



Notice City Commission Study Session

7:00 PM

Monday, December 14, 2015

Governmental Center, Commission Chambers, 400 Boardman Avenue
Traverse City, MI 49684

Posted and Published: 12-11-2015

The meeting informational packet is available for public inspection at the Traverse Area District Library, Law Enforcement Center, City Manager's Office, and City Clerk's Office.

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At the request of City Manager Marty Colburn, City Clerk Benjamin Marentette has called this Study Session.

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 Study Session!

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.

Agenda

Pledge of Allegiance

Roll Call

1. Presentation of the final report from the consultants regarding the Traverse City Public Pier Project and general discussion, including a change of scope for a Rotary Charities grant to instead focus on public engagement for various potential projects along East Front Street. (Marty Colburn, Russell Soyring)
2. Discussion regarding a two-year strategic plan for the City. (Marty Colburn)
3. Announcements from the Deputy City Clerk. (Katie Zeits)
4. Public comment.
5. Adjournment.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION STUDY SESSION OF DECEMBER 14, 2015

DATE: DECEMBER 11, 2015

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: DECEMBER 14 STUDY SESSION

This memo covers both items on the agenda for Monday's Study Session.

1. ***Presentation of the final report from the consultants regarding the Traverse City Public Pier Project and general discussion, including a change of scope for a Rotary Charities grant to instead focus on public engagement for various potential projects along East Front Street.***

Please see the attached memos from Planning and Engineering Assistant Missy Luick regarding this agenda item. SmithGroup JJR, who has served as the project consultant for design, engineering, etc. work will provide a final report to essentially close out this grant. At the December 21 Regular Meeting, I will be recommending that the City Commission receive and file the report.

Additionally, in June, the City Commission authorized a grant agreement with Rotary Charities for a \$5,000 grant to develop a fundraising strategy for the possible public pier. Because we are focusing on priorities other than this, Rotary Charities has agreed to shift the scope of the grant to instead focus on public engagement efforts regarding various projects along portions of East Front Street, which is a component of the corridor study. We will have a discussion regarding the proposed change of scope; and I will be recommending the City Commission officially concur with the change in scope at the December 21 Regular Meeting.

2. ***Discussion regarding a two-year strategic plan for the City.***

When I was hired in June, the City Commission asked that I work with you to develop a two-year strategic plan for the City; and I'm looking forward to beginning this effort. The strategic plan will ultimately develop the goals and objectives for the City organization as well as provide high-level direction from the City Commission for development of the budget. Over the next two months, I plan to have continued

discussion with the City Commission as a whole to develop the two-year strategic plan. It is my hope that by having this discussion on a few different occasions, rather than in one meeting, there is time for reflection for myself and City staff to prepare the needed information. Ultimately, and most importantly, I hope this will allow the Commission the necessary time and opportunity to develop a thoughtful strategic plan.

MC/bcm

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copy: Department Heads



City Planning Department

TO: RUSS SOYRING, PLANNING DIRECTOR
FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT
SUBJECT: PUBLIC PIER- PHASE THREE FINAL DESIGN PRESENTATION
DATE: DECEMBER 7, 2015

A handwritten signature in blue ink that reads "Missy Luick".

On August 4, 2014, the City Commission authorized a Consultant Agreement with SmithGroupJJR for services associated with the Traverse City Public Pier project including field investigation, shoreline studies, public outreach, design development, preliminary engineering, and permitting and construction drawings. The project is fully funded by a \$232,000 Great Lakes Fishery Trust Grant.

The project Consultant Agreement documents identify that the project will be implemented in three distinct phases: Phase One- Site Investigation and Schematic Design; Phase Two- Preliminary Design; and Phase Three- Final Design.

The Agreement document further stipulates that City approval is required to move from one phase to the next. On February 2, 2015, the City Commission approved moving from Phase One Schematic Design to Phase Two Preliminary Design. On May 4, 2015, the City Commission approved moving from Phase Two Preliminary Design to Phase Three Final Design. The consultant completed the final design in late August. Preliminarily, plans were to make a presentation to the City Commission in the fall, but City Administration decided that based on the City Commission's priorities that a presentation at that time did not make sense.

