



Notice

City Commission Regular Meeting

7:00 pm

Monday, December 21, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 12-17-2015

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

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

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

City Commission:

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

(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Presentation by City Manager Marty Colburn of the 2015 Employee of the Year Award to Julie Dalton of the City Manager's Office.

Presentation by City Manager Marty Colburn of the 2015 Department of the Year Award to the Department of Public Services Director Dave Green.

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 December 7, 2015, and December 14, 2015. (Approval recommended)
(Marty Colburn, Benjamin Marentette)

- b. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing an agreement to accept a \$5,000 grant from Rotary Charities for professional public engagement services regarding the community policing philosophy. (Approval recommended) (Marty Colburn, Jeff O'Brien)
- d. Consideration of receiving and filing the consultant's final report regarding the Traverse City Public Pier Project. (Receive and file recommended) (Marty Colburn, Russell Soyring)
- e. Consideration of concurring with a revised scope for a \$5,000 grant from Rotary Charities to change the scope of the agreement from the development of a fundraising strategy for the Traverse City Public Pier Project to public engagement work regarding various projects on the east end of East Front Street. (Concurrence recommended) (Marty Colburn, Russell Soyring)
- f. Consideration of declaring surplus a hand gun to be presented to a retiring officer, with the cost thereof to be reimbursed to the City. (Approval recommended) (Marty Colburn, Jeff O'Brien)
- g. Consideration of adopting a resolution of support of a grant application to the Michigan Department of Transportation for federal dollars to conduct a preliminary analysis on establishing passenger rail between Traverse City and Ann Arbor, Michigan, and committing \$5,000 toward the analysis. (Adoption recommended) (Marty Colburn, Russell Soyring)
- h. Consideration of granting annual approval of the purchasing process for diesel and unleaded fuel, with confirming purchase orders to be submitted to the City Commission for approval after each transaction. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- i. Consideration of authorizing a purchase order for hardware and software upgrades for the water and sewer line inspection vehicle. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- j. Consideration of approving a \$1 million inter-fund loan from the Economic Development Fund to the Marina Fund. (Approval recommended) (Marty Colburn, William Twietmeyer) (5 affirmative votes required)
- k. Consideration of a deficit elimination plan for the Marina Fund. (Approval recommended) (Marty Colburn, William Twietmeyer)
- l. Consideration of introducing an amendment to the Traverse City Code of Ordinance which would increase the impervious surface limit for schools, as recommended by the City Planning Commission. (Introduction and schedule for possible enactment on January 4, 2016, recommended) (Marty Colburn, Russell Soyring)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of authorizing a service order for engineering and site design services for the relocation of the railroad wye on the City-owned parcel at 1383 Cass Road in connection with the West Boardman Lake Avenue, to be reimbursed by the Grand Traverse County Brownfield Redevelopment Authority. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- b. Consideration of authorizing a contract for schematic design, public engagement and other services for West Boardman Lake Avenue, with the cost of the contract to be reimbursed by the Grand Traverse County Brownfield Redevelopment Authority; and consideration of concurring with the consultant's scope of services and timeline for design alternatives for the West Boardman Lake Trail. (Marty Colburn, Russell Soyring, Jean Derenzy) (5 affirmative votes required)

4. New Business

- a. Consideration of committing \$35,000 in funds to match a \$35,000 grant from MSHDA for a charrette for the Eight Street Corridor between Union Street and Barlow Street. (Marty Colburn, Russell Soyring) (5 affirmative votes required)
- b. Presentation by Interim Chief of Police Jeff O' Brien regarding the Police Department's activities for 2015. (Marty Colburn, Jeff O' Brien)
- c. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would conditionally rezone 2351, 2455, and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Commercial District), which was recommended by the City Planning Commission. (Marty Colburn, Russell Soyring)
- d. Consideration of adopting a resolution in support of naming the Traverse City Veterans Administration Clinic after Colonel Demas T. Crow. (Mayor Jim Carruthers)

5. Appointments

- a. Consideration of appointment to the Parks and Recreation Commission as recommended by the Ad Hoc Interview Committee. (Mayor Pro Tem Ross Richardson, Chair; Commissioner Brian Haas; Commissioner Amy Shamroe; Marty Colburn, Katie Zeits)
- b. Consideration of accepting the resignation of Commissioner Howe from the Brown Bridge Advisory Committee and making an appointment to the vacancy; and consideration of two other appointments to the Brown Bridge Advisory Committee, as recommended by the Ad Hoc Interview Committee. (Commissioner Gary Howe, Chair; Commissioner Brian Haas; Commissioner Amy Shamroe; Marty Colburn, Katie Zeits)
- c. Consideration of approving the Mayor's appointment to the Planning Commission. (Mayor Jim Carruthers, 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 Planning Commission meeting of November 3, 2015.
 3. Minutes of the Human Rights Commission meeting of September 14, 2015.
 4. Minutes of the ACT 345 meeting of September 30, 2015.
 5. Quarterly Financial Report from the City Treasurer/Finance Director for the quarter ending October 31, 2015
- e. Reports and correspondence from non-City officials.
 1. Minutes of the Traverse Area District Library Board meeting of October 15, 2015.
 2. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for November 2015.
 3. North Flight Fractile Emergency Response Report for November, 2015.

7. Public Comment

a. Reserved.

None.

b. General.

c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- December 7, 2015 Regular Meeting
- December 14, 2015 Study Session

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

that the minutes of the December 7, 2015, Regular Meeting, and the December 14, 2015, Study Session, be approved.

MC/slm

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Minutes of the
City Commission for the City of Traverse City
Regular Meeting
December 7, 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.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Presentation by Mayor Carruthers of a Mayoral Proclamation to Laura Oblinger, Traverse City Area Chamber of Commerce Executive Director, celebrating the 100 year anniversary of the Traverse City Area Chamber of Commerce.

Presentation by Mayor Carruthers of a Mayoral Proclamation to Rebecca Garland, Executive Director of Conflict Resolution Services, celebrating the 25th anniversary of Conflict Resolution Services.

As requested by Commissioner Gary Howe, Agenda Item 2(d) was removed from the Consent Calendar for individual consideration by the City Commission. There being no objection, Mayor Carruthers placed this item to be considered as New Business 4(b).

2. Consent Calendar

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

approved:

- a. the minutes of the November 16, 2015, Regular Meeting, be approved.
- b. the Directory of Charges, which consolidates all fees established by resolution of the City Commission into one document, which is a housekeeping matter be adopted and that the resolutions which established fees outlined in the Directory of Charges be superseded.
- c. the following Resolutions be adopted and added to the Directory of Charges: the Resolution Establishing Fees for Duncan L. Clinch Marina Seasonal Rates 2016; the Resolution Establishing Fees for Boardman River Dockage Seasonal Rates 2016; the Resolution Establishing Fees for Duncan L. Clinch Marina Transient Rates 2016; and the Resolution Establishing Fees for Duncan L. Clinch Marina Launching Permit and Sewage Pump Out Fees 2016.
- d. Removed from the Consent Calendar.
- e. the Mayor and City Clerk be authorized to execute a consultant agreement with Leading Edge Surveying, LLC in the amount of \$25,525 for topographic surveying and mapping work for 2015-2016 public improvement projects, with funds available in the Public Improvements Fund, Special Assessment Fund and TIF 97 Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- f. the City of Traverse City Electronic Device Divestment Policy, be adopted.
- g. the competitive bidding process be waived for these professional services; and that the City Manager be authorized to issue a service order to Otwell Mawby in the not-to-exceed amount of \$9,050 for the preparation and delivery of a Phase I and Phase II Baseline Environmental Assessment for 145 West Front Street, with funds available in the Parking Fund.

CARRIED unanimously.

3. Old Business

3(a).

Public Hearing regarding a request for a Special Land Use Permit from Pine Street Development One to construct two approximately 96' tall buildings at 305 West Front Street, as recommended by the Planning Commission; and consideration of adopting an Order Granting the Request.

Commissioner Richard Lewis made the following disclosure: His son-in-law is Kent Wood, a Government Affairs Director for the Traverse City Area Chamber of Commerce. Commissioner Lewis indicated he has no financial interest in the Traverse City Area Chamber of Commerce; and therefore, he intends to participate in the making of a decision. Commissioner Lewis invited any member of the Commission to raise any issues with respect to his participation in deciding this matter for discussion; and no one responded.

The following addressed the Commission:

Marty Colburn, City Manager

Erik Falconer, Pine Street Development One, LLC

Joe Quandt, attorney representing Pine Street Development One, LLC

Mayor Carruthers opened the public hearing.

John Kopchia, 150 Pine Street – made general comments

Deb Sheer, 150 Pine Street – made general comments

Priscilla Townsend, 150 Pine Street – made general comments

Norma Loper, 150 Pine Street – made general comments

Lee Delancey, 150 Pine Street – expressed opposition

Ellen Corcoran, 150 Pine Street – expressed opposition

Woody Smith, 502 Fifth Street, City business owner – expressed opposition

Stewie Zacks, 203 Wadsworth Street – expressed opposition

Susannah Tobin, 502 Fifth Street – expressed opposition

Julie Brazaski, 642 Eastwood Avenue – expressed opposition

Elitza Nicolaou, 8904 S West Bay Shore Drive, Elmwood Township – expressed support

Bill Kirschke, 515 Fifth Street – expressed opposition
Michael Jackson, 217 Sixth Street – expressed opposition
Mike Trippe, 615 East State Street – expressed support
Jo Bartlett, 807 East State Street – expressed opposition
Laura Oblinger, 1020 Washington Street, Traverse City Area Chamber of Commerce Executive Director – expressed support
Emily Modjul (sp?) 1123 Jefferson Street – made general comments
Cassidy Alderdood, no address given – expressed support
Ellen Montoya, 335 North East Bay Boulevard - expressed opposition
Lynmarie Pugh, 1772 Indian Woods Drive – expressed opposition
Allison Beers, 10248 Fishers Run, Long Lake Township, City business owner, Traverse City Area Chamber of Commerce Board of Directors, Traverse City Young Professionals Chairperson – expressed support
Julie Falconer, 409 Sixth Street, City business owner – made general comments
Anne Stanton, 124 North Madison Street – expressed opposition
John McDonald, 117 Monroe Street – expressed opposition
Rosemarie Carroll, 512 Terrace Drive – made general comments
Grant Parsons, 6936 Mission Ridge, Peninsula Township – expressed opposition
Brenda Quick, 542 Fifth Street – expressed opposition
Mike DeVries, 421 West Ninth Street – expressed opposition
Lesley Wray, 304 West 13th Street – expressed opposition
Ken Richmond, 333 Boardman Avenue – expressed support
Ken Kleinrichert, Jr., 9549 East Harbor Hills Drive, Elmwood Township, Traverse Area Association of Realtors Board President – expressed support
Chad Brown, 1711 Pergola Avenue, East Bay Township – made general comments
Tim Nance, 880 Oakdale Drive – expressed support
Jim Bruckbauer, 521 West 12th Street, Groundworks Center for Resilient Communities – expressed support
Simon Joseph, 4034 Burnt Mill, Interlochen, City business owner – made general comments
Lee Hornberger, 6730 Mission Ridge, Peninsula Township – expressed opposition
Ryan Volz, 2657 Bayway Court, Apt 206, Garfield Township - expressed opposition
Alissa Novak (sp?), no address given – expressed support

Christopher Fieldhouse, 8904 S West Bay Shore Drive, Elmwood Township
– expressed support

Judy Nelson, 429 Garfield Avenue – expressed opposition

Paul Danielson, 446 North Elmwood Avenue, City business owner –
expressed support

Rick Buckalter, 932 Kelley Street – expressed opposition

Michael Ullman, 261 Midtown Drive – made general comments

Sue Kelly, 10667 Timberlee, Elmwood Township – made general comments

Tom Mair, 612 Fifth Street – made general comments

Ann Rogers, 1236 Peninsula Drive – expressed opposition

Gary Olson, 1815 Wayne – made general comments

David Petrove, 9988 Riley Road, Interlochen – expressed opposition

Andrew Girrell (sp?), 532 Webster Street – expressed support

Christopher Grobbel 8288 E Northwind Trl, Leelanau MI, - expressed
support

Matt Hodges, 3840 Heatherwood Drive West, Garfield Township -
expressed support

Kimberly Pontius, 9372 E Summerfield Drive, Traverse City, Elmwood
Township, Traverse Area Association of Realtors Executive Vice President,
Elmwood Township Planning Commission Chairman – made general
comments

Nate Griswold, 1129 Woodmere Avenue, City business owner – expressed
support

Jerry Reinhart, 308 Timberhill Drive, East Bay Township – made general
comments

Kent Anderson, 429 Garfield Avenue – expressed opposition

Deni Scudato, 422 East State Street – expressed opposition

Rob Bacigalupi, Downtown Development Authority Executive Director

Seamus Shinnors, 410 Seventh Street – expressed opposition

Bea Edmond (sp?), 4644 Paper Birch Lane, Acme Township, City property
owner – made general comments

Karen Nielson, 1223 Randolph Street – made general comments

Rick Korndorfer, 602 West Ninth Street – expressed support

Scott Smith, 2168 Averils Circle, East Bay Township – expressed support

There being no one further desiring to speak, Mayor Carruthers closed the
public hearing.

There being no objection, Mayor Carruthers declared a recess.

Lauren Tribble-Laucht, City Attorney

Moved by Werner, seconded by Shamroe, that the Order Granting Special Land Use Permit No. 15-SLUP-02 to allow for the construction of two approximately 96 feet tall buildings at 305 West Front Street, with conditions, as recommended by the Planning Commission, be adopted.

Russ Soyring, City Planning Director
Benjamin Marentette, City Clerk

With the agreement by Commissioner Werner and Commissioner Shamroe and no objection by the Commission, the motion was amended to add the following words to the end of the motion: "with the order to be modified at Condition 5 to replace the words 'are to' with 'shall' and Condition 8 to delete the words 'to the extent possible.'

Motion by Richardson, seconded by Carruthers, to call the question.

Roll Call:

Yes - Richardson, Carruthers.

No - Haas, Howe, Lewis, Shamroe, Werner.

FAILED; and therefore, debate continued and a recess was held.

With the agreement by Commissioner Werner and Commissioner Shamroe and no objection by the Commission, the motion was amended to add the following words to the end of the motion: ' and that the Factual Findings document reviewed at the meeting be incorporated into the record.

City Clerk Benjamin Marentette indicated the motion now before the Commission is as follows: Moved by Werner, seconded by Shamroe, that the Order Granting Special Land Use Permit No. 15-SLUP-02 to allow for the construction of two approximately 96-foot tall buildings at 305 West Front Street, with conditions, as recommended by the Planning Commission, be adopted, with

the order to be modified at Condition 5 to replace the words 'are to' with 'shall' and Condition 8 to delete the words 'to the extent possible' and that the Factual Findings document reviewed at the meeting be incorporated into the record.

Roll Call:

Yes - Haas, Howe, Lewis, Shamroe, Werner.

No - Richardson, Carruthers.

CARRIED.

Moved by Werner, seconded by Richardson, that the City Commission dispense with the remaining items on the agenda and that the meeting be adjourned immediately following public comment.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the 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. Quarterly Financial Report from the City Treasurer/Finance Director for the fourth quarter which ended June 30, 2015.
 3. Memo regarding and attaching the audit engagement letter from the

City Treasurer/Finance Director dated November 30, 2015.

- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report from CH2M for the Wastewater Treatment Plant for October 2015.
 - 2. Clean Marina Michigan designation awarded to the City's Duncan L. Clinch Marina through October 31, 2018.

7. Public Comment

- a. Reserved.

None.

- b. General.

Ann Rogers, 1236 Peninsula Drive
Ryan Volz, 2657 Bayway Court, Apt 206, Garfield Township

- c. Mayor and City Commissioners.

None.

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 12:50 a.m. on Tuesday, December 8, 2015.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



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

December 14, 2015

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

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

Mayor Jim Carruthers presided at the meeting.

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.

The following addressed the Commission:

Marty Colburn, City Manager
Russ Soyring, Planning Director
Missy Luick, Planning and Engineering Assistant
Pat Doher, SmithGroup JJR
Marsha Smith, Rotary Charities, 529 Washington Street
Rick Buckhalter, 932 Kelley Street

There being no objection, Mayor Carruthers declared a recess.

2.

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

The following addressed the Commission:

Marty Colburn, City Manager
Tim Lodge, City Engineer
Carol Hale, 240 Washington Street, Unit 12
Rick Buckhalter, 932 Kelley Street

3.

Announcements from the Deputy City Clerk.

The following addressed the Commission:

Katie Zeits, Deputy City Clerk

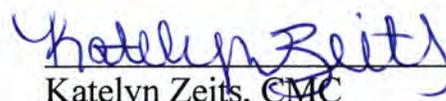
4.

Public comment.

The following addressed the Commission:

Commissioner Gary Howe
Chris Maxbauer, 503 W. Eighth Street

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:57 pm.



Katelyn Zeits, CMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015
FROM: ^{JWAZ} MARTY COLBURN, CITY MANAGER
SUBJECT: UNLEADED GASOLINE PURCHASE

The Garage Department received telephone / fax bids for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Fick & Sons	Grayling	\$1.1705
Brenner Oil	Mount Pleasant	\$1.18875
Lemmen Oil	Coopersville	\$1.19675
Blarney Castle	Traverse City	\$1.19715
Crystal Flash	Traverse City	\$1.2129
Scotland Oil	Alma	\$1.3042
Gilberts	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

The previous purchase price on 10/15/15 was \$1.79875 per gallon.

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

that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$11,700.32 to Fick & Sons, Inc. for 9,996 gallons of unleaded gasoline priced at \$1.1705 per gallon with funds available in the Garage Fund.

MC/wb



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: ROTARY CHARITIES GRANT AGREEMENT – COMMUNITY
ENGAGEMENT FOR POLICE DEPARTMENT

Attached is a memo from Interim Chief of Police Jeffrey O' Brien regarding a Rotary Charities grant of \$5,000 which was recently awarded to the Traverse City Police Department for community engagement services. Funds from this grant will help to restructure the Police Department to reflect the Community Policing Philosophy based on input from the community.

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

I recommend the following motion:

that the City Manager be authorized to execute a Grant Agreement with Rotary Charities of Traverse City to accept a \$5,000 planning grant for community engagement services related to restructuring of the Police Department to reflect the Community Policing Philosophy.

MC/kez

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copy: Jeffrey O' Brien, Interim Chief of Police

**TRAVERSE CITY POLICE DEPARTMENT
OFFICE MEMORANDUM**

TO: MARTIN COLBURN, CITY MANAGER

FROM: JEFFREY O'BRIEN, INTERIM CHIEF OF POLICE 

DATE: DECEMBER 11, 2015

**RE: ROTARY CHARITIES \$5,000 - PLANNING GRANT
GRANT APP#: 2316
COMMUNITY ENGAGEMENT-2015/2016**

As you are aware we applied for the above referenced grant after receiving City Commission approval at the October 19, 2015, meeting. We executed the grant application on November 04, 2015, with the understanding if awarded this grant money we would need City Commission approval to accept same.

On December 02, 2015, we received written notification from Rotary Charities that their Board of Trustees had approved a \$5,000 planning grant for our department. The \$5,000 in grant funds will be utilized for our Community Engagement Project.

Rotary Charities will pay this grant upon receipt of a signed copy of this grant agreement letter, please see the attached.

The grant funding is available for a maximum period of one year to December 31, 2016. After which time a report on the grant is required by February 28, 2017. A link will be provided for the online final report survey and instructions on how to submit the final budget for this grant. There are no City matching funds required with the acceptance of this grant.

Based on this, we respectfully request the City Commission authorize receipt of this grant, authorize Mr. Colburn the City Manager to sign the grant agreement letter, and authorize acceptance of same in the amount of \$5,000.

Please place this request on the City Commission agenda for the December 21, 2015, meeting.

If you have any questions, please contact me at 995-5151.

cc: City Clerk
206
202
File

Rotary\Grant\Acceptance.LTR.CityCommission.Planning.Grant.2015



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECMEBER 17, 2015

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: TRAVERSE CITY PUBLIC PIER PROJECT – FINAL REPORT

At the December 14, 2015, Study Session, the City Commission was presented with the final report from the consultant as it relates to the proposed Traverse City Public Pier Project. This project, while not moving forward at this time, may be considered in the future by the City Commission.

The City will leave open the option to submit a permit application to the Corp of Engineers.

I recommend the following motion:

that the consultant final report regarding the Traverse City Public Pier Project be received and filed.

MC/kez

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *mc*
MARTY COLBURN, CITY MANAGER

SUBJECT: ROTARY GRANT FOR PUBLIC PIER FUNDRAISING STRATEGY
– CHANGE IN SCOPE

At the June 15, 2015, City Commission meeting, the Commission authorized a grant agreement with Rotary Charities of Traverse City to accept a \$5,000 grant for the development of a fundraising strategy for the public pier project.

With the change in focus, as discussed at the December 14 Study Session, I recommend that the City Commission shift the scope of this grant to instead focus on public engagement regarding various projects on the east end of Front Street. Rotary Charities has concurred with this change in scope.

I recommend the following motion:

that the City Commission concurs with the change in scope of the \$5,000 Rotary Charities Grant to shift the scope from the development of a fundraising strategy for the Public Pier Project to public engagement regarding various projects on East Front Street; and that the City Manager be authorized to execute any necessary documents; and finally, that the related City Commission action of June 15, 2015, be superseded.

MC/bcm

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copy: Russell Soyring, City Planning Director



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: SURPLUS GUN – POLICE DEPARTMENT

Attached is a memo from Interim Chief of Police Jeffrey O'Brien requesting that a hand gun be declared surplus for presentation to retiring Captain Michael Ayling. As mentioned by Mr. O'Brien, the City will receive reimbursement for the cost of the gun.

I recommend the following motion:

that a Glock – Model 22, .40 Caliber hand gun be declared surplus so it may be presented to Captain Michael Ayling, as outlined in the December 7, 2015, communication from the Interim Chief of Police.

MC/kez

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copy: Jeffrey O'Brien, Interim Police Chief

TRAVERSE CITY POLICE DEPARTMENT

OFFICE MEMORANDUM

TO: Martin Colburn, City Manager
FROM: Jeffrey O'Brien, Interim Chief of Police 
SUBJECT: Michael Ayling, Captain – Surplus Hand Gun – Glock .40
DATE: December 7, 2015

The Traverse City Police Department requests the following hand gun be declared surplus.

1 each **Manufacturer:** Glock - Model 22, .40 Caliber
 Serial Number: SBF818
 Value: \$250.00

Once the City Commission has declared this hand gun surplus, it will be presented to Captain Michael Ayling on or around Tuesday, February 9, 2015, his official Department retirement date.

The City of Traverse City will receive reimbursement of \$250 for the cost of this gun.

Please place this request on the December 21, 2015, City Commission meeting agenda.

If you have any questions, please contact me.

Thank you.

JJO/ldg

cc: File



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{MAC}MARTY COLBURN, CITY MANAGER

SUBJECT: PASSENGER RAIL SERVICE BETWEEN TRAVERSE CITY AND
ANN ARBOR -- RESOLUTION IN SUPPORT OF GRANT
APPLICATION

As part of the analysis regarding establishing passenger rail service between Traverse City and Ann Arbor, the Groundwork Center for Resilient Communities is working to facilitate a grant application to the Michigan Department of Transportation for its feasibility. The cost of the feasibility study is approximately \$120,000. The City would also be providing a \$5,000 contribution toward the feasibility study.

I recommend the following motion:

that the Resolution of Support for a Grant Application for Preliminary Feasibility Analysis on Establishing Passenger Rail Between Ann Arbor and Traverse City be adopted, which commits the City to providing a \$5,000 contribution with funds to come from the Professional and Contractual Line Item of the City Commission Budget.

MC/bcm

k:\tcclerk\city commission\grants\rail service ann arbor traverse city

copy: Russell Soyring, City Planning Director

Jim Bruckbauer, Groundwork Center for Resilient Communities Policy

Specialist -- james@groundworkcenter.org

A2TC RAIL CONNECTING TC TO ANN ARBOR

CONNECTING NORTH AND SOUTH

Re-establishing passenger rail service between two of Michigan's most vibrant cities—Ann Arbor and Traverse City—will link the resource-rich tourist destinations in the northwest and the economic and population centers in the southeast. This investment will solidify Michigan as a leader in a new era of modern train travel while boosting economic development along the corridor. In fact, a 2009 Grand Valley State University study found that Michigan cities with once-a-day train service boosted their downtown economies by \$7 to \$45 million each year.

Groundwork believes that bringing passenger rail service back to northern Michigan is possible in less than a decade with a focused campaign of public engagement, technical analysis, and adequate support from a cross section of community, state, and federal agencies.

GAINING STEAM

Groundwork is working with citizens and public officials to build local and legislative support for a 2016 passenger rail feasibility study to determine what it will take fiscally and logistically to bring back the rail connection between Traverse City and Ann Arbor.

Staff members are traveling across the state to build support and awareness for the project by meeting with both civic leaders and elected officials. Over the next year, extensive marketing materials will be released to educate the public about the benefits of revived rail travel.

Groundwork is also working closely with MDOT to plan a "demonstration train" ride from Ann Arbor to Traverse City in the summer of 2016 to better understand track conditions, the safety improvements required, and the interaction between the tracks and the communities along the route.

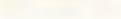


ACCOMPLISHMENTS

- **KICK-OFF:** In February, Groundwork packed the State Theatre in Traverse City to kick off the campaign with a panel discussion including former Ann Arbor Mayor John Hieftje.
- **FIRST PLACE:** Groundwork capitalized on that strong support by taking first place in a national crowdfunding competition organized by Crowdrise, Moosejaw and Patagonia—raising nearly \$20,000 for the campaign.
- **MEDIA COVERAGE:** There has been extensive media coverage of the project across the state, with articles in outlets including the Detroit Free Press, MLive, and Crain's Detroit Business.

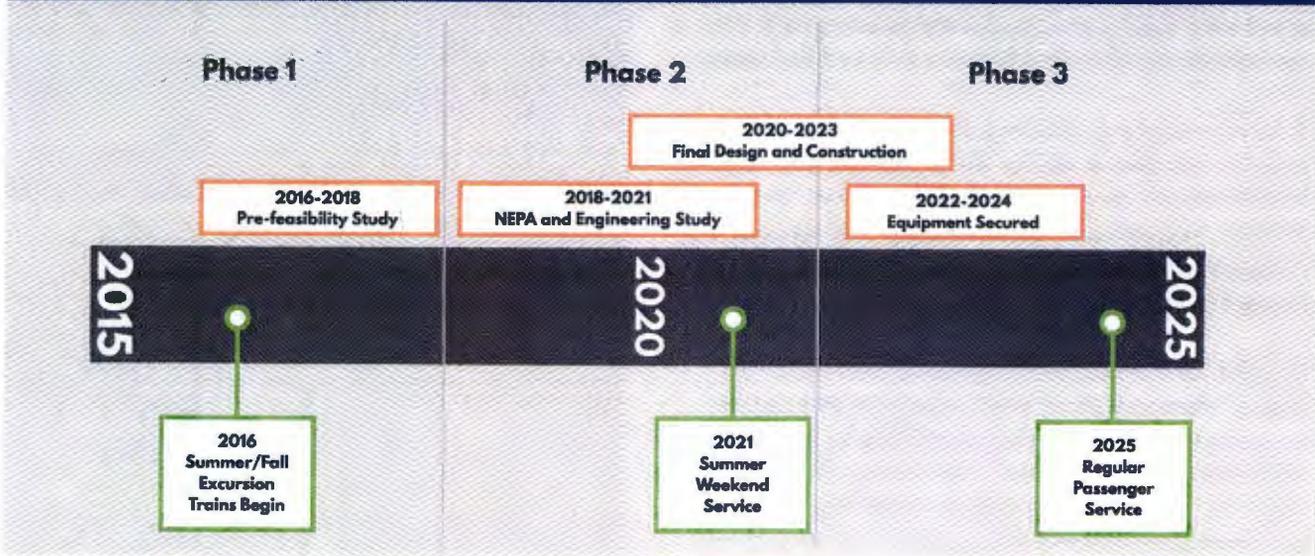
A2TC

ANN ARBOR TO TRAVERSE CITY

-  Traverse City to Williamsburg
-  Petoskey to Ann Arbor
-  Ann Arbor to Detroit
-  Howell to Ann Arbor
-  Detroit to Chicago
-  Detroit to Holland (Potential)
-  Port Huron to Chicago
-  Grand Rapids to Chicago
-  Location stop



TIMELINE





RESOLUTION OF SUPPORT FOR GRANT APPLICATION FOR

**PRELIMINARY FEASIBILITY ANALYSIS ON ESTABLISHING PASSENGER RAIL
BETWEEN ANN ARBOR AND TRAVERSE CITY**

- Because, the City's economy is dependent on reliable transportation to our growing community for commerce and tourism; and
- Because, a diversified transportation network consisting of highways, shipping, air and rail service adds to the reliability to our transportation network and Traverse City's connection to the nation and the world; and
- Because, Transportation choices are crucial to the economic, social, and environmental vitality of our community and neighborhoods; and
- Because, The City Master Plan Transportation Element encourages transportation options and states the City will promote and facilitate high occupancy regional transportation systems including water, air, rail and buses; and
- Because, the Transportation Element also states as an objective that a strategic plan for the integration and support of rail and water transport for passengers and goods arriving and departing rail and water transport facilities be developed; and
- Because, the City routinely plans, designs, constructs, operates, and maintains the transportation network to improve travel conditions for all users in a manner consistent with, and supportive of, the surrounding community; and
- Because, the Ann Arbor to Traverse City corridor presents an opportunity to use an existing railroad asset to provide additional transportation options for Michigan travelers, including many of the 2 million visitors that visit our region; and
- Because, after a series of public forums around the state, Michigan residents identified Traverse City as the number one destination for train travel; and
- Because, a preliminary feasibility analysis would begin to answer questions about the existing railroad corridor, track conditions, potential costs, economic impact, and ridership and more; therefore, be it
- RESOLVED** that the City of Traverse City, City Commission hereby declares its support of a grant application to the Michigan Department of Transportation for the preliminary analysis on establishing passenger rail between Ann Arbor and

Traverse City; and supports a local match contribution of \$5,000 for the study and grants permission to list the City of Traverse City on the Ann Arbor to Traverse City project page as a project supporter.

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

Benjamin C. Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{ma}MARTY COLBURN, CITY MANAGER

SUBJECT: ANNUAL FUEL PURCHASE PROCESS

Attached is a memo from Director of Public Services Dave Green regarding the purchasing process for fuel.

I recommend that the City Commission approve this process through the 2016 calendar year. Staff will revisit this issue again at the end of the year to determine if this remains the best way to get the best price. Confirming purchase orders will continue to be presented to the City Commission for approval.

I recommend the following motion:

that the City Commission approves the purchasing process for fuel through December 31, 2016, as described in the memo from the Director of Public Services dated December 14, 2015.

MC/kez

k:\tcclerk\city commission\fuel purchasing process 2016.doc

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: December 14, 2015

SUBJECT: 2016 Annual Fuel Purchases

Every year it seems an inquiry is made as to why the City Commission is asked to approve confirming purchase orders for delivery of fuel. Also, we have experienced an above average turnover on both the City Commission level as well as at staff level. Once the fuel purchase process gets explained to the Commission and they understand the whys they approve the process for the entire calendar year. It is time to get the approval for the 2016 calendar year and in lieu of redrafting a new memorandum to explain it I will use last years.

For most non-emergency transactions performed by the City, the Commission has an opportunity to approve the purchase price in advance of delivery. Fuel, on the other hand, has been purchased through the confirming purchase order process for over 20 years because it has proven to be the most effective process to make certain that fuel is available to the fleet when needed.

Gasoline and Diesel fuel are commodities with prices that vary from day to day. In order to ensure the City gets the best available price for fuel, a competitive process is used. Here is how the process works:

The City Garage has storage capacity of 13,500 gallons each of gasoline and diesel fuel at the Woodmere facility. All City vehicles, including Light & Power, are fueled at the Garage's fueling station. About every six weeks, on average, we have the tanks refilled. The trigger to seek bid prices is when a tank drops below 3500 gallons. There is a price break for taking delivery of a full 10,000 gallon tanker truck, and that is why we order when our tanks can accept 10,000 gallons. Our procedure is fairly standardized. We fax a memo to several (as many as 10) vendors locally and around the State who are in the business of distributing fuel. We also utilize the MiDeal option when advantageous. The vendors have to agree to meet our terms for quality, delivery times and methods, and insurance. The distributors perform the legwork of seeking the best available price from refineries. Those distributors that are interested then provide us with their best delivered price. They don't all always bid – it depends on their ability to meet our delivery requirements and their need for the business. We then award the bid to the vendor presenting the best price to us.

Because the amount of the purchase is above the \$7,000 limit of the City Manager's authority, approval for the purchase of fuel has to go to the City Commission. But it is

Memorandum

The City of Traverse City
Department of Public Services



always a “confirming purchase order”, which means we have already ordered and received the fuel by the time it gets to the Commission. The reason for this is that the fuel vendors won’t give us a bid for a future price. We can’t get a price today, go to the City Commission next week for approval, and then order the fuel. The price quoted for fuel is today’s delivery price, and is only good for today.

There are a couple of other ways to purchase fuel. One is to award a long-term contract with a sole supplier for a guaranteed quantity and price. This strategy may be beneficial if you could predict annual fuel price trends, but likely would not be the best strategy in a year with falling fuel prices – like the current one. Another option is to award an annual bid to the vendor who will deliver the fuel at the lowest markup over Rack. (Rack price is the price at which refineries sell fuel to wholesale clients.) This is the process we use at the marina, where the fuel tanks are smaller and we cannot take advantage of the price break inherent in 10,000 gallon tanker deliveries. (Marine fuel is also a special blend, which reduces the number of vendors.) The weakness in using this strategy for fleet fuel is that the vendor does not have an incentive to deliver fuel from the refinery with the lowest cost – you end up with a low delivery cost (markup), but not necessarily the lowest overall cost.

For these reasons, I believe the current process for acquiring fuel for the fleet is the best option available and request that the City Commission approve the process for calendar year 2016.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *msc*
MARTY COLBURN, CITY MANAGER

SUBJECT: VIDEO INSPECTION VEHICLE EQUIPMENT UPGRADE

Attached are memos from Director of Public Services Dave Green and Asset Management/GIS Analyst Larry LaCross explaining the need for updated computer software and related hardware improvements to our video inspection vehicle.

As mentioned in the memos, a portion of these funds will be reimbursed by the SAW Grant and the remaining funds were included in the Capital Improvement Plan as a planned purchase.

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

that the competitive bidding process be waived and the City Manager be authorized to issue a purchase order to MTech Company in the amount of \$25,346.25 for the ESRI/GIS Modules and related hardware and licenses, with \$6,846.25 to be paid for by the Stormwater Asset and Wastewater Grant and the remaining funds available in the Sewer Fund.

MC/kez

K:\tcclerk\city commission\purchase orders\vehicle equipment upgrade_20151221.doc

copy: Dave Green, Director of Public Services
Larry LaCross, Asset Management/GIS Analyst

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: December 14, 2015

SUBJECT: Video Inspection Vehicle Equipment Upgrade Purchase

Attached is a memorandum from Larry LaCross, Asset Management/GIS Analyst, explaining the need for the updated computer software and related computer and hardware improvements required for our Video Inspection Vehicle that we use to film our underground sewer and storm pipelines. Being able to pinpoint leaks, cracks and collapsed pipe is critical in creating a sustainable pipeline system as well as improving response and repair times on our system. As Larry points out, \$18,500.00 of this purchase was planned for in the 6 year Capital Improvement Plan and the remaining \$6,846.25 will be reimbursed by the State of Michigan through our SAW Grant.

Please request that the City Commission waive the competitive bid process and approve a purchase order to MTech Company in the amount of \$25,346.25 for the ESRI/GIS Modules and related hardware and licenses with funds available in the SAW Grant and Sewer Fund.

Memorandum

The City of Traverse City
Department of Public Services



TO: Dave Green, DPS Director
FROM: Larry LaCross, Asset Management/GIS Analyst
DATE: December 3, 2015

A handwritten signature in cursive script, appearing to read 'L. LaCross', positioned to the right of the 'FROM' line.

SUBJECT: CUES GraniteNet Premium Inspection and Office Licenses, ESRI and Scheduling Modules

The purpose of this purchase is to upgrade the existing GraniteXP system to GraniteNet Premium Inspection and Office Licenses, along with purchasing both the ESRI Module and the GraniteNet Scheduling Modules.

CUES is an approved National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) Certified Data Collection Software Vendor. The City uses CUES's Granite XP for taking video inspection of our waste water and storm water systems. The City Water and Sewer Maintenance Division would like to upgrade our current system by purchasing a new camera truck computer with applicable hardware along with a new ESRI Module and the GIS interface module required to simplify the video inspection process. The Field Crews will have digital maps in the truck and will have the ability to associate all inspection to the actual feature inside of the ESRI GIS database. Correction, inspection, and reports can be stored on these features for future analysis of each system by simply clicking on the pipe and starting an inspection. Condition of each feature will be captured for the groundwork for an asset management plan.

Please request of the City Commission permission to issue a purchase order to the MTech Company for the purchase of the GraniteNet ESRI and the Scheduler Modules, along with all the components in the attached quote in the amount of \$25,346.25.

This purchase will come from funds in the SAW Grant (\$6,846.25) and the Waste Water Fund (\$18,500.00). This Capital Improvement Plan project number is 800 and was included in the 2015/2016 budget.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: INTERNAL LOAN FOR MARINA FUND

Attached is a memo from City Treasurer/Finance Director William Twietmeyer regarding the internal loan history which began in 2001 for improvements to the Duncan L. Clinch Marina.

As indicated by Mr. Twietmeyer, an internal fund loan must be approved to comply with the requirements of a deficit elimination plan to the Michigan Department of Treasury. We have sufficient funds in the Economic Development Fund to advance the entirety of the funding needed for the Marina Fund.

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

that the City Commission authorize the advance of \$1,000,000 from the Economic Development Fund to the Marina Fund; and that this advance of \$1,000,000 shall be paid back over a five-year period at the rate of 1.71%; and that this advance of \$1,000,000 shall be reflected as a Long-Term Advance to Other Funds on the Economic Development Fund balance sheet and reflected as an Advance from Other Funds of \$1,000,000 on the Marina Fund balance sheet.

