayor to James Churchill Carruthers.

Mayor Jim Carruthers presiding.

Roll Call

1.

Selection of the Mayor Pro Tem from the membership of the City Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Mayor Jim Carruthers opened the floor for nominations for the Office of Mayor Pro Tem.

Mayor Carruthers nominated Ross Richardson as Mayor Pro Tem.

Commissioner Lewis nominated Gary Howe as Mayor Pro Tem.

Moved by Werner, seconded by Shamroe, to close the nominations for Mayor Pro Tem.

Mayor Carruthers called for a vote for Ross Richardson as Mayor Pro Tem.

The following voted in favor of the motion to elect Ross Richardson as Mayor Pro Tem:

Commissioner Howe, Commissioner Richardson, Commissioner Shamroe, Mayor Carruthers.

The following voted against the motion to elect Ross Richardson as Mayor Pro Tem:

Commissioner Brian Haas, Commissioner Richard Lewis, Commissioner Tim Werner.

Ross Richardson was elected as Mayor Pro Tem until November 14, 2016.

2.

Consideration of appointment by the City Commission of two of its members to the City Planning Commission.

Moved by Howe, seconded by Shamroe, that Commissioner Howe and Mayor Pro Tem Richardson be appointed each to a one-year term expiring November 14, 2016 on the City Planning Commission (seats previously held by Commissioner Easterday and Commissioner Werner).

Ann Rogers, 1236 Peninsula Drive – expressed support

CARRIED unanimously.

3.

Consideration of appointment by the Mayor with approval of the City Commission of an administrative official to the City Planning Commission.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Werner, that the Mayor's appointment of Jim Tuller to a two-year term expiring November 13, 2017, on the City Planning Commission, (seat previously held by William Twietmeyer), be approved.

CARRIED unanimously.

4.

Consideration of appointment by the Mayor with approval of the City Commission of two citizen members to the City Planning Commission.

Moved by Richardson, that the Mayor's appointments of Elizabeth Whelan and Camille Weatherholt each to a three-year term (seats previously held by Jody Bergman and Jan Warren), expiring November 12, 2018, on the City Planning Commission, be approved.

The motion was not seconded; and therefore it did not come before the Commission.

No action was taken.

5.

Consideration of appointment by the City Commission of two of its members to the City of Traverse City and Traverse City Area Public Schools

Collective Resource Committee.

Moved by Howe, seconded by Shamroe, that Commissioner Haas be appointed to one unexpired three-year term expiring February 17, 2018, on the City of Traverse City and Traverse City Area Public Schools Collective Resource Committee (seat previously held by Commissioner Easterday).

CARRIED unanimously.

6.

Consideration of appointment by the City Commission of two of its members to the Traverse City Light and Power Board.

Moved Lewis, seconded by Haas, that Commissioner Werner and Commissioner Shamroe be appointed each to a two-year term expiring November 13, 2017 on the Traverse City Light and Power Board (seats previously held by Mayor-elect Carruthers and Mayor Pro Tem Budros).

CARRIED unanimously.

7.

Consideration of appointment by the City Commission of one of its members as a Regular Member and one of its members as an Alternate Member on the Next Michigan Development Corporation Board.

Moved by Haas, seconded by Richardson, that Commissioner Haas be appointed as regular member and Commissioner Richardson be appointed as alternate member, each to a four-year term expiring November 11, 2019, on the Next Michigan Corporation Board, (seats previously held by Commissioner Easterday and Commissioner Howe, respectively).

CARRIED unanimously.

8.

Consideration of appointment by the City Commission of one of its

members to the Traverse City and Garfield Township Recreational Authority Board.

Moved by Werner, seconded by Howe, that Commissioner Howe be appointed to an unexpired three-year term expiring June 30, 2016, (seat previously held by Commissioner Easterday), on the Traverse City and Garfield Township Recreational Authority Board of Directors

CARRIED unanimously.

9.

Consideration of appointment by the City Commission of one of its members to the Arts Commission.

Moved by Lewis, seconded by Richardson that Commissioner Shamroe be appointed to an unexpired three-year term expiring April 20, 2018 on the Arts Commission (seat previously held by former Mayor Estes).

CARRIED unanimously.

10.

Consideration of appointment by the Mayor with approval of the City Commission of one member to the Housing Commission.

Benjamin Marentette, City Clerk

No action was taken.

11.

Consideration of appointment by the Mayor with approval by the City Commission and Grand Traverse County Board of one of the Commission members to the Grand Traverse County Department of Public Works Board.

Moved by Werner, seconded by Shamroe, that the Mayor's appointment of Commissioner Richard Lewis to the Grand Traverse County Department of Public

Works Board, to a one-year term effective January 1, 2016, expiring December 31, 2016, (seat previously held by Commissioner Werner), subject to approval by the Grand Traverse Board of Commissioners, be approved.

CARRIED unanimously.

12.

Consideration of appointment by the Mayor with approval of the City Commission of one of the Commission members to the Grand Traverse County Township Association.

Moved by Shamroe, seconded by Howe, that the Mayor's appointment of Commissioner Brian Haas to a two-year term expiring November 13, 2017, (seat previously held by Mayor Pro Tem Budros), on the Grand Traverse County Township Association, be approved.

CARRIED unanimously.

13.

Consideration of establishing an ad hoc interview committee to make recommendation regarding one appointment to the Brown Bridge Advisory Committee.

Moved by Howe, seconded by Haas, that an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term expiring October 3, 2016, on the Brown Bridge Advisory Committee (seat previously held by Larry Gerschbacher); and that Commissioners Howe, Shamroe and Haas be appointed to such Committee, with Commissioner Howe to serve as Chair.

CARRIED unanimously.

14.

Consideration of accepting the resignation of John Walton from the Election Commission and consideration of appointing an ad hoc interview committee to

make a recommendation to fill the vacancy.

Benjamin Marentette, City Clerk

Moved by Lewis, seconded by Howe, that an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term expiring December 11, 2017, on the Election Commission (seat previously held by John Walton); and that Commissioners Lewis, Mayor Carruthers and Mayor Pro Tem Richardson be appointed to such Committee, with Commissioner Lewis to serve as Chair.

CARRIED unanimously.

15.

Announcements from the City Clerk

The following addressed the Commission:

Benjamin Marentette, City Clerk

16.

Public Comment

The following addressed the Commission:

Commissioner Brian Haas

Commissioner Gary Howe

Ann Rogers, 1236 Peninsula Drive, Northwest Michigan Environmental
Action Council Co-Chair

Marty Colburn, City Manager

17.

Adjournment of Organizational Meeting

There being no objection, Mayor Carruthers declared the Organizational Meeting adjourned at 7:35 p.m.



Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

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

SUBJECT: RADIO CENTRE III – PARK STREET ENTRANCE – ALLEY
VACATION

Attached is a memo from City Attorney Lauren Tribble-Laucht regarding an alley vacation as it relates to the Radio Centre III project recently authorized by the City Commission to construct public restrooms and a formal, public entrance to the Larry C. Hardy Parking Deck.

As mentioned by Ms. Tribble-Laucht, the previously authorized agreement requires the City to vacate the alley that runs east/west from Park Street, south of East Front Street and ends at the parking deck. The City has already adopted a resolution to vacate this alley on May 19, 2008, under three conditions. The action before you Monday night is to simply amend the existing resolution to incorporate new conditions of the alley vacation.

It is important to note that if this item is pulled from the Consent Calendar portion of the agenda for further discussion, then Agenda Item C for authorization of a Quit Claim Deed for the alley should also be pulled as their approvals are contingent upon one another.

I recommend the following motion:

that the Amended Resolution Approving Vacation of Right of Way for the east west alley between Park Street and Boardman Avenue, be adopted.