Current plans are to fulfill the grant requirements by making a final presentation regarding the project to the City Commission. At the December 21 meeting, an action to "receive and file" the plans will be requested.

Representatives from SmithGroupJJR will be making a brief presentation at the December 15 meeting regarding the project and the final construction drawings.

No documents are attached. Pier final deliverables are on file in the Planning Department and include:

- Full Construction Drawing Set (56 pages)
- Project Manual Specifications (177 pages)
- Traverse City Public Pier Basis of Design report (12 pages)
- Traverse City Wave Wind Basis of Design Numerical Model Study (24 pages)
- Traverse City Beach Stability and Sediment Transport Report (28 pages)
- Traverse City Public Pier Joint Permit Application Draft (26 pages)
- Opinion of Probable Costs (1 page)



City Planning Department

TO: RUSS SOYRING, PLANNING DIRECTOR

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT

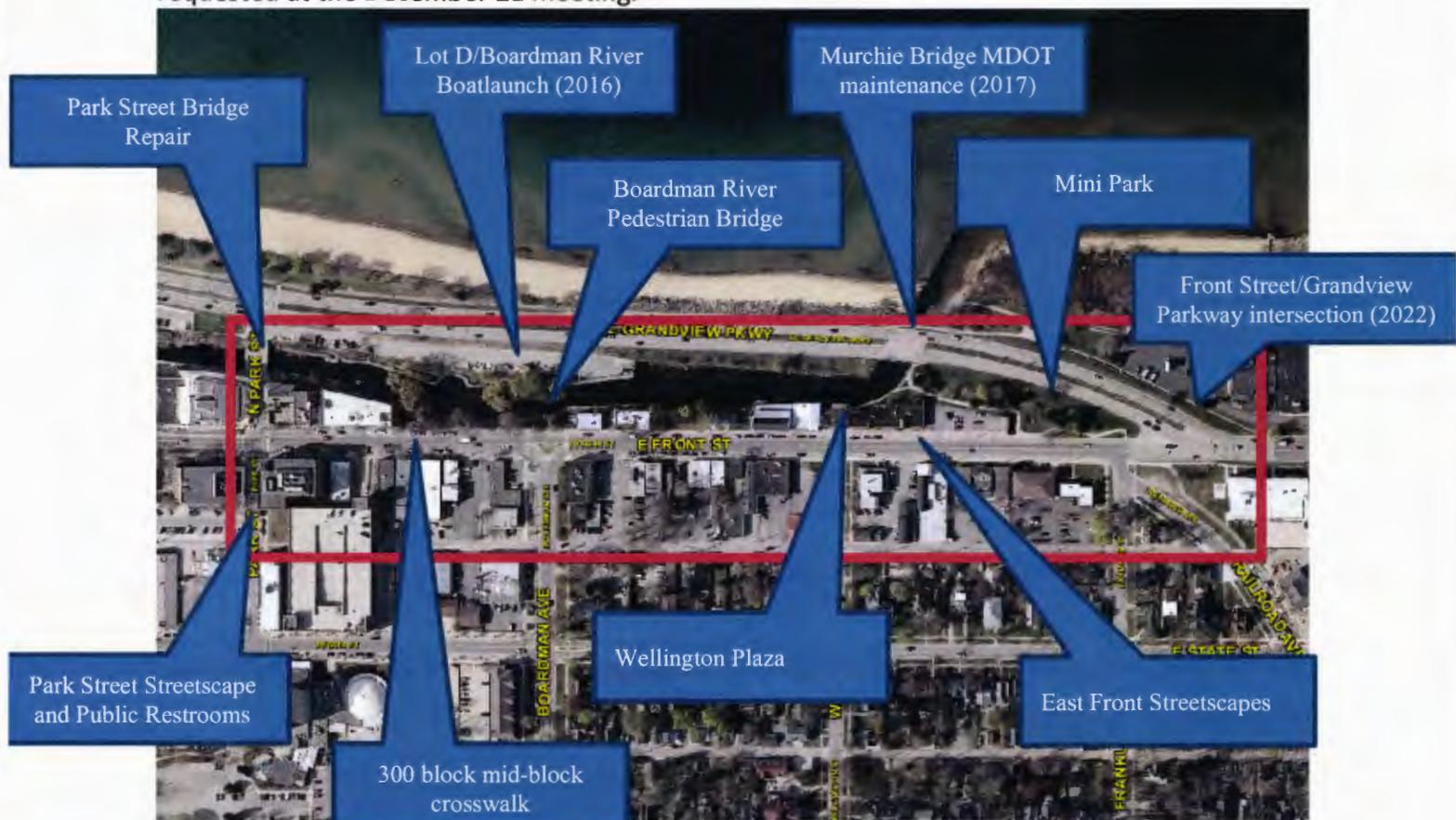
SUBJECT: ROTARY PLANNING GRANT- CHANGE IN SCOPE

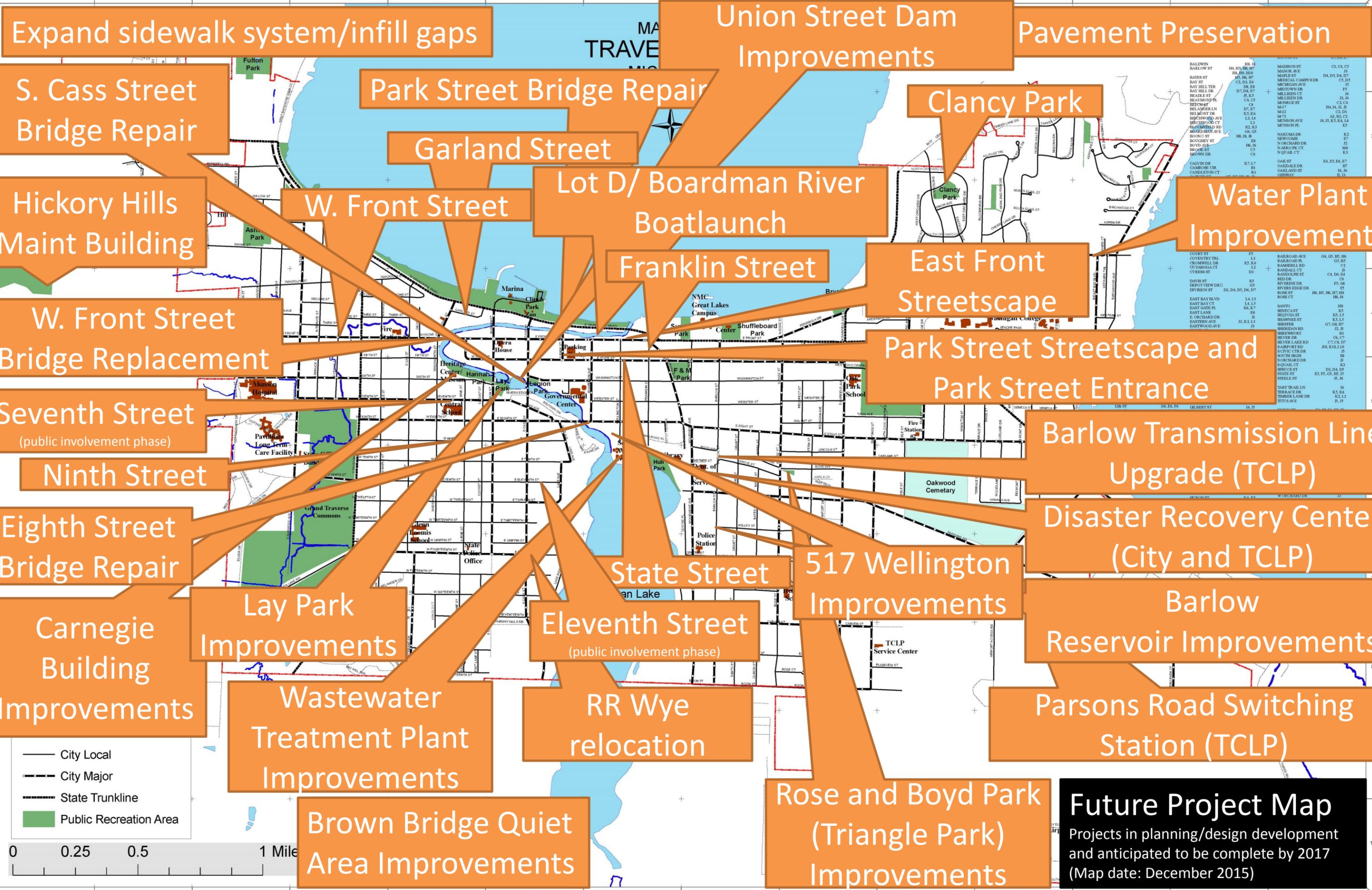
DATE: DECEMBER 7, 2015

Missy Luick

On June 15, 2015, the City Commission took action to authorize execution of a grant agreement with Rotary Charities of Traverse City for a \$5,000 planning grant for the Traverse City Public Pier project. The grant has been executed; however, the work never got underway.