MC/bcm

K:\tcclerk\city commission\payment authorizations\interfund loan marina fund

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Marina Fund – Internal Fund Loan
Date: December 15, 2015

In 2001 the City decided to expand and enhance the Duncan L. Clinch Marina facilities. The State of Michigan through its Waterways Commission provided \$7.5 million toward funding the total project cost. The City needed to provide \$2.5 million as its match for the project. Initially the City approached Light & Power and approval was granted to provide the Marina Fund the internal fund loan that was needed for cash flow purposes during the construction of the project. That loan was paid back to Light & Power on December 17, 2004.

However, at that time, the City determined that the Marina Fund still needed to continue an internal fund loan but at the lower amount of \$1,700,000. Therefore, the City Commission approved on December 20, 2004 a five year internal fund loan of \$1,700,000 with \$850,000 provided by the Light & Power Fund and \$850,000 provided by the Economic Development Fund. That internal fund loan was once again approved by the City Commission for an additional five years by the City Commission on December 21, 2009 at a lesser amount of \$1,450,000 since principal payments had been made on the first five year loan.

Upon the completion of that five year internal fund loan, I presented on January 20, 2015 to the City Commission a request to once again continue the internal fund loan for an additional five years with proceeds to come solely from the Economic Development Fund. Unfortunately, that request did not receive enough support to pass. As a result, even though the Marina Fund ended the June 30, 2015 fiscal year with a positive net position of \$8,545,401, it ended with an unrestricted deficit of \$937,732 which triggers a requirement from the Michigan Department of Treasury that we implement a deficit reduction plan that must be submitted to them for their review and approval.

Therefore in order to achieve the necessary requirements of the deficit elimination plan, I am bringing back the request for an internal fund loan from the Economic Development Fund to the Marina Fund. The dollar amount of the loan would need to be \$1,000,000 and I would recommend that the internal fund loan be set with the terms of five years at the rate of 1.71% which is today's prevailing rate for a five year treasury note. A copy of the schedule is attached for information purposes.

If these terms are acceptable, the following motion would be appropriate and should be approved by the City Commission:

That the City Commission authorize the advance of \$1,000,000 from the Economic Development Fund to the Marina Fund; and that this advance of \$1,000,000 shall be paid back over a five-year period at the rate of 1.71%; and that this advance of \$1,000,000 shall be reflected as a Long-Term Advance to Other Funds on the Economic Development Fund balance sheet and reflected as an Advance from Other Funds of \$1,000,000 on the Marina Fund balance sheet.

CITY OF TRAVERSE CITY, MICHIGAN
Statement of Net Position
Proprietary Funds
June 30, 2015

	Business-type Activities - Enterprise Funds		
	Wastewater	Water	Marina
Assets			
Current assets			
Cash and cash equivalents	\$ 743,908	\$ 3,654,423	\$ -
Investments	-	52,067	-
Receivables			
Accounts	676,201	552,796	7,676
Taxes	255,645	2,729	-
Other governments	-	-	3,195
Inventory	-	87,780	32,156
Prepaid cost and other assets	215,460	5,904	-
Total current assets	1,891,214	4,355,699	43,027
Noncurrent assets			
Other postemployment benefit	21,072	70,167	-
Capital assets not being depreciated	115,917	184,958	8,412,302
Capital assets being depreciated	23,233,812	6,606,397	1,070,831
Total noncurrent assets	23,370,801	6,861,522	9,483,133
Total assets	25,262,015	11,217,221	9,526,160
Deferred outflows			
Deferred outflow of resources - pensions	64,295	129,049	7,072
Liabilities			
Current liabilities			
Accounts payable	9,904	217,701	66,297
Accrued and other liabilities	78,460	45,014	9,096
Due to other funds	41,125	36,224	809,900
Current portion of long-term debt	1,012,853	-	-
Total current liabilities	1,142,342	298,939	885,293
Long-term liabilities			
Advance from component unit	-	-	-
Advance from other funds	-	-	-
Long-term debt, net of current portion	6,946,913	-	-
Net Pension Liability	864,901	1,735,980	95,139
Compensated absences	34,512	51,037	7,399
Total long-term liabilities	7,846,326	1,787,017	102,538
Total liabilities	8,988,668	2,085,956	987,831
Deferred inflows			
Deferred charges on refunding	466,358	-	-
Net Position			
Net investment in capital assets	15,389,963	6,791,355	9,483,133
Unrestricted (deficit)	481,321	2,468,959	(937,732)
Total net position	\$ 15,871,284	\$ 9,260,314	\$ 8,545,401

The accompanying notes are an integral part of these financial statements.

Balance \$1,000,000.00
 1st Payment \$92,100.00
 2nd Payment \$90,817.50
 Interest Rate 1.71%

Interfund Loan from Economic Development Fund
 to the Marina Fund

First Payment on Loan for Marina Fund
 is due on December 21, 2016 and annually thereafter.

Year	Principal	Interest	Total	Balance	Due
				\$1,000,000.00	
1	\$75,000.00	\$17,100.00	\$92,100.00	\$925,000.00	Dec 21,2016
2	\$75,000.00	\$15,817.50	\$90,817.50	\$850,000.00	Dec 21,2017
3	\$75,000.00	\$14,535.00	\$89,535.00	\$775,000.00	Dec 21,2018
4	\$75,000.00	\$13,252.50	\$88,252.50	\$700,000.00	Dec 21,2019
5	\$700,000.00	\$11,970.00	\$711,970.00	\$0.00	Dec 21,2020
Total	\$1,000,000.00	\$72,675.00	\$1,072,675.00		



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: DEFICIT ELIMINATION PLAN – MARINA FUND

Attached is a memo from City Treasurer/Finance Director William Twietmeyer explaining the need for the City Commission to approve a deficit elimination plan for the Marina Fund. As explained by Mr. Twietmeyer, approval by the City Commission of the interfund loan from the Economic Development Plan to the Marina Fund to eliminate the unrestricted deficit is the substance of the Deficit Elimination Plan.

I recommend the following motion:

that the Deficit Elimination Plan for the Marina Fund be approved.

MC/bcm

K:\tcclerk\city commission\deficit elimination plan marina fund

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Deficit Elimination Plan – Marina Fund
Date: December 15, 2015

At the conclusion of the fiscal year on June 30, 2015, it was noted that the Marina Fund ended the fiscal year with a positive net position of \$8,545,401 but with an unrestricted deficit of \$937,732. This triggers a requirement from the Michigan Department of Treasury that we implement a deficit elimination plan that must be submitted to them for their review and approval.

In fulfillment of that requirement, I have concurrently requested that the City Commission approve the internal fund loan from the Economic Development Fund to the Marina Fund. Approval of that internal fund loan by the City Commission and copies of minutes showing that it was approved will be sent to the Michigan Department of Treasury along with supporting documentation.

As a formality, my request is that the City Commission considers a motion that the Deficit Elimination Plan for the Marina Fund be approved. Please place this item on the consent calendar for the next City Commission meeting.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *mac*
MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT TO INCREASE IMPERVIOUS
SURFACE LIMIT FOR SCHOOLS

Attached is a memo from City Planning Director Russ Soyring indicating the Planning Commission's recommendation to increase the impervious surface limits as it relates to schools. As mentioned by Mr. Soyring, the amendment is similar to a previously enacted amendment to increase impervious surface limits for places of worship.

I recommend the following motion:

that the amendments to the Traverse City Code of Ordinances, Section 1364.08, Special Land Use Permits Granted by the City Commission, which would increase the impervious surface limits for schools, as recommended by the Planning Commission, be introduced and scheduled for possible enactment on January 4, 2016.

MC/kez

K:\tcclerk\city commission\ordinance amendments\Impervious Surface Amendment for Schools_20151221.doc

copy: Russell Soyring, City Planning Director



City Planning Department

TO: MARTY COLBURN, CITY MANAGER
FROM: RUSSELL A SOYRING, PLANNING DIRECTOR
SUBJECT: IMPERVIOUS SURFACE AMENDMENT FOR SCHOOLS
DATE: DECEMBER 15, 2015

A handwritten signature in blue ink, appearing to read "R. Soyring", is written over the printed name of the Planning Director.

The Planning Commission discussed the impervious surface limits related to schools as well as impervious surface limits by zoning district on September 1, 2015 and October 20, 2015 respectively. Commission consensus at those meetings was that keeping schools in the city limits is important.

Based on input from the Planning Commission at the October 20, 2015 study session, staff prepared a text amendment to increase the impervious surface limit for schools. The amendment was structured similar to a previously approved amendment that increased the impervious surface limit for places of worship. A Public Hearing was scheduled at the November 3, 2015 meeting and was held on December 1, 2015. During the Public Hearing, 5 individuals made comments, 2 in opposition, 2 in support and 1 made general comments. After the Public Hearing, the Planning Commission made the following motion:

Motion by Commissioner Dow, Second by Commissioner Koebert, that the amendment to the Traverse City Code of Ordinances, Special Land Use Regulations Chapter, Section 1364.08, *Special Land Use Permits Granted by the City Commission*, regarding increasing the impervious surface limit for schools be recommended to the City Commission for adoption.

Motion carried 4-2 (Commissioners Richardson, Weatherholt opposed and Commissioners Fleshman, Howe, and Serratelli absent)

Attachment: Zoning Code Amendment

RS/ml

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: IMPERVIOUS SURFACE AMENDMENT FOR SCHOOLS

THE CITY OF TRAVERSE CITY ORDAINS:

That the Special Land Use Regulations Chapter, Section 1364.08, *Special Land Use Permits Granted by the City Commission*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1364.08 SPECIAL LAND USE PERMITS GRANTED BY THE CITY COMMISSION.

The City Commission may grant a special land use permit for the following uses in any district, except as herein qualified:

- (a) ***New buildings 3,000 square feet or larger in gross floor area for allowed uses in an OS or RC District*** subject to the following:
 - (1) The building is for an allowed use;
 - (2) The minimum yard requirements may be changed by the Planning Commission based upon topography and existing site limitations (i.e, water, roads, neighboring buildings).
 - (3) Traffic related to the use shall not substantially increase congestion on surrounding streets and intersections.
 - (4) The use is not likely to create excessive noise across the real property boundary.
- (b) ***Clustered single family dwellings.*** The purpose of clustered housing is to provide owners of large parcels of single or two-family residential property the alternative to develop their properties in an environmentally sensitive and cost-effective manner by clustering single-family homes or townhouses rather than spreading development over the entire site. By clustering development, sensitive and attractive environmental features can be preserved as common open space to be enjoyed by future residents. Clustered housing is subject to the following:
 - (1) The use is located in an R-1a, R-1b or R-2 district.
 - (2) The property is of at least five contiguous acres under single ownership and control.
 - (3) The development must meet the front, side and rear-yard setback requirements of the district on the periphery of the parcel. More than one building may be located on a single lot, but setback requirements for the district shall apply to each building based on hypothetical lot lines approved by the Planning Director as proposed by the applicant.
 - (4) The overall density of the development shall not exceed the allowable density of the district; (4.4 dwelling units per acre in an R-1a district, 5.8 dwelling units per acre in an R-1b district and 10.9 dwelling units per acre in an R-2 district).
 - (5) Townhouses are permitted, provided there are no more than four dwelling units per detached structure. The front building wall plane is interrupted and off-set in order to project the character and appearance of individual dwelling units;
 - (6) A parking area shall be provided only at the side or the rear of the building for which it is designed to service. That portion of the parking area which is exposed

to the street shall be screened to minimize the visual impact of the parking area from the public street. Parking areas must also be screened along lot lines bordering residential uses or zones on the periphery of the parcel. Screening shall create an effective visual barrier consisting of a screenwall or a landscaped area at least six feet wide, densely planted with a mixture of deciduous and evergreen trees and shrubs, and shall create an effective visual barrier. All trees shall be a minimum of two-inch caliper when planted. Native trees and shrubs shall be planted whenever possible. In instances where healthy plant material exists on the site prior to development, in part or in whole, for purposes of off-street parking, the Planning Commission may adjust the application of the above-stated standard to allow credit for such plant material.

- (7) Trash containers shall be properly screened.
- (8) All other standards not specifically altered in the zoning district shall apply to clustered housing.

(c) **Communication towers.** The intent of this section is to ensure communication towers are constructed and placed in a manner which will protect the public health, safety and welfare and where visual impact will be minimized. Communication towers are permitted if all of the following requirements are met:

- (1) The communication tower is located in a T, GP, C-3, NMC-2 (except on Grand Traverse Bay), H-2 or I district and properties owned by governmental agencies.
- (2) The communication tower complies with all applicable FCC and FAA regulations and all applicable building codes.
- (3) The tower is no higher than 20 feet above the height restrictions of the district in which it is located unless it can be demonstrated that additional height is necessary for the tower's intended purpose, but in no case shall the tower exceed 50 feet above the height restrictions of the district. Height is measured from the finished grade of the parcel to the highest point on the tower or other structure, including the base pad and any antenna.
- (4) Communication towers must be set back a distance equal to at least 75 percent of the height of the tower from any adjoining lot line. Guys and accessory buildings must satisfy the minimum zoning district setback requirements. The City Commission may reduce the standard setback requirements if the goals of this chapter would be better served thereby.
- (5) The design of the buildings and structures related to communication towers shall, to the extent possible, use materials, colors, textures, screening and landscaping that will blend them into the natural setting and surrounding buildings.
- (6) The tower shall not use blinking or flashing lights, unless required by the FAA or other applicable authority. If lighting is required, the lighting and design chosen must cause the least disturbance to the surrounding views.
- (7) Cabinets housing operating equipment shall be architecturally screened from adjacent properties and street level views.
- (8) Existing mature trees and natural land forms on the site are preserved to the maximum extent possible.
- (9) The communications tower and operating equipment shall comply with the general standards for approval contained in this chapter. Any tower that is not in operation for a continuous period of 12 months is considered abandoned, and the owner shall remove the same within 90 days of receipt of notice from the City. Failure to remove an abandoned tower within said 90 days may be removed by the

City at the owner's expense.

- (d) **Convention centers** in a D district, subject to the following:
- (1) The building is limited to 30,000 square feet;
 - (2) Thirty five percent of the building facade shall be windows or other street level activity;
 - (3) A traffic and economic impact analysis to assess impacts on neighboring streets is provided by the applicant.
- (e) **Conversions of one-family dwellings to two-family dwellings** in a R-1a or R-1b district, subject to the following:
- (1) The dwelling and lot existed prior to December 10, 1958, substantially as they exist at the time of the request for a special land use permit for purposes of complying or determining compliance with these requirements. Any change made after 1958 may not be used to demonstrate compliance with these requirements.
 - (2) The dwelling is a minimum of twenty percent larger than the average area of those neighboring single-family dwellings within 300 feet to each side of the subject property, including those dwellings along the opposite side of the street.
 - (3) The lot area is not less than 4,000 square feet per proposed dwelling unit.
 - (4) A minimum of 800 square feet of interior living area is required for a one bedroom dwelling unit and 1,200 square feet of living area is required for a two bedroom dwelling unit. In no case shall any secondary dwelling unit provide more than two bedrooms.
 - (5) The dwelling has a minimum of 2,800 square feet of living area exclusive of any basement or third story area.
 - (6) A dwelling unit or portion of a dwelling unit is not provided in the basement, and the basement area shall not be considered to fulfill any requirement of this Zoning Code.
 - (7) No part of a dwelling unit, other than storage, exists above the second story.
 - (8) Access to a second floor dwelling unit is provided from the interior of the structure.
 - (9) The exterior appearance of the structure is not altered from its single-family character.
 - (10) Off-street parking is provided as required by this Zoning Code.
- (f) **Correctional institutions** subject to the following:
- (1) The use is located in a GP district.
 - (2) All open recreational areas shall be in completely enclosed courtyards.
 - (3) Cell windows and openings shall be screened from the public street view.
 - (4) A master site and facilities plan shall be submitted.
- (g) **Drive-throughs for finance services in C-4 and D districts** subject to the following:
- (1) The drive-through meets all of the standards of Section 1374.06, unless a more restrictive standard is imposed by this section.
 - (2) The drive-through shall be accessed from an alley, not a street. However, a single lane driveway may exit onto a street if such driveway existed and was utilized prior to July 16, 1999, and it can be clearly demonstrated that alley egress for the drive-through is not practical.
 - (3) The drive-through shall be limited to two service lanes.
 - (4) The building associated with the drive-through shall be streetward of the approach lanes to screen the vehicle service lanes.
- (h) **Essential services structures.** Are subject to the following:

- (1) The structure and use are reasonably necessary for the public convenience or welfare and, where applicable, a certificate of public convenience and necessity has been obtained from the appropriate regulating agency.
 - (2) Noise, lights, glare and odor will not disturb the surrounding land uses or members of the public.
 - (3) Fencing or other adequate security is constructed to adequately protect the public.
 - (4) If potential adverse effects have been identified, alternative sites have been examined and the proposed site is reasonably necessary to provide the essential service to residents and visitors of the City.
 - (5) Evidence of the appropriate franchise, license or other required governmental permission is demonstrated.
 - (6) Setbacks of the district shall apply unless varied by the Planning Commission for good cause. Communication towers shall be regulated pursuant to Traverse City Code Section 1364.09.
- (i) **Group day care homes, including adult day care**, in an R-1a, R-1b, R-2, R-9, R-15 and R-29 as defined by MCL 722.111 et seq, as amended, subject to the following specific requirements, except child care centers located in and operated by hospitals and churches having a valid special land use permit for off-street parking in any R-District:
- (1) All necessary licenses are obtained and maintained. Expiration or revocation of a license automatically terminates the special land use permit and a change in the licensee requires a special land use permit renewal.
 - (2) The lot is not located within 1,500 feet of another lot devoted to such use.
 - (3) For child day centers, fenced outside recreation areas of 1,200 square feet or more of playable ground surface shall be located on premise where it will most effectively shield neighboring properties from noise and visual disruptions. Play equipment shall not be placed streetward of the principal structure unless specifically allowed by the Planning Commission for unique circumstances.
 - (4) The use is not allowed in an apartment.
 - (5) The use is limited to an established and recognized work or shift period and shall not be operated on a 24-hour basis unless approved by the Planning Commission.
 - (6) The premises are approved by the City Fire Marshal prior to the issuance of the special land use permit and at least annually thereafter to maintain the special land use permit.
 - (7) For child care centers, "Approved Child Care Provider" identification is prominently displayed in a street side window so as to be clearly identifiable from the public street, or as otherwise required by the City Commission.
 - (8) No additional parking is required for the Group Day Care Home provided on-street parking is allowed adjacent to the property. If on-street parking is not allowed, four parking spaces shall be provided on premise.
 - (9) As part of the application, a site plan shall be submitted showing the designated outside play area, primary drop off/pick up entrance and parking spaces.
- (j) **Residential care and treatment facilities** subject to the following:
- (1) The use is located in an R-9, R-15, R-29, HR, C-1, C-2, C-3 or H-1 or H-2 district.
 - (2) The facility shall be located on an arterial or collector street as shown on the Zoning Map if such facility has more than 12 residents.
 - (3) Off-street parking is provided as required by this Zoning Code, except that the Planning Commission may vary the number of parking spaces required.

- (4) The design of the structure is approved by the Fire Marshall prior to the issuance of the special land use permit and at least annually thereafter to maintain the permit.
- (5) The structure is not used as a medical clinic or for outpatient treatment unless located in a C-1, C-2 or C-3 District.
- (6) The structure is not used primarily for office, administrative or regular meetings if located in a multiple family dwelling district, although occasional meetings may be allowed upon approval of the Planning Commission.
- (7) All necessary licenses are obtained and maintained.
- (8) The operators of the facility maintain a list of all persons residing at the facility and record their length of stay. State licensed residential facilities (e.g., adult foster care homes) with under seven residents are considered by State law to be single family residences, and State law preempts this Code. MCL 125.583(b); MSA 5.2933(2).

(k) **Schools** subject to the following:

- (1) The use is located in an R-1a, R-1b, R-2, R-9, R-15, R-29, C-1, C-2 C-3 or GP district.
- (2) A master site and facilities plan is submitted to and approved by the Planning Commission showing:
 - A. Existing facilities and planned facilities for the ensuing five years.
 - B. Adequate street crossing facilities, pedestrian routes and projected number of pedestrians.
 - C. Sufficient areas for motor vehicle and bus circulation routes, together with areas for pick up and drop off of students.
 - D. If child care use is provided, the facilities for such use shall be designated in the plan, together with the child care hours of operation.
 - E. ~~The building and parking area shall not exceed 70 percent of the lot area.~~
- (3) A traffic study must be submitted to the Planning Commission.

(l) **Stores, retail, over 8,000 square feet per floor** in a D district, subject to the following:

- (1) The building is limited to 30,000 square feet;
- (2) Thirty five percent of the building facade shall be windows or other street level activity;
- (3) A traffic and economic impact analysis to assess impacts on neighboring streets is provided by the applicant.

(m) **Taller buildings.** "Taller buildings" mean those buildings greater than 60 feet in height.

The purpose of this section is to encourage sensitive design for taller buildings. Since there are very few buildings taller than 60 feet in the City, it is of public interest that prominent buildings, simply by order of their height, are designed in a manner which will maintain the pedestrian scale at the street level. At the same time, the physical, visual and spatial characteristics of the City are encouraged to be promoted by consistent use, compatible urban design and architectural design elements. Taller buildings are allowed in a C-4b, C-4c, D, GP, NMC-2 or H-2 district subject to the following:

- (1) The building's height is consistent with Section 1368.01.
- (2) Roof top mechanical equipment and penthouse space that are an integral part of the architectural design are permitted. All mechanical equipment, appurtenances and access areas shall be completely architecturally screened from view and enclosed.
- (3) Extended heights for steeples and other architectural embellishments less than 400

square feet each shall not be used to determine the height of the building.

- (4) The applicant shall prepare and deliver to the Planning Director a scale model, video image or other similar depiction of the taller building in relation to surrounding land and buildings.
- (n) **Temporary accessory dwelling units (TAD)** in an RC, R-1a or R-1b district, subject to the following:
- (1) The existing site and use are substantially in compliance with this Zoning Code.
 - (2) The floor area of the TAD unit is not larger than 676 square feet.
 - (3) The applicant shall present sufficient evidence to the Planning Commission to establish a substantial need for the TAD unit. The TAD shall be discontinued when the person or persons with the substantial need permanently moves to a different domicile or when there is a change in the circumstances where the substantial need no longer exists.
 - (4) A TAD unit is developed within an existing single-family and/or usual accessory use under this Zoning Code.
 - (5) A special land use permit for a TAD unit is not assignable or transferable and will expire automatically unless the applicant submits written evidence that a substantial need continues to exist three years from the date of approval and thereafter every five years.
 - (6) Upon the expiration of the special land use permit the TAD unit shall be discontinued and the property shall be brought into full compliance with the use requirements of this Zoning Code.
 - (7) Individual site plans, floor plans, elevation drawings and building plans for both the proposed TAD unit and the subsequent reconversion to conventional single-family residence and/or accessory use shall be submitted with the application for a special land use permit and shall be prepared by a registered architect or engineer licensed to practice in the State.
- (o) **Transit centers**, subject to the following:
- (1) The center is located in a C-4, D-2, D-3 or GP district.
 - (2) Buses can directly access the center without being dependent upon an access or sub collector street in a residential district.
 - (3) Existing streets in the area accommodate the projected bus traffic.
 - (4) The location of the center lends itself to an integrated transportation system (i.e., walk, bus, bike, rail).
 - (5) The center is within one quarter mile to a high concentration of job sites or dwellings.
 - (6) Noise, lights, glare and odor will not unreasonably disturb the surrounding land uses or members of the public.
 - (7) If potential adverse effects have been identified, alternative sites have been examined and determined by the applicant not to be feasible.
 - (8) No transit vehicle fueling, repair or storage is allowed.
- (p) **Theaters, live, and performance art centers in an R-9, R-15, or R-29, Multiple Family Dwelling District**, subject to the following conditions:
- (1) The use must have existed prior to 2005.
 - (2) Minor additions are allowed provided the addition is for barrier free access, fire safety or space that will not increase the seating capacity of the facility.
 - (3) Additions are architecturally compatible with the existing structure and the character of the neighborhood.

- (4) The applicant submits a parking plan that demonstrates there is sufficient parking within 500 feet to meet the theater's parking demand.
 - (5) On-site exterior lighting is directed to minimize impacts on adjacent residential areas.
 - (6) Performances are not allowed between the hours of 12:00 midnight and 8:00 a.m.
- (q) ***Transitional housing and Emergency shelters***, subject to the following:
- (1) The facility is fully enclosed in a building located in an HR, C-1, C-2, C-3, D-1, D-2, D-3, H-1, H-2, or I District.
 - (2) The site is located within a ½ mile of a bus stop connected by sidewalks or bike trails.
 - (3) The lot is not located within 1,500 feet of another lot devoted to transitional housing or emergency shelter.
 - (4) The facility shall have a maximum of 100 beds and/or sleeping pads.
 - (5) The building provides 50 square feet of heated building space per person staying overnight at the facility.
 - (6) The operator of the Emergency shelter shall provide continuous, on-site supervision by an employee or volunteer during all hours of operation.
 - (7) The operator of the facility shall have a written management plan including, as applicable, staffing levels, provisions for staff and volunteer training, neighborhood outreach, length of stay of residents, hours of operation, crime prevention, security, screening of residents to insure compatibility and the mission of service provided at the facility. The management plan shall establish a maximum length of time which clients may be accommodated.
 - (8) The operator shall have an ongoing housing assistance program on the premises to place the residents into permanent housing and maintain a list of all persons residing at the facility.
 - (9) Parking requirements would be determined by the Planning Director based on the intensity of the operation described in the management plan.
- (r) ***Wind energy system, pole or tower-mounted structures***. The intent of this section is to ensure that free-standing wind energy systems are constructed and placed in a manner which will protect the public health, safety and welfare and where visual impact is minimized. Free-standing wind energy systems are permitted if all of the following requirements are met:
- (1) The free-standing wind energy system is located in a T, GP, C-3, NMC-1, NMC-2, H-1, H-2 or I district and properties owned by governmental agencies.
 - (2) Guy wires are only permitted to be used in the I and T districts.
 - (3) The free-standing wind energy system complies with all applicable FCC and FAA regulations and all applicable building codes.
 - (4) The pole or tower is no higher than 20 feet above the height restrictions of the district in which it is located unless it can be demonstrated that additional height is necessary for the wind energy system's intended purpose, but in no case shall the wind energy system exceed 40 feet above the height restrictions of the district.
 - (5) Wind energy systems must be set back a distance equal to at least 75 percent of the height of the tower from any adjoining lot line. The setback can be reduced by up to 50% or a minimum of 20 feet from the lot line if it can be demonstrated through a registered architect or professional engineer that the tower is designed to collapse, fall, curl or bend within a distance or zone shorter than the height of the wind turbine. Accessory buildings must satisfy the minimum zoning district

setback requirements. The City Commission may reduce the standard setback requirements if the goals of this chapter would be better served thereby.

- (6) The design of the wind energy system or buildings and structures related to the wind energy systems shall, to the extent possible, use materials, colors, textures, screening and landscaping that will blend them into the natural setting and surrounding buildings.
 - (7) The wind energy system shall not use blinking or flashing lights, unless required by the FAA or other applicable authority. If lighting is required, the lighting and design chosen must cause the least disturbance to the surrounding views.
 - (8) Wind energy system cabinets housing operating equipment shall be architecturally screened from adjacent properties and street level views.
 - (9) Existing mature trees and natural land forms on the site are preserved to the maximum extent possible.
 - (10) The wind energy pole or tower-mounted system and operating equipment shall comply with the general standards for approval contained in this chapter. Any wind energy system that is not in operation for a continuous period of 12 months is considered abandoned, and the owner shall remove the same within 90 days of receipt of notice from the City. Failure to remove an abandoned wind energy system within said 90 days may be removed by the City at the owner's expense.
 - (11) The wind energy system will meet the standards set in the City of Traverse City Code of Ordinances, Chapter 652, Noise Control, specifically section 652.04 (h). A wind energy system emits a pure tone and would be subject to a reduction of five dBA.
- (s) ***Wind energy system, building-mounted structures.*** The intent of this section is to ensure that building-mounted wind energy systems are constructed and placed in a manner which will protect the public health, safety and welfare and where visual impact is minimized. Building-mounted wind energy systems may exceed the 20 feet above the height limitation of the district if all of the following requirements are met:
- (1) Height exceptions to what is allowed by right will not be allowed in the GP, PR, RC, R-1a, R-1b, R-2, R-9, R-15, R-29 Districts.
 - (2) A taller building-mounted wind energy system may be located in NMC-1, NMC-2, I, T, H-1, H-2, C-1, C-2, C-3, C-4, D and HR districts.
 - (3) Guy wires are only permitted to be used in the I and T districts.
 - (4) The building-mounted wind energy system complies with all applicable FCC and FAA regulations and all applicable building codes.
 - (5) A building-mounted wind energy system is no higher than 20 feet above the height of the roof deck in which it is located unless it can be demonstrated that additional height is necessary for the wind energy system's intended purpose, but in no case shall the wind energy system exceed 40 feet above the height of the roof.
 - (6) The setback can be reduced by up to 50% or a minimum of 20 feet from the lot line if it can be demonstrated through a registered architect or professional engineer that the tower is designed to collapse, fall, curl or bend within a distance or zone shorter than the height of the wind turbine. Accessory buildings must satisfy the minimum zoning district setback requirements. The City Commission may reduce the standard setback requirements if the goals of this chapter would be better served thereby.
 - (7) The design of the wind energy system or buildings and structures related to the

wind energy systems shall, to the extent possible, use materials, colors, textures, screening and landscaping that will blend them into the natural setting and surrounding buildings.

- (8) The wind energy system shall not use blinking or flashing lights, unless required by the FAA or other applicable authority. If lighting is required, the lighting and design chosen must cause the least disturbance to the surrounding views.
- (9) Wind energy system cabinets housing operating equipment shall be architecturally screened from adjacent properties and street level views.
- (10) Existing mature trees and natural land forms on the site are preserved to the maximum extent possible.
- (11) The wind energy pole or tower-mounted system and operating equipment shall comply with the general standards for approval contained in this chapter. Any wind energy system that is not in operation for a continuous period of 12 months is considered abandoned, and the owner shall remove the same within 90 days of receipt of notice from the City. Failure to remove an abandoned wind energy system within said 90 days may be removed by the City at the owner's expense.
- (12) The wind energy system will meet the standards set in the City of Traverse City Code of Ordinances, Chapter 652, Noise Control, specifically section 652.04 (h). A wind energy system emits a pure tone and would be subject to a reduction of five dBA.

The effective date of this Ordinance is the _____ day of _____, 2015.

I hereby certify the above ordinance amendment was introduced on _____, 2015, at a regular meeting of the City Commission and was enacted on _____, 2015, at a regular meeting of the City Commission by a vote of Yes: ___ No: ___ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Michael Estes, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *MSC*
MARTY COLBURN, CITY MANAGER

SUBJECT: WYE RELOCATION CASS ROAD PARCEL

Attached is a memo from City Engineer Timothy Lodge regarding a parcel located on Cass Road purchased by the City in 2011 with the intent of relocating a railroad wye. As explained by Mr. Lodge, there is a presence of wetland on the property which requires the City to take additional steps before proceeding with the relocation project. These funds are eligible for Brownfield reimbursement.

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

that the City Manager be authorized to issue a service order to AECOM in the amount of \$17,500 to prepare preliminary designs for relocating the existing railroad wye, with funds available in the Capital Project Funds and reimbursed by the Grand Traverse County Brownfield Fund.

MC/kez

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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



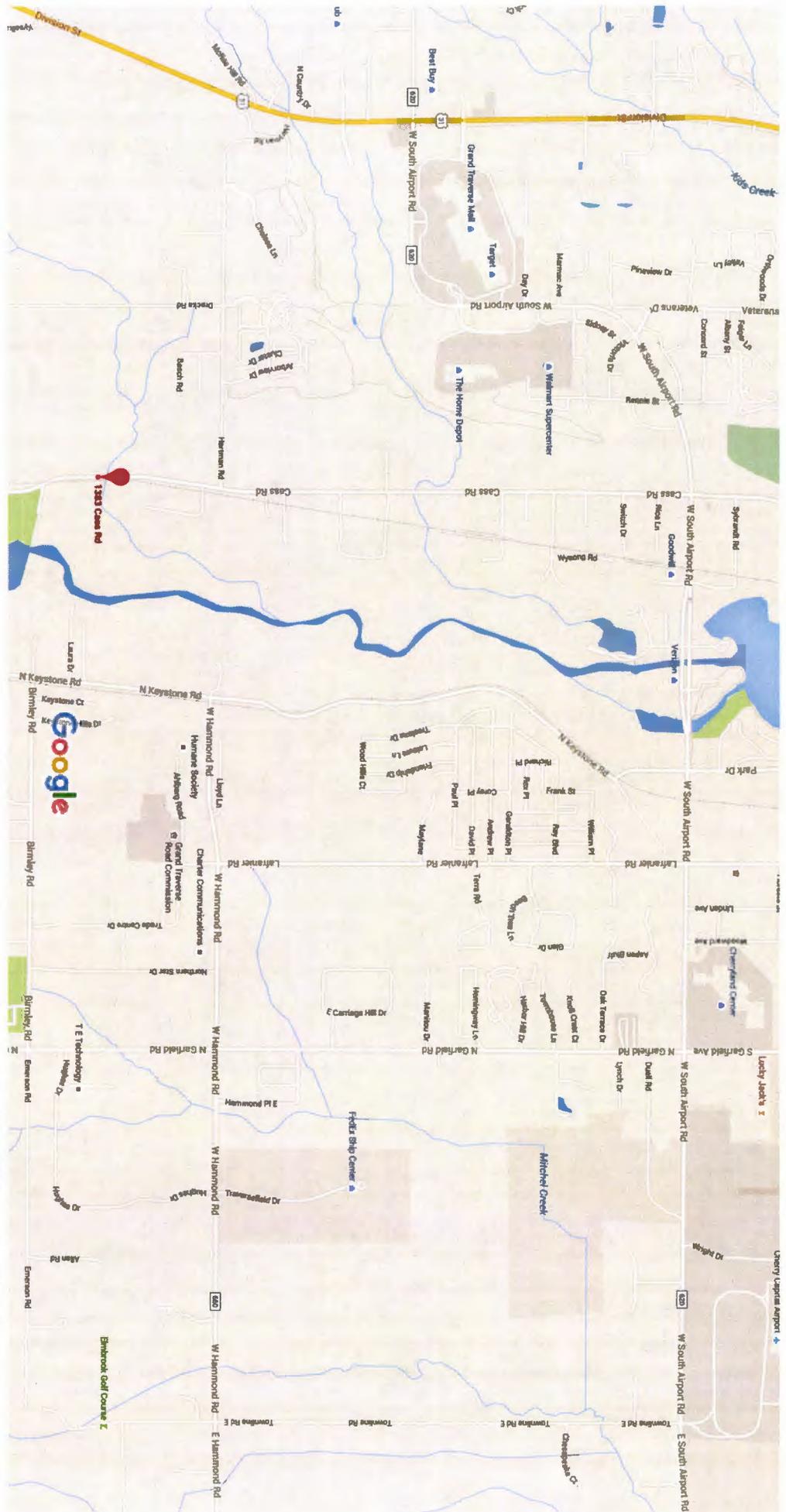
TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *TJ Lodge*
DATE: Monday, December 14, 2015
SUBJECT: Wye Relocation Cass Road Parcel

The City purchased the 1383 Cass Road parcel for the purpose of relocating the existing rail road wye through the Grand Traverse County Land Bank Authority in 2011. In 2014 the City proceeded with additional engineering and site evaluation and found the presence of 10.8 acres of wetland soils on the 34.15 acre site. We estimate that 1.7 acres of wetland would be impacted by the wye relocation to this property.

As we have discussed, to proceed with the development of this property for the wye relocation we are required demonstrate that it is the only feasible and prudent alternative to be able to impact the wetland/natural features as part of the project. Because of this requirement, we are recommending hiring an engineering consulting firm with special expertise with railroads.

We have received a cost proposal from the Railroad Services Group of AECOM to identify alternatives (if any) and prepare preliminary designs for relocating the existing wye. Therefore, it is recommended that a service order to AECOM in the amount of \$17,500 be prepared for this work with funds therefore available in the Capital Projects Fund and reimbursed by the County Brownfield Fund.

Cc: Jean Derenzy, County Brownfield





The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{MPC} MARTY COLBURN, CITY MANAGER

SUBJECT: WEST BOARDMAN LAKE AVENUE AND WEST BOARDMAN LAKE TRAIL

This memo covers two items.

West Boardman Lake Avenue.

Attached is a memo from Grand Traverse County Deputy Director of Planning and Development Jean Derenzy regarding West Boardman Lake Avenue and the West Boardman Lake Trail.

As explained by Ms. Derenzy, with input from City staff, she facilitated a proposal from LSL Planning for professional services for West Boardman Lake Avenue. Based on existing work, LSL Planning will prepare a schematic design, and ready this project, if desired, for the next phase. Additionally, LSL Planning will engage stakeholders on a preferred design alternative.

Ms. Derenzy worked solely with LSL Planning for a proposal because of its expertise in urban street planning; the full cost of this \$83,664 contract will be immediately reimbursed by the Grand Traverse County Brownfield Redevelopment Authority.

West Boardman Lake Trail

At the July 20, 2015, meeting, the Commission adopted a resolution supporting a grant application to the Coastal Zone Management Program for design process for the final leg of the West Boardman Lake Trail. Prein & Newhof was selected to lead the work for the trail design process. The design work will be completed by June 30, 2016. At that point, the Commission will be provided with the preferred design(s) for the trail, the construction and maintenance costs. We seek concurrence from the City Commission regarding the planned consultant services.

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

that the competitive bidding process be waived for these professional services as it is in the best interests of the City; and that Mayor and City Clerk execute a contract with LSL Planning in the amount of \$83,664 for professional schematic design services and stakeholder engagement services for the West Boardman Lake Avenue, with funds available in the Capital Projects Fund, with immediate reimbursement by the Grand Traverse County Brownfield Redevelopment Authority, with the contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

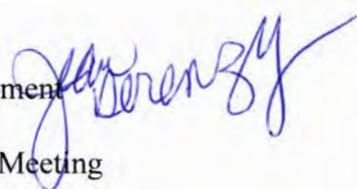
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copy: Jean Derenzy, Grand Traverse County Planning and Development Deputy
Director
Timothy Lodge, City Engineer
Russell Soyring, City Planning Director



Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: Marty Colburn, City Manager
From: Jean Derenzy, Deputy Director Planning & Development 
Date: For December 21, 2015 Traverse City Commission Meeting
Subject: Boardman Lake Brownfield Plan – Public Infrastructure Components

SUMMARY OF ITEM TO BE PRESENTED:

At the June, 2015 City Commission Study Session and overview of the Boardman Lake Brownfield Plan was provided to the City Commission. The outcome of that study session was to provide additional information on the public infrastructure components, in order for the City Commission to determine costs and priorities.