MC/kez

K:\tcclerk\city commission\resolutions\cover memo_alley vacation resolution_radio centre_20151116.doc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

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

CC: Benjamin C. Marentette, City Clerk

DATE: November 10, 2015

SUBJECT: *Radio Centre III (Park Street Entrance) – Alley Vacation*

At its meeting of October 19, 2015 the City Commission approved an agreement with Lake Street Development, LLC for the construction of public restrooms and a formal, public entrance to the Larry C. Hardy Parking deck. As you know, this agreement requires that the City vacate the alley that runs east/west from Park Street, south of East Front Street and ends at the parking deck.

The Agreement requires the developer to acquire a warranty deed to the south half of the alley to be held in escrow prior to vacation of the alley by the City. This is to ensure that the developer has title to the south half of the alley so that it may be conveyed back to the City after the project is completed. The developer will have provided a copy of the signed warranty deed fulfilling this requirement prior to the Commission's meeting on November 16, 2015. In 2008 the City Commission adopted a resolution approving vacation of the same alley that is the subject of the current agreement. The required four weeks' notice period occurred at that time and a public hearing was held. The alley was vacated subject to certain conditions. One condition of the alley vacation at that time was that the City would enter into a development agreement with Snowden Development Companies relating to the City's use of the vacated alley. That condition was never fulfilled. Other conditions of the alley vacation were that the City retain a utility easement, pedestrian access easement and public structure easement and the City establishes a public alley connection between the alley and State Street. The first three conditions as well as the condition of a development agreement with Snowden Development Companies are no longer applicable to the project as currently contemplated. Therefore the most expedient method to vacate the alley would be for the City Commission to amend its earlier action to vacate the alley to remove the inapplicable conditions so that the Radio Centre III/Park Street Entrance project may proceed as contemplated by the agreement. An amended Resolution Approving Vacation of Right-of-Way is attached.

If the City Commission wishes to effectuate the action described in this memorandum the following motion would be appropriate:

That the Amended Resolution Approving Vacation of Right-of-Way for the east west alley between Park Street and Boardman Avenue be adopted.



CITY OF TRAVERSE CITY

AMENDED RESOLUTION APPROVING VACATION OF RIGHT-OF-WAY

- Because, on April 9, 2008 the Traverse City Planning Commission held a public hearing to consider the vacation of the alley in the block surrounded by East State Street, Park Street, East Front Street and Boardman Avenue; and
- Because, at the above described public hearing the Planning Commission heard public comment and recommended approval of the alley vacation; and
- Because, on April 21, 2008 the City Commission of the City of Traverse City (the "City") adopted a resolution to set the public hearing for May 19, 2008; and
- Because, notice of the public hearing was published in an official newspaper three times, at least one week apart, before the public hearing and notice of the public hearing was also mailed to all abutting property owners at least seven days prior to such meeting; and
- Because, the public had the opportunity to submit objections to the proposed alley vacation and none were received by the City; and
- Because, the public hearing was held on May 19, 2008 and by action of the City Commission of the City of Traverse City on that date the City resolved to vacate that part of the right-of-way of the alley running east and west between Park Street and Boardman Avenue, specifically the west 231' of the 33' wide alley, which is adjacent to Lots 1, 2, and 3 and the west one half of Lot 4, Block 11, and adjacent to the west one half of Lot 13 and Lots 14, 15, 16, Block 11 of the Original Plat of Traverse City subject to certain conditions; and
- Because, the Resolution Approving Vacation of Right-of-Way was subsequently recorded at 2008R-09504, Grand Traverse County Register of Deeds; and
- Because, some of the conditions in the Resolution Approving Vacation of Right-of-Way recorded at 2008R-09504, Grand Traverse County Register of Deeds have not been fulfilled and/or are no longer applicable; and
- Because, the City now wishes to amend its previous Resolution Approving Vacation of Right-of-Way to remove the inapplicable conditions and clarify the vacation of the alley; now therefore, be it,

Resolved, that the City Commission's Resolution Approving Vacation of Right-of-Way of May 19, 2008, which is recorded at 2008R-09504, Grand Traverse County Register of Deeds is hereby amended and superseded by this Amended Resolution Approving Vacation of Right-of-Way; and be it further

Resolved, by the City Commission of the City of Traverse City that part of the right-of-way of the alley running east and west between Park Street and Boardman Avenue, specifically the west 231' of the 33' wide alley, which is adjacent to Lots 1, 2, and 3 and the west one half of Lot 4, Block 11, and adjacent to the west one half of Lot 13 and Lots 14, 15, 16, Block 11 of the Original Plat of Traverse City, be vacated, discontinued and abolished, subject to the following conditions:

1. The City establishes a 33' wide public alley connection between that remaining portion of the east/west alley and State Street described as the east one half of Lot 13, Block 11 of the original plat of Traverse City. Such 33' wide alley is for public ingress, egress and the installation, maintenance, and replacement of utilities both public and private.
2. A warranty deed to the south half of the subject alley transferring the property from the adjoining property owner to the south to Radio Centre of Traverse City, Inc .has been placed in escrow pursuant to the terms of the Purchase and Build-Out Agreement between 200 Lake Street Development, LLC and the City of Traverse City, authorized October 19, 2015, a development agreement with Lake Street Development, LLC for the construction of public restrooms and a formal, public entrance to the Larry C. Hardy Parking deck.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on November 16, 2015, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: RADIO CENTRE III – QUIT CLAIM DEED – VACATED ALLEY

Attached is a memo from City Attorney Lauren Tribble-Laucht regarding Quit Claim Deed as it relates to the Radio Centre III project recently authorized by the City Commission and the previous agenda item regarding alley vacation.

As mentioned by Ms. Tribble-Laucht, the portion of the alley being vacated and conveyed to Radio Centre of Traverse City, Inc., would be conveyed back to the City once the project has been completed. It is recommended however, to complete the quit claim process to ensure that the title to the parcel is insurable.

It is important to note that if this item is pulled from the Consent Calendar portion of the agenda for further discussion, then Agenda Item B for adoption of an amended resolution vacating the right-of-way should also be pulled as their approvals are contingent upon one another.

I recommend the following motion:

that the Mayor and City Clerk be authorized to execute a Quit Claim Deed to Radio Centre of Traverse City, Inc., for the alley located north of State Street and south of East Front Street and east of Park Street and running parallel to State Street as described in the City Attorney's memorandum of November 10, 2015, such Quit Claim Deed subject to approval as to its substance by the City Manager and to its form by the City Attorney.

MC/kez

K:\tcclerk\city commission\Deeds and Easements\cover memo_Quit Claim Deed_radio centre_20151116.doc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

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

CC: Benjamin C. Marentette, City Clerk

DATE: November 10, 2015

SUBJECT: *Radio Centre III (Park Street Entrance) – Quitclaim Deed*

At its meeting of October 19, 2015 the City Commission approved an agreement with 200 Lake Street Development, LLC for the construction of public restrooms and a formal, public entrance to the Larry C. Hardy Parking deck. The motion specifically excluded the public offices that had been proposed. As a result a new concept drawing for the public facilities has been prepared with slightly larger public bathrooms and commercial space fronting on Park Street. As you know, this agreement requires that the City vacate the alley that runs east/west from Park Street, south of East Front Street and ends at the parking deck. The title company has recommended that in order to make sure that the title to the parcel is insurable, the alley should be quitclaimed from the City to Radio Centre of Traverse City, Inc. as well. The alley will be part of the property then conveyed from Radio Centre of Traverse City, Inc. to 200 Lake Street Development, LLC at closing and part of the alley (the south half) will be conveyed back to the City with the bathroom facilities and the public sidewalk leading to the parking deck once the project is completed. The reason for this conveyance is purely for purposes of clarifying the chain of title so that the title on the entire parcel is insurable. In other words it is a housekeeping matter. If the City Commission wishes to effectuate the action described in this memorandum the following motion would be appropriate:

That the Mayor and City Clerk be authorized to execute a quitclaim deed to Radio Centre of Traverse City, Inc. for the alley located north of State Street and south of East Front Street and east of Park Street and running parallel to State Street as described in the City Attorney's memorandum of November 10, 2015, such quitclaim deed subject to approval as to its substance by the City Manager and as to its form by the City Attorney.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

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

SUBJECT: PHYSIO CONTROL LIFEPAK 15 HEART MONITOR/
DEFIBRILLATOR AND ACCESSORIES PURCHASE

Attached is a memo from Jim Tuller, Fire Chief, requesting the purchase of a Lifepak 15 Heart Monitor/Defibrillator and accessories for use at the Fire Department. Competitive bids were not sought in this instance for the various reasons outlined in the Fire Chief's memo.