Staff is recommending that we re-focus the grant scope "up river." We propose conducting a planning effort consisting of a focused public engagement effort with property owners, tenants and the general public regarding various projects on the east end of East Front Street. The project area would consist of East Front Street from Park Street to Grandview Parkway. A sampling of possible projects that could be discussed are included in the graphic below. Currently, the City has conceptual plans for many of the projects listed. Sometimes a particular project may have one, two, sometimes three different project concepts within the City. We would like to discuss the concentration of proposed projects within the project area and engage the public in the possible future vision of East Front Street's East End. The re-purposed scope of work has been discussed with Rotary Charities staff and they are supportive of the amended scope. If the Commission also concurs with the revised scope, then subsequent action will be requested at the December 21 meeting.





Expand sidewalk system/infill gaps

Union Street Dam Improvements

Pavement Preservation

S. Cass Street Bridge Repair

Park Street Bridge Repair

Clancy Park

Garland Street

Hickory Hills Maint Building

W. Front Street

Lot D/ Boardman River Boatlaunch

Water Plant Improvements

Franklin Street

East Front Streetscape

W. Front Street Bridge Replacement

Park Street Streetscape and Park Street Entrance

Seventh Street (public involvement phase)

Barlow Transmission Line Upgrade (TCLP)

Ninth Street

Disaster Recovery Center (City and TCLP)

Eighth Street Bridge Repair

State Street

517 Wellington Improvements

Barlow Reservoir Improvements

Carnegie Building Improvements

Lay Park Improvements

Eleventh Street (public involvement phase)

Parsons Road Switching Station (TCLP)

Wastewater Treatment Plant Improvements

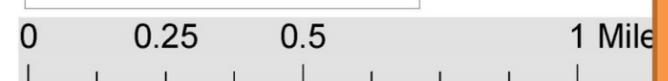
RR Wye relocation

Rose and Boyd Park (Triangle Park) Improvements

Brown Bridge Quiet Area Improvements

Future Project Map
 Projects in planning/design development and anticipated to be complete by 2017
 (Map date: December 2015)

- City Local
- City Major
- State Trunkline
- Public Recreation Area



Parks and Recreation 5-year plan

Red Mill District
Redevelopment Plan

Active Transportation Plan

West Front Street Parking Deck

Comprehensive Parking Plan

W. Front Street Form Based Code

Public Pier
(planning and design)

Redevelopment Ready
Communities Certification

City Lot conceptual plans

Farmer's
Market
(fund development)

Senior Center
Building Renovation
(fund development)

Hickory Hills
Master Plan
Improvements
(fund development)

Grand Traverse
Commons
Development
Regulations

Union Street Dam
Betterment plan

Eighth Street Charrette

Boardman Lake Avenue
(planning)

Division Street
Planning and Environmental Linkages study

Hannah Park
(concept plan development)

Boardman Lake Trail West
(design development)