Attached is the memorandum provided in the study session packet that provides an overview/background of the Brownfield Plan.

Since June, I have worked with City Planning and City Engineering to determine best approaches to provide the requested information. Three public infrastructure components are tied to the Boardman Lake Brownfield Plan (as identified on the attached memorandum) being, Avenue/roadway; trail and railroad wye (railroad turnaround). Each component is being worked on together in order to make a complete recommendation on the full infrastructure projects to the City Commission in early summer, 2016.

Each project is separated out with recommendation:

Boardman Lake / Old Towne Neighborhoods:

The Brownfield Authority has set aside within the Boardman Lake Brownfield Plan \$83,000 for the City of Traverse City to hire a consultant to complete an analysis for the West Boardman lake Avenue component of the Brownfield Plan.

The consultant selected by City staff and myself is LSL Planning. The sole source component was based on the expertise that LSL provides for urban road/street planning and their previous work completed within the United States. <http://lsplanning.com/planning-services/transportation-planning/complete-streets/>

The Scope of Work was put together by the stakeholders, with input from City staff. The scope of work and goals of the study include:

1. Builds on previous work with a fresh perspective and reach a decision on the long discussed project. This will include a schematic design of the right-of-way.
2. Provides the information necessary to fill in the gaps of previous studies and allows the City to take the project to the next stage of development, if deemed necessary.
3. Engages staff, officials, stakeholders and the community in the creation of a preferred alternative.
4. Helps realize the goals of Traverse City: to increase connectivity for all modes, supports placemaking, maintains the environmental quality of the Boardman Lake, creatively considers land use development and neighborhood improvement, and honors the integrity of the existing neighborhoods.
5. Creates a solid, technically-grounded plan that is illustrative, implementable and provides access to Brownfield properties for economic development to help fund the improvement.
6. Garners support from the public and city officials by demonstrating a knowledge, confidence and expertise while showing respect for public opinion and a responsibility to balance the needs and goals of stakeholders and residents with differing opinions.

At the end of this study, the City will be able to determine whether to proceed and continue to set aside dollars for the implementation of this public infrastructure work through the brownfield plan.

The cost of this work is \$83,664. As indicated this work is eligible through the Brownfield Plan and has been set aside (all but \$664.00).

Staff is recommending that the City of Traverse City enter into a contract with LSL Planning for \$83,664 for the West Boardman Lake Avenue roadway and neighborhood analysis.

Boardman Lake Trail:

Work has started with the Boardman Lake Trail to determine design, construction costs and maintenance of the final leg of the Boardman Lake Trail. This is being done through a Coastal Zone Management Grant for \$75,000 and matching funds designed through the Boardman Lake Brownfield Plan.

The Consulting firm of Prein & Newhof was selected to lead the work with the trail design process. As a reminder the Coastal Zone Grant is a quick turnaround with work to be completed by June 30, 2016. At the end of the contract the City Commission will have the preferred design (or designs), of the trail, the costs associated with the trail and the yearly maintenance cost associated with the trail.

At the end of this study, the City will be able to determine whether to proceed and continue to set aside dollars for the implementation of this public infrastructure work through the brownfield plan.

Railroad Wye:

Tim Lodge has provided a memorandum outlining recommendation to enter into a service agreement with AECOM for \$17,500. This work will provide the analysis needed to determine next steps in the relation of the railroad wye that is currently located on 14th street.

With the above outlined work, staff believes that recommendations can be made in early to mid-summer, 2016 as to all of the public infrastructure components related to the Boardman Lake Brownfield Plan.



Memorandum

Grand Traverse County
Planning and Development
Email: jderenzy@grandtraverse.org
www.grandtraverse.org/planning

To: Traverse City Commission
Penny Hill, Interim City Manager

From: Jean Derenzy, Deputy Director Planning & Development
Russ Soyring, City Planner
Tim Lodge, City Engineer

Date: June 3, 2015

Subject: Overview / Public Projects of Boardman Lake Brownfield Plan

The Boardman Lake Brownfield Plan (PLAN), originally approved in 2000 is now ready for discussion relating to the implementation components of the three public infrastructure projects. Those three public projects which are contained in this PLAN are: 1) New Street {commonly referred to as Boardman Lake Avenue}, 2) Relocation of the railroad wye {commonly referred to as the railroad turn around on 14th street} and 3) The completion of the trail around Boardman Lake.

Background Information of the PLAN:

The original Brownfield Plan was developed in 2000 recognizing the private redevelopment on Boardman Lake and the associated environmental clean-up activities surrounding those parcels. The private redevelopment has included new housing opportunities for the City, water and sewer, and significant environmental clean-up of this area. The PLAN was amended in 2001 adding the proposed "avenue/street", for a total brownfield costs of \$4,086,308. The second amendment came in 2010, which added property purchase as an eligible reimbursable cost and added a public infrastructure component of completing the Boardman Lake Trail. This amendment became available in 2010 for two reasons: 1) Legislative changes to the brownfield statute that allowed a Land Bank Authority to purchase property and be reimbursed with Brownfield TIF and 2) Due to the economic impacts of the trail, benefitting the entire area allowing TIF to be captured for reimbursement for building of the trail. The ability to capture State taxes was allowed for the trail.

The total dollar amount of the Brownfield Plan is \$11,472,311; being \$10,713,850 of non-environmental costs, and \$758,461 of environmental costs. The Brownfield Plan Area is attached as Attachment A and the non-environmental costs is attached as Table 1.

Completed Projects:

Private: As identified, this PLAN has been in place for 15 years. Within that time, private investment has occurred, while cleaning up historical environmental contamination. The tax base has increased since 2000 by 210%. Completion of the private investment is anticipated to in 2016.

Public: MDOT Property Purchases: Attachment B identifies the purchases that have been completed to date. One remaining MDOT right-of-way remains, being the railroad wye.

First half of the trail contained within the PLAN is now complete, with ribbon cutting occurring in May, 2015.

Summary of Public Projects:

New Street / Relocation of Railroad wye: This public infrastructure (the street component) was identified in the PLAN in the first amendment which occurred in 2001. The ability to include public infrastructure projects occurred in 2000/2001 when State legislation changed identifying "core communities eligible for public infrastructure". The City of Traverse City received core community status. The State of Michigan approved this inclusion and approved the capture of State TIF for the public infrastructure project due to the street being identified in the City's Master Plan since 1994 (when the Plan was put in place in 2000 and 2001) and the identification that the new street would relieve pressure from the Cass Street and Union Street neighborhoods.

The removal of the railroad wye was initially tied to the street, as the street could not be constructed without the removal of the wye. Consensus was reached in 2011 that the removal of the wye was independent of the street, because removal of the wye would eliminate two at-grade road/rail crossings and created redevelopment property (opportunity) within the City limits.

Trail Completion: This public infrastructure project was put into the PLAN with the 2010 Amendment. This project component identified as the last phase of the loop, which would provide a five mile "loop" around Boardman Lake, providing a multi-use pathway that would be easily accessible to the public. With the full understanding that this trail crossed City boundaries to Garfield Township, the State agreed to utilize TIF captured from the increased property value from the City to complete the trail. This was due to the economic impact that the trail provides to the community. (Attachment C). It is noted that no TIF capture can be utilized for maintenance of the trail.

Next Steps:

Financing the Projects:

The private investment, provides the opportunity for the City to implement the public projects in one or two approaches; or a combination of both. As Commissioners are aware, TIF is typically a reimbursement approach, therefore the first approach is you could bond or borrow to fund the project(s) and receive reimbursement for the costs of financing. The second approach is to wait for the funds to be collected through TIF capture to reach a sufficient amount in order to cover the project and then implement.

Prioritizing Projects:

With three public projects the outcome of the Study Session is to provide the strategy to identify the priority public infrastructure projects and the funding tied to the projects.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: EIGHTH STREET CHARRETTE

At the October 12 Study Session, the City Commission discussed the next steps for the Eighth Street Corridor, between Union Street and Barlow Street.

Attached is a memo from Grand Traverse County Deputy Director of Planning and Development Jean Derenzy, regarding a Charrette Process that would, through public input, create a 'form-based code' for this section of Eighth Street as well as identify and implement public infrastructure and economic tools necessary for the corridor's revitalization. Generally speaking, a 'form-based code' uses the physical form rather than separation of uses as the guiding principle for the code; in other words, it more specifically envisions the look of the area to which the code would apply rather than focus on what types of uses are allowed.

As explained by Ms. Derenzy, the estimated cost for the charrette is \$100,000, with \$30,000 coming from MSHDA project income and an additional \$35,000 coming from MSHDA, which requires a \$35,000 match from the City. The \$35,000 in matching funds would equally come from the Corridor Projects Funds and the Economic Development Fund. If this appropriation is authorized, then Ms. Derenzy and City Planning Director Russell Soyring, working with stakeholders, will prepare a request for proposals. I recommend the following motion (5 affirmative votes required):

that the City Commission commits \$35,000 as a match to \$35,000 in Michigan State Housing and Development Agency (MSHDA) funds for the Eighth Street Charrette, with the \$17,500 of the City's match to come from Corridor Project designation in the Capital Projects Fund and the remaining \$17,500 to come from the Economic Development Fund.

MC/bcm K:\tcclerk\city commission\payment authorizations\eighth street charrette
copy: Jean Derenzy, Grand Traverse County
Russell Soyring, City Planning Director



Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: Marty Colburn, City Manager

From: Jean Derenzy, Deputy Director Planning & Development
Contract for Community Development

Date: For December 21, 2015 Traverse City Commission Meeting

Subject: 8th Street Charrette

SUMMARY OF ITEM TO BE PRESENTED:

On October 7, 2015 the City Commission gave authorization to move forward with a three step approach for the 8th street corridor from Union to Barlow. That three step approach was:

1. Completing a Charrette Process --- with the end result being the identification of public infrastructure and building standards with a resulting form-based code for the corridor.
2. Identification of the Economic Tools
3. Implementation of public infrastructure and economic tools.

Since the October meeting I have been working on the identification of a budget, writing of grants, and bringing together a strong local team. Attached to this memorandum is an overview and timeline of the Charrette process, the Charrette team and the budget.

Overview of Charrette: The project managers is suggested to be Russ Soyring and me. Russ and I along with Planning Director John Sych met with the National Charrette Institute (NCI), Bill Lennertz to help build the Request for Proposal as well as the identification of a budget. If the City Commission considers the approach outlined, the RFP is ready to be issued with bids due the end of January, and consideration to enter into a contract in February.

The Charrette is proposed to be five days (suggested to begin May 17).

Budget: The budget is \$100,000. The grants received are:

- ✓ \$35,000 MSHDA (which requires a dollar for dollar match from the local entity),
- ✓ \$30,000 MSHDA program income (which was approved by the County Land Bank Authority).

In order to accept MSHDA's grant the City Commission would need to allocate \$35,000. With this contribution, the Charrette process is attainable.

It is my goal/strategy to duplicate the charrette process effort on the 8th street corridor on the other corridors (Garfield, 14th, East Front and West Front), without the cost of a consultant. Both Russ Soyering and John Sych have went through the NCI training in 2015 and with the Charrette occurring on 8th street we can take this process and manage the other corridors in-house.

With over half of the Charrette budget being identified from other resources it is my recommendation that the City contribute \$35,000 to the 8th Street Charrette and authorize a Request for Proposal be issued.

Eighth Street Charrette Process

Consultant Selection

Dec-Feb, 2016

Project managers will issue a request for proposals for a Consultant to assist with the process. Project managers will confer with the National Charrette Institute on developing a successful approach for the Charrette process. Interviews and selection of a Consultant will be led by the charrette team.



Charrette Preparation

Jan-May, 2016

This phase is formation of a charrette team, developing an organizational structure for the process, conducting stakeholder and data research, and outlining charrette logistics. Initial guiding principles will set the tone and focus by the team. Stakeholders ranging from neighborhood residents to elected officials to business owners will be involved in an outreach and engagement effort. Viewpoints from stakeholders will be gathered and analyzed. Other sources of data and studies will be brought together. Key pre-charrette products will include project mission, community history, process road map, stakeholder analysis and summary, objectives and measures, and data summary.



Charrette

(Tentative: May 17-21, 2016)

The charrette is tentatively scheduled for May 17-21, 2016. The parameters of the charrette will change based on the form and plan agreed upon with the Consultant. Generally, the charrette will start with public and primary stakeholder meetings. Based on these meetings, alternative concepts are developed. As the concepts are developed there may be subsequent stakeholder reviews. The concepts are refined and synthesized into a preferred plan. The plan is presented at an open house. The plan may be further refined utilizing stakeholder reviews. Once plan production is completed, a presentation is made at a public meeting. A sample schedule of a 5-day charrette is provided below.



Plan Adoption

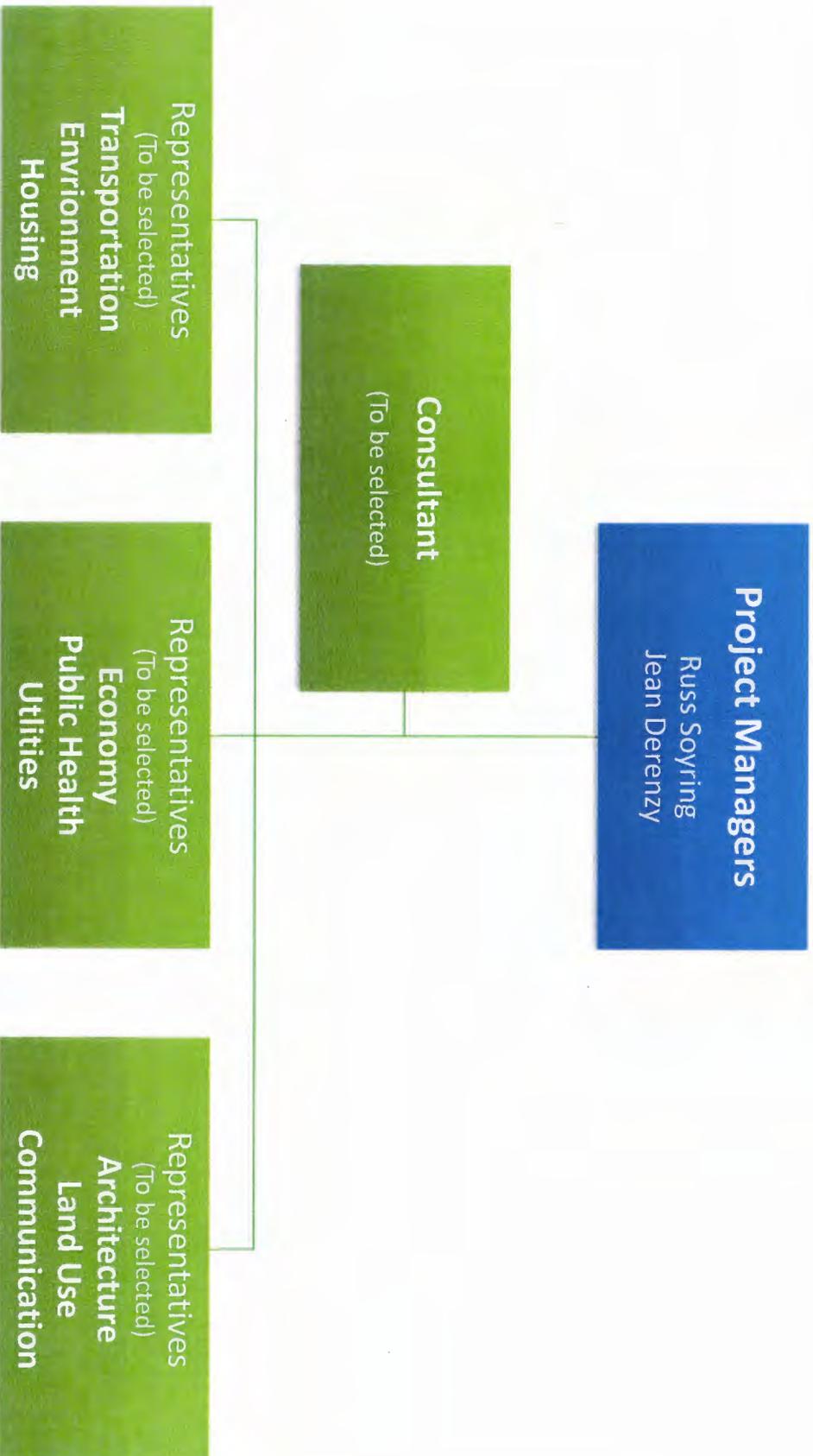
May-Aug, 2016

During this phase the charrette team tests and refines the plan. Communication with stakeholders also continues through e-mail, websites, and possibly social media. During a follow-up public meeting, the refined plan is presented for another feedback session. The results and process of all 3 charrette system phases are summarized in a final project report ready for agency approvals.

Sample 5-day Charrette Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00	Studio set up	Team meeting	Team meeting	Team meeting	Team meeting
10:00	Tours	Alt. concepts development	Pref. plan synthesis Stakeholder reviews (tech.)	Plan development	Production
11:00					
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 PM					
2:00	Primary stakeholder meetings	Preferred plan synthesis	Preferred plan synthesis	Product.	Production
3:00					
4:00	Meeting preparation			Stakeholder review	Meeting preparation
5:00	Dinner	Dinner	Open House	Dinner	
6:00					
7:00					
8:00	Public meeting #1	Preferred plan synthesis/ team review	Plan development	Production	Final charrette public meeting
9:00					
10:00					
11:00					Celebration

Charrette Team



Project Funding

Total
Project Cost

- **Total: \$100,000**

State of
Michigan

- MSHDA: \$35,000
- Land Bank Program Income: \$30,000

City of
Traverse City

- General Fund: \$35,000
- In-Kind Staff: \$20,000

Charrette Basics

Definition

A charrette (as developed by the National Charrette Institute) is a **three-phase holistic, collaborative planning process** during which a multiple-day charrette is held as the central transformative event. The process commences with the Preparation Phase, followed by the Charrette acting as a fulcrum at the middle phase, and closes with the Plan Implementation Phase. The goal of the charrette is to produce a feasible plan with minimal rework that benefits from the support of all stakeholders through its implementation.

Participants

A multidisciplinary charrette team, consisting of consultants, staff, and others produces the plan. Stakeholders – those being anyone who can approve, promote or block the project as well as anyone directly affected by the outcomes – are involved along with key public meetings.

Length

The charrette needs to last at least **5-days** to accommodate 3 feedback loops, the optimal number for gaining stakeholder understanding and support.

Location

Charrettes takes place in a **charrette studio situated on or near the project site**. Meetings, interviews, and design activities are conducted at the studio. Accommodations for work and food are necessary given the continuous time committed to the charrette.

Origin of the Term "Charrette"



The French word, "charrette" means "cart" and is often used to describe the final, intense work effort expended by art and architecture students to meet a project deadline. This use of the term is said to originate from the École des Beaux Arts in Paris during the 19th century, where proctors circulated a cart, or "charrette", to collect final drawings while students frantically put finishing touches on their work.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

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

SUBJECT: POLICE DEPARTMENT 2015 REPORT

Attached is a year-end report prepared by the Police Department. Interim Chief of Police Jeffrey O'Brien will make a presentation to the Commission on Monday evening.

MC/kez

K:tcclerk/city commission/police department/annual report 2015.doc

copy: Jeffrey O'Brien, Interim Chief of Police



Memorandum

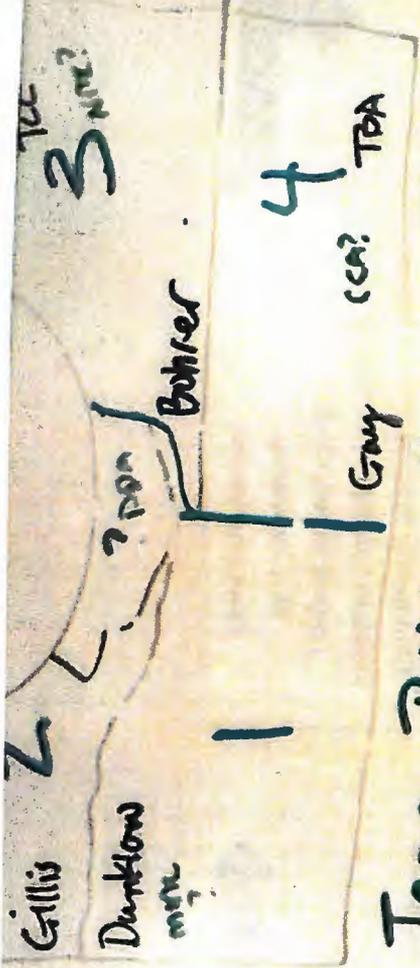
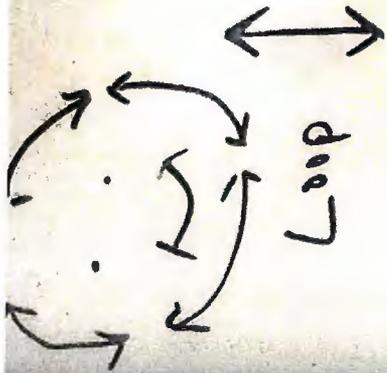
To: Marty Colburn, City Manager
From: Jeff O'Brien, Interim Chief
Date: November 30, 2015
Ref: Calendar Year End Police Report

Just after your arrival you gave us permission to go forward with community policing in our department. Because of that we formed a Community Policing Committee. That committee met on Aug 3, 2015 and the participants are:

Captain Jim Bussell
Sgt. Keith Gillis
Administrative Assistant Lisa Green
Officer Scott Maxson
Officer Jeremy Metedepeningen
Officer Paul Ellul
Officer Steve Sivek
Officer Adam Gray
Officer Ryan Taylor

The content of this report details the extraordinary efforts of the members of this department in implementing community policing service to the citizens of Traverse City. As you begin reading this report you will see a picture of an outline for implementing Team Policing in our department. This outline was born from the committee and a meeting with the sergeants, administrative assistant and me. That draft then morphed into a formal Community / Team Policing Strategic Planning Chart. We have a good foundation in this strategic plan. When we convene our Community Engagement seminar in January of 2016 we will have a clearer picture of our new direction.

I speak for all members of the department in thanking you for allowing us to take the department in a positive direction.



Push down to line level

Team Policing Strategic Planning

- * Facebook - 10-1-15
- * Web page - on the
- * Seminar - Grant 10-9-15
- * Team Policing Committee
 - look into training needs
 - assess implementation

D.B.

- * Crime analysis Mapping
- * Interdiction Teams
- * Interdiction Position

Evidence

- * Civilian evidence tech.
- * Evidence officer

Firearms PPCI

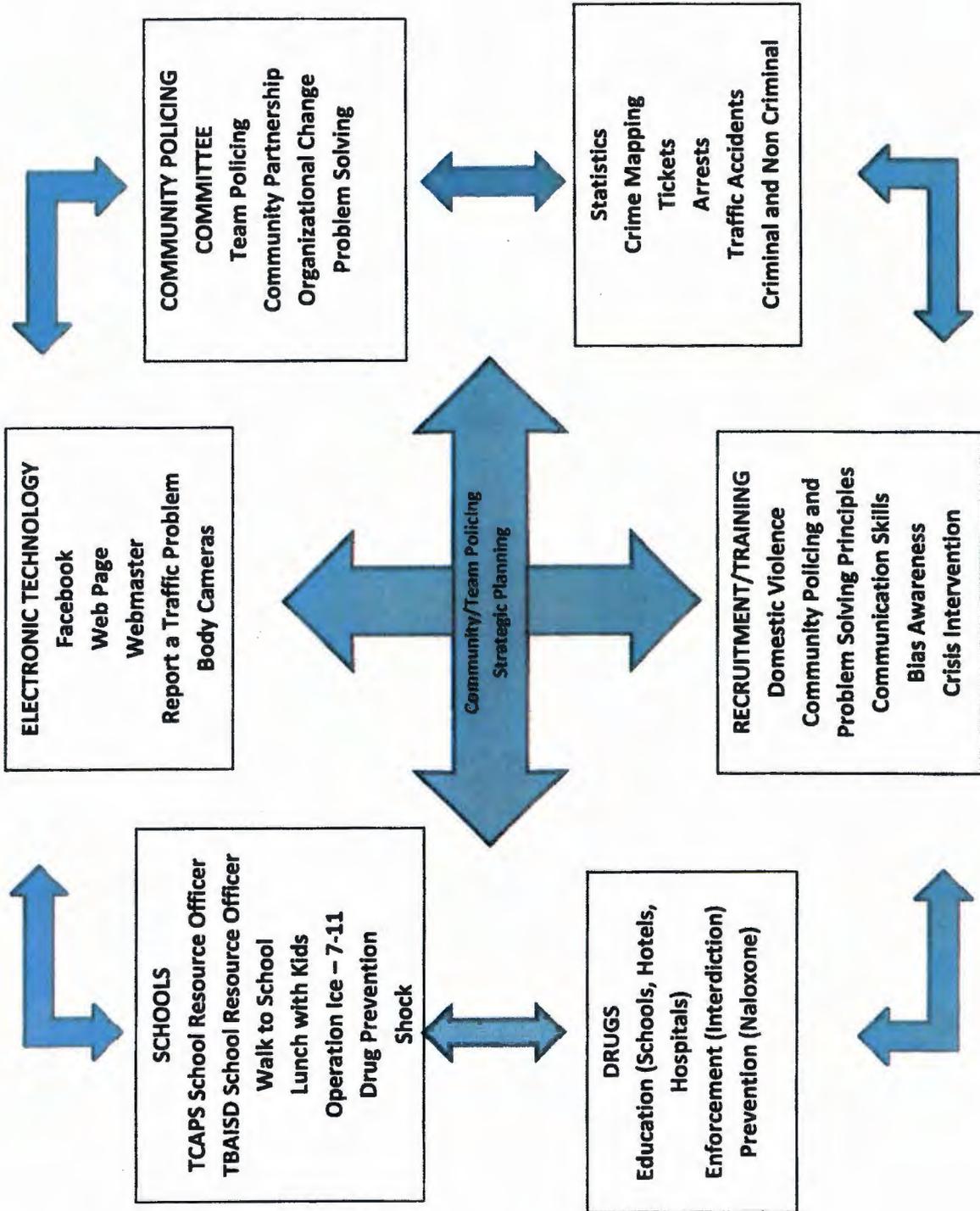
- * Sanctity of life
- * Stages of decision making process

F70
update
recruitment

Traffic

- * Webmaster
- * Hickory Hills
- * Directed patrol Stats

Training
Gas masks
ARIDE
Honor Guard



Traverse City Police Department

Published by Jim Busnell September 2

Southwest Service Area Officers (1)

Sergeant Kevin Dunklow - A shift Days

Officer Adam Verschaeve - A shift Days

Officer Scott Maxson - B shift Days

Officer Jeremy Weiber - A Shift Nights

Officer Kurt Bazner - B shift Nights



Traverse City Police Department

Published by *המון* · September 2

Northwest Service Area Officers (2)

Sergeant Keith Gillis - B shift days

Officer Michael Peters - A shift days

Officer Steven Sivek - B shift days

Officer Adam Gray - A shift nights

Officer Pete Simerson - B shift nights



Traverse City Police Department

Published by Jim Bussell · September 2 ·

Northeast Service Area Officers (3)

Sergeant Erich Bohrer - A shift nights

Officer Paul Ellul - A shift days

Officer Jeremy Metdepenningen - B shift days

Open - A shift nights

Officer Ryan Taylor - B shift nights

Northeast Service Area (3)

?
Open

TO BE A T GUARD CITY

CHERRY FESTIVAL

POLICE DEPARTMENT SERVICE AREAS

East Arm Traverse Bay

Traverse City Police Department

Published by Jim Bussell September 2

Southeast Service Area Officers (4)

Sergeant Kevin Gay - B shift nights

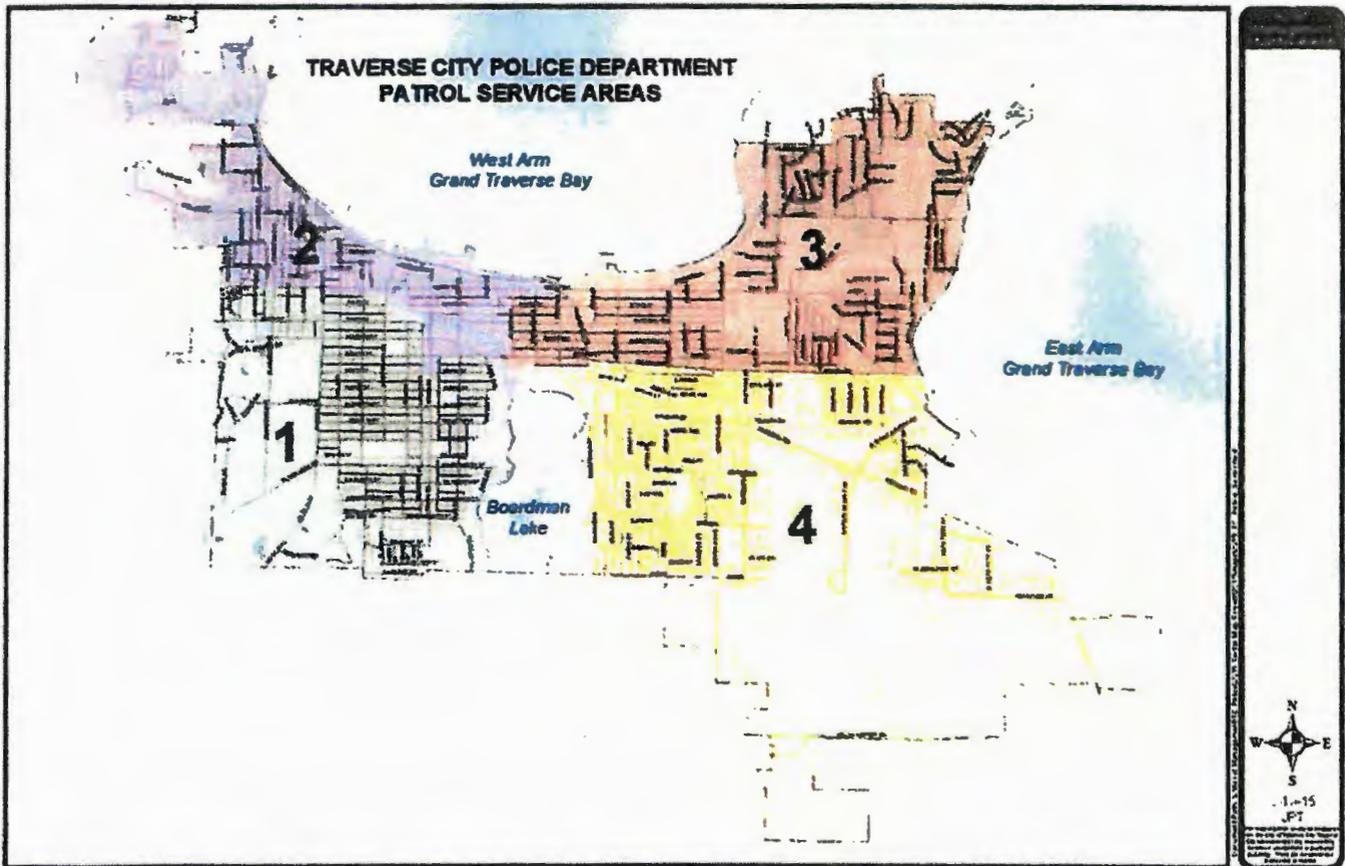
Officer Sam Meachum - A shift days

Officer Mark Witczak - B shift days

Officer Timothy Smith - A shift nights

Open - B shift nights

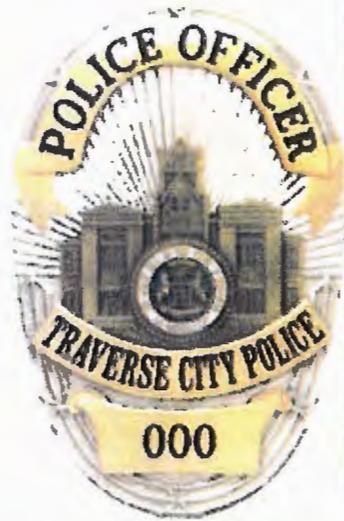




A New Approach To Policing

November 2, 2015

By [Beth Milligan](#)



Building trust. Meeting community needs. Using creative problem-solving. Those goals reflect the new direction of the Traverse City Police Department, which is undergoing an organization-wide overhaul. Interim Chief Jeff O'Brien hopes will better connect the department with the community. O'Brien's plan: To take the TCPD staffing structure and "flip it upside down," moving away from a centralized model – where officers handle a wide spectrum of patrol areas, crimes and

complaints – to a localized system in which every officer is assigned to a specific quadrant of the city.

The department has employed community police officers (CPOs), or district-specific officers, in the past. But budget cuts and attrition over the last decade have reduced the number of CPOs from six to just two. O'Brien's goal now is to convert every TCPD officer into a CPO, dividing the city into four sections that will each have a sergeant, four day officers and three night officers.

"Each officer is still responsible to Traverse City as a whole...but he's assigned to a specific area and has ownership there," explains O'Brien. "(The officer) isn't just driving around in a vehicle. He's building trust and relationships in that service area: Going to the neighborhood meetings, responding to complaints there, walking kids to school, listening to the needs of those residents."

Under the CPO system, officers become "advocates" for their neighborhoods, O'Brien says, familiarized through repeated exposure to the unique needs of each district. "It's not just crime...it can be quality of life issues," O'Brien says. "If a street light is out, or a certain drain always clogs after it rains, that officer can help bring attention to that." Officers are also being encouraged to use what's called a SARA approach to problem-solving: scanning, analysis, response and assessment. The system emphasizes proactively identifying issues facing the community (scanning), analyzing possible solutions, implementing a response and assessing how well the solution works. O'Brien gives the example of [Dann's House](#) – a wet house he pursued after repeatedly encountering the same group of individuals struggling with chronic alcoholism – as an example of SARA in action. "We're in the final assessment stage of that project now," O'Brien says.

As part of the restructuring, the TCPD has received a \$5,000 grant from Rotary Charities to

host community engagement sessions and gather input from stakeholders – ranging from business owners to school leaders to citizens to government bodies – on the department’s new direction. A kick-off forum is slated for January.

“Our community partners are going to be our eyes and ears on what we’re doing right and wrong,” says O’Brien. “Are we looking at crime correctly? Do we need to allocate more resources to traffic, or drugs, or schools? We’re going to take those suggestions...and collate those into a plan to meet the community’s needs.”

The TCPD is also looking at new tools – including a crime map that lets both officers and residents track patterns of illegal activity in Traverse City, and an updated website with community feedback forms – to create more “transparency and engagement,” says O’Brien. In a post-Ferguson era where community distrust can be an ongoing challenge for law enforcement agencies, O’Brien hopes TCPD’s new approach will help break down those barriers.

“The bottom line is that as a police officer, I can’t do my job without citizens telling me what’s going on,” says O’Brien. “I have to have trust with community members...and vice versa. I think it’s important we walk into this (process) and be able to take criticism as an agency. How can we change? We’re willing to hear that.”

Comments

Electronic Technology

Technology's Influence on Community Policing A number of contemporary technological factors impact the ways that police relate with their community. First, technology can both facilitate and inhibit building community bonds. While privacy concerns loom with regard to video recording the public, the push for law enforcement agencies to invest in body-worn cameras to record officer interactions with the public continues. Second, traditional media and social media have a powerful influence on how communities, and the nation, perceive police. 'Virtual communities' often created and dissolved within a matter of days or weeks in response to a news story or event can leave lasting scars on the reputation of police. On the other hand, police agencies that utilize traditional and social media to communicate and educate about the work that they conduct to keep their communities safe, can bolster understanding, and their standing with the community. We recognize that body cameras are part of the future and continue to work with the City Attorney to implement this technology in the future.

A number of resources designed to assist law enforcement in investigating, procuring and implementing body-worn camera technology, including Body Worn Camera Model Policy can be found at <http://www.theiacp.org>.

On December 1, 2014, President Obama announced that as part of White House efforts to strengthen community policing, he is allocating \$263 million to increase police use of body-worn cameras. More information can be found at <http://www.whitehouse.gov/the-press-office/2014/12/01/fact-sheetstrengthening-community-policing>.

IACP report on police community relations .

Since June 27, 2015 the Traverse City Police Department has updated our Webpage, Webmaster; which consists of reporting a traffic problem from the public, and with the approval from the city clerk's office we are now on Facebook. These tools have proven to be of great value to our organization in the fact that we have an outlet to promote all the good things the department is doing and provide better service to the public. We have great people that work for and guard the city.

Schools

Youth Community Engagement: The youth community represents just one of many unique community subgroups; and the importance of law enforcement engagement of this unique community cannot be overlooked. America's youth will develop into the leaders of tomorrow, and will bring with them their perceptions and understanding of the world around them including their understanding of police. While the youth community provides a potential pool of future police officers and police leaders; some are being raised to fear or hate police. Police agencies have the opportunity to re-direct that trajectory through interaction and engagement targeted to today's youth. Understanding the differences of and within the youth community can help lay the foundation for positive engagement. The brains of youth are not treated as such. Unfortunately, youths of today are being put in positions of making adult decisions at early ages, exposed to extremely dangerous and provocative situations. They are expected to make the right choices without being given an accurate moral compass from which to navigate. It is important to understand that although at-risk youth do exist, particularly in low-income communities, not all are destined to criminality. Making assumptions based on race, dress, and other cultural differences only further distances youth. Early, positive engagement by law enforcement can have significant impact on the growth and development of youth. Youths will find gateway opportunities through police-led programs, such as youth citizen academies and Police Athletic Leagues. These provide positive interactions with police as well as opportunities to be involved. Youth will also benefit greatly from guidance, mentoring, and conversations with officers in their neighborhoods, as well as positive interactions with school resource officers. Some other keys to positive youth engagement include the following: Understand ways to reach youth effectively. For example:

- Use of social media to engage this unique group is imperative.
- Educate department staff on differences in youth thinking and behavior, including how to de-escalate a situation in which youths are involved.
- Model respectful relationships for youth to foster officer and community safety.

With this information from the IACP Policy Summit on Community Police Relations we have implemented the following programs to interact with the youth of Traverse City.