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

that the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Physio Control in the amount of \$34,991.81 to purchase a Lifepak 15 Heart Monitor/Defibrillator and accessories, with funds available in the 2014-2015 General Fund – Capital Outlay budget; and that a Lifepak 12 Heart Monitor/Defibrillator be declared surplus and returned as a credit against the new purchase.

MC/jd

K:\TCCLERK\City Commission\Purchase Orders\Fire equipment_20151116

copy: 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

Monday November 02, 2015

TO: Martin Colburn, City Manager

REF: Physio Control Lifepak 15 Heart Monitor/Defibrillator and accessories purchase.

Mr. Colburn,

The purpose of this communication is to request a "sole source" purchase of the above mentioned equipment for placement in service at the Traverse City Fire Department.

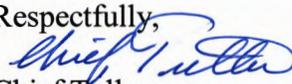
The Lifepak HMD is a unit that is used on a daily basis by our Paramedics to diagnose and treat cardiac related issues in patients that are exhibiting heart damage signs & symptoms, or have gone into cardiac arrest. It is a computer-based unit with software that enables Paramedics in the field to assess the patient's heart rhythm and send it through a cell phone modem to Munson Medical Center ER for additional review by cardiac specialists on staff.

Currently, there is 1 Lifepak 12 unit in service. It is over 7 years old and nearing the end of its service life. The unit proposed is the next generation available and will fulfill the need for field diagnosis of cardiac events experienced by our residents and visitors for many years.

The request to remain with Physio Control Lifepak HMDs is based on the following:

1. Battery chargers in the fire stations and on fire apparatus are compatible, along with batteries on hand, computer/communications and cardiac pad cables/connectors.
2. EKG transmission software is compatible with Munson E.R.
3. Current Biomedical Technician used is Physio Control certified to perform annual preventive maintenance on Lifepak 12 and 15 HMDs.
4. Physio Control supplies a loaner LP unit in the event a unit is sent for service or repair.
5. TCFD personnel are trained on and familiar with the operation of the Physio Control Lifepak HMDs. Minimal training will be required to put the new unit into service.

The cost for purchase of a Lifepak 15 Heart Monitor/Defibrillator and accessories from Physio Control is \$43,761.91. After application of a discount total of \$5,455.10 and a trade-in credit for the Lifepak 12 being replaced at \$3,500, plus shipping & handling cost of \$185.00, the final purchase cost is \$34,991.81. Funding for this purchase has been secured in the 2015-2016 Capital Outlay budget. I am available to meet at any time to discuss this project.

Respectfully,

Chief Tuller,
T.C.F.D.



Physio-Control, Inc
 11811 Willows Road NE
 P.O. Box 97006
 Redmond, WA 98073-9706 U.S.A.
 www.physio-control.com
 tel 800.442.1142
 fax 800.732.0956

To
 TRAVERSE CITY FD
 500 W FRONT ST
 TRAVERSE CITY,MI 49684

Quote Number 00014262
 Revision # 1
 Created Date 10/21/2015
 Sales Consultant Jeff Beutner
 FOB Redmond, WA
 Terms All quotes subject to credit approval and the following terms and conditions
 NET Terms NET 30
 Expiration Date 12/21/2015

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
99577-001957	LIFEPAK 15 V4 Monitor/Defib, Adaptive Biphasic, Manual & AED, Color LCD, 100mm Printer, Noninvasive Pacing, Metronome, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Carbon Monoxide, Bluetooth INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091, TEST LOAD - 21330-001365, IN-SERVICE DVD - 21330-001486, SERVICE MANUAL CD- 26500-003612 (one per order) and SHIP KIT (RC Cable) 41577-000288 INCLUDED. HARD PADDLES, BATTERIES AND CARRYING CASE NOT INCLUDED.	1.00	34,960.00	-4,544.80	30,415.20	30,415.20
Trade-in product	Trade in of LIFEPAK 12 Biphasic - 3 Feature towards the purchase of Lifepak 15	1.00	0.00	0.00	-3,500.00	-3,500.00
11160-000009	NIBP Cuff-Reusable X-tra Large Adult	6.00	48.00	-6.24	41.76	250.56
11171-000049	Rainbow DCI Adt Reusable Sensor, 1/box	4.00	637.00	-82.81	554.19	2,216.76
11171-000050	Rainbow DCIP Pedi Reusable Sensor, 1/box	4.00	704.00	-91.52	612.48	2,449.92
11220-000028	Carry case top pouch for use w/LIFEPAK 12 or LIFEPAK 15	1.00	54.60	-7.10	47.50	47.50
11260-000039	LIFEPAK 15 Carry case back pouch	1.00	79.20	-10.30	68.90	68.90
11577-000002	LIFEPAK 15 Basic carry case w/ right & left pouches INCLUDED AT NO CHARGE: 11577-000001 Shoulder Strap	1.00	309.20	-40.20	269.00	269.00
21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	2.00	453.60	-58.97	394.63	789.26
11577-000004	Station Battery Charger - For the LP15	1.00	1,799.70	0.00	1,799.70	1,799.70

Subtotal USD 34,806.81
 Estimated Tax USD 0.00
 Estimated Shipping & Handling USD 185.00

Grand Total USD 34,991.81

	Pricing Summary Totals
List Price Total	USD 43,761.91
Total Contract Discounts Amount	USD 0.00
Total Discount	USD -5,455.10
Trade In Discounts	USD -3,500.00
Tax + S&H	USD 185.00

GRAND TOTAL FOR THIS QUOTE
USD 34,991.81

TO PLACE AN ORDER, PLEASE FAX A COPY OF THE QUOTE AND PURCHASE ORDER TO: # 800-732-0956, ATTN: REP SUPPORT

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$10,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN.

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

NAME

TITLE

DATE

JB/11623801/3797

Notes:

Taxes, shipping and handling fees are estimates only and are subject to change at the time of order. Shipping and handling applies to ground transport only. Physio-Control will assess a \$10 handling fee on any order less than \$200.00.

Above pricing valid only if all items in quote are purchased (optional items not required).

To receive a trade-in credit, Buyer agrees to return the trade-in device(s) within 30 days of receipt of the replacement device(s) to Physio-Control's place of business or to an authorized Physio-Control representative. Physio-Control will provide instructions for returning the device(s) and will pay for the associated shipping cost.

In the event that trade-in device(s) are not received by Physio-Control within the 30-day window, Buyer acknowledges that this quote shall constitute a purchase order and agrees to be invoiced for the amount of the trade-in discount. Invoice shall be payable upon receipt.

Items listed above at no charge are included as part of a package discount that involves the purchase of a bundle of items. Buyer is solely responsible for appropriately allocating the discount extended on the bundle when fulfilling any reporting obligations it might have.

If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Physio-Control, Inc. Technical Service Support Agreement which is available from your sales representative or
<http://www.physio-control.com/uploadedFiles/products/serviceplans/TechnicalServiceAgreement.pdf>

TERMS OF SALE

General Terms

Physio-Control, Inc.'s acceptance of the Buyer's order is expressly conditioned on product availability and the Buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or on other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

Pricing

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid

an exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

Payment

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit.

Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

Delivery

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

Delays

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or damage of any kind due to delays in delivery or nondelivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

Inspections and Returns

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at http://www.physio-control.com/uploadedFiles/support/ReturnPolicy_3308529_A.pdf.

Service Terms

All device service will be governed by the Physio-Control, Inc. Technical Services Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

Warranty

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

Patent & Indemnity

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

Miscellaneous

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: ^{max}MARTY COLBURN, CITY MANAGER

SUBJECT: HEALTH CARE PLANS – PUBLIC ACT 152 OF 2011

As you may recall, Public Act 152 of 2011 passed by Michigan Legislature limits a public employer's expenditures for employee health care plans. In December, 2011, the City Commission took action to adopt option #2 which provides the 80/20 cost sharing option for health care plans.

The Michigan Department of Treasury requires that a resolution complying with the 80/20 cost sharing option must be adopted annually.

I recommend the following motion:

that the City of Traverse City Resolution to Comply with the requirements of Public Act 152 of 2011, which establishes that the city will pay no more than 80% of the health care costs for any employee group or union, be adopted.

MC/kez

K:\tcclerk\city commission\resolutions\cover memo_resolution to comply with PA 152_20151116.doc

copy: Kristine Bosley, Human Resource Generalist



**CITY OF TRAVERSE CITY RESOLUTION TO
COMPLY WITH THE REQUIREMENTS OF
PUBLIC ACT NO. 152 OF 2011**

Because, Public Act 152 of 2011, was passed by the State Legislature and signed by the Governor to limit a public employer's expenditure for employee medical benefits; and

Because, the Traverse City, City Commission supports home rule government and believe that compensation determinations for city employees are most properly the responsibility of the City's elected representatives and not the State of Michigan or its officials; and

Because, the Act provides for three option for complying with the requirements:

1. Apply the hard cap (caps the dollar amount a public employer may pay for employee health care costs)
2. Adopt by majority vote the 80%/20% cost-sharing (a public employer shall not pay more than 80% of the total amount of health care costs it offers);
3. Opt out by 2/3 vote of the cost sharing model as set for in the Act and revisit it prior to the next plan year; and

Because, the Traverse City, City Commission has decided to adopt the 80/20 cost sharing model as its choice in order to comply with the Act for the City and apply the 80/20 cost sharing to each employee group (union and non-union) in the City; and

Because, this Resolution applies to the medical benefit plan coverage years beginning on or after January 1, 2016, and continues until changed by future Resolution or change in State Legislation;

Because, the City is required to adopt an annual Resolution statin its medical benefit plan in connection with Public Act 153 of 2011; now therefore, be it

Resolved, that the Traverse City, City Commission elects to comply with the requirements of the Act by adopting the 80/20 cost sharing model set for in Section 4 of Public Act 153 of 2011.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on November 16, 2015, in the Commission Chambers of the Governmental

Center, 400 Boardman Avenue, Traverse City,
Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: LIQUOR LICENSE REGISTRATION REQUEST – CIDER HAUS, LLC

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Cider Haus, LLC. (Jennifer Mackey) to have transferred a Class C License for operation at 300 East Front Street. It is also recommended to approve the registration of this license with the City.

I recommend the following motion:

that the resolution recommending approval of the request to transfer ownership of a Class C Liquor Licenses from Nedor Corporation to Cider Haus, LLC. be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Cider Haus, LLC, to operate such license at 300 East Front Street (Taproot Cider House).

MC/slm

K:\TCCLERK\City Commission\Liquor License_Regular\Xfer License_Cider Haus_20151116.doc

copy: Jennifer Mackey, northennaturalwinery@gmail.com

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Benjamin C. Marentette, City Clerk
DATE: Thursday, November 12, 2015
SUBJECT: Liquor License Registration Request – Cider Haus, LLC

Cider Haus, LLC. (Jennifer Mackey) has requested to have transferred to them the Class C Liquor License from Nedor Corporation. Cider Haus, LLC, d/b/a Taproot Cider House, will offer a full food menu along with Class C license privileges. They would also like to register this license with the City as required under Chapter 834 of the Code of Ordinances. The license will continue operation at 300 East Front Street (previous location of EuroStop).

A Class C license allows a person to sell beer, wine, mixed spirit drink, and spirits at retail to consumers for consumption on the licensed premises only.

The applicant has paid the appropriate application fee and this request has been reviewed by the appropriate city departments, including the Police Department, and meets all ordinance/law requirements. The supporting documentation is on file with this office.

I recommend the Commission adopt a resolution recommending approval of this request. This license cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Cider Haus, LLC (Taproot Cider House). I respectfully recommend that the City Commission authorize the City Clerk to issue the registration.

As always, please let me know if you have any questions or if I may be of further assistance.



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

Instructions for Local Legislative Body:

- Complete this resolution, or provide a resolution, a letter of certification from the clerk, or minutes from the meeting at which this request was considered.

At a Regular meeting of the Traverse City council/board
(regular or special) (township, city, village)

called to order by Mayor Jim Carruthers on 11/16/2015 at 7:00 PM
(date) (time)

the following resolution was offered:

Moved by Commissioner and supported by Commissioner

that the application from Cider Haus, LLC
(name of applicant)

for the following license(s): Class C
(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: Dance Permit Entertainment Permit Topless Activity Permit

to be located at 300 E. Front St., Traverse City, MI 49684

be considered for APPROVAL
(approval or disapproval)

Approval

Disapproval

Yeas: _____

Yeas: _____

Nays: 0

Nays: _____

Absent: 0

Absent: _____

It is the consensus of this body that it RECOMMENDS this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of th resolution offered and adopted by the Traverse City
 council/board at a Regular meeting held on 11/16/2015
(regular or special) (date) (township, city, village)

Name and title of authorized officer (please print): Benjamin Marentette, MMC, City Clerk

Signature and date of authorized clerk: _____

Phone number and e-mail of authorized officer: 231-922-4480, tcclerk@traversecitymi.gov



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: ANNUAL FESTIVAL OF TRAINS EVENT AT THE CARNEGIE BUILDING

Attached is a memo from Assistant City Manager Penny Hill recommending an agreement for the 2015 Festival of Trains Event. As mentioned by Ms. Hill, this agreement would include the City, Great Lakes Children's Museum, and the Northern Michigan Railroad Club to carry out various elements of the event.

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

that the Mayor and City Clerk execute an agreement with Great Lakes Children's Museum and Northern Michigan Railroad Club for use of the Carnegie Building as recommended in the memo dated November 10, 2015 from Assistant City Manager Penny Hill, to hold the annual 2015 Festival of Trains Event, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kez

k:\ccclerk\city commission\agreement\Annual Festival of Trains Event_20151116.doc

copy: Penny Hill, Assistant City Manager

Memorandum

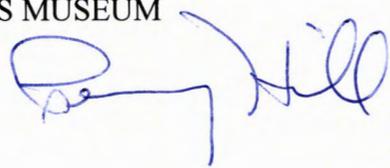
The City of Traverse City

Office of the City Manager



TO: MARTIN COLBURN, MANAGER

COPY: DAVE GREEN, DIRECTOR
LAUREN TRIBLE-LAUCHT, CITY ATTORNEY
MICHAEL LONG, GREAT LAKES CHILDREN'S MUSEUM

FROM: PENNY HILL, ASSISTANT CITY MANAGER 

DATE: NOVEMBER 10, 2015

SUBJECT: ANNUAL FESTIVAL OF TRAINS EVENT AT THE CARNEGIE BUILDING

Background:

When the City had a Management and Lease Agreement with the History Center for the maintenance of the Carnegie Building, the History Center had a separate annual agreement with the Northern Michigan Railroad Club to promote and manage the annual Festival of Trains Event, which was held at the Carnegie Building. Over the spring and summer of 2015 there were both staffing changes and changes in the board membership of the History Center, and we were informed that the History Center could no longer manage the Festival of Trains event.