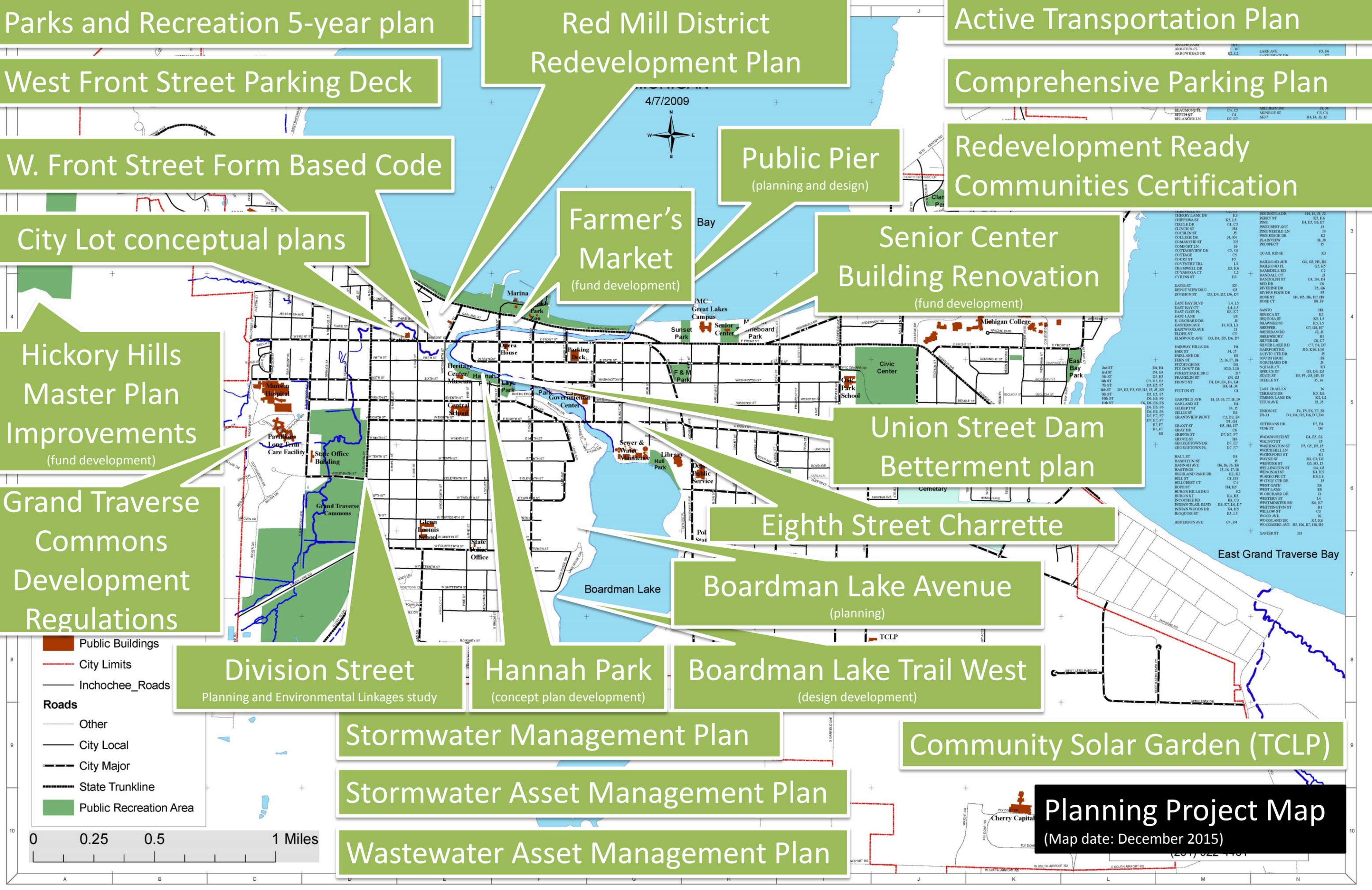
Stormwater Management Plan

Community Solar Garden (TCLP)

Stormwater Asset Management Plan

Wastewater Asset Management Plan

Planning Project Map
(Map date: December 2015)



- Public Buildings
- City Limits
- Inchochee_Roads
- Roads
- Other
- City Local
- City Major
- State Trunkline
- Public Recreation Area

0 0.25 0.5 1 Miles

City of Traverse City, Michigan Organizational Chart

November 2015