Continue School Resource Officer with TCAPS and TBAISD.

Participate in **Traverse City Walks To School Day** is a community-wide, multi-school celebration of National Walk To School Day on Wednesday, October 7th.

Lunch with Kids is program we will incorporate this winter whereas officers from TCPD will go to elementary schools in the city and have lunch and recess.

Operation Chill is in cooperation with 7-11 Stores. We hand out free slurpees for kids walking to school looking both ways at the intersections. It also puts a police officer in the intersection as a traffic officer.

Shock Program is in use with the Grand Traverse County Sheriff Office. We have incorporated that program this year and will be visiting schools in the city. The goal is to work with the schools and other criminal justice professionals to create a curriculum for drug, alcohol, and smoking resistance.

Traverse City Police Department added **3 new photos.**

Published by [Kevin Dunklow](#) November 17 at 6:48am

Officer Ellul spent some time at Trinity Lutheran School talking with the kids about safety and what a police officer's job entails. The kids had a great time and learned several safety tips.



Officer Adam Verschaeve assisted with traffic control this afternoon to ensure the kids were safe for Willow Hill Elementary Schools first annual "Trick or Trot" fundraiser. Looks like the kids had a blast! Thanks Willow Hill for the invite, see you next year!





Traverse City Police Department added **3 new photos**

Published by Keith Gilis October 31 at 10:57am Traverse City, MI

Officer Sivek passing out Halloween treats to all the ghost and goblins in downtown Traverse City. Happy Halloween!!!



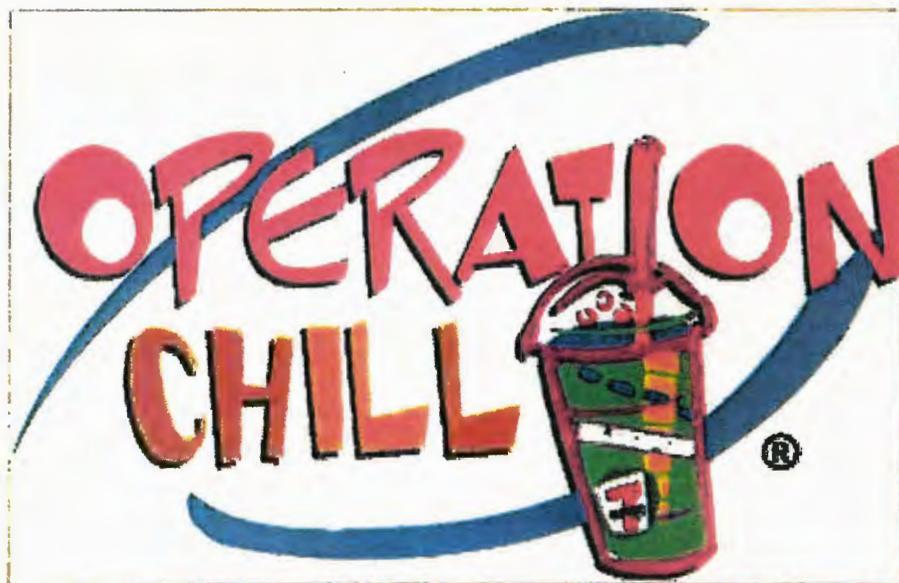
Traverse City Police Department added 6 new photos with **Cameron Givens**.
Published by [Jim Russell](#) October 7, 2014

Walk to School Day with TCPD and Students from Glen Loomis School.



Traverse City Police Department shared Grand Traverse 911's post.

Published by Keith Gillis · September 18 ·



The Traverse City Police Department will be working some traffic and pedestrian crossings near our schools today, promoting safety. There will be rewards of free slurpees thanks to 7-11 for the kids found looking both ways and practicing STOP, LOOK, LISTEN before crossing. Way to go TCPD!

Traverse City Police Department shared a [link](#).

Published by [Keith Gillis](#) · [November 18 at 8:28am](#) ·



TCPD Opens Satellite Office on NMC's Campus

The Traverse City Police Department has teamed up with Northwestern Michigan College to increase campus safety.

9AND10NEWS.COM | BY CAROLINE POWERS

Jeff O'Brien shared **Jerry Cannon's photo**. Veterans Day November 11, 2015
November 11 at 5:19pm **Northwestern Michigan College**



The City Of Traverse City

Police Department
851 Woodmere Avenue
Traverse City, Michigan
49686



KB 2/10

To: Sgt. Dunklow
From: Officer Ellul
Date: November 21st 2015
Re: Community Policing

Interim Chief O'Brien has directed me to obtain information about a youth – oriented program that relates to retail fraud issues. The S.H.O.C.K. program (Shoplifting is a Crime Kids) is presented by specially trained officers to reduce larceny/retail fraud crimes committed by minors. This program is a collaborative effort with schools, private business loss prevention, law enforcement and the judicial system. Program topics include: making "good" choices, dealing with peer pressure, assertiveness and consequences. A short video exposes 4th grade students to kids (reenacted) that enter the criminal justice system by their own actions/decisions.

I feel this program will benefit our community by exposing students to these very important issues. Also, when presented by trained police officers, the often perceived stern authoritarian misconceptions can be quickly dispelled by communicating, listening and understanding the students concerns.

With your permission I can start my in-house training with the GTCSO in December 2015 and immediately begin implementing this program to the elementary schools within the city limits. Please feel free to contact me if there are any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Officer Ellul", is written over a horizontal line.

Officer Ellul TCPD

Traverse City Police Department Drug Enforcement Focus

In order to protect our community from the illegal drug epidemic that has gripped the United States, the department has formed a three-pronged focus to battle drugs. This approach centers first on the proactive interaction between School Resource Officers, teachers, students and parents preventing and responding to drug issues within our city schools. The second prong focusses on the enforcement of drug laws both through a new Street Interdiction Officer program and through support of the local Narcotics Team joint task force run by the Michigan State Police. The final area the Traverse City Police Department has branched into is by focusing on becoming more proactive in the treatment of those suffering from substance abuse.

Prior to examining how the Traverse City Police Department will approach these facets, it is first necessary to further explore some of the specific drugs affecting our city. The following information documents a small portion of the narcotic investigations that took place in Traverse City from January-November of 2015.

Review of 2015 Narcotics Investigations in Traverse City:

- *In January 2015*, two separate apartments in the 900 block of Woodmere Ave were served with search warrants and the Narcotics Team Meth Responders arrested several individuals for manufacturing and use of meth and selling heroin. Information from these two search warrants led to another four search warrants in Traverse City and Grand Traverse County and the seizure of large amounts of heroin.

- *In February 2015*, seven search warrants were served in: Traverse City (at local banks), Grand Traverse County (Indian Trail Blvd. and a local Motel), and in Detroit (at local banks) regarding a suspect who had been selling large amounts of heroin in Traverse City and Grand Traverse County for several years. Approximately \$50,000 in drug proceeds were seized.

- *In March 2015*, an attempted murder investigation was opened and two search warrants were served after fentanyl was administered to a Confidential Informant at Munson Hospital (Fentanyl is a highly concentrated opiate). The subsequent search warrants resulted in the arrest of numerous individuals and the seizure of a large quantity of crack cocaine.

- *In April 2015*, Traverse City Officers responding to a disturbance at the Travel Lodge located two subjects (one a juvenile) who had been importing a large quantity of heroin from Detroit. Subsequent investigation led to a search warrant on a residence in Grand Traverse County where large amounts of crack cocaine and heroin were seized.

- *In May 2015*, Traverse City Officers responded to the Travelodge where they interrupted subjects preparing to manufacture methamphetamines. Further investigation lead to a search warrant at a residence in Leelanau County where meth was being manufactured.

- *In June 2015*, an overdose death in Grand Traverse County, lead to a search warrant of a residence in the 900 block of East Front Street where heroin was being sold. At the same time this search warrant was being affected, TC police responded to an address in the 900 block of Washington Street where Naloxone

was administered to a Traverse City man who was overdosing on heroin. It is believed that both individuals received their heroin from the same supplier.

- *In July 2015*, a large amount of crack cocaine and heroin were seized from a subject arriving at the downtown Traverse City Bus Station on West Front Street. The subject fled on foot, but was apprehended near that location. At the same time, various quantities of heroin were purchased from a seller on Barlow Street and a search warrant was affected off Keystone from a supplier. A large amount of heroin was seized.

- *In August 2015*, the Narcotics Team Meth Team responded to the Law Enforcement Center on Woodmere Ave. reference methamphetamine related chemicals components and apparatus brought there by a concerned citizen as part of a methamphetamine manufacturing dump site.

- *In August-September 2015*, a search warrant was served on Franklin Street following numerous purchases of heroin and crack cocaine from a local dealer. During the search warrant several subjects were arrested and a large amount of crack cocaine and heroin was seized.

- *In October 2015*, two search warrants were served on a residence and a vehicle for numerous individuals tied to the manufacturing of methamphetamines. These individuals had been manufacturing at a residence off of Veterans Drive and were subsequently arrested in Grand Traverse County.

These are just a select few of the many investigations concerning illegal drug activity taking place in and around Traverse City, MI. The following documents the amount of drug investigations opened by the Traverse Narcotics Team over the last few years:

Year	Traverse Narcotics Team Investigations
2012	64
2013	75
2014	79
January-November 2015	83

These figures do not include the numerous drug related calls handled by TCPD officers and emergency medical personnel. To combat these rising numbers, the Traverse City Police Department has developed a multifaceted approach which will work in cooperation with the Traverse Narcotics Team, Grand Traverse Sheriff's Department and local Prosecutors.

Prevention Within Our Schools:

The first step to prevention of illegal drug use is with one of our most vulnerable targets, the young people in our schools. **The Traverse City School Resource Officers (RSO) have become an important part of the duty to protect children on our school campuses. By implementing training in the "Triad" model of School-Based Policing we will train our RSO's as Teach, Counselor, and Law Enforcement Officer.** This model is specifically pertinent to combatting illegal drugs in our schools as the variety and methods used to introduce drugs to young people changes over time. Being merely a

symbol of law enforcement in the schools is not enough. It is imperative that students, teachers and family members are reached on a personal level through education, building personal relationships via counseling and through enforcement of the law.

Our RSO's are kept up to date on the most current trends in illegal drug use by school aged young people including the use of marijuana and THC products in E-cigarettes and Vaporizers, as well as the illegal use/sale of prescription medications by students. The latter is specifically pertinent as the majority of heroin users in the Traverse City Area as well as throughout the United States begin their addiction after becoming hooked on prescription painkillers such as hydrocodone and Vicodin-many at a young age. The use of Hydrocodone and other opiates has a direct link to the increased use of heroin. According to the Michigan State Police, The average age that individuals begin using heroin is 18-22 years old, but some start as early as 14.

In cooperation with the Narcotics Team as well as Interdiction Specialists, RSO's will then be able to provide this information and training to school staff members as well as parents to increase awareness and effectiveness both in the proactive prevention of illegal drug use as well as assist students who are coming into contact with these drugs through acquaintances and friends.

Enforcement of Drug Laws

Following prevention through education is the necessity for enforcement. The Traverse City Police Department is currently promoting two types of enforcement. The first includes **Interdiction Specialists who will be trained in the fundamental principles, methods and techniques involved in the interdiction of criminal narcotics trafficking and gang activity. Working closely with the Narcotics Team, Grand Traverse County Prosecutor and the Grand Traverse County Sheriff's Office we believe this team will be a showcase and model for other agencies in the United States.** The Street Interdiction Officer is a Specialty ancillary assignment designed to meet the growing need for trained uniformed law enforcement officers involved with the proactive investigation of intelligence information received regarding the possession use and sale of illegal drugs in our city on a daily basis. A complete description of this specialty is enumerated below:

STREET INTERDICTION OFFICER SPECIALTY:

Job Description

Only Officers fully employed as non-probationary Traverse City Police Department patrol officers will be eligible for this specialty assignment. The capacity of Street Interdiction Officer (SIO) will be limited to intermittent special operations in conjunction with the Narcotics Unit or during directed patrol activity as authorized by the Chief of Police and/or his/her designee and will not jeopardize patrol responsibility and minimum staffing requirements. Specialty assignment shall be made through the Street Interdiction Officer's direct supervisor (Patrol Sergeant) in accordance with chain of command protocol.

Street Interdiction Officers will receive specialized training in the fundamental principles, methods and techniques involved in the interdiction of criminal narcotics trafficking and gang activity. This includes training in legal and illegal drug and drug paraphernalia identification, concealment methods, highway interdiction, airport interdiction, bus and train interdiction, hotel interdiction, parcel interdiction, K9 utilization, search and seizure law, asset forfeiture, utilization of the El Paso Intelligence Center (EPIC), utilizing their Operation Jetway Training and the identifiers associated with known criminal organizations (gangs).

Street Interdiction Officers will act as a liaison between the Narcotics Unit and the uniformed patrol division concerning narcotics trafficking and gang activity within the jurisdiction of the Traverse City Police Department. They will actively participate in the collection and investigation of intelligence information concerning illegal narcotics trafficking, street gangs, prison gangs, drug cartels and other criminal organizations and the dissemination of that information to the narcotics unit and division commanders.

They will participate in specialized operations with the narcotics unit as uniformed officers during search warrant service, arrests and traffic stops as deemed necessary by the commander of the Narcotics Unit and as authorized by the Chief of Police. They may also be assigned to directed patrol as deemed necessary by the division commanders and as authorized by the Chief of Police.

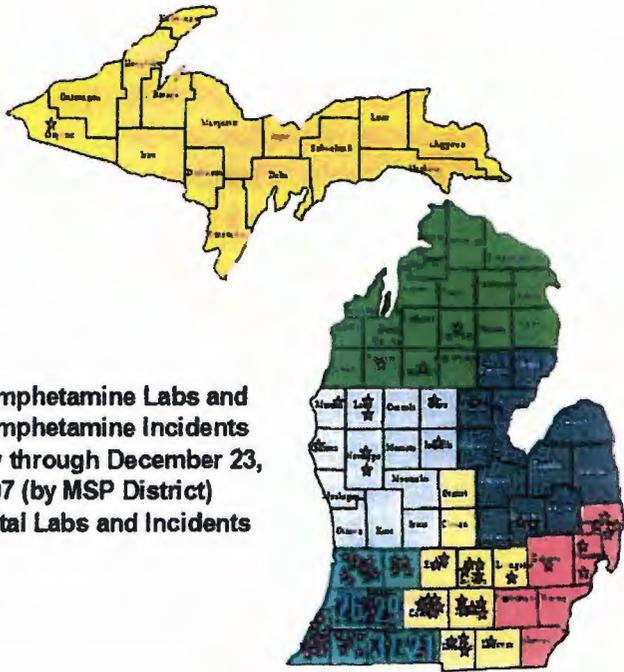
They may be assigned to investigate complaints from citizens about illegal narcotic and gang activity, conduct street level interdiction focused on gang and narcotics activities and investigate, follow up on information gathered from correctional facilities within our jurisdiction to help prosecute and prevent criminal activities and to investigate citizen complaints about illegal gang and narcotic trafficking activities.

The importance of this new addition to our specialty training programs cannot be overstated. Traditional policing methods promote a reactive environment in which narcotics trafficking is halted through standardized investigative means wherein detectives respond to information regarding criminal activities and develop larger cases on specific dealers over time frequently resulting in higher level conspiracy and delivery cases against a smaller number of prolific dealers.

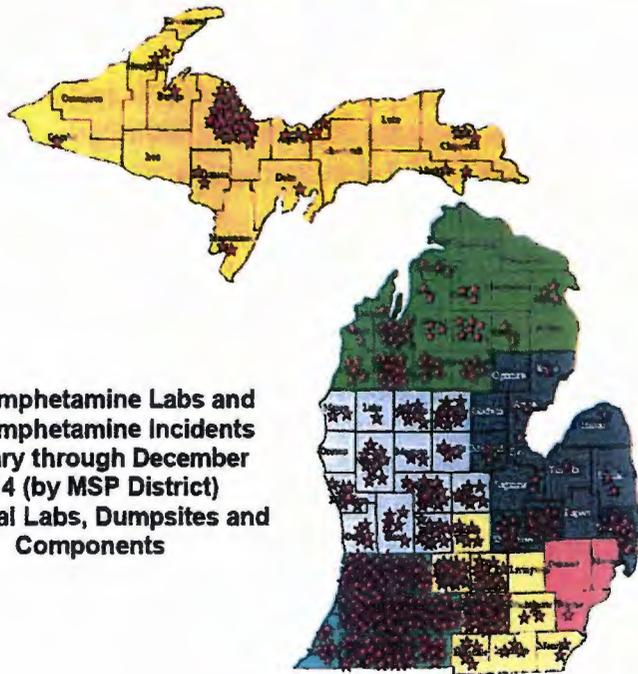
This form of investigation is effective, but as Traverse City grows and develops, so too does the drug community. The number of tips and information concerning both those suffering from substance addiction as well as individuals involved in both lower and higher level trafficking grows. The Narcotics Unit continues to strive to meet this ever increasing need, but due to limited resources and manpower must continue to direct efforts at higher level dealers with the greatest impact on our community.

Additionally, the Narcotics Unit by necessity must also direct a considerable amount of time, energy and manpower toward fighting the ever increasing methamphetamine manufacturing problem which, as can be seen below is increasing astronomically in the last few years.

**Methamphetamine Labs and
Methamphetamine Incidents
January through December 23,
2007 (by MSP District)
202 Total Labs and Incidents**



**Methamphetamine Labs and
Methamphetamine Incidents
January through December
2014 (by MSP District)
861 Total Labs, Dumpsites and
Components**



(Statistics from Michigan State Police Web Site Ref. Manufacturing Trends)

To meet these challenges, the Street Interdiction Officer Specialty was developed. As part of the day to day patrol force, these Officers will be able to immediately follow up on tips received from community

members, as well as devote time to the ever increasing illegal drugs flowing through area hotels, airports, bus stations, the Cherry Capital Airport and downtown areas.

The second form of enforcement includes providing a detective from the Traverse City Police Department to work full time with the Narcotics Team. This individual is part of a Narcotics Team joint task force headed by the Michigan State Police with participants from eight surrounding counties. This individual is trained in both proactive and reactive law enforcement centering on both long term and short term investigations where it is necessary to utilize non-uniformed personnel in detection, surveillance and under cover capacities. As indicated in the above listed information, the current drug problem facing Traverse City is not limited to strictly Traverse City, Grand Traverse County or the surrounding areas. It is an epidemic that has been progressively getting worse throughout Michigan.

In previous years, Traverse City was a destination for individuals importing crack cocaine and heroin from southern Michigan to sell to local addicts in our city and county. Law enforcement is seeing a shift as local dealers and dealers from southern Michigan are importing illegal drugs from not only the southern part of the state but out of state and outside of the U.S. (An example of this may be seen below in the arrest classifications made by the Narcotics Unit over the last few years).

Classification of Narcotics Arrests:

Drugs	Heroin	Cocaine	Marijuana	Gen. Drugs	Other
Level 1	Less than 50 Grams	Less than 50 Grams	Less than 10 Pounds	Less than 1,000 dosage units	Conspires to Violate at level
Level 2	50 to 650 Grams	50 to 650 Grams	10 to 100 Pounds	1,000/10,000 Units	Conspires to Violate at Level
Level 3	Over 650 Grams	Over 650 Grams	Over 100 Pounds	Over 10,000 Units	Lab Operators

Persons Arrested By Classification:

Classification:	2013	Classification	2014
Level 1	151	Level 1	118
Level 2	5	Level 2	22
Level 3	45	Level 3	48
Other	25	Other	36

TCPD's Role in Substance Abuse Treatment

Of all the drugs coming into the Traverse City area, Heroin is one of the most addictive and destructive. According to the Michigan Department of Community Health It is estimated that 23% of individuals who

use heroin become dependent on it. This high level of addiction is mainly due to the way heroin interacts with an individual's dopamine receptors and in the process destroys that individual's internal ability to produce dopamine thus requiring more and more of the drug to maintain a normal existence. The effects of coming off a heroin addiction are physically brutal and many suffering from substance abuse end up in poverty just trying to maintain a normal level of existence. A large portion of these individuals became addicted to heroin after being unable to fulfill their addiction to the more expensive prescription medications such as hydrocodone. In 2010 the International Narcotics Control Board reported that the US uses more than 99% of the world's Hydrocodone. As previously stated the use of Hydrocodone and other opiates has a direct link to the increase use of heroin. **This is why the Traverse City Police Department's final focus is through treatment.**

By the use of Naloxone in our patrol cars, we have recorded 4 reversals from opiate overdoses. Naloxone functions by immediately intercepting opiate's attachment to receptors and thus is highly effective in halting overdoses directly upon injection. Due to the fact Naloxone is effective with all drugs containing opiates; it is effective with both prescription overdoses and heroin overdoses. Several examples of Naloxone reversals may be seen below:

New Tool Able to Reverse Heroin Overdose

*Posted: Apr 20, 2015 10:47 PM EDT
Updated: Apr 27, 2015 10:47 PM EDT*



Traverse City police used a new tool to revive a man who they say overdosed on heroin.

Police responded to a vehicle that crashed into a stop sign at Rose and Washington Streets early Sunday morning.

The man was gasping for air.

Police say there was a suspected heroin syringe on the passenger seat.

Officers were able to use naloxone, an injection that reverses opiate overdoses.

The man was able to talk a short time later.

This is the first time the department has had to use the injection since they received them six weeks ago.

"We have just really seen an increase of this type of activity within the city of Traverse City and i would say one to two times a month we're running on heroin overdoses within the city."

Each officer carries naloxone in their vehicle. * 9 & 10 News Release

Heroin Arrests in TC

June 23, 2015



Police revived a heroin overdose victim and busted an alleged heroin dealer in apparently unrelated cases in Traverse City Sunday.

A 21-year-old man who stopped breathing and had no pulse was revived after TC Police administered the heroin-overdose-reversing drug Naloxone. When the man lost consciousness, a woman who was with him summoned police to the residence on the 900 block of Washington Street at 6:40pm. Police determined the 24-year-old provided the man heroin and that she was also under the influence of the drug. They also said she was in possession of crack and marijuana and they asked the Traverse Narcotics Team for assistance. Both suspects were taken to Munson Medical Center and police submitted a report to prosecutors

requesting drug charges against them.

Also on Sunday, TNT officers, city police and Grand Traverse County Sheriff's deputies executed a search warrant at two apartments on the 900 block of East Front Street following a months-long investigation into heroin sales from that location. TNT said in a press release that an undercover purchase of heroin took place at one of the apartments in April and that "large quantities" of the drug were sold there. Police arrested a 29-year-old Traverse City woman and they confiscated cash, scales, and heroin.

[Permalink](#)

Previous Next



Record-Eagle/Tessa Lighty

Ten minutes, two lives saved

Officer Adam Gray poses for a picture on the Eighth Street bridge where he helped save a suicidal woman the night before



Posted: Friday November 13 2015 4:34 pm

BY MATT TROUTMAN mtroutman@record-eagle.com

TRAVERSE CITY — Traverse City police Officer Adam Gray knows his night shift patrol can put him in a position to save a life, but he never expected to face two life-or-death situations back-to-back.

That's what happened Thursday night when Gray revived a woman from a potential overdose then helped stop another from committing suicide. The two incidents occurred within about 10 minutes of each other.

"In my experience, have I dealt with similar issues?" Gray said. "Yes, but not necessarily back-to-back."

An 11:05 p.m. call about a potential overdose at a home on Veterans Drive kicked off Gray's eventful evening. His supervising officer Sgt. Erich Bohrer said Gray arrived in time to see an unconscious woman, 21, being carried from the residence.

Bohrer said the officers learned the woman used heroin in the past. He said he went inside the home to search for drugs while Gray prepared a shot of naloxone, a drug that city police officers recently started carrying to reverse overdoses.

Gray injected the drug into the woman's thigh and saw an immediate effect.

"Upon doing so, she immediately took breath and she got on the ambulance," he said. "Once on the ambulance they were able to administer more medication which reversed the effects of the heroin overdose. Ultimately, she ended up surviving."

But Naloxone is just one of the tools used in combating the ever-growing heroin problem. Recently the Traverse City Police Department has a Sergeant assigned to the 86th District Sobriety Court to liaison with other criminal justice and social professionals in the treatment of drug abuse. This liaison is imperative. Individuals that become involved in substance abuse have a long and uphill road to recovery. Upon review of various treatment programs, the Michigan Department of Community Health indicates the following:

Substance Abuse Program	Effectiveness (Lack of Recidivism)
Only 12 Step Program	8%
Only Medication	30%
Only Behavioral Therapy	30%
Combination of Above Programs	80%

As can be seen, a combination of treatments is necessary for effective results. By working together with educators and other criminal justice and social professionals as well as focusing on preventative education, proactive law enforcement and a treatment oriented approach to the myriad of drug issues facing our city, it is hoped that the Traverse City Police Department will continue to make a positive difference in the lives of its citizens.

Statistics

By the end of the calendar year we will have Crimemapping access on our Facebook and department web page. This is major PR tool , however it will also help the department with crime statistics. A disclaimer will be at the front of the site when you open to explain that the information may not be 100% accurate. This is the product information on their web page and you can find it at: <http://www.crimemapping.com/> With this tool we will be the only department north of Clare that provides this information to the public.

What is CrimeMapping.com?

CrimeMapping.com has been developed by [The Omega Group](#) to help law enforcement agencies throughout North America provide the public with valuable information about recent crime activity in their neighborhood. Our goal is to assist police departments in reducing crime through a better informed citizenry. Creating more self reliance among community members is a great benefit to community oriented policing efforts everywhere and has been proven effective in combating crime.

CrimeMapping.com utilizes [ESRI's](#) advanced mapping engine which helps us provide a high level of functionality as well as flexibility to the agencies we serve. Crime data is extracted on a regular basis from each department's records system so that the information being viewed through a Web browser is the most current available. This data is always verified for accuracy and all address information is generalized by block in order to help insure privacy is protected.

[The Omega Group](#) has been working with law enforcement agencies throughout North America since 1992. Hundreds of police and sheriff's departments are currently using one of our desktop or Web-based CrimeView solutions for their intelligence led policing needs. CrimeMapping.com represents our nationwide public service. We understand the sensitive nature of crime data and work hard to maintain integrity as well as security with every solution we provide.

The Traverse City Police Department Calls for Service Statistics for the last four months are also provided in this section of the report.

Traverse City Police Department Calls for Service Statistics

Month Year
 July 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	319	362	457	476	477	480	358	2,929	8	9	10	11
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	126	95	95	48	40	28	35	58	80	127	119	150
	12	13	14	15	16	17	18	19	20	21	22	23
	146	141	179	138	165	140	147	200	176	157	181	158
Location	Citations	Traffic Crashes						*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal					
661 West	27	0	4	32	1	4	13	119	77	98	36	330
662 Downtown	37	0	2	26	3	17	39	802	225	360	28	1,415
663 Southwest	25	0	1	30	1	1	15	151	83	111	31	376
664 Northeast	32	0	3	22	4	0	6	147	82	93	25	347
665 Southeast	34	0	2	20	2	0	18	174	103	162	22	461
Totals	155	0	12	130	11	22	91	1,393	570	824	142	2,929

*Other Calls for Service Include: 911 Hangups; BOLI; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 7/31/15.
 Arrest stats are as of 8/02/15.

Traverse City Police Department Calls for Service Statistics

Month Year
August 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL					
	0	1	2	3	4	5	6	7	8	9	10	11	
Hour of Day	457	338	314	330	327	388	393	2,547	65	78	105	135	136
	91	98	68	34	30	33	36	65	20	21	22	23	23
	12	13	14	15	16	17	18	19	20	21	22	23	23
	129	133	157	146	153	138	155	133	148	113	127	106	106
Location	Citations	Traffic Crashes						*Other	Criminal	Non-Criminal	Traffic Crashes	Total	
		Fatal	PIA	PDA	OWI	MIP	Criminal						
661 West	30	0	1	26	2	0	11	99	59	121	27	306	
662 Downtown	37	0	2	27	4	1	24	679	153	233	29	1,094	
663 Southwest	24	0	3	20	0	0	8	118	65	101	23	307	
664 Northeast	33	0	3	20	1	0	18	147	60	110	23	340	
665 Southeast	30	0	0	13	0	0	23	200	74	213	13	500	
Totals	154	0	9	106	7	1	84	1,243	411	778	115	2,547	

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 9/01/15.
 Arrest stats are as of 9/01/15.

Traverse City Police Department Calls for Service Statistics

Month Year
September 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	275	332	341	315	344	269	249	2,125	8	9	10	11
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	81	64	60	37	31	18	40	48	86	107	93	111
	12	13	14	15	16	17	18	19	20	21	22	23
	137	111	125	134	87	119	113	118	142	94	83	86
Location	Citations											
	Traffic Crashes											
	Fatal			PIA			PDA			OWI		
	Arrests			MIP			Criminal			*Other		
661 West	27	0	0	22	2	0	8	82	38	90	22	232
662 Downtown	33	0	3	23	4	0	33	567	108	197	26	898
663 Southwest	25	0	0	23	1	0	12	106	49	95	23	273
664 Northeast	45	0	5	29	3	1	14	124	65	91	34	314
665 Southeast	25	0	2	16	2	1	15	166	86	138	18	408
Totals	155	0	10	113	12	2	82	1,045	346	611	123	2,125

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 10/01/15.
 Arrest stats are as of 10/01/15.

Traverse City Police Department Calls for Service Statistics

3rd Quarter Totals
July - September 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	1051	1032	1112	1121	1148	1137	1000	7,601	8	9	10	11
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	298	257	223	119	101	79	111	171	244	339	347	397
	12	13	14	15	16	17	18	19	20	21	22	23
	412	385	461	418	405	397	415	451	466	364	391	350
Location	Citations	Traffic Crashes						*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal					
661 West	84	0	5	80	5	4	32	300	174	309	85	868
662 Downtown	107	0	7	76	11	18	96	2048	486	790	83	3,407
663 Southwest	74	0	4	73	2	1	35	375	197	307	77	956
664 Northeast	110	0	11	71	8	1	38	418	207	294	82	1,001
665 Southeast	89	0	4	49	4	1	56	540	263	513	53	1,369
Totals	464	0	31	349	30	25	257	3,681	1,327	2,213	380	7,601

*Other Calls for Service include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
Ticket stats are based on what District Court has entered as of 10/01/15.
Arrest stats are as of 10/01/15.

Traverse City Police Department Calls for Service Statistics

Month Year
October 2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	268	267	260	314	380	344	237	2,070	8	9	10	11
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	74	72	52	34	23	21	53	67	95	117	99	95
	12	13	14	15	16	17	18	19	20	21	22	23
	103	114	126	114	86	104	105	136	104	97	90	89
Location	Citations	Traffic Crashes						*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal					
661 West	20	0	1	24	2	1	6	103	49	70	25	247
662 Downtown	41	0	0	16	1	3	28	512	101	152	16	781
663 Southwest	24	0	0	25	4	2	8	114	60	86	25	285
664 Northeast	56	0	2	22	2	0	12	172	65	87	24	348
665 Southeast	28	0	1	17	0	0	16	172	74	145	18	409
Totals	169	0	4	104	9	6	70	1,073	349	540	108	2,070

*Other Calls for Service include: 911 Hangups; BOLI; Follow-up to Complaints; Motorist Assist; Public Relations; Serving Legal Papers; Traffic Stops; Warrant Attempts
 Ticket stats are based on what District Court has entered as of 10/30/15.
 Arrest stats are as of 11/01/15.

Traverse City Police Department Training / Recruitment

In September Command Officers O'Brien and Bussell attended a seminar for the **Police Executive Development Series at Michigan State School of Criminal Justice**. That four day seminar focus was on building and strengthening public trust. The curriculum primarily centered on the **Final Report of the President's Task Force on 21st Century Policing**. Also within that curriculum was a topic on Re-Engineering Training on Police use of Force. This is an excerpt from the Police Executive Research Forum that is of great interest to Law Enforcement Executives in post day Ferguson Missouri. It reads as follows:

Over the past year, the policing profession has been shaken by controversies over the deaths of Eric Garner, Michael Brown, Tamir Rice, Walter Scott, Antonio Zambrano-Montes, and many others. I don't know anyone who would dispute that the reputation of American policing has suffered from these incidents. At times, it has seemed like every time you turn on the TV, you see another story about the police that hits you like a punch to the stomach. PERF's Board of Directors was quick to realize that the rioting last summer in Ferguson was not a story that would fade away quickly, and we decided to hold a national conference in Chicago about the implications of Ferguson for policing. That meeting, held on September 16–17, just five weeks after the Ferguson incident, was written up in "Defining Moments for Police Chiefs," our last Critical Issues in Policing report. One of the key issues we discussed that day in Chicago was the need to rethink the training that police officers receive on de-escalation strategies and tactics. As we look back at the most controversial police shooting incidents, we sometimes find that while the shooting may be legally justified, there were missed opportunities to ratchet down the encounter, to slow things down, to call in additional resources, in the minutes before the shooting occurred. It became clear that this issue of de-escalation was one of many ways in which the training of police officers can be improved. Our goal is to give police officers better tools for avoiding unnecessary uses of force, particularly deadly force.

Some of the topics for the Traverse City Police Department training in the future will emphasize:

Domestic Violence

Community Policing and Problem Solving Principles

Interpersonal and Communication Skills

Bias Awareness

Crisis Intervention

Training in the future will have to be continual and consistent that will reinforce the community policing expectations of the department. The training will also emphasize relationship building within the community. The Chief of Police will meet with every new hire upon their entry into Field Training Program. They will hear what it means to be a member of the TCPD team. How integrity is the most important aspect of a police officer in Traverse City. They will have clear expectations of what they have to do to build relationships within the community and implement community policing strategies.

In conclusion the President's Task Force Reports also emphasized that in the future the police use of force continuum could change to a decision model. I have attached that model titled: **How the National Decision Model Works.**

How the National Decision Model Works

PERF asked Police Constable Daniel Shaw, a specialist in the Operational Training Unit of the Greater Manchester Police, to provide an example of how constables in Greater Manchester are trained to use the National Decision Model (NDM) in responding to a call about a man with a knife on the street:

In the initial phase of the incident, whilst officers are en route, I would expect them to be gathering as much intelligence as they can. **(Information, Intelligence)** This could be gleaned from police systems, colleagues, etc. This could be done via the officer's radio. The info and intel that I would expect the officers to be asking for would include:

- Is there a history of previous calls at the address/location?
- Who do we know is there? What do we know about these individuals?
- What is the physical environment we are going to? What is the building type? What is the estate/community like? What is my access/egress from the actual street?
- What prompted the call to the police? Did the person commit a crime? Is he behaving strangely or threateningly?
- Is there any indication of a mental health problem?
- What exactly did the caller say about a knife?

The answers to all these questions would certainly cause officers to begin using the NDM. **(Information, Intelligence; Assess Threat and Risk; and Develop a Working Strategy.)** I would also expect officers to be assessing their options and possible courses of action when they arrive at the scene. **(Powers and Policy; Options and Contingencies.)**

Upon arriving at the scene, I would expect the officers, if arriving alone and where possible, to initially try and stay at a distance so that they may observe the individual

that they are potentially about to deal with. **(Information, Intelligence.)** This may simply mean stopping the vehicle on the other side of the road, giving the officers crucial time to assess the subject's impact factors and demeanour. **(Information, Intelligence; Assess Threat and Risk; Develop a Working Strategy.)** By creating distance and time, we create an opportunity for good observation, critical analysis of the situation, and a more accurate assessment of risk.

Gathering information and actively thinking of it in this way inherently begins the officer's assessment of place-specific impact factors, taking into consideration any other people around and the impact any action may have on their demeanour and any risk from that. **(Assess Threat and Risk; Develop a Working Strategy.)** This could affect whether additional officers or other resources are needed at the scene.

Even with distance and observation, the subject may see the police and begin to approach them. However, they would have the crucial extra seconds of time to assess his intentions and react. They might have the options of staying in the vehicle, or moving it. And they will have had more time to come up with a dynamic plan, even something as simple as, "I'll speak to him and be ready with my Taser; you flank him and be ready to intervene should I fail." **(Options and Contingencies.)**

So what happens when the officers alight from their vehicle and approach the subject? Say, for example, that he produces the knife and shouts, "Shoot me." **(Information and Intelligence.)** I would expect the officers to be consciously working through their threat assessment, recognizing now that they might be faced with unpredictable behaviour and a barrier to communication. **(Assess Threat and Risk; Develop a Working Strategy.)** I would expect them to make distance immediately

continued on page 46

and consider their tactical options, including distance tools such as Taser and CS Spray.

I would also expect tactical communications and negotiations to be paramount here, taking into account the mental health issues and suicide-by-cop scenario. Repeated commands and shouting are less likely to work with persons potentially suffering mental illness, so I would expect the officers to be ready with an intervention option if needed, e.g. the less-lethal option of Taser, or if there is time, even a dog patrol.

I would also expect the officers' communications and negotiations to begin immediately. This may involve speaking to the subject and avoiding loud commands, such as "DROP THE WEAPON." Every officer will have a different style of communication, and what works for one will not necessarily work for another. But they might start the communications on a low level, and it might include simple questions and statements, such as "Why do you have a knife?" and "We are here to help you." It would be the ideal for the officers to build rapport immediately.

This emphasis on making space and engaging in communication and negotiation is crucial. First and foremost, it may negate any use of force. It also gives the officers time to work through and select a proportionate tactical option should they need to act. Ultimately a use of force may be necessary to control the individual, but the officers will be more informed and would be able to provide a clear rationale. **(Assess Threat and Risk; Develop a Working Strategy; Powers and Policy; Options and Contingencies; Take Action.)**

There are many ways this situation could play out. Perhaps the officer or officers in this example would deploy CS spray, and immediately move away to re-assess and work through the NDM again. If the CS spray does not have the desired effect, an

officer might decide to draw his baton to control the subject.

I think that ultimately, the initial process of creating space and negotiating is the main difference between what would be expected of a UK police officer and what we sometimes see in the U.S. However, this is not to say that immediate intervention is wrong; if the circumstances dictate, it may be necessary, such as an immediate threat to an individual's life.

The thing we emphasise the most with officers is that they "spin" the NDM as soon as they receive new info and intel, and start the process over, making fresh threat assessments and constantly considering different tactical options that they have to their disposal.

We also evaluate whether our responses are in accordance with the mnemonic "P.L.A.N.": This comes from the European Convention of Human Rights 1998 and is important as it currently serves as the "Reasonable Test" at court.