Recognizing that this event was a benefit to the community, City staff approached several non-profit groups whose mission was most compatible with the event, such as; to promote arts and culture, local history or to benefit local youth, to try to keep this traditional event operating.

Through this outreach, representatives of the Children's Museum expressed interest in the event, and subsequently, the History Center also came forward to say that they would be interested in managing the event. During the negotiation process, the Children's Museum indicated that they had the necessary staff and volunteers to market and manage the event, and that they would split the profits from the event with the City, so that the City wouldn't have to absorb the entire cost of the additional utilities and rental of the facility. The History Center indicated that while they have volunteers they can draw upon to help manage the event, they would need to hire additional staff in order to accomplish the task, and would need to retain the whole amount of the profits from the event. According to representatives from the History Center, this event has generated gross revenue around \$24,000 on average.

Recommendation:

City staff feels it is in the best interest of the City to enter into a three-way contract for the marketing and management of the Festival of Trains Event, with the Great Lakes Children's Museum marketing and managing the event, the Northern Michigan Railroad Club providing the setup and takedown of the displays, and the City of Traverse City providing the venue at the Carnegie Building. General terms of the proposed contract include:

1. Term: December 5, 2015 through January 5, 2016. Event will be open to the general public from December 12, 2015 through December 30, 2015.
2. Allocation of net proceeds from the event: \$6,000 to Northern Michigan Railroad Club, with the remainder (after deducting the cost of cleaning) to be shared equally between the Great Lakes Children's Museum and the City of Traverse City. Great Lakes Children's Museum will be responsible for promotional/marketing costs, with the City to pay for promotional/marketing costs up front and receive reimbursement at the end of the event. Great Lakes Children's Museum and City of Traverse City will share equally in the cost of cleaning and stocking the bathrooms, cleaning the hallways and display areas, utilizing a third party cleaning service.
3. Responsibilities:
 - a. Northern Michigan Railroad Club to set up, maintain and take down displays, and provide staff for a swap meet to be held on December 12th and 13th.
 - b. Great Lakes Children's Museum to promote/market and manage the Festival of Trains event, manage all sales of admission fees, manage admission to the event, keep an accurate accounting of all proceeds of the event and provide a copy to the City, schedule school groups to attend the event, and manage customer service throughout the event.
 - c. City of Traverse City to provide venue, a staff liaison, and identify a third party vendor for cleaning services.

Please request the City Commission to consider approval of a three-way contract between the Northern Michigan Railroad Club, the Great Lakes Children's Museum and the City of Traverse City for the 2015 Festival of Trains event, with the City Manager's approval as to content, and the City Attorney's approval as to form.

If you have any questions, please feel free to contact me.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: ^{mc}MARTY COLBURN, CITY MANAGER

SUBJECT: SNOW REMOVAL PRIORITIES/PROCEDURES

Attached is a memo from Director of Public Services Dave Green giving an overview of the City's snow removal process.

The normal winter work week begins at midnight Sunday/Monday morning and ends at midnight on Friday. There is at least one employee to be working at all times, including from 4:00 a.m. to 8:00 a.m. on Saturday and Sunday. The established "Primary/Emergency Route" is rated first priority and includes arterial streets within every neighborhood in town, which will be maintained not only during business hours on weekdays, but also in the evenings and weekends as necessary.

In the downtown area, snow is physically removed to maintain the two parking lanes adjacent to the traffic lanes, for easy access. Excess snow is hauled to municipal parking lots until it can be taken elsewhere by our Street Division crew. In the event of significant snowfall, the Street Superintendent may determine that a contractor will be needed to help City crews remove the snow in the immediate downtown area.

Last year, the City Commission authorized \$75,000 to be used for enhanced snow removal on sidewalks and bike paths only, as these methods of alternative transportation have become more important to the citizens of Traverse City in the years past. These funds were used to add three seasonal employees, teamed with two existing City employees to create a unit that can cover all of the approximate 79 miles of sidewalk and 8 miles of trails.

Additional tasks and increased effort have been added to heighten the snow removal awareness in areas of pedestrian concentration, as noted and listed by Mr. Green.

MC/kez

k:\tcclerk\city commission\snow removal 2015 2016

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: November 6, 2015
SUBJECT: Snow Removal Priorities/Procedures

The following is a general description of our current snow removal operation and how we intend to deal with the upcoming winter season.

The Traverse City Street Department consists of a total of 13 Equipment Operators. During the winter months the 13 employees are divided into 3 shifts as follows. The daytime shift operates 8 neighborhood plow routes (including all alleys), and one highway plow route. In addition, we schedule two plow drivers to work afternoons from 4 pm to midnight, and two plow drivers to work from midnight to 8 am.

Our normal winter work week begins at midnight Sunday/Monday morning and ends at midnight Friday. During winter months we schedule at least one employee to be working at all times. In addition, during winter the months, we schedule one employee to work 4:00 a.m. to 8:00 a.m. on Saturday and Sunday. They assess road conditions, plow and sand, and make a judgment call regarding whether they should be replaced subsequently with another plow driver at the end of their shift, based on current snow conditions, and report to Management. The Street Supervisor is responsible for maintaining an awareness of road conditions during the week-end hours when no plow drivers are assigned to work.

We have an established "Primary/Emergency Route", defined in part by the City Emergency Route, in part by our MDOT trunkline system within City limits, and also incorporating our hill areas which border the City on the north, west, and south City limits. The hill areas are included in this route because they tend to ice up, and present a greater challenge for motorists. The Primary/Emergency Route includes arterial streets within every neighborhood in town. This route is rated First Priority, and is maintained not only during business hours weekdays, but also evenings and week-ends.

The remaining streets and alleys are plowed by the day shift during the work week. If there is a snow event of three or more inches, the midnight crew will call in the day crew to begin at 5:00 a.m. instead of the usual 8:00 a.m. to begin plowing all the City streets and alleys. All streets and alleys will be plowed by the end of the day before the day crew goes home.

Memorandum

The City of Traverse City
Department of Public Services



Snow removal in the downtown area is handled differently from the residential areas of town. The two midnight employees are responsible for downtown snow removal in addition to maintaining the Primary/Emergency Route. While snow is plowed off to the side on most streets in town, snow is physically removed downtown, in order to maintain two parking lanes adjacent to the two traffic lanes without leaving a giant snowbank for shoppers to climb over to reach the sidewalks. This snow is pushed with loaders and pushers into nearby municipal parking lots, and hauled away by Street crews a few days later. During snowfalls of one to two inches or more, a contractor coordinates with the midnight Street crew and clears the downtown sidewalks of snow and the Street crew pushes the snow into nearby parking lots. During significant snowfalls, the Street Superintendent may determine that a contractor is needed to help the midnight Street crew remove snow in the immediate downtown area. When this occurs the contractor is requested to provide lead trucks to haul snow and the midnight crew operates a loader/blower to load the trucks with snow. A snow removal contract is bid out each fall. Contractors are directed to haul snow to nearby storage locations at 517 Wellington or our site off the Airport Access road as a cost saving measurement. City Street crews haul the snow from parking lots to Keystone when these two sites start to fill up, as snow storage space is very limited in the downtown vicinity.

Because of the workload and number of employees detailed above, sidewalks, trails and the general "polishing" of the overall transportation network as it relates to snow removal became lower priority tasks. They were only worked on once the street and alley network was in good shape. It should be noted before the reduction of the Street Division staff beginning with the 2008/2009 fiscal year, when the number of Equipment Operators dropped from 18 to 13, the entire network was vigorously attended to as soon as the snow landed and concerns over the snow removal operation were minor in nature.

Recently, there has been an increased interest in raising the snow removal level of service over the entire transportation network. Sidewalks and Bike Paths have become important transportation options through and around the City and need a consistent, dependable snow removal program like our streets and alleys. Building this operation has been a dynamic, hit and miss process that is still evolving and will continue to until we get to an agreed upon level of service while still being fiscally responsible. We have been trying various measures including "Tart Trail Volunteers" to assist us in the effort but the volunteer pool dried up and using Streets Department staff after they cleared the roads and alleys proved to be untimely. Two years ago, a policy was enacted that directed one Parks and Recreation employee and one Water and Sewer Division employee to operate sidewalk snow blower machines simultaneous with the street and alley snow removal operations.

Memorandum

The City of Traverse City
Department of Public Services



While adjustments to the operation provided improvements, they were not “game changers” and so last year the City Commission authorized \$75,000.00 to be used for enhanced snow removal on sidewalks and bike paths only.

We utilized the increase in the budget by adding three seasonal employees and teamed them with the two existing City employees currently involved in sidewalk snow blowing to create a complete “unit” that can cover all of the approximate 79 miles of sidewalk and 8 miles of trails within a 24 hour period after a snow event. By dividing the system into 5 routes versus three, each consisting of approximately 17 miles, there will be enough time in a work day to allow full coverage of each route. Also, once the routes are cleared, each member will have the ability then to “polish” their routes by clearing intersections and trouble spots before the next snowfall.

Also, the following increased effort and additional tasks have been added to heighten the snow removal awareness in areas of pedestrian concentration:

- On days when a full five man callout isn't required on the sidewalks and trails, three employees will travel the routes and clean up corners, handicapped ramps, BATA bus shelter access and complete other overall tasks aimed at increasing access and safety.
- We will provide salt/sand barrels for the use of property owners adjacent to downtown crosswalks and other potential problem areas including Hill Street over by Willow Hill School.
- We have reduced the snowfall threshold of the downtown callout from three inches to one/two inches to increase our efforts and reduce the buildup of snow on the sidewalks between bigger snowfall events.
- The DDA will send out emails in November 2015 to all merchants and businesses that included a letter from our Code Enforcement Officer Mike Trombley, as well as a copy of our Ordinance and a reminder of the supplemental program that the TCPS does reminding them about snow removal responsibilities.
- In December, January and February the DDA will include a reminder about snow removal on downtown sidewalks in their newsletter that goes out to all merchants and businesses.
- If required because of freeze/thaw cycles, we will dispatch employees and equipment to sidewalks that front City owned property to spread sand/salt material to reduce the potential for slip and fall accidents.

Memorandum

The City of Traverse City
Department of Public Services



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- Our Code Enforcement Officer will hand out flyers to every downtown business that explains snow removal responsibilities.
 - We will reach out to various media outlets and request their help in getting the message out by doing specific Public Service Announcements on the topic of snow removal.
 - Code Enforcement has will reach out to absentee landlords with vacant buildings or undeveloped properties to educate and explain that they are responsible for snow removal even if they aren't here.

This increase in effort to make our community a more desirable and safe drivable and walkable community is a dynamic and evolving process. We will continue to look for ways to improve and watch for new technologies and techniques that will help with our operation but we also need to remember we live in northern Michigan and sometimes the best thing to do is be patient.

As we learned in August, Mother Nature can throw curve balls.

City of Traverse City Snow Removal Operations



2015 - 2016

Responsibilities

- Streets Division
 - State Highways (Trunkline, 8 miles)
 - City Streets (83 miles)
 - Emergency Routes (**Green Route**)
 - Major streets
 - Local streets
 - Alleys
 - Sidewalks (77 miles)
 - Bike paths (8 miles)
 - Management of Contracts



Responsibilities

- Contractors
 - Downtown Sidewalks
 - 14 Parking Lots (with snow removal)
 - On-call snow hauling and windrowing downtown
- Parks Division
 - Parks and Senior Center
 - Cemetery
 - 13 Parking Lots (downtown TC)
 - Sidewalks on bridge decks

Streets Division Assets

- Personnel
 - 13 Equipment Operators
 - 3 Shifts
 - Day shift - 9
 - Afternoon shift - 2
 - Midnight shift - 2
- Equipment
 - 10 Plow trucks
 - 7 w/ Sanders
 - 5 Sidewalk Blowers
 - 4 Loaders w/ snow buckets
 - 2 Downtown Snow Blowers



Street Priorities

1. Primary/Emergency Route
2. Major Streets
3. Local Streets
4. Alleys

- All priorities covered during day shift and during full callouts
- Afternoon, nights, weekends, holidays keep primary/emergency route clear



2015-2016 PRIMARY / EMERGENCY PLOW ROUTE MAP



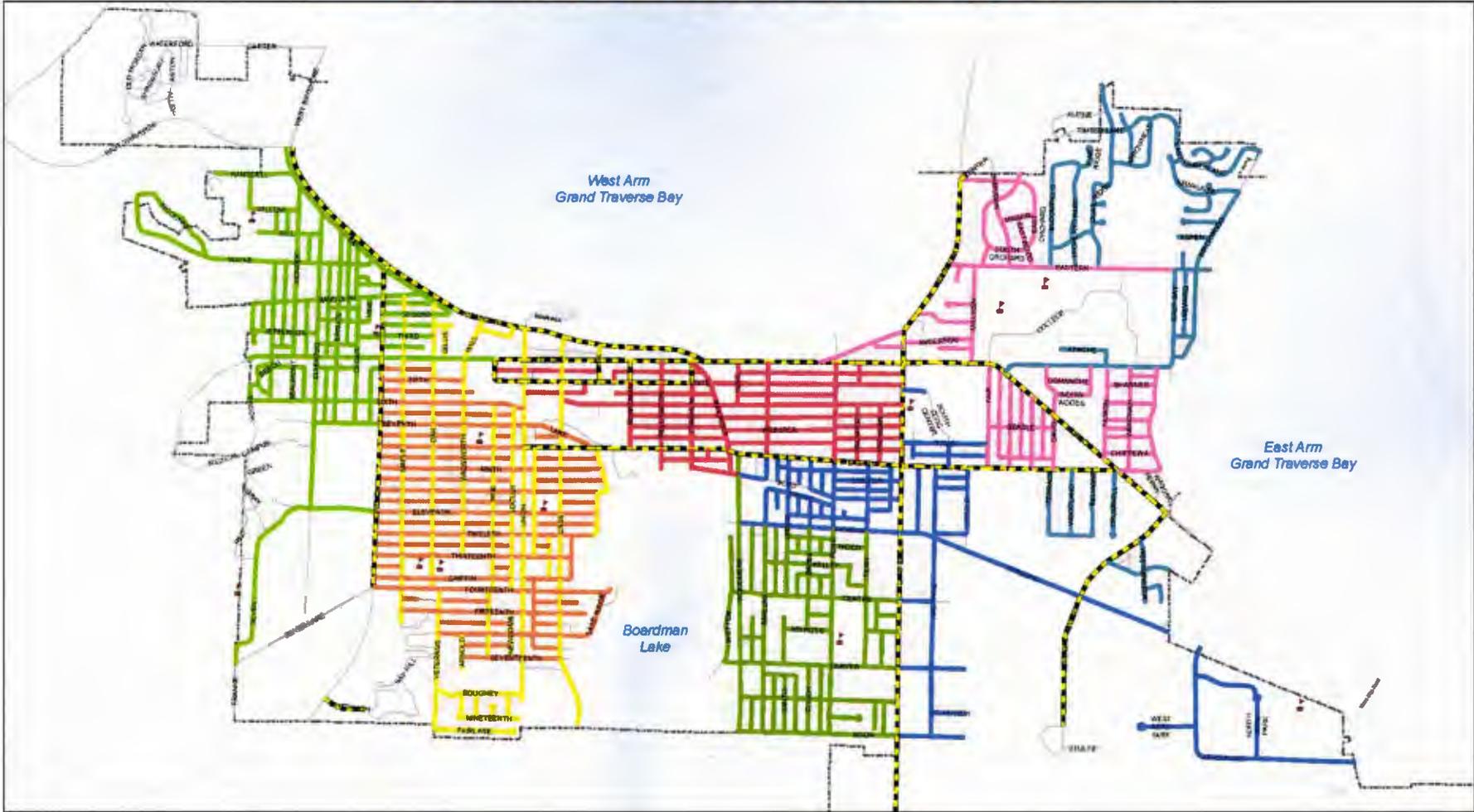
Legend	Green Plow Route
	State Trunkline
	Primary / Emergency Route