- **Proportionate:** How would a reasonable member of the public view the action that we took? Would they think that it was a reasonable response? Was it appropriate to the severity of the level of threat that was faced? What was the threat that the subject posed to the public?
- **Lawful:** Is there a lawful footing for being present in the first place? Is there a lawful reason for continued involvement? Is any use of force/tactical option backed up by common law powers or statute?
- **Accountable:** Where would the officers' rationale be recorded? Have they accounted for what they did, and have they also accounted for other options that may have been available that they chose not to use? Taser is generally our preferred tactical option when dealing with edged weapons. But another option might have been to wait and rendezvous with other officers. Were there any other specialist resources, such as a tactical dog unit?

Ultimately the scenario and actions of the subject will dictate what course of action is needed.

- **Necessary:** Was the use of force necessary in the first place, or could officers have done something else? Tactical withdrawal and communication are viewed as tactical options, and officers would always have to explain why these options were not used, or if the officers tried them, how and why they failed.

All of the above points have been raised in courts of law over the years, when cross-examination has occurred of an officer's use of force.

It is accepted that an officer will not always have the chance to work through this model as highlighted above. For example, in a spontaneous and unexpected attack at close quarters, it is accepted that officers will act instinctively and will not necessarily have any time to work through different options. But the officer would always have to articulate and rationalise his instinctive reaction after the incident about what he did.

Consider the question: Is an edged weapon a potential lethal weapon? Yes of course. However, this threat could be reduced when it is seen early and an officer has awareness of the potential threat, considering his/her tactical options, including communication, withdrawal, unarmed skills, CS spray, baton, and possibly Taser.

Having worked as a police officer and formerly as a prison officer, I have dealt with many incidents where I have been faced with a knife/edged weapon. I have used all of my tactical options at some point in different circumstances; personally I have never received an injury from a weapon, but I acknowledge that there have been circumstances where officers have been injured and tragically worse.

Ultimately the scenario dictates everything, but the NDM has helped me greatly, including prior to incidents, during them and post-incident when it is time to re-view what happened and articulate my actions, thought processes and rationale for what course of action I may have taken.



All stages of the decision making process need to reflect:

- The Statement of Common Purpose and Values
- The Role of the Constable
- Policing ethics, standards and mission
- The 10 ACPO Risk Principles
- The Police (Conduct) Regulations 2008
- Legal Obligations (including the ECHR)

Ask yourself:
WHAT SHOULD THE PUBLIC EXPECT FROM ME?

STAGE DETAILS

STAGE 1: Identify Situation and Gather Information (and Intelligence if appropriate)

Ask yourself:

- What is happening? (or What has happened?)
- What do I know so far?

STAGE 2: Assess Threats and Risks of the Situation

Ask yourself:

- Do I need to take action immediately?
- What do I know so far?
- Do I need to seek more information?
- What could go wrong?
- How probable is the risk of harm?
- How serious would it be?
- Is this a situation for the police alone to deal with?
- Am I trained to deal with this?

Determine a working strategy to mitigate threats and risks and maximise opportunities and benefits

STAGE 3: Consider Powers, Policies and Other Obligations

Ask yourself:

- What legal powers do I have or need to make this decision?
- Is there a formal force policy to follow in this instance or can I use my discretion?
- What other obligations might be applicable (eg multi-agency protocols)

STAGE 4: Identify Options and Consider Possible Contingencies

Ask yourself:

- What options are open to me?
- What am I trying to achieve?

Identify suitable responses, taking into consideration:

- The immediacy of any threat
- Limits of information to hand
- Amount of time available
- Available resources and support

Use PLANE to evaluate potential options, ie, is each one: PROPORTIONATE, LAWFUL, AUTHORISED, NECESSARY, ETHICAL?

What contingencies should I consider (what will I do if certain things happen?)

STAGE 5: Take Action (and Review what happened)

RESPOND:

- Select and implement the option that appears to have the greatest likelihood of success against the least harm
- Ensure those who need to know the decision (including the public) understand what you have decided and why

RECORD:

- If appropriate, record the selected response and the reasoning behind it

Monitor and Review Decision

Ask yourself:

- What happened as a result of my decision?
- Did it achieve the desired outcome?
- Is there anything more I need to consider?
- What lessons can be taken from how things turned out?

IF THE INCIDENT IS NOT OVER: Go through the model again as required

IF THE INCIDENT IS OVER: Review your decision(s), using the same 5-stage model as required



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: CONDITIONAL REZONING – 2351, 2455, AND 2457 NORTH
AERO PARK COURT

Attached is a memo from City Planning Director Russell Soyring indicating the request Doug Mansfield of Mansfield Land Use Consultants on behalf of Traverse Development Group to conditionally rezone three properties on North Aero Park Court from I (Industrial) to C-3 (Community Commercial). With a conditional rezoning request, a property owner has the option of submitting an “offer” for a conditional rezoning, whereby the property can be rezoned, provided the property owner fulfills certain conditions upon which the rezoning was based.

Also attached are the materials submitted by the applicant. Within the attachments, the property owner provides the “conditions” for the rezoning. These conditions would be incorporated into an agreement that the developer would be bound by.

As mentioned by Mr. Soyring, by rezoning the three mentioned properties, the property owner would then be able to construct both a commercial building as well as 150 multiple dwelling residential units.

If the Commission wishes to further consider this request, it is a two-part process, as follows:

1. The ordinance amendment is introduced and scheduled for possible enactment two weeks later; and
2. Two weeks later, the ordinance amendment is enacted, and the Conditional Rezoning Agreement is authorized; the rezoning and agreement become effective 31 days later

If the conditional rezoning is ultimately approved, the development must be at least 75% complete within two years and 100% within three years; if not, the conditional

rezoning is void.

The following motion would introduce the conditional rezoning and schedule it for possible enactment on January 4, 2016:

that an amendment to the Traverse City Code of Ordinances, which would rezone the property located at 2351, 2455, and 2457 North Aero Park Court from I (Industrial) to C-3 (Community Commercial), which was recommended by the City Planning Commission, be introduced and scheduled for possible enactment on January 4, 2016.

MC/kez

K:\tcclerk\city commission\conditional rezoning\2351, 2455, 2457 Aero Park Ct_20151221.doc

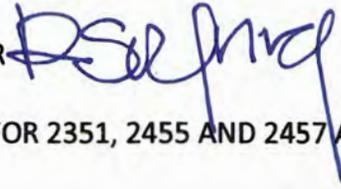
copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR 

SUBJECT: CONDITIONAL REZONING REQUEST FOR 2351, 2455 AND 2457 AERO PARK CT

DATE: NOVEMBER 12, 2015

Doug Mansfield, Mansfield Land Use Consultants on behalf of Traverse Development Group submitted a request to conditionally rezone three parcels on the north segment of Aero Park Court from I (Industrial) to C-3 (Community Commercial). The proposal is to build 150 multiple family dwelling units within five buildings and a commercial building. The site is wooded and vacant. Industrial uses are on three sides. To the north is an active railroad line and non-motorized asphalt trail and further north, across Parsons Road, is a single-family residential neighborhood.

C-3 zoning is sought because it allows buildings the sizes that are proposed. C-3 zoning also would allow for a new commercial building which is proposed for the southwest portion of the site. The applicant has stated that the proposed commercial use would complement the residential development and uses in the area. The applicant has included offers (included in a letter dated September 30, 2015) that if the rezoning is approved the property will be developed in accordance with the submitted site plan (dated September 29, 2015) for 150 multiple dwelling units with a commercial building.

The Master Plan designates this area as TC-C Campus Neighborhood. These areas are unique areas of the community with uses having common specialties located in proximity to each other. The Plan states this neighborhood type will have individualized special plans approved by the Planning Commission. At the boundaries of the campus the level of intensity cannot exceed the level of intensity of the adjoining neighborhoods. The neighborhood to the north is designated as a TC-3 Traditional Neighborhood with a residential focus. The Zoning Element does not address the TC-C type neighborhoods.

Conditional rezonings are legislative decisions and should to be based on sound planning principles. The following questions are appropriate when considering rezonings. Staff has provided answers to the following questions.

1. **Is the current zoning reasonable for the land?** The industrial zoning is appropriate for this property. In other areas zoned industrial, mixed-use development is allowed.
2. **Is the rezoning request consistent with the goals polices and future land use plan of the Master Plan?** The Master Plan designates this area as TC-C Campus Neighborhood. These areas are unique areas of the community with uses having common specialties located in proximity to each other. The Plan states this neighborhood type will have individualized special plans approved by the Planning Commission. This campus area does not have a

special plan at this time. At the boundaries of the campus, the level of intensity cannot exceed the level of intensity of the adjoining neighborhoods. The neighborhood to the north is designated as a TC-3 Traditional Neighborhood with a residential focus. The Zoning Element does not address the TC-C type neighborhoods.

- 3. Would the property size and environmental conditions accommodate the proposed use?**
The proposed buildings can be accommodated on this parcel. Although undocumented, possible environmental contamination (being close to a rail line and having industrial zoning) may restrict more sensitive uses or possibly require clean up of the site.
- 4. Are 150 multiple dwellings and 5,000 square feet of commercial use compatible with the surrounding uses?** Housing opportunities within walking distance of employers in the Industrial Park as well as a direct connection to the TART Trail make the project compatible. Retail opportunities that are part of the development that serve residents in the development, East Bay Township residents to the north and the Industrial Park employees also could make it compatible. Developments which generate more than 500 trip ends would need to get site plan approval by the Planning Commission. This project as proposed would need to also go through a separate Site Plan Approval process. All the site plan standards would need to be met for approval.
- 5. Are there adequate utilities and capacity on the adjacent streets to serve a commercial building of this size?** There are adequate capacities in terms of utilities and streets to serve the proposed building.
- 6. Are there sufficient demands for 150 multiple family dwellings and 5,000 square of commercial space?** Yes, the recent [Grand Traverse County Target Market Analysis](#) report dated November 2014 states, "There is a maximum annual market potential throughout Grand Traverse County for 452 new owner-occupied units and 2,462 new renter-occupied units, for a total of 2,914 units. Assuming the market potential is fully served every year over the next five years, this implies a market potential for 2,260 owner-occupied units and 12,310 renter occupied units over the 5-year term. Again, the aggressive scenario includes households migrating into the county, plus households moving within the same county."

On November 3, 2015 the Planning Commission held a public hearing to consider the request. Three individuals made public comment during the public hearing: 2 made general comments, 1 made comment in opposition. After the public hearing, the Planning Commission took the following action:

Motion by Commissioner Dow, second by Commissioner Warren, that the request from, Doug Mansfield, Mansfield Land Use Consultants representing Traverse Development Group, to conditionally rezone the properties commonly known as 2351, 2455 and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Center District) with conditions as offered by the applicant be recommended for approval to the City Commission. Motion carried 9-0.

Please pass on the City Planning Commission's recommendation to the City Commission for consideration.

Attachments: Rezoning application submittal

TRAVERSE CITY CODE OF ORDINANCES
ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: CONDITIONAL REZONING OF 2351, 2455, 2457 AERO PARK COURT

THE CITY OF TRAVERSE CITY ORDAINS:

That Part 13, Planning and Zoning Code, Appendix I, Zoning Map Changes, shall be amended by adding the following change to read as follows:

Change No. 39

That the following described property shall hereafter be designated on the Zoning Map of the City of Traverse City as C-3 (Community Commercial) District.

2351 North Aero Park Court, Property ID: 28-51-851-051-00

2455 North Aero Park Court, Property ID: 28-51-851-050-00

2457 North Aero Park Court, Property ID: 28-51-851-049-00

A copy of this ordinance may be purchased or inspected at the Office of the City Clerk within the Governmental Center (231-922-4480).

I hereby certify that the above ordinance was introduced on December 7, 2015, at a regular meeting of the City Commission and was enacted at the regular meeting of the City Commission held on December 21, 2015, by a vote of Yes:____, No:____, within the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Jim Carruthers, Mayor

Benjamin C. Marentette, MMC, City Clerk

I hereby certify that the above ordinance was published in the Traverse City Record-Eagle, A daily newspaper in Traverse City on _____.

Benjamin C. Marentette, MMC, City Clerk

Mansfield

ca
Land Use Consultants

September 30, 2015

Mr. Russell Soyring, Planning Director
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Re: Aero-Park Court -Conditional Rezoning request
from Industrial to C-3, mixed-use residential/complementary commercial

Dear Russ,

On behalf of the Traverse Development Group, Mansfield Land Use Consultants is pleased to present the City with the following application for a conditional rezoning of a site within the Traverse City Airport Industrial Park.

The proposed project is located on four vacant parcels along the northeast corner of Aero-Park Drive and North Aero-Park Court. The proposed use includes the development of five 3-story buildings having 30 residential units each, for a total of 150 residential units on about 6.5 acres (23 units per acre). A proposed 5,000 square foot commercial use is intended to serve as a neighborhood type store for the convenience of residents of the development and the surrounding area.

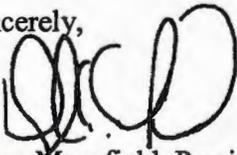
We believe that this request for conditional rezoning from I Industrial District to C-3 Community Center District is appropriate to this location for the following reasons:

- Provides for housing on the far east site of the City
- Provides direct access to the TART Trail, and public transportation
- Provides a location walkable to nearby jobs, higher education/vocational training, the coast guard air station, a grocery store and the State Park Beach
- Has infrastructure to use existing municipal utilities
- Its adjacent proximity to existing residential neighborhood to the north

I ask that you place our proposal on the next regular meeting of the Planning Commission. I have provided the Site Plan for your review, the zoning change application and the inclusive fee.

I look forward to working with the City again. Should you have any questions or concerns please do not hesitate to contact me at our offices.

Sincerely,



Doug Mansfield, President

830 Cottageview Drive -Suite 201
P.O. Box 4015 Traverse City, MI 49685

p 231.946.9310
f 231.946.8926

September 30, 2015

Mr. Russell Soyring, Planning Director
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Re: Conditional Rezoning Request - Offer Summary

Rezoning Request: Current: I, Industrial District
Requested: C-3, Community Center

Subject Properties: 2351 North Aero Park CT (28-51-851-051-00)
2455 North Aero Park CT (28-51-851-050-00)
2457 North Aero Park CT (28-51-851-049-00)

Traverse Development Group (owner of the above referenced parcels) offers to permanently place the following restrictions upon the above referenced parcels, as a condition of rezoning these parcels to C-3 (Community Center) district.

1. The use of the property will be for multiple-family dwellings (150 dwelling units proposed in 5 buildings) and retail space (approximately 5,000 square feet proposed in 1 building), in accordance with the standards of standards of the C-3 zoning district.
2. The buildings and site elements shall be built substantially in conformance with the site plan dated September 29, 2015.
3. The applicant will work with the Bay Area Transportation Authority (BATA) to pursue an additional BATA bus stop located at North Aero Park CT and the applicant will pay for the infrastructure required to construct said bus stop to BATA specifications.
4. The dwelling units will be constructed and designed to accommodate local workforce housing.
5. The applicant will pursue a Michigan Department of Transportation (MDOT) permit to construct a sidewalk within an MDOT easement to fully connect the site to the adjacent Traverse Area Recreation and Transportation Trails system.



Design and image area preliminary
and subject to copyright

VICINITY MAP



SURROUNDING PARCEL OWNERS, USES AND ZONING

Parcel ID	City of Traverse City	Current Zoning	Current Use	Future Land Use	Owner
26-01-85001-00	City of Traverse City	Industrial	Manufacturing	TC-C-Compu Plan	Modern Steel Supply Co. 2410 Aero Park Dr. Traverse City, MI 49684
26-01-85002-00	City of Traverse City	Industrial	Manufacturing	TC-C-Compu Plan	C & U Reproductive Inc. 2440 Aero Park Dr. Traverse City, MI 49684
26-01-851-025-01	City of Traverse City	Industrial	Manufacturing	TC-C-Compu Plan	Coak Oil LLC 2485 Aero Park Dr. Traverse City, MI 49684
26-01-851-025-10	City of Traverse City	Industrial	Industrial	TC-C-Compu Plan	Kendall Biotech Inc. 5101 S. Spaulde Rd. Portage, MI 49802
26-01-851-025-20	City of Traverse City	Industrial	Vacant	TC-C-Compu Plan	Traverse Road Estate LLC 2470 N. Aero Park Ct. Traverse City, MI 49684
26-01-851-047-00	City of Traverse City	Industrial	T.C. Lab. & Station	TC-C-Compu Plan	T.C. Light and Power 1131 Hastings St. Traverse City, MI 49684
26-03-027-001-00	City of Traverse City	Industrial	Rail Road & Yard		Stone of Michigan Bearings P.O. Box 20020 Lansing, MI 48909
26-03-070-04-00	City of Traverse City	Low Density Residential	Residential	Residential-Medium Density	Michael L. Miller P.O. Box 245 Traverse City, MI 49685
26-03-070-03-00	City of Traverse City	Low Density Residential	Residential	Residential-Medium Density	Equity Real CO RPO Roger Anthony 300 Birchwood Ave. Traverse City, MI 49684
26-03-070-02-00	City of Traverse City	Low Density Residential	Residential	Residential-Medium Density	Titon S. Duff & Susan L. Auer 617 Parsons Rd. Traverse City, MI 49684
26-03-070-01-00	City of Traverse City	Low Density Residential	Residential	Residential-Medium Density	Donald S. & Joanne Spencer 1450 Healy Jr. Traverse City, MI 49684
26-03-070-09-00	City of Traverse City	Low Density Residential	Church	Residential-Medium Density	Community of Christ Church P.O. Box 838 Traverse City, MI 49684
26-03-070-08-00	City of Traverse City	Low Density Residential	Residential	Residential-Medium Density	Sodora S. Buckley & Ethelene Lovell 947 Avenue E. Traverse City, MI 49684
26-03-080-01-00	City of Traverse City	Low Density Residential	Residential	Residential-Medium Density	Bill E. Stovall 942 Avenue E. Traverse City, MI 49684

IMPERVIOUS SURFACE CALCULATIONS I:
BASED ON GROSS PARCEL AREA CALCULATION PER PLANNED LOTS

Parcel ID	Area (sq ft)	Area (sq ft)
26-03-077-00	5,831	277,911.40
26-03-077-00	5,831	277,911.40
Total	11,662	555,822.80

IMPERVIOUS SURFACE CALCULATIONS II:
BASED ON GROSS PARCEL REPORTS

Parcel ID	Area (sq ft)	Area (sq ft)
44-222-04	1,048	44,222.45
47-232-05	0,111	4,723.25
107-796-32	2,330	107,796.32
4-375-20	0,130	4,375.20
79-24-06	0,022	794.54
14-324-06	3,200	143,240.06
Total	7,841	305,082.82

CLIENT INFORMATION:

Owner/Developer: Traverse Development Group
 Address: 2475 N. Aero Park Ct. Traverse City, MI 49684
 Contact: Ken Berg 231-941-1150

CURRENT ZONING INFORMATION:

Zoning District: Industrial
 Lot Area: 107' x 107' x 107' x 107'
 Density: No Max. Max. 80% lot coverage
 Setbacks: Front = 25' min. building, 5' min. parking
 Side = 5' min. building, 5' min. parking
 Rear = 5' min. building, 5' min. parking

PROPOSED ZONING INFORMATION:

Proposed Zoning: TC-C-Compu
 Lot Area: 227,911 sq ft
 Density: N/A
 Impervious Surface: 80% Max.
 Setbacks: Front = 25' min. building, 5' min. parking
 Side = 5' min. building, 5' min. parking
 Rear = 5' min. building, 5' min. parking

PARCEL INFORMATION:

26-01-851-047-00
 Zoned: Industrial
 Current Use: Vacant
 Area: 1.73 acres
 Lot of 49, Traverse City Airport Industrial Park No. 3, part of the southwest quarter of Section 7, Town 27 North, Range 10 West, City of Traverse City, Grand Traverse County, Michigan

PROPOSED USE:

5-3 Story, 28 unit residential building (P24.44 s.t. single building)
 13 - 2 bedroom units
 15 - 3 bedroom units

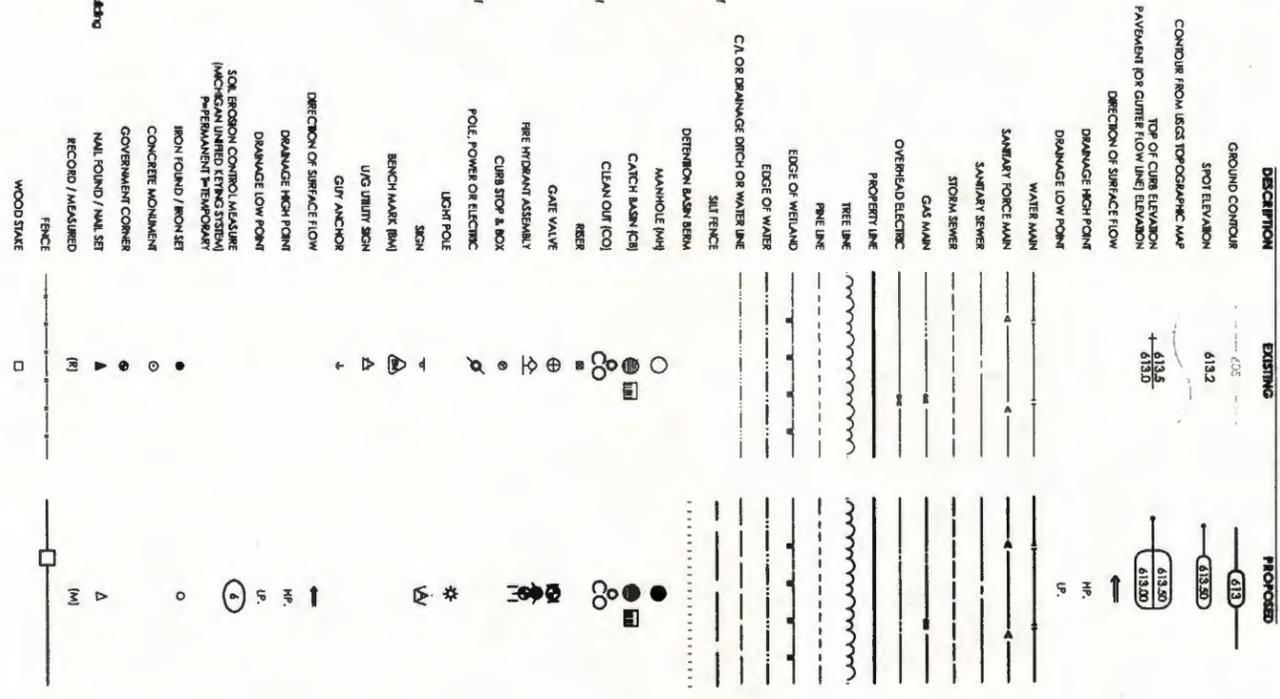
PARKING INFORMATION:

150 spaces required for residential
 14 spaces required for commercial
 77 exterior spaces (of which 10 are handicapped)
 157 car ports
 234 spaces total provided

REQUIREMENTS:

23 spaces (of which 2 are handicapped)
 4 spaces total required for residential
 1 space required for commercial
 Multiple parking lots storage room provided under each residential building
 2 spaces located by entrance road to parking lot for retail

STANDARD PLAN LEGEND



PUBLIC AGENCIES AND UTILITIES

CITY OF TRAVERSE CITY ENGINEERING DEPARTMENT (SOIL EROSION)
 City Engineer: Timothy J. Lodge, P.E.
 Address: 400 Boardman Avenue, Traverse City, MI 49684
 Telephone: (231) 922-4460

TRAVERSE CITY LIGHT & POWER (TC&P)

Operations Mgr: Tom Chery
 Address: 1131 Hastings St., Traverse City, MI 49684
 Telephone: 231-922-4530

CITY OF TRAVERSE CITY: SEWER & WATER MAINTENANCE (DWS)

Director: Justin Roy
 Address: 507 Harmon, Traverse City
 Telephone: 231-922-4923

DTE ENERGY (GAS)

Address: 1011 Hastings St., Traverse City, MI 49684
 Telephone: 231-922-2823

CHARTER COMMUNICATIONS (Internet, Cable, Phone)

Manager: Rob Nowak
 Address: 701 S. Airport Rd., Traverse City, MI 49684
 Telephone: 231-941-3766

POLICE AGENCIES

EMERGENCIES: 911
 Michigan State Police: 231-946-4646
 Grand Traverse County Sheriff: 231-995-5001
 City of Traverse City: 231-995-5150

FIRE DEPARTMENTS

EMERGENCIES: 911
 Grand Traverse Metro: 231-947-3000
 City of Traverse City: 231-922-4930



PLAN INDEX

1. COVER
2. EXISTING CONDITIONS & DEMOLITION PLAN
3. SITE PLAN

Traverse Development Group

Proposed Residential & Retail

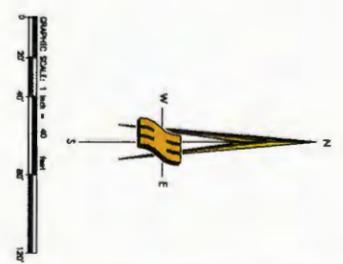
City of Traverse City, Grand Traverse County, Michigan

REV	DATE	DESCRIPTION
01	05-26-10	Original design
02	06-10-10	Submitted
03	08-27-10	Revised without lot #6
04	09-29-10	City Submittal

Mansfield
 Land Use Consultants
 830 Cottageview Dr., Ste. 201
 P.O. Box 4015
 Traverse City, MI 49685
 Phone: 231-946-9310
 www.msaeps.com
 info@msaeps.com

Traverse Development Group
Proposed Residential and Retail
 COVER SHEET
 Section 7, Town 27 North, Range 10 West
 City of Traverse City, Grand Traverse County, Michigan

PRELIMINARY
 DATE: 10/15/10
 SHEET: 1 OF 3



15057

Traverse Development Group
Proposed Residential and Retail
 SITE PLAN
 Section 7, Town 27 North, Range 10 West
 City of Traverse City, Grand Traverse County, Michigan

REV	DATE	BY	CHK	DESCRIPTION
0	05-26-18	ph	mm	Original design
01	04-10-18	ph	mm	Submitted
02	08-27-18	ph	mm	Revised without Lot 46
03	09-29-18	ph	mm	City submitted

Mansfield
 Land Use Consultants

830 Cottageview Dr., Ste. 201
 P.O. Box 4015
 Traverse City, MI 49685
 Phone: 231-946-9310
 www.mansfield.com
 info@mansfield.com



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{*M.C.*} MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION IN SUPPORT OF NAMING VETERANS
ADMINISTRATION CLINIC

Attached is a resolution in support of naming the Traverse City Veterans Clinic after a local veteran, Colonel Demas T. Crow. At the request of Mayor Carruthers, this resolution is being brought forward for consideration of adoption by the Commission.

I recommend the following motion:

that the Resolution in Support of Naming the Traverse City Veterans Administration Clinic after Colonel Demas T. Crow, be adopted.

MC/kez

k:\tcclerk\city commission\resolutions\cover memo_naming veterans admin clinic_20151221.doc

copy: George Champlin, Grand Traverse Area Veterans Coalition



**RESOLUTION IN SUPPORT OF NAMING
THE TRAVERSE CITY VETERANS ADMINISTRATION CLINIC AFTER
COLONEL DEMAS T. CRAW**

- Because, Colonel Demas T. Crow was born in Long Lake Township, Michigan; and
- Because, Colonel Crow was awarded several medals and decorations for his service, including both World War I and World War II Victory Medals, a Purple Heart, and a Medal of Honor; and
- Because, the citizens of the area wish to honor Colonel Crow by renaming the current Traverse City VA Outpatient Clinic and upon the building of a new clinic transferring this name to become the following: The Colonel Demas T. Crow VA Outpatient Clinif; now therefore, be it
- Resolved,** that the Traverse City, City Commission supports naming the Traverse City Veterans Administration Clinic after Colonel Demas T. Crow.

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

Benjamin C. Marentette, MMC, City Clerk



Senior pilot



Medal of Honor



Purple Heart



Mexican Service Medal



World War I Victory Medal



American Defense Service Medal



European-African-Middle Eastern Campaign Medal



World War II Victory Medal



Royal Order of George I (Greece)



Observer Badge

Citation

COLONEL DEMAS T. CRAW

Posted 12/1/2014

Printable Fact Sheet

Demas T. Crow was born in Long Lake Township Michigan, served briefly in World War I, was discharged and then entered the U.S. Military Academy in 1920.

He applied for pilot training with the Air Service in 1929 and joined the 1st Pursuit Group at Selfridge Field, Michigan. He transferred his commission to the Air Corps on March 21, 1928, and was promoted to first lieutenant on January 3, 1930.

In October, 1942, Colonel Crow was named air officer for Maj. General Lucian K. Truscott, commanding one of the sub-task forces, Force Goalpost, of Operation Torch, an amphibious invasion of North Africa. He sailed with the invasion force from Virginia and while en route, volunteered to assist another Army Air Forces officer, Maj. Pierpont M. Hamilton, Truscott's intelligence officer, in delivering a message to the local French commander near Port Lyautey, French Morocco, to broker a cease fire, should French forces resist.

Crow and Maj. Pierpont M. Hamilton were the first Army Air Forces recipients of the Medal in the European-Mediterranean theater of World War II and the only AAF members to be awarded that decoration for valor not involving air combat.

See the full citation at the Congressional Medal of Honor Society website.

Air Force Historical Studies Office, Joint Base Anacostia Bolling, DC.

Colonel Crow's official Medal of Honor citation reads:^[6]

For conspicuous gallantry and intrepidity in action above and beyond the call of duty. On November 8, 1942, near Port Lyautey, French Morocco, Col. Crow volunteered to accompany the leading wave of assault boats to the shore and pass through the enemy lines to locate the French commander with a view to suspending hostilities. This request was first refused as being too dangerous but upon the officer's insistence that he was qualified to undertake and accomplish the mission he was allowed to go. Encountering heavy fire while in the landing boat and unable to dock in the river because of shell fire from shore batteries, Col. Crow, accompanied by 1 officer and 1 soldier, succeeded in landing on the beach at Mehdiya Plage under constant low-level strafing from 3 enemy planes. Riding in a bantam truck toward French headquarters, progress of the party was hindered by fire from our own naval guns. Nearing Port Lyautey, Col. Crow was instantly killed by a sustained burst of machinegun fire at pointblank range from a concealed position near the road.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{mc}MARTY COLBURN, CITY MANAGER

SUBJECT: PARKS AND RECREATION COMMISSION – APPOINTMENT

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

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

that the resignation of Commissioner Brian Haas be accepted and that William Dorrier (seat previously held by Brian Haas) be appointed to one unexpired term expiring September 1, 2017, on the Parks and Recreation Commission.

MC/kez

K:\tcclerk\city commission\appointments\Parks & Rec_20151221.doc

copy: Lauren Vaughn, Parks Superintendent

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
Copy: Benjamin Marentette, City Clerk
From: Katelyn Zeits, Deputy City Clerk *KZ*
Date: December 17, 2015
Subject: Parks and Recreation Commission – Appointment

There is one available unexpired term on the Parks and Recreation Commission, seat previously held by Commission Brian Haas. At its November 16, 2015, meeting, the City Commission appointed an ad hoc interview committee consisting of Mayor Pro Tem Richardson; Chair, Commissioner Haas, and Commissioner Shamroe to conduct interviews with interested applicants.

The committee has convened and has made a recommendation for appointment to the unexpired term, expiring September 1, 2017.

The City Clerk's Office advertised for this board on the city's website, Facebook page, and Twitter page. As a result, there were five eligible applicants for this board, William Clark, Sabrina Newton, William Dorrier, Kathleen Kasdorf, and Jay Zelenock.

The Committee by consensus would like to recommend William Dorrier be appointed to the Parks and Recreation Commission.

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

Thank you!

RECEIVED

DEC 08 2014

CITY OF TRAVERSE CITY
OFFICE OF THE CITY CLERK

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



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

Board/Committee you are interested in serving (indicate up to three): Planning, Park & Recreation.

Name: William Clark

Address: 604 W. 12th St. Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: williamjamesclark@yahoo.com

Preferred Phone No.: 231-929-1709 Additional Phone No.: _____

Occupation: Educator, Forester, Planner (if retired, please provide your career)

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

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

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

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

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

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

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

William Clark
Signature

Dec 8, 2014
Date

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

William Clark
Traverse City, MI 49684

December 8, 2014

City Clerk, City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marentette,

I am interested in applying for any seat that becomes open within the 2015 calendar year on either the Planning Commission or on the Park and Recreation Commission. Before making the decision to become a full time father, I was a transportation planner for URS Corporation in Charlotte, NC for five years. I specialized in the development of transit operation and non-motorized comprehensive plans that, because of the physical nature of walking and bicycling, were strongly tied to land-use planning strategies. Before then, I was a land management planner for the Florida Forest Service for another five years and I studied Urban and Regional Planning and environmental education as part of my graduate degree from the University of Florida. I also served on the City of Charlotte's Urban Forestry/Tree Commission and on its Bicycle Transportation Committee during my time there as well. My time here in Traverse City has focused on my children, but I have volunteered for The National Park Service, Norte Youth Cycling, TART Trails, the Traverse City Film Festival & the State Theatre/Bijou, BATA, TCAPS, and the City of Traverse City during my first four years here.

I believe that I can use the experience that I have gained as a planner and a forester to help these commissions make decisions based off of current planning guidelines, policies and practices. I believe that I am very capable of making the type of unbiased, professional and educated contributions that are expected from a commission member and that I can help Traverse City take the steps necessary to develop our urban areas, transportation network, and parks to compete in an intelligent and sustainable manner.

Sincerely,



William J. Clark

Enc.: City of Traverse City Application to Become Involved

William James Clark

Education:

- Bachelor of Science, *School of Forest Resources and Conservation, University of Florida*. May 1996. Major, Resource Conservation. Minor, Wildlife Ecology.
- Master's Degree in Forest Resources and Conservation, *University of Florida*. May 2002. Urban and Regional Planning emphasis with a minor in Science Education.

Traverse City Area Volunteer Experience, 2010 to 2014:

- **Sleeping Bear Dunes National Park.** I spent the last two summers monitoring the endangered piping plover nests for Sleeping Bear Dunes National Park. I have also spent several months last fall (2013) walking the beaches weekly to photograph and bury dead birds for their botulism study.
- **Norte Youth Cycling.** I am a new board member of this non-profit bike group for kids.
- **TART Trails.** I am a regular volunteer for this non-profit and often help with related events such as the TC Zombie Run, Turkey Trot, Leelanau Heritage Tour, Recycle a Bicycle, snow removal, random cleaning and maintenance, and volunteering for other rides, runs, ski events and programs that support TART and other regional trail systems.
- **TCAPS Montessori Elementary School at Glenn Loomis.** I volunteer for one full day a week at my children's school taking each recess class for activities on Thirlby Field plus I spend time there each week doing numerous volunteer projects for the students, teachers, PTO, and helping with the Building and Grounds Committee. I have volunteered as a daily crossing guard for a year before organizing the implementation of their new AAA Student Safety Patrol Program.
- **Traverse City State Theatre, The Bijou, and Traverse City Film Festival.** I volunteer for several shifts each month at our State Theatre and volunteer each day of the Film Festival and Winter Comedy Arts Festival.
- **BATA (Bay Area Transit Authority).** I was invited to give my input to BATA last spring at weekly planning meetings when they were putting together their new route system. They asked me to give my professional opinions and I ended up greatly helping them create the changes that BATA recently unveiled.
- **City of Traverse City.** I have served on the mayor's *Yes to Division Street Committee* and have been invited to speak with the City Planner on occasion concerning transportation issues. I also spend a few hours a day in the winter shoveling various city walkways.

Professional Career Experience:

- **URS Corporation, Charlotte, North Carolina. August 2005 to July 2010**
I was a planner in charge of developing written transportation plans for municipalities and facilitating the public discussion for the adoption of these plans. Generally, my focus was pedestrian, bicycle, and transit plans. During my time in Charlotte, I served on the City of Charlotte Urban Forestry/Tree Commission under mayor Pat McCrory (now the current governor of North Carolina) and on the City of Charlotte Bicycle Transportation Advisory Committee under mayor Pat McCrory and then mayor Anthony Foxx (now the US Secretary of Transportation with the Obama Administration.)
- **Mount Holyoke College, South Hadley, MA. October 2004 to February 2005**
I was the assistant coach for Mount Holyoke College's NCAA Division Three Swimming and Diving Team for the 2004/2005 season. I helped to instruct the swimmers on proper technique.

- **Northampton City Schools, Northampton, MA. September 2004 to February 2005**
I was a substitute teacher for the Northampton City Schools in Massachusetts. I spent an extended period of that time working with a special needs second grade student.
- **Universidad de San Francisco de Quito, Quito, Ecuador. Sept. 2003 to Dec. 2003**
I was an English professor at the *Galápagos Academic Institute for the Arts and Sciences*, which is an extension campus of the *Universidad de San Francisco de Quito* in Ecuador. I taught basic and advanced English to Spanish-speaking students of the university on the island of San Cristobal in the Galapagos Archipelago.
- **Parque Nacional de Galápagos, San Cristobal, Galapagos. Oct. to Dec. 2003**
I volunteered my spare time with *Parque Nacional de Galápagos* (Galapagos Island National Park) translating a plant identification guidebook and a tourism interactive computer CD. I also guided local scout groups with their environmental programs.
- **Florida Forest Service, Gainesville, FL. January 1999 to September 2003**
I was a forester for the *Florida Division of Forestry* (Now the *Florida Forest Service*) responsible for assisting small private landowners with their forestry practices by collecting field data and using it to plan, write, and present land management plans. I played an important role in community education, serving five years on the state's *Forestry Education Committee* as its lead instructor, curriculum planner, and material writer, and as our district's *Fire Prevention Committee* Chairperson.
- **Dunnellon and Kanapaha Middle Schools, Marion and Alachua County FL August 1997 to January 1999**
I was an 8th grade science teacher at Dunnellon and Kanapaha Middle Schools, responsible for the students' understanding of physical and environmental science.
- **North Central FL Regional Planning Council, Gainesville, FL. May to Aug. 1997**
I was an intern planner responsible for collecting and presenting data on housing types in the region.
- **St Johns, Alachua, and Gilchrist County Florida Schools. Sept 1996 to April 2004**
I was a part to full time substitute teacher for three school districts in Florida while I pursued a graduate degree and to increase my teaching skills.
- **Jefferson Smurfit/Container Corporation of America, May to August 1996**
I was an intern forester responsible for collecting and presenting growth data on five year-old slash, loblolly, and longleaf pine plantations.