**Traverse City
Department of Public Services
Asset Management**

10/27/2015
2/1

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2015-2016 CITY STREETS SNOWPLOW ROUTE MAP



2015-2016 City Streets Snowplow Routes					
Plow Route	Truck No.	Plow Route	Truck No.	Plow Route	Truck No.
—	99	—	100	—	105
—	107	—	98	—	172
—	177	—	195	- - - - -	194
				- - - - -	City Limits

Traverse City
Department of Public Services
Asset Management

10/27/2015
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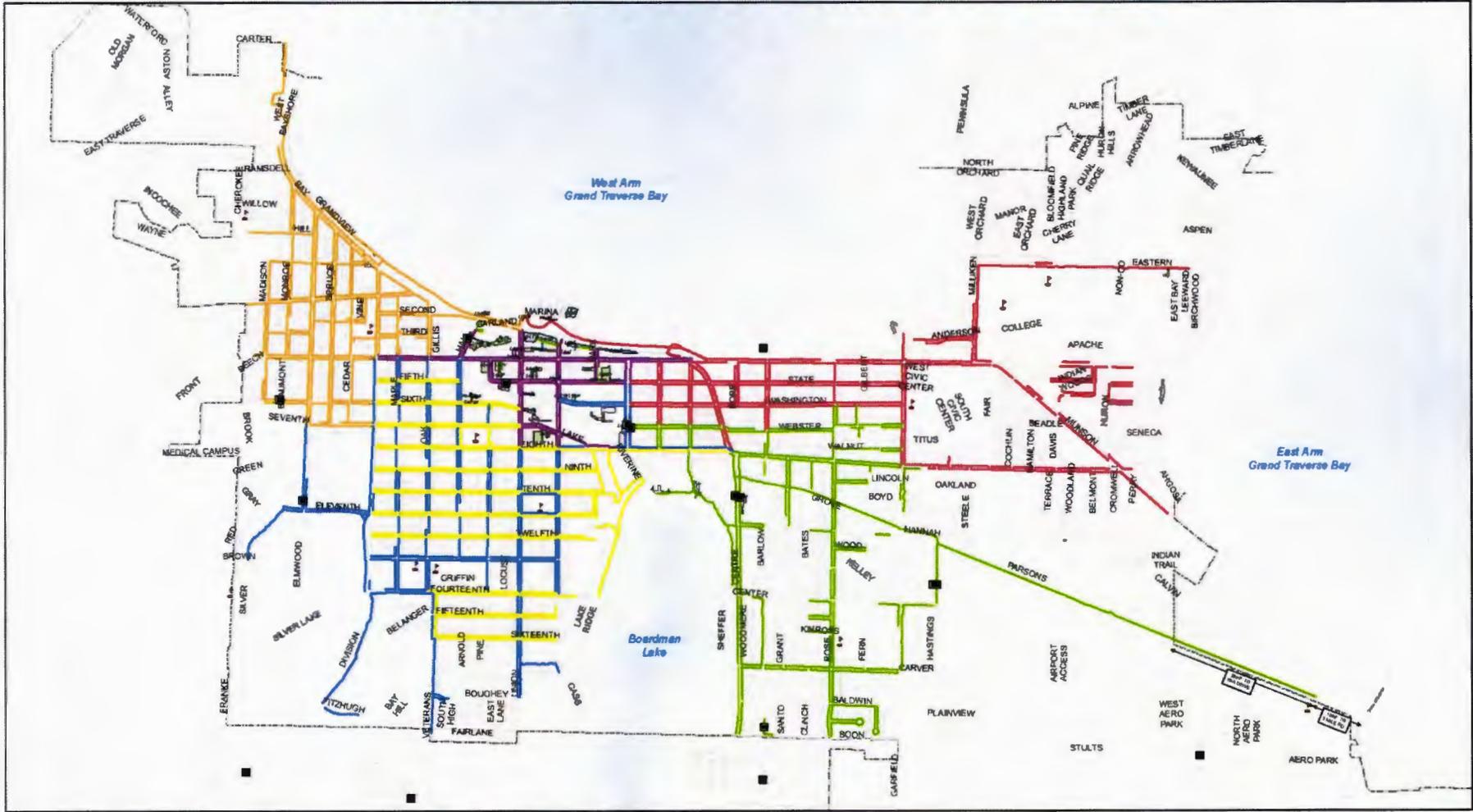
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Sidewalk Priorities

- 5 routes
- Includes TART trails
- Goal is to clean all sidewalks within 8 hours of end of snow event
- Two operators are borrowed, 1 from Parks Dept. and one from Water/Sewer Maintenance Dept.
- Three operators are part-time and are on call in.



2015-2016 PLANNED SIDEWALK/TRAIL SNOW REMOVAL ROUTES



Legend

- BATA shelter location
- 🏫 School
- sidewalks existing
- Existing Trail
- City Limits

2015-2016 Planned Sidewalk/Trail Snow Removal Routes

- BLUE
- GREEN
- ORANGE
- RED
- YELLOW
- CONTRACTOR

ROUTE	LENGTH (FEET)
BLUE	71737
GREEN	81877
ORANGE	76457
RED	78285
YELLOW	75430
CONTRACTOR	21867

Traverse City
Department of Public Services
Asset Management

10-27-2015
 p.1

This map is based on public information from the City of Traverse City. Traverse City cannot accept any liability for errors, omissions, or outdated information. There are no warranties or guarantees of any kind.

Sidewalk Responsibility

- Sidewalk blowing began as a program to assist residents in major snow events
- Sidewalk blowers don't clean walks completely
- City Ordinance 668.11 states, *“The removal of snow and ice from private property and the sidewalk abutting or crossing private property shall be the responsibility of the occupant of such private property.”*

Full Callout

- In response to 3-5 inch snow event
- Day crews report at 5 a.m. or earlier
- All routes plowed in 8 hour day
- Shifts extended as needed until snow event is complete
- Goal: Sidewalks and bike paths are cleared within 1 day of end of snow event

Downtown Cleanup

- Level 1: (2-inch snow)
 - Streets orders contractor to mobilize
 - Contractor cleans sidewalks and assigned lots
 - Streets personnel push snow into parking lots for temporary storage
 - Parks cleans assigned lots

Downtown Cleanup

- Level 2: (Larger snow event)
 - Streets orders contractor to mobilize
 - Contractor cleans sidewalks and assigned lots
 - Contractor uses 2 graders to windrow snow
 - Streets personnel blow snow into contractor-provided lead trucks
 - Parks cleans assigned lots