Select Certifications and Training:

Florida General Science 5-9 Teaching Certificate	<i>Wildland Firefighter</i> , Florida Division of Forestry and Florida Fire Marshal
Massachusetts Middle Grades Science Teaching Certificate Qualified	Prescribed Burn Manager, State of Florida
Walking Communities Training Workshop by Dan Burden	Firefighter, State of Florida Fire Marshal
American Red Cross CPR, First Aid, Lifeguard, and Instructor Candidate Training	Federal I-200 Incident Command Training
Florida Division of Forestry <i>Arc View</i> Training for GIS	Federal P-101 Introduction to Wildfire Prevention
Florida Division of Forestry Fire Behavior Training	Federal P-130 - Wildfire Cause Determination
Florida Division of Forestry Forest Health Training	Federal P-301 - Wildland Fire Prevention Planning
Florida Division of Forestry Hazardous Materials Awareness (OSHA1)	Federal S-130/S-190 - Basic Fire Management
Florida Division of Forestry First Responder for EMS	Federal S-200 - Initial Attack Incident Commander
Project Learning Tree Facilitator Trainer	Federal S-270 - Basic Air Operations
TEFL Certified (Teaching English as a Foreign Language)	PADI and YMCA certifications in SCUBA

RECEIVED

AUG 03 2015



City of Traverse City
Application to Become Involved

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

Board/Committee you are interested in serving (indicate up to three): Park & Recreation Commission

Name: SABRINA NEWTON

Address: 206 N. Oak St TC MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: SDNEWTON@yahoo.com

Preferred Phone No.: 231-360-5099 Additional Phone No.: _____

Occupation: Flight Attendant (if retired, please provide your career)

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

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

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

YES NO Are you in default to the City?
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If yes, which board? _____

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Signature [Signature]

Date Aug 3, 2015

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

I apologize for handwriting this letter. I intended to complete application last night but lost power with our Aug 2 storm.

I am applying for a seat on the Parks & Recreation Commission as I am very impassioned with TC. I've lived downtown since 2000 + am an avid outdoor person.

My appointment could benefit the city as my job as a Flight Attendant has me traveling the world + have seen first hand what seems to work in other communities. I've lived in 4 countries, ~~also~~ Also lived in Minneapolis for 12 years, a city deeply committed to its greenspace. My greatest strength would be bringing new ideas to the table as well as being a good listener.

This would be my first involvement in the community. I have volunteered with Habitat for Humanity in Minneapolis and was the president of the Northwest Airlines ski team for 4 years (500 members) putting in well over 20 volunteer hrs weekly. I continue to organize the Delta International ski meets.

I majored in Political Science. My father is currently a MN state Representative. He also served on city council, school board + numerous other committees. I grew up in an involved household + now feel it is my turn.

I love TC, have several rental properties, read the ticker + RE daily and feel I am fairly well informed on city issues. I am excited by all the proposed developments + hope we can balance growth with green space.

RECEIVED

NOV 05 2015

City of Traverse City
Application to Become Involved



CITY OF TRAVERSE CITY

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

Board/Committee you are interested in serving (indicate up to three): Parks & Rec,
Light & Power

Name: William A. Dorrier, Jr

Residential Address: 601 Highland Park Dr., TC, MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: dorrier509@yahoo.com

Preferred Phone No.: 231-499-7058 Additional Phone No.:

Occupation: see attached (if retired, please provide your career)

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

- Why are you applying for a city board or committee seat?
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William A. Dorrier, Jr.
Signature

11/5/2015
Date

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

11/5/2015

City of Traverse City,

Please consider my application for TC Parks & Rec and TCL&P boards.

Why am I applying? – Traverse City is a wonderful place to live with a uniquely involved citizenry. I've enjoyed contributing as a member of the COFAC committee and also on GT County's Parks & Rec Commission (4 years).

How will my appointment benefit the city? – My experience and education in recreation, the utility industry and as an attorney will assist either board in setting and achieving its goals and delivering services to residents.

My involvement – 6 years on the board of directors of Grand Traverse Bay YMCA (1994-2000), member of Traverse City's COFAC committee for its duration, 4 years appointed to GT County's Parks & Rec Commission.

Other info –

- MS in Parks & Recreation Administration, 3 years of experience as a recreation professional in Indiana and Florida.
- JD degree, licensed attorney in Michigan and Pennsylvania. I run a part time law practice from a home office.
- Employee of MichCon Gas/DTE Energy (1982 – present) as a supervisor, manager and compliance consultant.
- Certified as an examiner for the Michigan Quality Council utilizing Malcolm Baldrige Criteria. This is recognized as one of the best approaches to quality management and continuous improvement for organizations of all types.

Bill Dorrier



William A. Dorrier, Jr.

601 Highland Park Dr., Traverse City, MI 49686 (231) 499-7058 dorrier509@yahoo.com

Summary

Accomplished leader with broad experience in quality and operations. Extensive experience integrating performance excellence concepts to design continuous improvement approaches that achieve results. Experienced change agent, team leader, and project manager. Law degree from University of Detroit School of Law. Entry level experience in family law. Dedicated community volunteer.

Professional experience

MichCon Gas Company Detroit, MI

Regional Codes & Standards Consultant, 2001 – present

Work with operations and state regulators to ensure compliance with regulations.

Process Manager, 1997 - 2001

Responsible for designing and implementing process-based approaches to managing key services in primary operating unit as Process Manager for Emergency Response Process and Meter Order Process.

- Merger team member charged with redesigning process of connecting/disconnecting customers to realize synergy savings (MichCon-Detroit Edison merger).
- Leader of cross-functional, representative team charged with improving and standardizing process work across the multi-location operating organization.
- Partner with operating leadership to improve process performance.
- Implemented Calculated Read for Change (CRC) Program to reduce field calls. \$625,000 savings in first year.
- Improved performance of Emergency Response Process by reducing average response time through the use of SPC and other quality tools.
- Member of team that led realization of benefits from technology implementation.
- Served as the primary contact with the Public Service Commission (PSC) on the topic of emergency response.
- Concurrently performed independent assessments of applications for quality awards (including manufacturing, service, education, health care, and small business) as a member of the Board of Examiners for the Michigan Quality Leadership Award, Michigan Department of Consumer & Industry Services, 1999 and 2000.

Operations Manager, Northern District, 1994 - 1998

Responsible for customer service, construction, distribution and maintenance in MichCon's fastest growing market.

Manager, Collections, 1990 - 1994

Responsible for controlling arrears through office and field staff collecting or terminating

accounts within PSC rules.

- Implemented handheld, pen-based computer system for field employees to eliminate paperwork and improve information flow.
- Awarded manager level bonus in 1994 for dramatic improvements in results.

Manager, Corporate Planning, 1989-1990

Responsible for development and monitoring of corporate budgets and operating plans.

Manager, Field Service & Meter Reading, 1983 - 1989

Responsible for workload management and emergency response through a 24-hour dispatch center and MichCon's statewide meter reading function.

- Along with management duties, served as project co-manager for the Mercury System (terminals in service trucks, automated dispatch). Tasks included goal identification, vendor negotiations, design, testing, and implementation. Results were \$1.3 in annual savings and improved service to customers.
- Implemented remote meter reading system to read indoor meters from outside.

Quality Control Specialist, 1982-1983

Performed analysis and developed programs to improve service to customers.

Bell & Company, Inc. Baltimore, MD

Consultant/ Project Manager, 1979 - 1982

Designed and implemented management control systems for clients of this management consulting firm.

- Utilized time and motion studies, work scheduling, procedure documentation, methods improvement and training.
- Worked in production line, assembly, data processing, fabrication, customer service and distribution work environments.

Palm Beach Co., Dade Co. Florida

Public recreation administration , 1978-1979

Education

University of Detroit School of Law

Detroit, MI 1987

Juris Doctor

Indiana University

Bloomington, IN 1978

Master of Arts

University of Delaware

Newark, DE 1976

Bachelors of Arts

**Professional
Certifications**

Attorney licensed in Michigan, P47323

Attorney licensed in Pennsylvania, 61504

Admitted to practice, U.S. District Court, Eastern District of Michigan
Examiner Certification, Michigan Quality Council, Dept. of Consumer & Industry Affairs
(Malcolm Baldrige National Quality Award criteria examiner)

**Training and
Memberships**

ISO 9000, Eastern Michigan University Center for Quality
Statistical Process Control, MRI, Inc.
Wharton Business School, Effective Leadership Course
Grand Traverse-Leelanau-Antrim Counties Bar Association
Grand Traverse Bay YMCA Board of Directors (1995-2001)
Descendants of the Signers of the Declaration of Independence
Commissioner, Grand Traverse County Parks Commission (2010 – 2014)

Personal

Boating, Sailing, Skiing, USA Hockey Associate Coach

City of Traverse City
Application to Become Involved



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

Board/Committee you are interested in serving (indicate up to three): Brown Bridge Advisory Committee. Also interested in Arts Comm. & Park + Rec.

Name: Kathleen Kasdorf

Residential Address: 512 W Seventh St Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: kathleen.kasdorf@interlochen.org

Preferred Phone No.: Cell: 970-692-9726 Additional Phone No.: Work: 231-276-7637

Occupation: Director of Planned Giving (fundraising) (if retired, please provide your career)

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

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

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Kathleen Kasdorf
Signature

11-5-2015
Date

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

Kathleen Kasdorf
512 W. Seventh Street
Traverse City, MI 49684
(970) 692-9726 (cell)
(231) 276-7637 (work)

November 5, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Attached, please find my *Application to Become Involved*. It is my understanding that the City is currently seeking volunteers to serve on the Brown Bridge Advisory Committee.

My husband and I frequently visit the Brown Bridge Quiet Area and truly appreciate its trails. Its preservation and protection is something I feel strongly about, and would like to help ensure.

I currently work in Advancement at Interlochen Center for the Arts. I am a former attorney, and have always been active in the communities where I live and work. I believe that communities are strengthened through the input, time, and talent of their citizens.

My prior civic experience can be a benefit to the City. I previously served on the Sturgis Public Library Board during its transition into the Sturgis District Library. I was the Board's spokesperson appointed to explain that change and the accompanying millage proposal to the member townships. In my private law practice, I worked with several villages and townships, including serving as counsel for the Village of Burr Oak and handling zoning and ordinance violation cases for Colon and Burr Oak townships.

I am not currently involved with any Traverse City boards, and my volunteering has been limited to working with local festivals. I had hesitated to become involved until I felt that I had a good understanding of the people, businesses, history, and unique concerns of the community. After almost five years of calling Traverse City home, I believe that now is the correct time for me to share my skills, experience, and vision for our community.

Sincerely,



Kathleen Kasdorf

NOV 20 2015



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

CITY CLERK'S OFFICE

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

Board/Committee you are interested in serving (indicate up to three): Parks & Recreation

Name: Jay Zelenock

Residential Address: 255 Midtown Drive, Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: jay@zelenocklaw.com

Preferred Phone No.: 231.929.9529 Additional Phone No.: 231.409.6000

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

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

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Signature

Date 11/19/15

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

Jay Zelenock
255 Midtown Drive
Traverse City, MI 49684

November 19, 2015

City Clerk
400 Boardman Ave.
Traverse City MI 49684

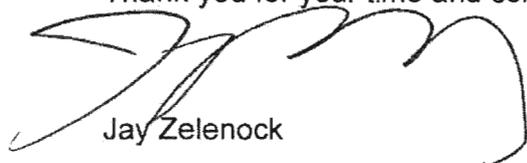
Dear Clerk:

Re: Application to Become Involved – Parks and Recreation Committee

Please find enclosed my Application to join the Parks and Recreation Committee.

I am applying to serve on this committee, because I would like to help keep our city beautiful and growing in a positive way, and I believe parks and recreational opportunities are critical resources that make Traverse City a place we all love. As a downtown resident (Midtown) and business owner (downtown law firm with 4 employees), I am deeply invested in making Traverse City the best it can be. I believe my appointment would benefit the city, because I understand the importance of parkland to the successful thriving and peace of neighborhoods and businesses. I also have significant experience in resolving conflicts, addressing property law issues and negotiating reasonable compromises between disparate points of view. I have served on the Inland Seas Education Association Board of Directors previously (past member and President), as well as a local condominium board (Portside) and will bring significant experience on land use, planning, strategic-thinking and problem-solving to the committee. I have followed Traverse City's successful downtown growth over the last 18 years and believe I know enough about new urbanism and some of the other national/local trends to contribute effectively to this committee.

Thank you for your time and consideration,



Jay Zelenock

Parks & Recreation Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Brian Haas 227 E. 10th St, TC, 49684 928-273-3468 (Cell) oblhaas@gmail.com	09/19/11	09/01/17 09/01/17

Elected to the City Commission - Asked to Resign from P&R

Margaret Szajner (Chairperson) 647 West Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) keedanlex@gmail.com	08/16/10	09/01/16
Danielle Rearick 626 W. 8th St, TC, 49684 590-7476 (Res) 922-9600 (Bus) danielle@byte-productions.com	09/04/12	09/01/18
Brooke DiGiacomo 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) brookeedigiacomo@gmail.com	10/07/13	09/01/17
Matthew Ross (Vice Chairperson) 625 W. Seventh St, TC, 49684 231-409-1943 (Cell) matthewross538@gmail.com	05/04/15	09/01/16
John Gessner 702 Highland Park Dr, TC, 49686 303-909-0693 (Res) 995-7737 (Bus) johngessner@me.com	08/18/14	09/01/18
Commissioner Gary L. Howe City Manager Designee 926 Lincoln St, TC, 49686 715-1017 (Res) glhowe@traversecitymi.gov	11/12/13	11/13/17

All appointments are 3-year terms expiring 09/01.

This Commission consists of 7 members who are registered electors of the City. One member is the City Manager or designee, the other 6 are appointed by the City Commission.

Purpose: to make recommendations (advisory capacity) to the City Commission on matters relating to the operation, development, and planning of parks, recreation and cemetery services and activities.

Meets the 1st Thursday each month at 6:30 pm in the Commission Chambers.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: ^{ma} MARTY COLBURN, CITY MANAGER

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – APPOINTMENTS

Attached is a memo from Deputy City Clerk Katie Zeits regarding three terms on the Brown Bridge Advisory Committee with various expiring terms. The ad hoc committee consisting of Commissioner Howe; Chair, Commissioner Shamroe and Commission Haas have interviewed all interested applicants and have made their recommendations.

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

that Commissioner Shamroe be appointed to one unexpired term expiring October 2, 2017 (seat previously held by Commissioner Howe) and that Kathleen Kasdorf and Jamie Kidwell-Brix, each be appointed to one unexpired term expiring October 3, 2016 (seats previously held by Jim Tuller and Larry Gerschbacher) on the Brown Bridge Advisory Committee.

MC/kez

K:\tcclerk\city commission\appointments\BBAC_20151221.doc

copy: Steve Largent, Grand Traverse Conservation District

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
Copy: Benjamin C. Marentette, City Clerk
From: Katie Zeits, Deputy City Clerk *KZ*
Date: December 2, 2015
Subject: Brown Bridge Advisory Committee – Appointments

There are three unexpired terms on the Brown Bridge Advisory Committee currently available, seats previously held by Commissioner Howe, Jim Tuller, and Larry Gerschbacher. Commissioner Howe's term is set to expire on October 2, 2017, while Mr. Tuller and Mr. Gerschbacher's terms will expire October 3, 2016.

The committee has convened and has made recommendation for each of the three unexpired terms.

The City Clerk's Office advertised for this board on the city's website, Facebook page, and Twitter page. As a result, there were three eligible applicants for this board, Kathleen Kasdorf, Jamie Kidwell-brix, and Caroline Gersch.

The Committee by consensus would like to recommend Kathleen Kasdorf and Jamie Kidwell-Brix be appointed to the Brown Bridge Advisory Committee, seats previously held by Jim Tuller and Larry Gerschbacher and Commissioner Shamroe be appointed to the seat previously held by Commissioner Howe.

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

Thank you!

City of Traverse City
Application to Become Involved



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

Board/Committee you are interested in serving (indicate up to three): Brown Bridge Advisory Committee. Also interested in Arts Comm. & Park + Rec.

Name: Kathleen Kasdorf

Residential Address: 512 W Seventh St Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: kathleen.kasdorf@interlochen.org

Preferred Phone No.: Cell: 970-692-9726 Additional Phone No.: Work: 231-276-7637

Occupation: Director of Planned Giving (fundraising) (if retired, please provide your career)

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

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

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

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

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

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

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

Signature: Kathleen Kasdorf Date: 11-5-2015

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

Kathleen Kasdorf
512 W. Seventh Street
Traverse City, MI 49684
(970) 692-9726 (cell)
(231) 276-7637 (work)

November 5, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Attached, please find my *Application to Become Involved*. It is my understanding that the City is currently seeking volunteers to serve on the Brown Bridge Advisory Committee.

My husband and I frequently visit the Brown Bridge Quiet Area and truly appreciate its trails. Its preservation and protection is something I feel strongly about, and would like to help ensure.

I currently work in Advancement at Interlochen Center for the Arts. I am a former attorney, and have always been active in the communities where I live and work. I believe that communities are strengthened through the input, time, and talent of their citizens.

My prior civic experience can be a benefit to the City. I previously served on the Sturgis Public Library Board during its transition into the Sturgis District Library. I was the Board's spokesperson appointed to explain that change and the accompanying millage proposal to the member townships. In my private law practice, I worked with several villages and townships, including serving as counsel for the Village of Burr Oak and handling zoning and ordinance violation cases for Colon and Burr Oak townships.

I am not currently involved with any Traverse City boards, and my volunteering has been limited to working with local festivals. I had hesitated to become involved until I felt that I had a good understanding of the people, businesses, history, and unique concerns of the community. After almost five years of calling Traverse City home, I believe that now is the correct time for me to share my skills, experience, and vision for our community.

Sincerely,



Kathleen Kasdorf

City of Traverse City
Application to Become Involved



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

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

Brown Bridge Advisory Committee

Name: Jamie Kidwell-Brix

Residential Address: 1013 Jefferson Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: jamie.kidwell@gmail.com

Preferred Phone No.: 361-549-2050 Additional Phone No.: _____

Occupation: principal at Brixwell LLC (if retired, please provide your career)

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

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

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

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

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

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

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Signature Jamie Kidwell-Brix

Date 11/12/15

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

Benjamin C. Marentette
City Clerk
City of Traverse City

November 12, 2015

Mr. Marentette,

I am writing to apply for the opening on the Brown Bridge Advisory Committee. In April, I moved to Traverse City from Ann Arbor and am looking for opportunities to become engaged with my new community. As an employee of local government for over five years, I strongly believe active engagement from community members strengthens the quality of the community as a whole.

While in Ann Arbor, I served on the planning committee of the Local Food Summit in 2013 and 2014. In this role, I helped plan and organize a one-day grassroots event centered on strengthening the local food system in southeast Michigan. Additionally, I assisted in outreach and press for the Summit and developed the event's scholarship review process.

My background in community engagement from the perspective of a resident and as a local government employee will bring a valuable perspective to the Brown Bridge Advisory Committee. In my role as sustainability associate for the City of Ann Arbor, I worked with six different boards and commissions, including the energy commission, environmental commission, housing commission, housing and human services advisory board, park advisory commission, and planning commission, to develop a sustainability framework for the City of Ann Arbor's master plan.

If the vacancy on the Brown Bridge Advisory Committee is no longer available, I would also be interested in learning of current vacancies on other boards and commissions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Kidwell-Brix". The signature is stylized and cursive.

Jamie Kidwell-Brix
jamie.kidwell@gmail.com
361-549-2050

Jamie M. Kidwell-Brix
1013 Jefferson Ave, Traverse City, MI 49684
jamie.kidwell@gmail.com • (361) 549-2050

EDUCATION

Bachelor of Arts in Sociology; Brown University, May 2007

Master of Urban and Regional Planning; University of Michigan, December 2010

- Masters Project - *Model Changeover: Adapting City Services to Detroit's Urban Landscape*
- Board member of Urban Planning Student Association
- Organizer of academic course for 60 students
- Senior Editor of departmental annual journal, AGORA
- Recipient of departmental fellowship

WORK EXPERIENCE

Principal, Brixwell, LLC - Traverse City, MI (Jun 2015-Present)

Offering comprehensive sustainability planning services to private and public organizations, including:

- Environmental benchmarking and greenhouse gas emissions inventories
- Climate and sustainability action planning
- Climate adaptation planning
- Coordination of the Michigan Green Communities (MGC) network, a peer-learning network of local government and university staff working to further sustainability initiatives statewide; MGC is a program of the Michigan Municipal League Foundation

Sustainability Associate, City of Ann Arbor - Ann Arbor, MI (Jul 2010-Present)

- Conducted first spatial analysis of rental housing market in Ann Arbor
- Worked with multiple jurisdictions and stakeholders, including Washtenaw County, Ann Arbor and Ypsilanti Housing Commissions, property owners and residents, to create a strategy to increase energy efficiency in rental housing
- Developed a new element of the City's Master Plan, a sustainability framework, which provides a set of overarching sustainability goals for the city
- Presenting to city commissions, city council, and community members
- Drafting, submitting and managing over a half-million dollars in grants related to city sustainability projects including federal, state, and private foundation grants
- Contributing to blogs related to city sustainability work, including those of the Sustainable Cities Institute and Concentrate Media
- Organizing annual sustainability forums with the Ann Arbor District Library to raise awareness about city initiatives

Research Assistant, Detroit Vacant Property Campaign - Detroit, MI (Jan-Jun 2010)

- Mapped boundaries of community organizations in Detroit to identify areas without community resources in the city
- Researched organizations to facilitate more accurate information for the inventory of active community organizations and their activities

Research Assistant, University of Michigan - Ann Arbor, MI (May 2009-Jun 2010)

- Assessed residential segregation and travel patterns within the 7-county region of Detroit
- Generated statistics and spatial analysis using SPSS and ArcGIS to examine travel patterns and accessibility in Detroit

PRESENTATIONS AND PUBLICATIONS

- Published article on community energy planning in November/December 2013 Michigan Association of Planning's *Michigan Planner* magazine
- Published article in the Fall 2011 issue of the Michigan Municipal League's *The Review*
- Featured in case study on sustainability planning in 2013 online publication of *A Guide to Greening Cities*
- Speaking Engagements: Michigan Public Radio, University of Michigan courses, 2011 Michigan Green Communities workshop, 2012 Michigan Green Communities Leadership Academy, 2012 National League of Cities Conference, 2012 American Planning Association Conference, and 2013 Michigan Association of Planning Conference

ADDITIONAL

- Proficient in ArcGIS, SPSS, Microsoft Office, Microsoft Access, and Adobe InDesign
- Experience organizing large groups, events, and fundraising
- Planning Committee member of 2013 and 2014 Local Food Summit in Ann Arbor
- Planning Committee member for 2012 Mission Zero Fest in Ann Arbor

RECEIVED

DEC 01 2015



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

OFFICE OF THE CITY CLERK
CITY CLERKS OFFICE

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

Board/Committee you are interested in serving (indicate up to three): BROWN BRIDGE

ADVISORY COMMITTEE

Name: CAROLINE GERSCH

Residential Address: 666 E. 8TH ST. #2 TRVERSE CITY MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: CNGERSCH@GMAIL.COM

Preferred Phone No.: (248) 705-9993 (CELL) Additional Phone No.: (231) 929-3450 (WORK)

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

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

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

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YES NO Are you in default to the City?
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YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

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Caroline Gersch
Signature

11/30/2015
Date

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

BRANDT, PEZZETTI, VERMETTEN & POPOVITS, P.C.
ATTORNEYS AT LAW

CAROLINE N. GERSCH
E-mail: egersch@bfarlaw.com

600 E. FRONT STREET, STE. 102
TRAVERSE CITY, MI 49686
(231) 929-3450
Facsimile (231) 941-9568

December 1, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Re: Brown Bridge Advisory Committee Application

Dear Sir or Madam:

I first learned about the Brown Bridge Quiet Area as a participant in Leadership Grand Traverse (Spring 2015). Steve Largent's presentation on the Brown Bridge Dam removal project was, without a doubt, the highlight of my experience in the program. I am applying to serve as a member of the Brown Bridge Advisory Committee because I want to contribute to the community that I recently began calling home. December 1st marks the one year anniversary of our move from metro Detroit to Traverse City. My husband and I both shared a strong desire to live in northern Michigan, so when I was offered a position at a law firm in town, we didn't hesitate. Not a day goes by that I do not actively reflect on my gratitude for the opportunity to live here. Like most transplants (and natives), one of the most significant motivating factors for choosing to live in Traverse City is the abundance of natural beauty and outdoor activity. I am passionate about environmental preservation and feel particularly drawn to, and intrigued by, the Brown Bridge Quiet Area.

Beyond possessing a passion for The Great Outdoors, I pride myself on being a hardworking, energetic and thoughtful team player. My background in psychology and mediation have provided me with enhanced communication and dispute resolution skills. As an attorney, I am well equipped when it comes to researching an issue, particularly in the areas of environmental and zoning law. I eagerly welcome the chance to use my skills, knowledge and energy to serve the city in this meaningful way.

Sincerely,



Caroline N. Gersch

CNG/

Caroline N. Gersch, M.A., J.D.

616 E. Eighth Street, #2, Traverse City, MI 49686 ♦ (248) 705-9993 ♦ cngersch@gmail.com

**MEMBER IN GOOD STANDING, STATE BAR OF MICHIGAN
CERTIFIED IN MCR 2.411 CIVIL COURT MEDIATION**

PROFESSIONAL EXPERIENCE

Brandt, Pezzetti, Vermetten & Popovits, P.C. Traverse City, MI
Associate Attorney December 2014 – Present

- General practice specializing in elder law, probate, estate planning and commercial litigation

Levine Benjamin Law Firm Southfield, MI
Associate Attorney July 2013 – December 2014

- Represented claimants in disability adjudication across the nation
- Interviewed prospective clients, analyzed medical records and prepared legal briefs for judicial review
- Attended regional conferences as firm representative

Trott & Trott, P.C. Farmington Hills, MI
Legal Marketing & Communications Officer September 2012 – July 2013

- Using the strategic planning timeline model, performed market research to develop new products and services with accompanying marketing collateral
- Developed and implemented attorney satisfaction tool for largest default servicing law firm in Michigan
- Conducted attorney focus groups for the purpose of modifying existing policies and procedures
- With the compliance team, gathered and prepared documents in order to demonstrate the firm's observance of stringent regulatory requirements
- Researched and interpreted mortgage banking regulations and legislation

Challenge Detroit Detroit, MI
Fellow September 2012 – July 2013

- Fellows participated in team challenges as multidisciplinary consultants for Detroit based non-profit organizations. Challenge themes included: environmental quality, food access, housing, transportation, education and immigration. Responsibilities included traditional academic research, surveys, project management, creative design and presentation of proposed solutions.

Free Legal Aid Clinic, Inc. Detroit, MI
Chairperson May 2010 – April 2012

- Oversaw every aspect of a fully functioning student managed law firm with a staff of over 20 and a client base of over 200
- Prepared documentation and maintained business records in compliance with 501(c)(3) standards
- Negotiated move of clinic into superior office space on Wayne State campus
- Developed and managed annual work-study and office expense budgets
- Acted as spokesperson for the Free Legal Aid Clinic in the wider community
- Liaised with partner organizations on administrative and legal functions
- Designed and coordinated family and elder law trainings, prepared manuals
- Organized and executed fundraisers, silent auctions and other philanthropic endeavors

Various Student Attorney Positions

- Michigan Unemployment Insurance Project (MIUI) Metro Detroit, MI
January 2011 – April 2011
- Represented and advocated for Michigan unemployment benefit claimants
- Kresch Oliver PLLC October 2010 – January 2011
- Reviewed facts and law related to action against MDOC for inadequate medical care of prisoners
- Great Lakes Environmental Law Center September 2010 – April 2011
- Researched permit decisions related to local coal plants, the July 2010 Enbridge oil discharge and 2010 FREIGHT Bill

Wentworth and Associates, P.C.

- Clinical Therapist Utica, MI
September 2008 – November 2009
- Provided individual, couples and family psychotherapy

EDUCATION

Wayne State University Law School

- Juris Doctor Detroit, MI
May 2012
- Warrior Pro Bono Award, 2011-2012
 - Mark Weiss Endowed Scholarship, 2011-2012
 - PACE Environmental Moot Court Competition, February 2012
 - Native American Law Student Society, Vice President 2011-2012
 - Environmental Law Society, Vice President 2010-2011

Michigan School of Professional Psychology

- Master of Arts in Clinical Psychology Farmington Hills, MI
July 2009
- Master's Thesis: How DSM diagnoses shape adolescent identity formation
 - Invited to present thesis at 2009 Humanistic Psychotherapies Conference

University of Michigan – College of LS&A

- Bachelor of Arts in Psychology Ann Arbor, MI
August 2007

Outward Bound - Wilderness

- Leadership Semester in Patagonia Temuco, Chile
Winter 2003

PROFESSIONAL AFFILIATIONS & COMMUNITY ACTIVITIES

- Team in Training Alumni Network (Detroit Free Press Marathon)
- Roeper Alumni Service Corps
- Leadership Grand Traverse Alumni

Brown Bridge Advisory Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 nasper@mainstreammkt.com	05/02/11	10/03/16
Gary Howe (City Commission Rep, City Res) 926 Lincoln St, TC, 49684 715-1017 (Res) glhowe@traversecitymi.gov	11/18/13	10/02/17 10/02/17
	- <i>Resigned</i>	
David Downer 1965 River Rd. TC, 49686 941-7122 (Res) 357-4592 (Cell) briverdown@charter.net	09/07/10 (Eff. 10/04/10)	10/05/16
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) backhome@earthlink.net	10/02/07	10/02/17
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) pmaxba@gmail.com	03/18/13	10/01/18
Edward Flees 3022 Brown Bridge Rd, TC, 49696 947-9157 (Res) mary_flees@yahoo.com	10/06/14	10/02/17
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) kreftengr@charter.net	03/05/07	10/01/18
Larry Gerschbacher (City Resident) 925 Kelley St, TC, 49686 946-1592 (Res) gerschtc@charter.net	10/07/13	10/03/16 10/03/16
	- <i>Resigned</i>	
Judith Nemitz	03/24/05	10/01/18

4572 Albert Courtade Rd, TC, 49686
632-9009 (Res) 995-1755 (Bus)
jjnemitz@yahoo.com

Deni Scrudato (City Resident) 422 E. State St, TC, 49686 922-5938 (Res) deniscrudato@yahoo.com	09/07/10	10/01/18
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Jim Tuller (City Resident) 220 W. 13th St, TC, 49684 342-0650 (Cell) 922-4930 (Bus) jtuller@tcfire.org	09/07/10 (Eff. 10/04/10)	10/03/16 10/03/16
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- Appointed to City Planning Commission

Dave Green, Staff (Ex-Officio; no voting authority) Indefinitely (non-TC resident)

Resources:

Steve Largent
Boardman River Program Coordinator
Grand Traverse Conservation District
1450 Cass Road
Traverse City, MI 49685
Office: 941-0960
Fax: 941-0837
E-mail: slargent@gtcd.org

All appointments are three-year terms expiring the first Monday in October.

The Committee meets quarterly on the third Thursday of that month.

This Committee consists of twelve members (not less than six members shall be City residents). They are selected as follows:

One member of the City Commission – selected by it

One member is the City Manager or its designee – selected by City Manager

All other members appointed by the City Commission (again, half of all members must be city residents)

Purpose: To make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF DECEMBER 21, 2015

DATE: DECEMBER 17, 2015

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: APPOINTMENT TO THE CITY PLANNING COMMISSION – AT –
LARGE MEMBER

Mayor Carruthers would like to appoint Elizabeth Whelan to the Planning Commission. He has previously interviewed all candidates held on file for this board.

This is a Mayoral appointment, with City Commission approval.

The following motion would approve the Mayor's recommendation:

that the Mayor's appointment of Elizabeth Whelan to a three-year term (seat previously held by Jan Warren), expiring November 12, 2018, on the City Planning Commission, be approved.

MC/kez

K:\tcclerk\city commission\appointments\PC_Citizen at Large_20151221.doc

copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
Copy: Benjamin C. Marentette, City Clerk
From: Katie Zeits, Deputy City Clerk *KZ*
Date: December 17, 2015
Subject: Appointment to the City Planning Commission – At-Large Member

Mayor Carruthers has previously conducted interviews with applicants on file for the City Planning Commission and has chosen to appoint one of those applicants.

Currently serving on the City Planning Commission is Jan Warren who has indicated her interest in being reappointed.

2014 Attendance Records for Incumbents:
Jan Warren – Present 18 out of 22 meetings

The following applicants are on file:

Elizabeth Whelan

Quinn Raftery (currently serving on the Board of Zoning Appeals; will need to resign if appointed to the Planning Commission)

Mike Grant

Bradley Matson (currently serving on the Board of Zoning Appeals; will need to resign if appointed to the Planning Commission)

Jan Warren (Incumbent)

Mayor Carruthers has chosen to appoint Elizabeth Whelan to the seat currently held by Jan Warren.

Appointments to the Planning Commission are made by the Mayor and approved by the City Commission.

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

RECEIVED

NOV 05 2015

City of Traverse City CITY OF TRAVERSE CITY
Application to Become Involved CITY CLERKS OFFICE



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

Board/Committee you are interested in serving (indicate up to three): Traverse City Planning Commission

Name: Elizabeth Whelan

Residential Address: 442 Webster St Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: elizwhel@chartermi.net

Preferred Phone No.: 929-0437 Additional Phone No.: _____

Occupation: Retired.Civilian employee of Air Force (if retired, please provide your career)

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

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

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

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

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

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

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

Elizabeth Whelan
Signature

11/5/2015
Date

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

Application for Board Consideration

I would like to be a part of the discussion as to the direction that Traverse City will take going into the future.

I have lived in Traverse City for 21 years, and think that the City is at a turning point as to how it will develop. The small town characteristics which attract many to our City should be honored, as well as the consideration of well thought out development. There should be room for compromise so that proponents of all sides of issues should feel that they are being heard and respected. I have been part of City sponsored groups working toward the thoughtful development of the City while recognizing what is good and should be preserved.

I have been president of the Boardman Neighborhood Association going on 12 years. I have throughout that time tried to foster a feeling of belonging within the neighborhood as well as being a part of the big picture which is Traverse City. I look at my job as President as a conduit of information from the City to residents, to build a connection with the City and make residents aware that decisions made by local government have a profound effect on their day to day lives.

I was part of the COFAC group which spent 14 months studying all aspects of City Government, with a detailed report of good things the City has accomplished, and proposals for future undertakings and adjustments that could be considered in future dealings the City has with governance of a mid- sized city in northern Michigan. I was part of the Component Units group, which looked at the DDA and Traverse City Light and Power. I was co-chair of the Economic Development and Revenue Resources group within COFAC which looked for strategic planning directives for thoughtful and responsible development.

I was part of the Planning Commission Ad Hoc for Corridor Redevelopment. We spent over a year working with a Chicago consultant group working on strategies for redeveloping underutilized corridors within the City, with initial emphasis on the 8th Street corridor, continuing on to Garfield, 14th Street, West and East Front Streets.

I have volunteered for 16 years at the Father Fred Foundation. I interview clients to ascertain what if any service we can provide. I get a real feel for issues facing individuals living in the community facing either homelessness or hardship due to economic circumstances.

I have been very active in the community since moving here. I feel that we have an obligation to work towards a better life for those who live here and think that we need to balance economic opportunities while never forgetting those challenged by life's circumstances.

12/9 @ 10 AM



City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Planning Commission

(Please limit to three boards/committees)

Name: Quinn Raftery E-Mail Address: quinnraftery@gmail.com

Address: 310 N Spruce St Traverse City MI 49684
(Street) (City) (State) (Zip)

Occupation: Institutional Sales (if retired, please provide your career)

Home telephone number: (231) 649-4998 Work telephone number: ()

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

Are you a registered City voter? Y Do you reside within the city limits? Y
Do you own taxable property within the City? Y Are you a downtown district (DDA) resident? N Do you have ownership interest in downtown district (DDA) property? N Are you in default to the City? N Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? N
Are you a resident of a complex operated by the City? N Do you live within the Traverse City Light and Power service area? Y Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? N
Are you or are any of your immediate family members a member of any other City board or Committee? Y If yes, which? I'm a member of the Zoning Appeals Board

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

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

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

Signature [Handwritten Signature]

Date 11/25/14

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

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

K:\TCCLERK\Forms\boardapplication.doc

11/25/2014

City Clerk
400 Boardman Ave.
Traverse City, MI 49684

To Whom it May Concern at The City of Traverse City:

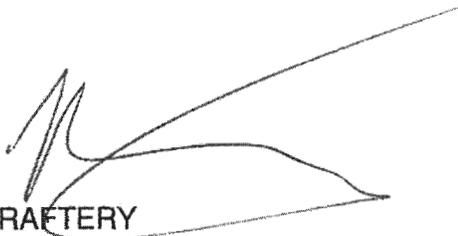
Please find enclosed my application to serve on the City of Traverse City Planning Commission Board.

My desire to serve on the Planning Commission Board is rooted in a long-standing strong interest in Traverse City's past, present & future. Traverse City has been part of me and I have been part of it since 1987. I feel very strongly it is a great place which continues to improve and has a great future. I have had a strong interest in urban planning since I wrote my 6th grade jobs report on the City Manager position and having attended the University of Colorado in Boulder, Colorado and seeing the value and benefits of proper planning.

I think my keen interest in the future of Traverse City, Urban Planning, Preservation, & Economic development make me a great candidate. I think my 15 years experience in business across sectors and geographies makes me a credible candidate. I have lived and seen cities across the country and studied cities and economies globally. I have see the "good, the bad, & the ugly" when it comes to urban growth.

I currently sit on the Board of Zoning Appeals and invite you to reach out to Dave Weston as a reference. I've been active with a local conservation group(s) for around 10 years. I currently work in the finance industry for a privately held conglomerate based in Northern Germany. I focus on procuring and facilitating investment in Germany from North America based institutions (Pension Funds, Sovereign Funds, Mutual Funds). I have experience across a broad range of industries. I have a fairly in-depth knowledge of the drivers of economies and municipalities.

Best,



Quinn RAFTERY
310 N. Spruce St.
Traverse City, MI 49684

RECEIVED

NOV 25 2014

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

City of Traverse City
Application to Become Involved



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

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

planning commission

OCT 29 2015

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Name: Mike Grant

Residential Address: 619 Webster Street, TC
(Street) (City) (State) (Zip)

E-Mail Address: grant.mike@gmail.com

Preferred Phone No.: 231714-9427 Additional Phone No.: _____

Occupation: Patent Examiner (if retired, please provide your career)

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

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

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

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

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

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

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

Michael Grant
Signature

10/28/15
Date

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

1. Why are you applying for a city board or committee seat?

I am applying for a seat on the planning commission because I am interested in and concerned about the land use and transportation future of TC, as well as because I believe I have relevant experience that would make me an effective planning commissioner.

2. How do you believe your appointment would benefit the city?

I believe that my background as an attorney who practiced land use and municipal law would benefit the city in terms of I have a good idea of what can (and cannot) be achieved via a zoning ordinance and master plan. I also believe that I have relevant personal experience in terms of in addition to growing up in the TC area, I have lived in several other cities including Portland, Oregon, Detroit, Michigan, and Alexandria, Virginia, and made myself a student of what I thought worked and did not work in those cities while I lived in them, from a land use and transportation perspective. Toward the end, I interned with the 1000 Friends of Oregon organization in 1999 as a research associate.

3. Describe your involvement in the community on a board/committee or in another volunteer capacity.

I am a former member of the City's Board of Zoning Appeals and I just finished volunteering as my son's TBAYS soccer coach for the fall season.

Michael C. Grant

619 Webster Street
Traverse City, Michigan, 49686
231/714-9427
grant.mikec@gmail.com

EDUCATION

WAYNE STATE UNIVERSITY

Detroit, Michigan

School of Law

Juris Doctor, graduated *cum laude* May 2005, 3.53 GPA

- Attended with full scholarship as a William D. Traitel scholar after scoring in the 98th percentile on the LSAT.

PORTLAND STATE UNIVERSITY

Portland, Oregon

June 1998 to June 1999, 4.00 GPA

- Pursued a pre-medical science curriculum for a calendar year as a full-time student.

THE UNIVERSITY OF MICHIGAN

Ann Arbor, Michigan

College of Engineering

BSE (computer), graduated *summa cum laude* May 1992, 3.82 GPA

- Pursued a software-focused curriculum with an emphasis on artificial intelligence.
- Member of Tau Beta Pi honor society.

EXPERIENCE

UNITED STATES PATENT AND TRADEMARK OFFICE

Traverse City, Michigan

Patent examiner

October 2010 to present

Examined patent applications through all phases of patent prosecution. Hired as GS7 and achieved promotion to GS14 in shortest possible time. Named as point of contact for all internal art unit inquiries in regard to subject matter eligibility in the wake of *Alice* decision.

LAW OFFICES OF MICHAEL C. GRANT

Alexandria, Virginia

Attorney

August 2009 to October 2010

Co-counsel for a plaintiffs group of Michigan sheriff's deputies in a federal civil rights lawsuit. Co-authored Criminal Justice Act appeals in the 6th Circuit Court of Appeals. Co-counsel for a pro bono real property case handled through the Neighborhood Legal Services Program in Washington, D.C. Contract attorney doing document review.

LAW OFFICES OF OLSON, BZDOK & HOWARD

Traverse City, Michigan

Attorney

December 2005 to August 2009

Represented municipalities, corporations, and individuals in regard to environmental and land use issues, including litigation, regulatory and transactional matters. Responsibilities included client intake; investigation; researching a wide variety of legal topics; drafting memos, pleadings, motions, and briefs; conducting all aspects of discovery; preparing and examining expert and lay witnesses; motion and trial practice; drafting original documents including contracts, ordinances, real estate documents; and negotiating on behalf of clients.

LAW OFFICES OF OLSON, BZDOK & HOWARD

Traverse City, Michigan

Law clerk

June 2000 to December 2005

Assisted counsel with all aspects of litigation, transactional and regulatory practice, in environmental, land use, and real estate law. Duties included researching legal issues (including state and federal case law, statutes, and administrative regulations); investigating factual matters; drafting memos, motions, and pleadings.



City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: planning commission
housing commission, Brownfield Redevelopment Authority, DDA

(Please limit to three boards/committees)

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

Address: 415 E Front St Traverse City MI 49686
(Street) (City) (State) (Zip)

Occupation: software developer (if retired, please provide your career)

Home telephone number: (231) 3428389 Work telephone number: ()

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

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

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

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

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

Bradley Matson
Signature

11/1/2015
Date

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

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

K:\TCCLERK\FORMS\boardapplication.doc

City Planning Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
John Serratelli (Chairperson) 237 Midtown Dr, TC, 49684 929-3252 (Res) 312-882-0060 (Cell) ifskbs@gmail.com	11/10/08	11/13/17
Camille Weatherholt 1118 Pine Needle Lane, TC, 49686 342-1991 (Res) camille.weatherholt@gmail.com	11/11/13	11/12/18
Janice Warren (Secretary) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com	12/08/97	11/09/15 11/12/18
- Seeking Reappointment -		
Janet Fleshman 210 E. 9th St, TC, 49684 935-4316 (Res) jrftc@sbcglobal.net	11/11/13	11/14/16
Michael Dow 436 Washington St, TC, 49686 947-0425 (Res) 703-969-8122 (Cell) mikedow13@gmail.com	12/02/13	11/14/16
Linda Koebert 319 Washington St, TC, 49684 989-400-3223 (Res) lkoebert@gmail.com	12/15/14	11/13/17
Jim Tuller (Administrative Official) 400 Boardman Ave, TC, 49684 922-4930 (Office) jtuller@traversecitymi.gov	11/09/15	11/13/17
Gary Howe (Commissioner Rep) 926 Lincoln St, TC, 49686 715-1017 (Res) glhowe@traversecitymi.gov	11/09/15	11/14/16
Ross Richardson (Commissioner Rep)	11/09/15	11/14/16

10675 Candleton Ct, TC, 49684
947-5515 (Res)
rrichardson@traversecitymi.gov

Russell Soyring, City Planning Director – staff

The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

The Planning Commission shall consist of 9 members; members shall **hold no other municipal office** except that one of the members SHALL be a member of the Board of Zoning Appeals and the Grand Traverse Commons Joint Planning Commission or a joint fire administrative board. This requirement does not apply to the City Commission representatives on the Planning Commission.

NINE MEMBERS:

Six City Representatives appointed by the Mayor with approval of the City Commission (3-yr terms)

Three ex officio members (with full voting rights) as follows:

- One administrative official (2-yr term, expiring at Organizational Meeting)
- Two members of the City Commission selected by that Body (1 yr term).
- Appointments made at the City Commission Organizational Meeting.

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

See: Policy on Appointments and Committees and City Attorney's Opinion dated November 23, 1977.

All terms **expire** and **all appointments shall be made at the organizational meeting in November**. See: TC Code §1220

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the means originally appointed.

Creation of the City Planning Commission required by City Charter Section 160; provided for by 1931 PA 285 as amended MSA 5.2991 et seq and TC Code §1220.

Purpose: To prepare and adopt master plan for the City; and to review development proposals, both private and public, regarding their consistency with City plans.

Meets the first and third Tuesday of each month at 7:30 pm.

12/21 CC reports

**MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting**

TUESDAY, NOVEMBER 3, 2015

7:30 P.M.

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

PRESENT: Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Linda Koebert, Tim Werner, Chairperson John Serratelli, Bill Twietmeyer and Jan Warren
ABSENT: None.
STAFF PRESENT: Russ Soyring, Planning Director

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** Chairperson Serratelli announced that the polls are open for another half hour and encouraged those watching on TV to vote. He also asked that audience members turn their phones on silent.

4. **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 be placed elsewhere on the agenda for full discussion. 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. October 6, 2015 regular meeting minutes and October 20, 2015 study session minutes (Approval recommended)
- B. Consideration of an amendment to the Traverse City Code of Ordinances, Special Land Use Regulations, Section 1364.08, *Special Land Use Permits Granted by the City Commission*, regarding increasing the impervious surface allowed for schools. (For introduction; Recommend scheduling a Public Hearing on December 1, 2015)

Commission discussion included fixing a spelling mistake in the October 20, 2015 meeting minutes.

Motion by Commissioner Easterday, second by Commissioner Koebert, to approve the Consent Calendar as read.

Motion carried 9-0.

5. OLD BUSINESS

- A. Public Hearing to consider a conditional rezoning request initiated by Doug Mansfield of Mansfield Land Use Consultants, on behalf of Traverse Development Group to rezone the properties located at 2351, 2455 and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Center District) with conditions (Action requested)

Mr. Soyring stated that the conditional rezoning request is a legislative decision and the Planning Commission's role is to make a recommendation to the City Commission.

The request is to conditionally rezone the property to C-3 (Community Commercial) from I (Industrial).

Mr. Soyring stated the following questions to consider when analyzing a rezoning request. Is the current zoning reasonable for the land? Is the rezoning request consistent with the goals policies and future land use plan of the Master Plan? Would the property size and environmental conditions accommodate the proposed use? Are 150 multiple dwellings and 5,000 square feet of commercial use compatible with the surrounding uses? Are there adequate utilities and capacity of the adjacent streets to serve 150 multiple-family dwellings and a commercial building and of this size? Are there sufficient demands for 150 multiple family dwellings and 5,000 square feet of commercial space?

The communication included in the packet answered all of the above questions and included the analysis supporting each question. Staff finds each answer to the questions to be in the affirmative and is recommending the rezoning to the Planning Commission.

Chairperson Serratelli explained that conditional rezoning is a process allowed by state law in which an applicant may make an offer to conditionally rezone a property; however, the Planning Commission may not negotiate with the applicant.

Doug Mansfield addressed the Commission. Mr. Mansfield stated that the property is the former site of TC Cast product site. It is a former foundry and is a current brownfield site. The project site has been for sale for about 10 years with little interest. The project

site is approximately 6 acres and is located near a regional trail, shopping centers, schools, and services.

Mr. Mansfield explained the current conditions of the property. He explained the proposed site plan. The project includes 5 residential apartment dwelling buildings and 1 commercial building surrounded by site landscaping and a playground. The commercial use is planned to be a deli/convenience store to service the residents, trail users and employees in the industrial park.

Commission discussion included comments regarding the trees shown on the site plan near the northern property boarder.

A Public Hearing was opened.

The following individuals addressed the Commission:

- Ellen Corkrin, 150 Pine Street, made general comments.
- Greg Kilbe, legal counsel representing the Kendall Group, of 5101 S. Sprinkle Road, Portage, MI, 49002. The Kendall Group is a property owner in the industrial park. Made comments in opposition.
- Rick Korndorfer, city resident and real estate agent representing the property owner, made general comments.

The Public Hearing was closed.

Mr. Soyring read the conditional rezoning offer that was included in the packet. The offer reads as follows:

Traverse Development Group offers to permanently place the following restrictions upon the above referenced parcels, as a condition of rezoning these parcels to C-3 (Community Center) district.

1. The use of the property will be for multiple-family dwellings (150 dwelling units proposed in 5 buildings) and retail space (approximately 5,000 square feet proposed in 1 building), in accordance with the standards of the C-3 zoning district.
2. The buildings and site elements shall be built substantially in conformance with the site plan dated September 29, 2015.
3. The applicant will work with the Bay Area Transportation Authority (BATA) to pursue an additional BATA bus stop located at North Aero Park CT and the applicant will pay for the infrastructure required to construct said bus stop to BATA specifications.
4. The dwelling units will be constructed and designed to accommodate local workforce housing.

5. The applicant will pursue a Michigan Department of Transportation (MDOT) permit to construct a sidewalk within an MDOT easement to fully connect the site to the adjacent Traverse Area Recreation and Transportation Trails system.

Mr. Soyring also stated that because the proposed project would include over 500 trip ends, the project would need to come back to the Commission at a future date for Site Plan Review.

Commission discussion included the inventory of industrial properties available in the City limits as well as in the greater Traverse City area. Mr. Soyring indicated that there currently are not many industrial parcels vacant within the city limits, but there are parcels available within the general area. It was stated that the parcel is well-suited for an industrial user given its proximity to the railroad and electrical substation. Mr. Soyring stated that there has been some interest in manufacturing in our community.

Motion by Commissioner Dow, second by Commissioner Warren, that the request from, Doug Mansfield, Mansfield Land Use Consultants representing Traverse Development Group, to conditionally rezone the properties commonly known as 2351, 2455 and 2457 North Aero Park Court from I (Industrial District) to C-3 (Community Center District) with conditions as offered by the applicant be recommended for approval to the City Commission.

Additional commission discussion on the motion included that the rezoning questions to consider have been answered in the staff report and are in the affirmative supporting the request. In addition, residential use within an industrial area seems to be appropriate.

Motion carried 9-0.

- B. Public Hearing to consider a Special Land Use Permit request by Erik Falconer, Pine Street Development One, LLC to allow for a taller building at 305 W. Front Street (Action requested)

Mr. Soyring stated that the zoning code allows uses by right and other uses by Special Land Use Permit which is a process that includes a public hearing by the Planning Commission as well as the City Commission. The uses allowed by Special Land Use Permit were uses that are appropriate for the district, but the zoning code requires that they go through a public process. In 1999 when the zoning code was amended, any building over 60 feet in height is required to go through a Special Land Use Permit process. The Planning Commission and City Commission are

basically acting as administrators of the zoning code ensuring that the standards within the Special Land Use Permit chapter are met.

Erik Falconer, 810 Cottageview Drive, city business owner and co-owner of 305 W. Front Street, presented to the Commission.

Mr. Falconer discussed the proposed project, the design and stormwater treatment provisions. A video 3-D presentation was shown as well as images of the proposed project in context with the surrounding area.

Chairperson Serratelli made several statements regarding the request to ensure that the audience as well as fellow Commissioners are all on the "same page" in an effort to clear up some confusion related to the request. The current request for a Special Land Use Permit applied for by Mr. Falconer is what is being considered. The former request submitted by Woda Group has been withdrawn and is not under consideration. The request is for a Special Land Use Permit and is not a variance request. There are 12 standards in the zoning code that are the basis for the decision. The Master Plan refers to "neighborhoods" such as TC-1, TC-2, TC-3, TC-4 and TC-5 Neighborhoods which were organized by similar intensities. They could be called "transects" and are not to be confused with neighborhood associations such as Boardman Neighborhood or Central Neighborhood.

Mr. Soyring summarized the staff report included in the packet. He read aloud each standard and finding while summarizing the analysis of each standard.

The zoning code section 1364.02 includes 9 general standards (a-h).

- (a) *The use shall be designed, constructed, operated and maintained so as to be harmonious and compatible in appearance with the intended character of vicinity.*

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The proposed use is designed so it can be constructed, maintained and operated to be harmonious and compatible in appearance with the intended character of the vicinity.

Commission discussion included discussion of several Maple trees being retained on site as well as the majority of trees slated for removal are invasive species such as Locust and Boxelder.

- (b) *The use shall not be hazardous or disturbing to existing or planned uses in the vicinity.*

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The use will not be hazardous or disturbing to existing or planned uses in the vicinity provided a riparian buffer with trees, shrubs and plants are maintained along the river's edge and architectural elements and materials are incorporated in the buildings facades facing Front and Pine Streets to help break up the long horizontal lines of the building.

- (c) The use shall be served adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The Fire Marshall has found that the access routes to the development meet the Fire Code, the use can be served adequately by existing public facilities and services.

Commission discussion included that the police department has no concerns with the project.

- (d) The use shall not create excessive additional requirements at public cost for public facilities and services.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The building will not create any excessive expenditure with public funds.

Commission discussion included that Tax Increment Financing has been used for sidewalks, streetscapes, public pedestrian bridges, Carnegie Building, Traverse City Opera House, Jay Smith Walkway, boardwalks, etc.

- (e) The use shall not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The proposed use of retail, residential, and parking will not involve activities, processes, materials, equipment or nuisances that will be detrimental to any person or property.

Commission discussion included a letter received from the Grand Traverse Conservation District regarding stormwater capture and treatment.

- (f) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.

Finding- There are no historic buildings or landmarks on the site. This part of downtown is not within a local or federal historic district.

- (g) Elements shall relate to the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The project buildings' layout and features are coherent overall pattern of development for downtown and the streetscape.

- (h) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- This project is consistent with the purpose and intent of the C-4 Regional Center District.

Specific Requirements 1364.08 (m)

- (1) The building stories and height are consistent with Section 1368.01.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The building stories and height proposed are consistent with Section 1368.01.

- (2) Roof top mechanical equipment and penthouse space that are an integral part of the architectural design are permitted. All mechanical equipment, appurtenances and access areas shall be completely architecturally screened from view and enclosed.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- The applicant has stated that this requirement will be met and staff will confirm once final permit drawings have been submitted that all mechanical equipment, appurtenances and access areas will be completely architecturally screened from view and enclosed by the top floor dwellings.

- (3) Extended heights for steeples and other architectural embellishments less than 400 square feet each shall not be used to determine the height of the building.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- There are no architectural elements that exceed 100 feet.

- (4) The applicant shall prepare and deliver to the Planning Director a scale model, video image or other similar depiction of a taller building in relation to surrounding land and buildings.

A summary of the staff analysis regarding this standard in Staff Report 15-SLUP-02 was stated by Mr. Soyring.

Finding- A video model and physical model has been submitted showing the relationship of the proposed buildings with other buildings in the vicinity.

Staff finds that Special Land Use Permit No. 15-SLUP-02 to construct two 9-story, 100-foot, mixed-use buildings meet all the standards for a Special Land Use Permit in Section 1364.02 and all standards for "Taller buildings" in Section 1364.08(m) and recommends approval of the request provided the following conditions are met:

1. The applicant and owner will continue to work with City Engineering and Light and Power in regards to the utility extensions and service lines.
2. The owner shall be responsible for extending and relocating service extensions to the proposed building. These utilities must meet all applicable ordinance and City requirements.
3. If relocation of public utilities is necessary, the applicant will be responsible in providing the City any easement necessary for relocation.
4. The fire access routes for both buildings shall be determined by the City Fire Marshal to meet the Fire Code.
5. The stormwater requirements outlined in the City Ordinance (reference 1068.06a) including the attached written guidelines of the City Engineering Department are to be met.
6. The owner shall provide a barrier-free elevator accessible and open to the public to access the future public boardwalk along the Boardman River.
7. A mutually agreeable pedestrian easement between the City and the owner for the future boardwalk shall be provided for access to the barrier-free

elevator.

8. The owner will maintain a vegetated riparian buffer along Boardman River comprised of trees, shrubs and plants to the extent possible.
9. Audio and visual devices for managing conflicts between pedestrians and vehicular traffic entering and exiting the building shall be provided.
10. Unless determined to be unworkable for either the Housing Commission or the applicant, a shared driveway with the Housing Commission property shall provide parking access to the property. If found to be unworkable, the driveway shown in the submittal, shall conform to the zoning ordinance access requirements and the City's streetscape design requirements.
11. Should the project be constructed in phases, the parking spaces for motorized vehicles shall be limited to a maximum of one space per dwelling and one parking space for every 350 square feet of gross floor area for commercial uses.
12. The Front and Pine Street building shall be broken up vertically by the use of building materials and/or surface building colors to give the appearance of several individual buildings.
13. The project shall provide a variety of residential dwelling sizes as indicated in the submittal.
14. The top floor residential dwellings shall provide an architectural screen for the roof top mechanical equipment that may be located on the roof deck that is no higher than 85 feet above the street level.

Commission discussion included that minor adjustments to the site plan would need to be made to meet the 10 foot setback from the dockline. An additional condition could be added, or it would be required to be setback during permit plan review. Condition 12 should be amended to read "vertically" not "horizontally." Commission discussion also included floor area ratio comparisons of Riverview Terrace, Park Place Hotel, 101 N. Park and 310 W. Front Street with the proposed "RiverWest" development at 305 W. Front Street.

Mr. Falconer addressed the Commission.

Commission discussion also included the floor area ratio of a building built by right (to 60 feet in height, but covering full footprint buildout allowed on the site), it would be 3-4 times the floor area ratio as proposed.

Commission discussion included construction of buildings within the flood plain. A statement was made that the subject property has flooded in the past.

Joe Quandt, 412 S. Union, city business owner, addressed the commission.

Mr. Quandt indicated that the FEMA record shows no flood history on this parcel possibly due to the control of the Union Street Dam.

Mr. Falconer indicated that almost all of the river building would be in the floodplain.

Mr. Soyring explained that he spoke with Sue Conradson with the Department of Environmental Quality (DEQ) who said that there are two reviewing agencies of a development within the flood plain, both DEQ and FEMA. The DEQ said that it is legal to build within the flood plain. The building cannot exacerbate the floodway. Other measures by which building within the floodplain could be allowed were discussed.

Additional discussion related to the Park Place floor area ratio and current plans for further redevelopment which may double the floor area ratio at that site. Additionally, when the Park Place was built, the parcel was smaller and the floor area ratio was likely near 3:1. The ratio is less now because Park Street was abandoned and the Park Place purchased more land and expanded.

A Public Hearing was opened.

The following individuals addressed the Commission:

- Grant Parsons, 6936 Mission Ridge, non-city resident, city business owner, made comments in opposition
- Deb Lake, 1022 Lake Ridge Drive, made comments in support
- Bradley Matson, 415 E. Front Street, made comments in support
- Alison Beers, 1024 Fishers Run, non-city resident, city business owner, made comments in support
- Rick Korndorfer, 602 W 9th Street, made comments in support
- Mike Grant, 619 Webster Street, made comments in support
- T. Michael Jackson, 217 Sixth Street, made comments in opposition
- Gabe Schneider, city business owner, made comments in support

- Brenda Quick, 542 Fifth Street, made comments in opposition
- Lee Hornburger 6730 Mission Ridge, non-city resident, made comments in opposition
- Amelia Hasenohrl, 207 N Cedar Street, made comments in opposition
- David Petrol, 9988 Riley Road, made comments in opposition
- Suzannah Tobin, 502 Fifth Street, made comments in opposition
- Mary King, 666 Bay Hill Dr, made comments in support
- Pricilla Townsend, 150 Pine Street, made comments in opposition
- Lisa Point, 7580 Gingerwood Drive, made general comments
- Ellen Corkrin, 150 Pine Street, made comments in opposition
- Ann Rogers, 1236 Peninsula Drive, city resident speaking on behalf of NMEAC, made comments in opposition
- Bill Kirschke, 515 Fifth Street, made comments in opposition
- Eric Browning, 121 E 17th Street, made general comments
- Joel Mueller, 101 N. Park Street, made comments in support
- Paul Grundio, 2049 Aerohead Drive, made comments in opposition
- Kent Wood, 4323 Baywood Drive, representing the Traverse City Area Chamber of Commerce located at 202 E. Grandview Parkway made comments in support
- Katelyn Pentando, downtown resident, made comments in support
- Donna Hornburger, 3730 Mission Ridge, made comments in opposition
- Judy Nelson, 429 Garfield Ave, made comments in opposition
- Seamus Shinnors, 410 Seventh Street, made comments in opposition
- Rob Bacigalupi, DDA Executive Director, made general comments
- Jan Clelland, 211 W 12th Street, made comments in opposition
- Andrew Grawl, 532 Webster, made comments in support
- Jeffrey Turner, 150 Pine Street, made comments in opposition
- Patti Olsen, 1815 Wayne Street, made comments in opposition
- Stuey Zachs, 203 Wadsworth, made comments in opposition
- Blake Bernard, 1117 Willow Street, business owner at 216 E. Front Street, made comments in support
- Matt Nagelski, 804 ½ S. Union Street, made comments in support
- Kent Anderson, 429 S. Garfield Ave, made comments in opposition

The Public Hearing was closed.

Chairperson Serratelli stated that the project does not include an additional 32 studio dwellings that was brought up during public comment. Mr. Serratelli also stated that the City currently has plans showing a public boardwalk along the

Boardman River throughout downtown and the plans for a public boardwalk are not tied to this project.

Commission discussion included comments recognizing that growth and increased density is occurring in our community. Additional comments included that the setbacks, stormwater treatment best practices and riverfront vegetative buffer meet the ordinances and requirements. Comments were made indicating that the project does not meet conditions (a) "intended use of the area" as well as being "compatible and harmonious" and (g) "resulting in a coherent pattern and streetscape". Comments were made that indicated that when the 101 N. Park building, the Hardy parking deck and Radio Center buildings were built (that had been referred to during the public hearing to be within an appropriate scale for downtown) were controversial projects when they were constructed. Additional comments were made regarding the possible referendum. Currently, the applicant has a request before the Commission and the Commission is obligated to consider their request under the standards included within the zoning code. If a referendum is filed, that would be handled by the City Commission at a future date. An additional comment was related to concerns with constructing a building in the floodplain. Final comments were made that included the statement that 88% of the people who work in downtown do not work in downtown because they do not live in the city.

Motion by Commissioner Bergman, second by Commissioner Koebert, that the Planning Commission affirms and adopts the facts and findings in the Staff Report 15-SLUP-2 dated October 29, 2015 after its review and public hearing and that based on those facts and findings the General Standards in Section 1364.02 and each Specific requirement in Section 1364.08(m) have been met and therefore the request by Erik Falconer, Pine Street Development One, LLC for a Special Land Use Permit to allow for two taller buildings at 305 W. Front Street be recommended for approval with conditions to the City Commission.

Motion carried 7-2 (Commissioners Fleshman and Twietmeyer opposed).

- C. Consideration of a Site Plan Approval request by Erik Falconer, Pine Street Development One, LLC for the parcel commonly known as 305 W. Front Street (Action requested)

Mr. Soyring explained the process for Site Plan Review. The Planning Commission is acting as a zoning administrator when completing Site Plan Review. Mr. Soyring referred the Commission to review staff report titled 15-SPR-03. Staff finds that the standards included in Chapter 1366 have been met as well as the special

requirements for the C-4c District have also been met and is recommending approval with 14 conditions.

Commission discussion included that Site Plan Review is at a "higher level" than permit review and the conditions placed on the possible Site Plan Approval would be reviewed when the project is reviewed for permits administratively.

Two typos were edited in the staff report 15-SPR-03. On page 6, C-4b was corrected to read "C-4c." In addition, in condition 7, Front Street was corrected to read "Pine Street."

Motion by Commissioner Warren, second by Commissioner Koebert, that the request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review 15-SPR-03 for development of a mixed-use project at 305 W. Front Street be recommended for approval to the City Commission provided that the conditions listed in the Staff Report 15-SPR-03 are met.

Motion carried 9-0.

6. NEW BUSINESS- None.

7. CORRESPONDENCE – None.

8. REPORTS

- A.** City Commission - Commissioner Werner reported
- B.** Board of Zoning Appeals - Commissioner Bergman reported
- C.** Grand Traverse Commons Joint Planning Commission - Commissioner Serratelli reported.
- D.** Arts Commission- Commissioner Warren reported.
- E.** Planning Commission
 - 1. Master Plan Review Committee—Commissioners Bergman reported.
 - 2. Parking Regulation Committee- Commissioner Serratelli reported.
- F.** Planning Department—Mr. Soyring reported.
 - 1. Traverse City Place Plan Committee- Commissioner Koebert reported.
 - 2. Community Development/Economic Development- Mr. Soyring reported.

9. PUBLIC COMMENT

- Joe Sarafa, 3639 Market Place Circle, thanked the Commission for their consideration of the 305 W. Front Street request
- Ann Rogers, 1236 Peninsula Drive, made comments regarding solar use and planning for community resiliency related to climate change
- Dave Petrol, 9988 Riley Road, made comments related to solar rights

PLANNING COMMISSION
MEETING MINUTES
NOVEMBER 3, 2015
Page 15

- Penny Charlesworth, 4114 Robinhood Lane, city property owner, made comments related to being cautious of growth and development

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 11:13 p.m.

Date: December 1, 2015

Respectfully submitted,

Jan Warren ps

Jan Warren, Secretary

MINUTES
TRAVERSE CITY HUMAN RIGHTS COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 14, 2015
5:30 P.M.
County Committee Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Commissioners Hornberger, Mentzer, Johnson, McClellan, Nerone,
Nugent, and Stinnet
ABSENT: Commissioner Odgers and Nash
STAFF PRESENT: Kristine Bosley

1. APPROVAL OF THE MINUTES OF THE AUGUST 10, 2015 REGULAR MEETING

Motion by Commissioner Mentzer, second by Commissioner Nugent to approve the August 10, 2015 meeting minutes, with an amendment to correct the attendance of Commissioner Odgers

2. PUBLIC COMMENT

Ayla, foreign exchange student attending her first meeting

3. OLD BUSINESS

a. Traverse City Homeless Population

Reviewed comments from suggested changes from the City Clerk's Office. K. Bosley to revise changes and submit to County Clerk. Approved wording to be presented to Commission

b. Discussion regarding the Fall Educational Forum

Discussion ensued about the Fall Educational Forum

- Fall Forum - Educational to the public.
- Spring – Call to Action (follow up from Fall Forum)

4. NEW BUSINESS

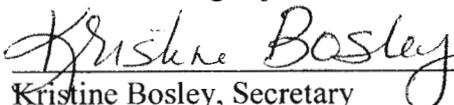
1. It was noted that Martin Luther King Day is January
2. With upcoming business the Human Rights Commission to select the Sara Hardy Award winner.

5. COMMISSIONER COMMENTS

Commissioner McClellan
Commissioner Nugent
Commissioner Stinnet

6. ADJOURNMENT

Motion by Commissioner Metzer, second by Commissioner Johnson to adjourn.
The meeting adjourned at 6:16 p.m.



Kristine Bosley, Secretary

10.14.2015

Date

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: September 30, 2015
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, C. Rueckert, W. Kuhn, J. Jenkins
ABSENT: J. Bussell
GUESTS:
STAFF: B. Postma

C. Rueckert called the regular meeting to order at 12:25 pm.

J. Jenkins participated via teleconference call.

Moved by W. Kuhn, seconded by W. Twietmeyer that the minutes of the August 26, 2015 regular meeting be approved.

Motion approved 4-0.

Warrant No. 593 in the amount of \$278,617.75 for Retirees Benefits for October 2015 was approved and signed by W. Kuhn and C. Rueckert.

Bob Hubbard of Gray & Company sent a report to the Board which was the investment performance analysis for the month ending August 31, 2015. The report included a total fund allocation by manager and executive summary table of investment manager performance and analysis. The Board was informed that with recent market turbulence the portfolio was very defensive and of high quality that the drop in market value was much less compared to the decline in the markets as a whole and was provided an updated market value as of September 28, 2015.

W. Kuhn and W. Twietmeyer gave a report to the Board regarding the session topics and items of interest at the most recent MAPERS Conference held at the Grand Traverse Resort. Copies of presentations will be sent out electronically to all the Board members.

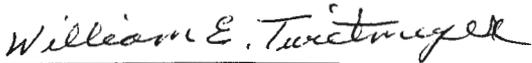
W. Twietmeyer commented on informal discussions he had with legal counsel regarding Board member participation via teleconferencing. A draft policy addressing the matter will come to the Board at its next meeting.

It was announced that Freeport made another capital call on September 11, 2015.

Moved by W. Kuhn, seconded by W. Twietmeyer to adjourn.

Motion approved 4-0.

Meeting adjourned at 12:40 pm


William E. Twietmeyer
Secretary/Treasurer

CITY OF TRAVERSE CITY

MEMORANDUM

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Quarterly Financial Report
Date: December 17, 2015

Attached is the Quarterly Financial Report for the first quarter ending September 30, 2015. Activity in each of the major fund categories appears to be consistent with prior years or with what has been budgeted in each fund.

There are exceptions that I will point out. First, even though no revenue is displayed for the first quarter of the fiscal year in the Road Commission Millage Street Fund, it should be noted that we received distribution of revenue in April of \$748,000 which was carried over into this fiscal year. Expenditures on various streets occurred later in the fall. Second, the Parking Services Fund has shown a large increase in revenue during the first quarter of this fiscal year compared to last year. Finally, the transfer of funds from the General Fund to the Capital Projects Fund did not occur in the first quarter but will be seen in the second quarter report.

Finally, the year end audit is complete and will soon be filed with the State of Michigan. The presentation of the audit results will take place at the City Commission study session scheduled for January 11, 2016.

Encl.

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

GENERAL FUND	BUDGET	BUDGET AMENDED	QUARTER				TOTAL				% TO DATE		
			1ST	2ND	3RD	4TH	1ST QTR	2ND QTR	3RD QTR	4TH QTR			
REVENUE													
Current	14,510,400.00	14,510,400.00	8,845,078.59							8,845,078.59			60.96%
Surplus	1,046,900.00	1,046,900.00	0.00							0.00			0.00%
Total	15,557,300.00	15,557,300.00	8,845,078.59							8,845,078.59			56.85%

EXPENDITURES	BUDGET	BUDGET AMENDED	QUARTER				TOTAL				% TO DATE		
			1ST	2ND	3RD	4TH	1ST QTR	2ND QTR	3RD QTR	4TH QTR			
Personnel	9,411,000.00	9,411,000.00	2,227,338.85							2,227,338.85			23.67%
Supplies	356,200.00	356,200.00	45,243.75							45,243.75			12.70%
Contractual	1,326,750.00	1,326,750.00	209,573.90							209,573.90			15.80%
Other	1,752,350.00	1,752,350.00	613,037.13							613,037.13			34.98%
Contingency	25,000.00	25,000.00	0.00							0.00			0.00%
Transfers	2,686,000.00	2,686,000.00	0.00							0.00			0.00%
Total	15,557,300.00	15,557,300.00	3,095,193.63							3,095,193.63			19.90%

WATER FUND	BUDGET	BUDGET AMENDED	QUARTER				TOTAL				% TO DATE		
			1ST	2ND	3RD	4TH	1ST QTR	2ND QTR	3RD QTR	4TH QTR			
REVENUE													
Current	3,780,000.00	3,780,000.00	1,293,917.84							1,293,917.84			34.23%
Surplus	0.00	0.00	0.00							0.00			0.00%
Total	3,780,000.00	3,780,000.00	1,293,917.84							1,293,917.84			34.23%

EXPENDITURES	BUDGET	BUDGET AMENDED	QUARTER				TOTAL				% TO DATE		
			1ST	2ND	3RD	4TH	1ST QTR	2ND QTR	3RD QTR	4TH QTR			
Treatmt Plant	1,270,000.00	1,270,000.00	324,151.86							324,151.86			25.52%
Distribution	1,116,500.00	1,116,500.00	215,826.30							215,826.30			19.33%
Utility Acct	478,900.00	478,900.00	103,703.92							103,703.92			21.65%
Contingency	914,600.00	914,600.00	0.00							0.00			0.00%
Total	3,780,000.00	3,780,000.00	643,682.08							643,682.08			17.03%

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

SEWER FUND	BUDGET	BUDGET	1ST	2ND	3RD	4TH	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	% TO
		AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	DATE		
REVENUE													
Current	7,327,000.00	7,327,000.00	1,845,626.45				1,845,626.45						25.19%
Surplus	0.00	0.00	0.00				0.00						0.00%
Total	7,327,000.00	7,327,000.00	1,845,626.45				1,845,626.45						25.19%

EXPENDITURES	BUDGET	BUDGET	1ST	2ND	3RD	4TH	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	% TO
		AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	DATE		
Treatmt Plant	5,422,000.00	5,422,000.00	813,696.61				813,696.61						15.01%
Distribution	845,500.00	845,500.00	194,634.96				194,634.96						23.02%
Utility Acct	962,700.00	962,700.00	211,134.64				211,134.64						21.93%
Contingency	96,800.00	96,800.00	0.00				0.00						0.00%
Total	7,327,000.00	7,327,000.00	1,219,466.21				1,219,466.21						16.64%

Road Comm. Mill.	BUDGET	BUDGET	1ST	2ND	3RD	4TH	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	% TO
		AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	DATE		
REVENUE	750,000.00	750,000.00	0.00				0.00						0.00%
EXPENDIT	750,000.00	750,000.00	0.00				0.00						0.00%

PARKING SYSTEM	BUDGET	BUDGET	1ST	2ND	3RD	4TH	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	% TO
		AMENDED	QUARTER	QUARTER	QUARTER	QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	DATE		
REVENUE	2,896,100.00	2,896,100.00	841,093.79				841,093.79						29.04%
EXPENDITURES													
Operating	2,896,100.00	2,896,100.00	356,693.18				356,693.18						12.32%
Contingency	0.00	0.00	0.00				0.00						0.00%
Total	2,896,100.00	2,896,100.00	356,693.18				356,693.18						12.32%

City of Traverse City
Quarterly Reports
Fiscal Year 2015-16

	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
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REVENUE	585,500.00	585,500.00	225,744.26				225,744.26				38.56%
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EXPENDITURES

Operating	585,500.00	585,500.00	186,925.87				186,925.87				31.93%
Contingency	0.00	0.00	0.00				0.00				0.00%
Total	585,500.00	585,500.00	186,925.87				186,925.87				31.93%

	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
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REVENUE

Current	2,780,000.00	2,780,000.00	749,353.31				749,353.31				26.96%
Surplus	0.00	0.00	0.00				0.00				0.00%
Total	2,780,000.00	2,780,000.00	749,353.31				749,353.31				26.96%

EXPEND	2,780,000.00	2,780,000.00	413,186.66				413,186.66				14.86%
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	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
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REVENUE											
Current	70,000.00	70,000.00	6,027.38				6,027.38				8.61%
Transfer In	1,335,000.00	1,335,000.00	0.00				0.00				0.00%
Prior Yr Surp	640,670.00	640,670.00	0.00				0.00				0.00%
Total	2,045,670.00	2,045,670.00	6,027.38				6,027.38				0.29%

EXPENDITURES	2,045,670.00	2,045,670.00	1,391,580.77				1,391,580.77				68.03%
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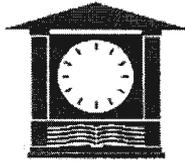
City of Traverse City
Quarterly Reports
Fiscal Year 2015-16

	MAJOR STREET		BUDGET				AMENDED				BUDGET				AMENDED				% TO DATE
	BUDGET	AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	
REVENUE																			
Reimburse	0.00	0.00	0.00				0.00							0.00				0.00%	
State Source	795,500.00	795,500.00	80,475.67				80,475.67							80,475.67				10.12%	
Int & Div	500.00	500.00	0.00				0.00							0.00				0.00%	
Transfer In	134,000.00	134,000.00	0.00				0.00							0.00				0.00%	
Prior Yr Sur	54,000.00	54,000.00	0.00				0.00							0.00				0.00%	
Total	984,000.00	984,000.00	80,475.67				80,475.67							80,475.67				8.18%	
EXPENDITURES																			
Personnel	395,000.00	395,000.00	56,689.08				56,689.08							56,689.08				14.35%	
Supplies	95,000.00	95,000.00	7,642.55				7,642.55							7,642.55				8.04%	
Contractual	95,000.00	95,000.00	32,032.40				32,032.40							32,032.40				33.72%	
Other	399,000.00	399,000.00	39,782.35				39,782.35							39,782.35				9.97%	
Total	984,000.00	984,000.00	136,146.38				136,146.38							136,146.38				13.84%	

	LOCAL STREET		BUDGET				AMENDED				BUDGET				AMENDED				% TO DATE
	BUDGET	AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	
REVENUE																			
Reimburse	0.00	0.00	0.00				0.00							0.00				0.00%	
Metro Auth	47,000.00	47,000.00	0.00				0.00							0.00				0.00%	
State Source	295,000.00	295,000.00	28,084.61				28,084.61							28,084.61				9.52%	
Transfer In	967,000.00	967,000.00	0.00				0.00							0.00				0.00%	
Total	1,309,000.00	1,309,000.00	28,084.61				28,084.61							28,084.61				2.15%	
EXPENDITURES																			
Personnel	583,000.00	583,000.00	107,231.08				107,231.08							107,231.08				18.39%	
Supplies	86,000.00	86,000.00	6,125.46				6,125.46							6,125.46				7.12%	
Contractual	50,000.00	50,000.00	0.00				0.00							0.00				0.00%	
Other	590,000.00	590,000.00	110,886.19				110,886.19							110,886.19				18.79%	
Total	1,309,000.00	1,309,000.00	224,242.73				224,242.73							224,242.73				17.13%	

City of Traverse City
 Quarterly Reports
 Fiscal Year 2015-16

TRUNK LINE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
State Source	299,500.00	299,500.00	10,726.02				10,726.02				3.58%
Int. & Div	200.00	200.00	0.00				0.00				0.00%
Reimburse	300.00	300.00	168.64				168.64				56.21%
Prior Yr Sur	0.00	0.00	0.00				0.00				0.00%
Total	300,000.00	300,000.00	10,894.66				10,894.66				3.63%
EXPENDITURES											
Personnel	90,000.00	90,000.00	2,352.81				2,352.81				2.61%
Supplies	45,000.00	45,000.00	0.00				0.00				0.00%
Contractual	30,000.00	30,000.00	5,775.00				5,775.00				19.25%
Other	135,000.00	135,000.00	6,550.58				6,550.58				4.85%
Total	300,000.00	300,000.00	14,678.39				14,678.39				4.89%



TRAVERSE AREA DISTRICT
LIBRARY

Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, October 15, 2015 at 5:30pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Gillman at 5:40pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary), Streit (Treasurer), Jones, Payne, and Kachadurian (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

2. Approval of agenda

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

3. Approval of minutes

It was MOVED by Marek, SUPPORTED by Kachadurian to approve the regular board meeting minutes of September 24, 2015 as distributed. Motion CARRIED.