2015-2016 DOWNTOWN TC SNOW REMOVAL GUIDE

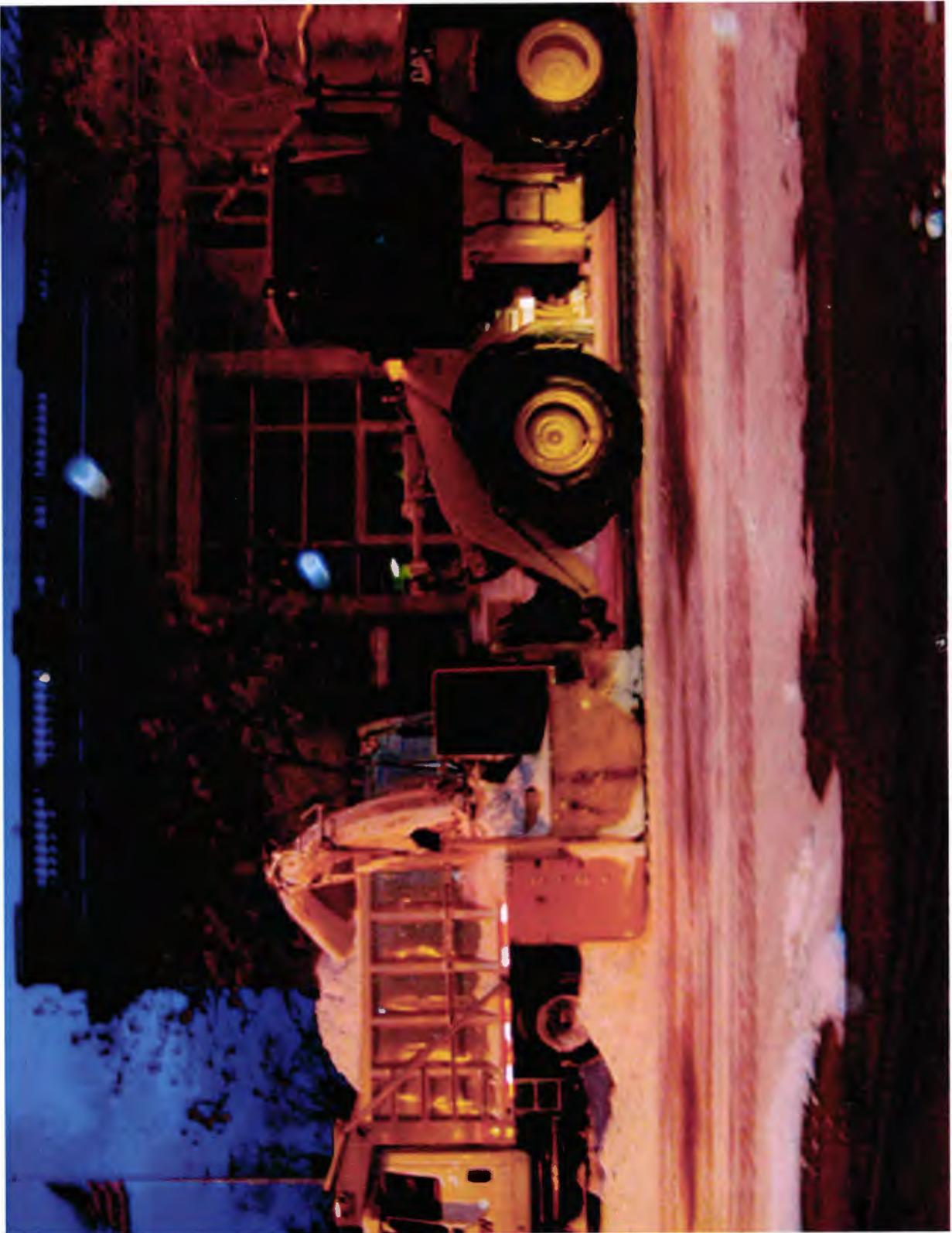


Legend		Removed By	
—	City		Snow Melt System
—	Contractor		Plowed by City
—	Snow Melt		Plowed by Contractor
—	Private		

**Traverse City
Department of Public Services
Asset Management**

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10-27-2015
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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 16, 2015

DATE: NOVEMBER 12, 2015

FROM: ^{mc} MARTY COLBURN, CITY MANAGER

SUBJECT: 2015 CLINCH PARK IMPROVEMENTS PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a unit prices contract for the 2015 Clinch Park Improvements Project. As explained by Mr. Lodge, this project includes four work areas which will address various elements throughout Clinch Park including shoreline improvements, tunnel drainage issues, water feature storm water overflow, and water feature seat walls and landscaping.

While \$250,000 was already set aside at the end of the last fiscal year for the corrective measures for Clinch Park, this amount will be short of what is necessary. There are two options for funding the difference. One option is to use the stormwater fund which is relatable because the work would include stabilization for shoreline control (water quality), repair and installation of stormwater infrastructure, and measures to reduce debris in the stormwater and water feature systems of the park. The other option is to draw down on the general fund balance.

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

that the Mayor and City Clerk execute a unit prices contract in the amount of \$508,111.50, more or less, with Elmer's Crane and Dozer, Inc., for the 2015 Clinch Park Improvements Project at the unit prices indicated in its bid, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund with a budget amendment to transfer the remaining \$260,000, from the _____ fund to the Capital Projects Fund.

MC/kez

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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer 
DATE: November 10, 2015
SUBJECT: 2015 Clinch Park Improvements Project

The City Engineering Department has prepared plans for corrective measures for Clinch Park in the following four areas:

Work Area #1: Shoreline Improvements/Stabilization- Includes repair/stabilization of the terraced stone wall, adding terraced steps at the south end of the terraced wall, installation of rubber beach mat surface for the kayak launch beach, drainage improvements, installation of steel sheet pile wall for shoreline protection and installation of a steel sheet pile wall crib structure to diminish wave action impacting the ADA kayak boat lift. This work was designed by the City Engineering Department in consultation with Baird Associates.

Work Area #2: Tunnel Drain- Sometime after the completion of the site work for the 2012 Clinch Park Improvements Project, the City experienced flooding in the tunnel connecting the north and south sides of Grandview Parkway. After investigating the problem we determined that the pipe behind the tunnel wall required repair. The work includes digging up and repairing the pipe and if necessary installing a pipe liner. During our investigation we found that several drywells that previously captured water draining to the tunnel on the north side were removed during the improvements designed by Hamilton Anderson. We recommend that a drywell system be installed as part of the work and included in the plans.

Work Area #3: Water Feature Storm Water Overflow- Currently storm water that enters the water feature is discharged from the water feature storage reservoir by pumping into the sanitary sewer. This provision has been temporarily authorized under the water feature operating permit for the past two operating seasons. We are required to install an alternative system to be able to operate the water feature for next year's season. The work includes installing two diverter devices that can operate and direct storm water to a series of drywells when the water feature is not operating. The diverter system allows water to be directed to the storage reservoir while the water feature is operating. In addition to this diverter and drywell system we have included adding a salvaged brick ribbon surface that drains away from the water feature along the north edge and provides a place for people to stand and observe those using the water feature. We are using bricks salvaged from Clinch Park that are in storage.

Work Area #4: Water Feature Seat Walls and Landscaping- To reduce the excessive amount of organic debris that enters the water feature water circulation system and to provide seating areas for people to observe those using the water feature we have included Work Area #4. A seating wall around the south and north perimeter will be added and a salvaged brick ribbon surface will be added on the south side of the water feature. The landscaped circle where plants do not fair well from the treated water from the water feature will be removed and salvaged bricks and seat stones will be added. We will also expand the mister system to this area.

The project was advertised for bids and sealed proposals were received on November 2. Plans and specifications were provided through the Builders Exchange of Northern Michigan and nine contractors showed interest in the project with only one bid received for this work as follows:

Elmer's Crane and Dozer	Traverse City	\$ 508,111.50
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We confirmed with at least one contractor that they did not bid the project because of their existing work commitments and that rebidding would not cause them to submit a bid. The Engineering Department's preliminary estimate for this work was \$406,750 and the difference is primarily due to the cost of the crib wall, stone steps and cost of the storm water diverter system. Each of these items are not typical work that we have historic pricing to be able to accurately predict the cost so we believe that the bid received reflects the value of the work.

Therefore, it is recommended, that this work be awarded to the low bidder, Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$508,111.50 more or less, with funds therefore available in the public improvements projects funds.