4. Public Comment

Gillman opened the floor for public comment. There was none.

5. Reports and Communications

a. *Director Report*

Parsons confirmed her written report and added the following highlights:

- The Youth Services Department upgrade final furniture pieces are scheduled to arrive October 23rd. A public Open House is scheduled for November 7th.
- A ceremonial check in the amount of \$45K from the Friends of TADL was presented to Parsons for the Youth Services Department tween area upgrade. A recognition photo of the event was taken for historical and promotional purposes.
- TADL Director, Parsons; TADL Youth Services Coordinator, Lancaster; and Lawrence, Friends of TADL were presented with an appreciation plaque from Traverse City Area Public Schools for providing bussing and library orientation sessions to all 4th graders.
- Parsons noted that the bond interest payment was not brought before the board this month because it is now under \$25K and no longer requires board approval for payment.

b. *Financial Report*

Parsons confirmed her September 2015 revenue and expense reports and added the following highlights:

- Revenue – TADL has received 99.6% of the budgeted revenue. She believes that the remaining \$19,627 budgeted will be received, probably within the next month. A \$12K Renaissance Zone payment has been received and will be reflected in the October report. Parsons also confirmed that the large differences between 2014 and 2015 Fees and Services figures are due to the initial set-up fee from the Kalkaska County Library tech services contract received in 2014.
- Expenses – Personnel expenses are in line for this point in the year. Parsons feels TADL may expend slightly less than budgeted for retirement expenses this year. Recent Building and Maintenance fees included repair to the server room air conditioner unit and storm damage

repair to the clock tower as well the stump removal from a fallen tree following the storm. Expenses are forthcoming to replace an aging heat exchanger that has failed on the boiler unit. TADL expects that upgrading the self-check machines to accommodate the new credit card microchip technology will cost about \$12K and will come from the Equipment/Furniture/Software line item; however the Contingency Fund is available if necessary.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), reported that a Color Tour group arrived by steam engine on the tracks next to the library and brought approximately 500 to the town. Many visited the library during their brief stop and gave many compliments. FLPL will be providing hot chocolate and cookies during the local Scarecrow Festival and the FLPL Friends are providing a Christmas Celebration on December 6th. Kintner expressed her appreciation for all the TADL staff that stepped in and helped with program advertising and website maintenance during her very busy multiple-new-staff training period.
- Vicki Shurly, Director of Peninsula Community Library (PCL), confirmed her written report and discussed the current status of the recent controversial Record Eagle article about possible closure of one or more low enrollment TCAPS schools. These include Old Mission Peninsula School where PCL is located, Interlochen Public School, and the International School at Bertha Vos. Shurly has been in contact with school officials and community groups and reinforced that no decisions have been made. She also assured the public that if OMPS closed beginning with the 2015-2016 school year that PCL would still remain in operation. She also encouraged the community to attend public discussions as the school board seeks solutions.
- A written report from Renee Kelchak, Director of Interlochen Public Library, was included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had ~~not~~ met and discussed a proposal from the History Center to transfer its archives to TADL. A revised proposal was included in the board folders. Payne and Gillman requested that each board member review the revision and to communicate any concerns to the Facilities and Services Committee prior to the next committee meeting. The committee also discussed the roof project update. Parsons indicated that the site work was complete, conduit has been run, and wiring will begin next week.
- Finance Committee – Streit reported that the committee had met earlier in the day and heard a presentation from the MERS representative on two options to handle the unfunded pension liability. One is to keep the current MERS defined benefit contract terms, and the other is to modify the pension via a hard or soft freeze and/or continuing participation through a defined contribution plan. The committee felt that the first option would put TADL in a difficult financial position within 5 years whereas the defined contribution plan would be the prudent choice in diminishing TADL's liability risk. Kachadurian also noted that all members on both sides of the union negotiation team were present for the MERS presentation and all questions were answered at that time.
- Personnel Committee – did not meet
- Policy Committee – did not meet

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Parsons noted in Lawrence's absence that the Friends of TADL had a planning session the previous night, on October 14, 2015.

6. Presentation

Karrie Zeits, Counsel from Smith, Haughey, Rice & Roegge gave a presentation to the TADL Board on Millage Campaign Dos and Don'ts. She began with references to both the OAG 1987-88 No. 6423 (February 24, 1987) which states that "public funds may not be expended to influence the outcome of an election," and the Campaign Finance Act, which states, "A public body or an individual acting for a public body shall not use or authorize the use of funds, personnel, office space, computer hardware or software, property, stationary, postage, vehicles, equipment, supplies, or other public resources to make a contribution or expenditure or provide volunteer personal services that are excluded from the definition and contribution under Section 4(3)(a)."

Among many key presentation points, Zeits emphasized that, with regard to the upcoming millage, the TADL Board and Staff should provide factual information *only* and by law cannot express advocacy while they are being paid and/or representing TADL. Board members and staff can engage deeper into millage activity, *outside* of their employment/representation hours, if they choose.

Zeits provided answers to several questions from board members following the presentation. The board discussed various methods of disseminating information and Beasley recommended that Counsel review informational pieces when necessary. Streit suggested that staff also receive training on the topics presented. Zeits indicated that the board would be receiving additional detailed information on the millage process and parameters.

7. Old Business

a. Resolution Ballot Language

Zeits (Counsel) noted that paragraph 7 on page 1, should also include 'and City of Traverse City Clerks', so that the paragraph reads as follows:

"NOW, THEREFORE, BE IT RESOLVED that the Traverse Area District Library Board adopts and certifies the following millage ballot question language and directs the Board Secretary to submit it to the Leelanau County, Grand Traverse County, and City of Traverse City Clerks to be placed on the August 2, 2016 election ballot:"

It was MOVED by Kachadurian, with SUPPORT from Streit, to approve the Millage Ballot Question Language Adoption and Certification for Submission Resolution of October 15, 2015, along with the addition recommended by Zeits, as presented. A roll call vote was taken:

Jones – Aye	Payne – Aye
Kachadurian – Aye	Streit – Aye
Gillman – Aye	Marek – Aye
Beasley – Aye	

Motion CARRIED.

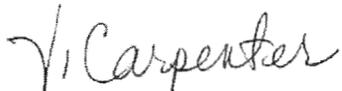
8. Public Comment

Gillman opened the floor for public comment. The following people addressed the board: Pat Thompson, Interlochen Public Library (IPL) Board President, noted that the decision for a possible Interlochen Elementary School closure would affect the Interlochen Public Library. IPL hosted a new *Five To One* program and the annual children's Christmas Party is scheduled for December 4, 2015.

9. Adjournment

Upon a motion by Streit, with support from Marek, President Gillman adjourned the meeting at 6:44pm.

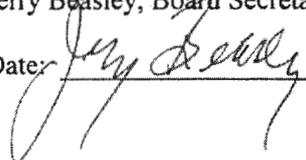
Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote,

Jerry Beasley, Board Secretary

Date:  11-19-15



MONTHLY OPERATING REPORT

TO: Martin Colburn, Traverse City Manager
John Divozzo, Grand Traverse County

COPY: Grand Traverse County Board of Public Works
Traverse City Commission
Kevin Dahl, CH2M, Regional Business Manager
Dave Green, Director of Public Services

FROM: Elizabeth Hart, Project Manager

DATE: December 9, 2015

SUBJECT: Monthly Operations Report for November 2015

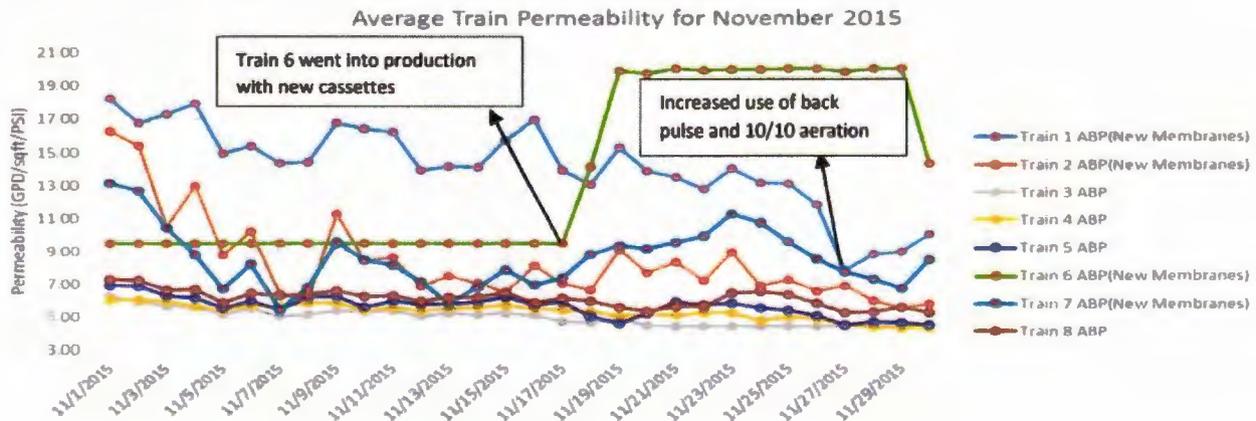
Attached to this report are the following items: a financial summary of the TCRWWTP and the Septage Facility, November's report to the state which has been electronically submitted, and November's monthly loadings for each Township within Grand Traverse County, the Septage facility and the City, a map of the membrane trains, and a map of the membrane train gates (membrane gate replacement is #786 in the City's capital improvement program).

TRAVERSE CITY

OPERATIONS AND PROJECTS

The Treatment Plant was in full compliance through the month of November.

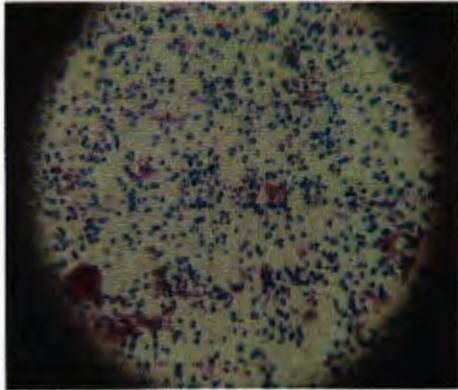
Permeabilities of all membrane trains in service in the month of November are illustrated in the graph below. We have completed the installation of three new trains of membrane cassettes, and we have added isolation valves to the pressure sensors on each membrane train so the accuracy of the sensors can be validated and calibrated as needed to provide reliable data. In December, Windemuller will begin the validation, and calibration of the pressure sensors, and flow meters on each membrane train. We will perform testing on the new membranes once all calibrations and mechanical inspections have been completed.



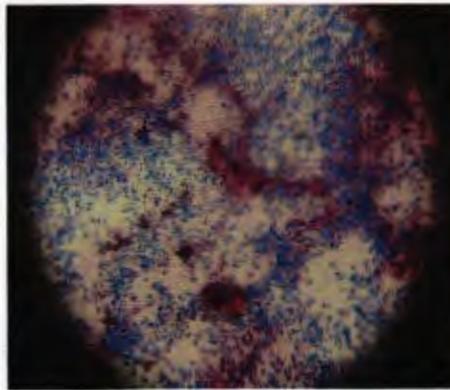
We are currently experiencing an outbreak of comma shaped Gram positive bacteria (CSGPB). Earlier this year, we had observed a decrease in the CSGPB in our biomass in relation to adding an Aquafix food supplement to the aeration basin. To determine that the food supplement was the variable reducing the population of CSGPB in our biomass, we discontinued its addition and observed a corresponding increase in the CSGPB population. In mid-October, we started to add the food supplement to the aeration basin again, and observed that the population of CSGPB has continued to increase. (Please refer to the pictures below) The biology can take some time to respond, so we will continue feeding the food supplement to the aeration basin for an additional month while regularly monitoring our biomass.

Started Feeding the Food Supplement on October 17th
Comma Shaped Gram Positive Bacteria Photos

11-13-15



12-2-15



We have contacted Dr. Glen Daigger at the University of Michigan and asked him to develop a proposal outlining the scope of a graduate study focused on the presence of comma-shaped Gram positive bacteria in the plant's biomass. The study is tentatively scheduled to begin in the fall of 2016, and will be conducted over approximately 18 months. We believe this is an important step toward addressing this unique operations challenge while adding value to our services and fostering good faith in our relationship with the City and the community.

The table on page 3 contains the diagnostic flow test results for trains tested in November. Conditions under which the membranes operate are always changing. The temperature of the water, concentration of mixed liquor, the biological composition of the mixed liquor, elapsed time since last recovery or maintenance clean, back pulsing frequency and the mechanically components involved in permeation are some of the dynamic variables that effect train performance. We perform this diagnostic test to understand how our membranes are performing, evaluate the need for preventive or corrective measures and better understand how we can optimize their performance. Optimization measures may include modifying our standard operating procedure, cleaning frequencies and use of the back-pulse mode. While experiencing an increase in the population of comma shaped gram positive bacteria in our biomass, we are back-pulsing all of the membrane trains and increasing the frequency of scour aeration at the membranes as needed to maintain TMPs greater than a -7.00. We are able to permeate at a rate great enough to meet the demands of the incoming flow, and produce an effluent that, for many parameters, outperforms permit requirements and maintain full compliance. We have not had to use the gravity belt concentrator diversion pipe since last fall.

November's Diagnostic Flow Test Results

PLANT PEAK HOURLY FLOW DESIGN IS 17 MGD				
(1476gpm/Train with 8 Trains in service and 1686 gpm/Train with 7 Trains in service)				
Train	GPM	Transmembrane Pressure (TMP=-.50 to -6.99 is the target range)	Temp	Date
1*	1737	-3.65	64	11-5-15
6	1875	-1.83	58	12-1-15

We have begun the use of GE's Data Acquisition System known as "Insight". This system will improve our membrane monitoring capabilities, and more readily provide historical data.

Synagro has completed the last biosolids haul of the year.

Maintenance

- On 11-20-15, Trains 3 and 4 experienced an abnormal shutdown. We were able to troubleshoot the PLC schematics and track the source of the shutdown to a blown fuse. We replaced the fuse and the trains went back into normal operation. Moments later, the membrane building switched over to generator power. We checked the yard breaker and it was not tripped. We then started to investigate the tie breaker between the line power and the generator power when the building switched back to line power. We are unsure what triggered the transfer from line power to generator power, and then the transfer back to line power. We are having Windemuller investigate the cause. The Trains have been operating as they should since this event.
- We have received the drawings for the new screw pump body from Lakeside, and are verifying the measurements.
- Maintenance is preparing the gear box for screw pump #1 to be shipped out for inspection, before the new screw body is installed.
- Train 8's turbidity meter has been repaired and is reading accurately.
- We installed a new turbidity meter for trains 1 and 2, and new sensors were installed for both trains.
- Front Street Lift Station's electrical conduit was repaired.
- We replaced the belt on the Gravity Belt Concentrator.
- We repaired the drip trap for digester 5.
- Cummings Bridgeway performed annual servicing on all generators.
- We painted the floor in the Sieve Drum concentrator room, the ADP pump room, the Gravity Belt Concentrator room and the Fine Screen Building.

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Membrane Replacement	GE corrected Train 1's Issue, and tested its performance. Train 1 is now operated as designed. New cassettes installed this year will not have elevation Issue Train 1's cassettes had. Completed the installation of the three new trains of membranes.
Comma Shaped Gram Positive Bacteria(CSGPB)	CH2M is adding a food supplement to try and outcompete the comma shaped Gram positive bacteria with more desirable microorganisms. CH2M is talking with professors at the University of Michigan about the possibility of a graduate student studying the Issue starting in the Fall of 2016
Mixing in the Aeration Basin is in adequate leading to solids buildup in corners, under pipes and along tank walls-maybe variable in growing Coma Shaped Gram Positive	CH2M recognized problem changed position, and angle of mixers in the basin. Mix problem areas weekly with compressed air system constructed from PVC by maintenance Dept. Continue to Monitor solids depth in problem areas for effectiveness of solutions.-On Going
Compressed Air Backup needed for Membrane Building	Compressed air is vital to the proper operation of our membrane system. Failure of the air compressors could result in an inability to permeate. We have two compressors in the Membrane Building, but wanted to add additional backup. CH2M developed a strategy to get the compressed air from the screw compressors in the administration building to the membrane building for use in emergency. CH2M has implemented the plan.-Complete CH2M will further this effort to include a connection that will allow the City's portable air compressor to be used as a third backup.-On going
Phoenix Odor Control System	Canisters were replaced-Complete
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. This recommendation is included in the 5 yr. Capital Improvement Plan for the next three years.(Capital Improvement #893) The screw pump project was approved, and CH2M has ordered the screw pump-Arrival is 16 weeks out.
The Membrane Gates need Replacing	City Commission approved the replacement of 4 Membrane gates in 2014. CH2M ordered the gates in 2014. Two of the gates have been installed. Two gates are on site and will be replaced in December. In 2015, the purchase of 4 additional gates was approved, and CH2M has ordered the gates. (Capital Improvement #786)
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and falls often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in year 2016 of the City's 5 year capital Improvement Plan.(Capital Improvement #894)
TBA Lift Station Pumps, Check Valves, Pump pit needs reconditioning.	Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2M recommends replacing the pumps, check valves and relining the pump pit. The TBA Lift Station Project was approved. CH2M has ordered the replacement pumps and started lining up a contractor for the electrical work. (Capital Improvement #892)

IPP

We inspected Munson Support Services.

We received Gourdie Frasier's final report regarding the high pollutants at the Munson Medical Center Outfalls, last year. The report recommends that Munson clean the sampling manhole at Outfall-001b twice per year, to keep the sediment from building up and that the grease interceptor at Outfall-003 may be undersized. We will speak directly with Munson about this report during our annual inspection scheduled for December 15th.

We performed an inspection at Rare Bird Brew Pub (Which is a Light Industrial User). After touring the facility we made the following recommendations: add secondary containment for the chemicals on site, use citric acid rather than phosphoric acid for cleaning, and keep records documenting their grease trap cleanings.

We inspected the Parlor, a new brewery in town, and found that there is no need to regulate them at this time because there is no permanent infrastructure in place, and the batches they brew are no greater than 15 gallons.

GRAND TRAVERSE SEPTAGE FACILITY

GTSF ITEMS OF IMPORTANCE

GTSF Action Items	Status
Bio-Filter Media Replacement	Work completed and should be budgeted for on a 7 year basis.
ATAD Tank Cleaning	Completed and should be budgeted for every 5-7 years.
Pump Pulling Capabilities Needed	CH2M purchased a gantry and chain for pulling pumps at the Septage Facility. [Complete]
SNDR Pump Seal is Leaking	CH2M has modified operations and seal is no longer leaking. Purchased pump seal will be added to spare parts inventory to be used in the future. [Complete]
Grit Removal	CH2M recommends monthly cleaning of Unloading Bay's Rock Trap and floor drains. To prevent grit from getting into downstream vessels, and equipment. CH2M recommends cleaning the grit out of the Influent Equalization basin and Post Equalization basin. (Scope of work, and related quotes to be presented to BPW) CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2016 with grit removal system to be installed per engineering study in 2017.
Fine Screens Modification Needed to remove rags and not impede forward flow	CH2M has developed a modification strategy, and budget included in 5 yr. Capital Improvement Plan for 2016.
Pumps are Aging	CH2M looking into having wear plates machined. Pump Replacement Included in 5 Year Capital Improvement plan. (2016-2019) CH2M looking at operational solutions to reduce amount of grit getting to pumps. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2017 with grit removal system to be installed per engineering study in 2018.
Modification to Foul Air	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan for 2017.
Rock Trap for Grease Pump-Needed to protect pump from large debris	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr. Capital plan for 2018.
Bio-solids Load Out Pipe Needed	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio-solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan for the facility in 2019.
Sludge Storage Capacity	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.(2019)

Operations

The daily average effluent BOD loading for the month of November was 7.51 lbs. BOD/day.

We have developed a scope of work for the annual Influent Equalization Tank grit cleaning project, and obtained related quotes. We will summarize this information and then present it to the BPW with our recommendation.

We observed an average unloading time for the haulers in November to be 13.6 minutes, with an average unloading rate of 151 gpm. We have attached pictures below depicting the general condition of the unloading bays. We clean the bays twice a day.

West Unloading Bay



East Unloading Bay



Maintenance

The Unloading Bays' exhaust fans are not operating in the auto mode because of two faulty CO detectors. New CO detectors and sensors have been ordered and will be installed upon arrival.

Windemuller is working on calibrating the ATAD level sensors, and the ORP probe, and the SNDR pH probe.

Other

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. The costs included in the table are rough estimates. We are currently or have already developed a scope of work for each project recommended for the 2015/2016 contract year, and will obtain competitive bids pertaining to that scope of work. When we have the bids in place we will present the Board of Public Works with the scope of work and related bids. **This table has been updated as of October 2015.**

Septage 5 year Capital Improvement Recommendations		
Contract Year	Project	Estimated Cost
2015/2016	Modify Fine Screens and Compactor	\$18,000
2015/2016	Grit Removal Feasibility Study	\$12,000
2015/2016	ATAD Tank Cleaning and Inspection- Complete	\$40,000
2016/2017	Modify Foul Air System	\$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2016/2017	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2017/2018	Install Rock Trap on Grease Load Out Line	\$18,000
2017/2018	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2017/2018	Grit Removal System (Requires Feasibility Study)	TBD
2018/2019	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2018/2019	Sludge Storage Feasibility Study	\$10,000
2018/2019	Replace East & West Load Out Rock Traps	\$65,000
2019/2020	Sludge Storage Expansion	TBD
2019/2020	Sludge Load Out Line	\$7,500
2019/2020	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000

Traverse City Regional Waste Water Treatment Plant 2015-2016

EXPENSE CATEGORY	NOV-15			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 16,725.83	\$ 5,485.65	\$ 11,240.18	\$ 200,710.00	\$ 191,434.64	\$ 9,275.36
CLIENT PLANT & EQUIP	\$ 9,583.33	\$ 24,818.87	\$ (15,235.54)	\$ 115,000.00	\$ 135,130.30	\$ (20,130.30)
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ 437.50	\$ 312.50
EDUCATION, TRAINING, MEETINGS	\$ 521.67	\$ 292.31	\$ 229.36	\$ 6,260.00	\$ 9,097.36	\$ (2,837.36)
ELECTRICITY	\$ 40,400.00	\$ 33,836.22	\$ 6,563.78	\$ 484,800.00	\$ 487,118.41	\$ (2,318.41)
EMPLOYEE EXPENSE	\$ 789.21	\$ 1,422.92	\$ (633.71)	\$ 9,470.55	\$ 11,888.10	\$ (2,417.55)
INSURANCE	\$ 2,902.28	\$ 2,535.40	\$ 366.88	\$ 34,827.36	\$ 33,382.86	\$ 1,444.50
LABOR	\$ 68,859.47	\$ 42,011.31	\$ 26,848.16	\$ 840,085.52	\$ 776,160.38	\$ 63,925.14
OPERATING EXPENSES	\$ 9,942.17	\$ 13,130.67	\$ (3,188.50)	\$ 119,995.58	\$ 130,828.70	\$ (10,833.11)
OUTSIDE SERVICES	\$ 2,166.67	\$ 9,834.85	\$ (7,668.18)	\$ 26,000.00	\$ 35,363.72	\$ (9,363.72)
SOLIDS HANDLING	\$ 570.00	\$ 654.24	\$ (84.24)	\$ 168,340.00	\$ 183,906.88	\$ (15,566.88)
SUPPLIES	\$ 916.67	\$ 2,568.25	\$ (1,651.58)	\$ 11,000.00	\$ 13,729.43	\$ (2,729.43)
TELECOMMUNICATIONS	\$ 850.00	\$ 831.17	\$ 18.83	\$ 10,200.00	\$ 10,036.82	\$ 163.18
TRAVEL COSTS	\$ 1,847.26	\$ 3,015.11	\$ (1,167.85)	\$ 22,167.08	\$ 26,651.63	\$ (4,484.54)
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 505.50	\$ 707.00	\$ 14,550.00	\$ 11,294.87	\$ 3,255.13
TOTALS	\$ 157,349.56	\$ 140,942.47	\$ 16,407.09	\$ 2,064,156.10	\$ 2,056,461.59	\$ 7,694.51
REPAIRS	\$ 9,583.33	\$ 26,095.82	\$ (16,512.49)	\$ 115,000.00	\$ 136,184.02	\$ (21,184.02)

Cost

\$19,530.00

\$1,864.99

Top Repair Expenses

CONTINENTAL CARBON GROUP -
Replacement Carbon Canisters for
Phoenix Odor Control Building

TELEDYNE INSTRUMENTS INC-Repair of
Two Teledyne Isco Sampler Control Panels

Grand Traverse Septage Facility 2015-2016

EXPENSE CATEGORY	NOV-15			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 120.00	\$ 828.90	\$ (708.90)	\$ 1,440.00	\$ 2,592.43	\$ (1,152.43)
CLIENT PLANT & EQUIP	\$ 833.33	\$ 3,886.76	\$ (3,053.43)	\$ 10,000.00	\$ 12,877.20	\$ (2,877.20)
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ 32.08	\$ 22.92
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ 456.60	\$ 326.15
INSURANCE	\$ 317.05	\$ 154.30	\$ 162.75	\$ 3,804.62	\$ 2,975.22	\$ 829.40
LABOR	\$ 9,659.03	\$ 6,883.09	\$ 2,775.94	\$ 117,840.16	\$ 114,084.64	\$ 3,755.52
OPERATING EXPENSES	\$ 977.56	\$ 3,182.39	\$ (2,204.83)	\$ 11,814.56	\$ 17,108.16	\$ (5,293.60)
OUTSIDE SERVICES	\$ 5,700.00	\$ 8.40	\$ 5,691.60	\$ 68,400.00	\$ 39,908.40	\$ 28,491.60
SOLIDS HANDLING	\$ 500.00	\$ -	\$ 500.00	\$ 30,300.00	\$ 31,782.52	\$ (1,482.52)
SUPPLIES	\$ 16.67	\$ 368.55	\$ (351.88)	\$ 200.00	\$ 1,013.49	\$ (813.49)
TELECOMMUNICATIONS	\$ 96.00	\$ 100.93	\$ (4.93)	\$ 1,152.00	\$ 1,050.78	\$ 101.22
TRAVEL COSTS	\$ 110.58	\$ -	\$ 110.58	\$ 1,327.00	\$ 774.08	\$ 552.92
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ 109.38	\$ 78.13
TOTALS	\$ 18,415.66	\$ 15,413.32	\$ 3,002.34	\$ 247,303.59	\$ 224,764.99	\$ 22,538.60

REPAIRS	\$ 833.33	\$ 4,185.22	\$ (3,351.89)	\$ 10,000.00	\$ 14,010.35	\$ (4,010.35)
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Cost

\$3,501.00

Top Repair Expenses

GANTRY AND CRANE FOR THE GAND
TRAVERSE SEPTAGE FACILITY

TCWWTP DMR SUMMARY NOVEMBER 2015

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
No Discharge						
Flow	4,296	MGD	****	****	Daily	Report Total Daily Flow
50050 Final Effluent (1)	(Report) Maximum Monthly Average		****	****	Daily	Report Total Daily Flow
Total Suspended Solids (TSS) 00530	<36	lb/day	<1	<1	3X Weekly	24-Hr Composite
Prior to Disinfection (8)	2100 Maximum Monthly Average		****	Maximum 7-Day Average	3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80082	<72	lb/day	<2	<2	3X Weekly	24-Hr Composite
Prior to Disinfection (8)	1800 Maximum Monthly Average		****	Maximum 7-Day Average	3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00665	8	lb/day	0.2	0.3	3X Weekly	24-Hr Composite
Prior to Disinfection (8)	36 Maximum Monthly Average		****	(Report) Maximum Daily	3X Weekly	24-Hr Composite
Total Mercury 71900	*G	lb/day	*G	*G	Quarterly	Calculation
Final Effluent (1)	(Report) Maximum Monthly Average		****	(Report) Maximum Daily	Quarterly	Calculation
Total Silver 01077	<0.02	lb/day	<0.50	<0.50	Weekly	24-Hr Composite
Prior to Disinfection (8)	0.38 Maximum Monthly Average		****	(Report) Maximum Daily	Weekly	24-Hr Composite
Fecal Coliform 74055	****	****	<1	<1	3X Weekly	Grab
Final Effluent (1)	****	****	200	400	3X Weekly	Grab
			Max Monthly Geometric Mean	Max 7-Day Geometric Mean		

CBOD5 Minimum % Removal 80091	Sample Measurement	99	99	Monthly Calculation
Percent Removal (K)	Permit Requirement	85	(Report) Minimum Daily % Removal	Monthly Calculation
Total Suspended Solids Minimum % Removal 81011	Sample Measurement	100	100	Monthly Calculation
Percent Removal (K)	Permit Requirement	85	(Report) Minimum Daily % Removal	Monthly Calculation
pH 00400	Sample Measurement	7.2	7.6	3 Weekly Grab
Final Effluent (1)	Permit Requirement	6.0	9.0	3 Weekly Grab
Disolved Oxygen 00300	Sample Measurement	8.7	3 Weekly Grab
Final Effluent (1)	Permit Requirement	4.0	3 Weekly Grab

General Report Comments

Mercury's monitoring frequency is quarterly and was sampled and reported in October 2015. The *G code was entered for this month.

Township and City Loadings 2015-2016

* We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Twp BOD concentration.

BOD Loadings in pounds per day	Limit owned	Concentrations (mg/L) Used to Calculate Loadings 2015-2016												
		Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	
Blair	404	45	45	37	36	35	0	0	0	0	0	0	0	0
Garfield Twp	3824	3204	3188	3323	3086	3205	0	0	0	0	0	0	0	0
Elmwood Twp	780	478	473	482	351	419	0	0	0	0	0	0	0	0
East Bay Twp	1309	684	764	671	645	582	0	0	0	0	0	0	0	0
Acme Twp	1557	627	531	498	443	409	0	0	0	0	0	0	0	0
Peninsula Twp	406	103	88	76	61	69	0	0	0	0	0	0	0	0
Septage	0	14	11	11	15	8	0	0	0	0	0	0	0	0
City	12120	3878	4768	3722	2842	3003	0	0	0	0	0	0	0	0
Total		9130	9867	8820	7589	7739	0	0	0	0	0	0	0	0

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City

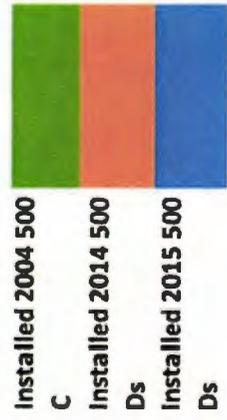
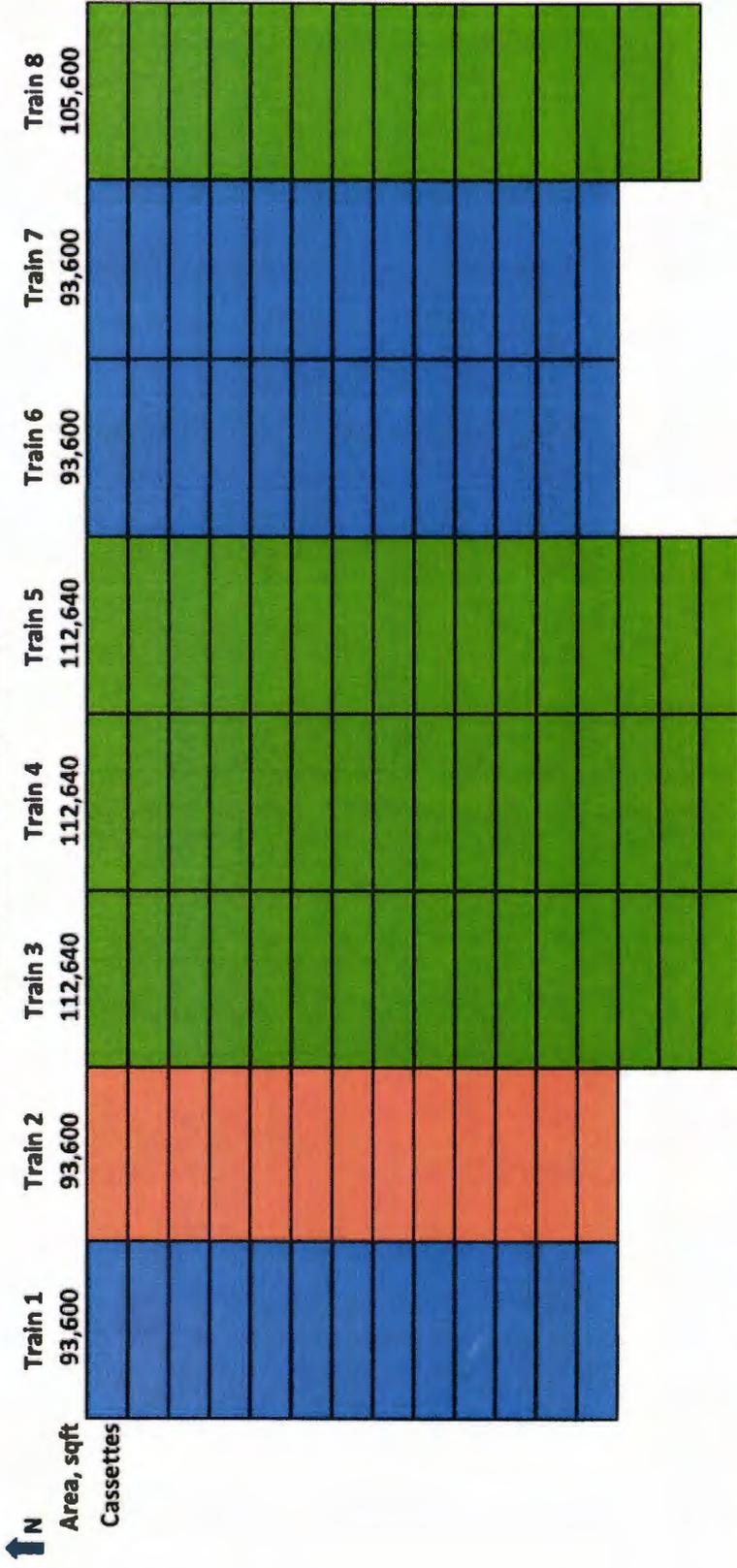
Concentrations (mg/L) Used to Calculate Loadings 2015-2016

Plant	Grand Traverse Septage Facility Loadings (lbs/day) 2015-2016											
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Garf 1 Lift Station	224	231	219	206	216	0	0	0	0	0	0	0
Garf US 31 meter	261	296	305	289	284	0	0	0	0	0	0	0
Garf 6th St meter	328	278	305	314	324	0	0	0	0	0	0	0
Elmwood LS	194	243	184	198	171	0	0	0	0	0	0	0
East Bay LS	274	283	281	241	250	0	0	0	0	0	0	0
Bunker Hill	285	297	270	308	280	0	0	0	0	0	0	0
Acme	264	229	220	246	214	0	0	0	0	0	0	0
Peninsula LS	245	218	226	198	246	0	0	0	0	0	0	0
Average BOD Concentration	182	172	144	147	144	0	0	0	0	0	0	0

Plant	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Septage	14	11	11	15	8	0	0	0	0	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings.

TCWWTP MEMBRANE TRAIN MAP 2015



Fractile Emergency Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 11/01/2015 AND 11/30/2015; AND Call Types IS Intercept OR Prehospital;
AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zones IS TRAVERSE CITY, CITY OF-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
Negative Times				
-6	6	6	6.00%	6%
00:00 - 00:59	3	9	3.00%	9%
01:00 - 01:59	2	11	2.00%	11%
02:00 - 02:59	5	16	5.00%	15%
03:00 - 03:59	8	24	8.00%	23%
04:00 - 04:59	22	46	21.00%	44%
05:00 - 05:59	20	66	19.00%	63%
06:00 - 06:59	13	79	13.00%	76%
07:00 - 07:59	6	85	6.00%	82%
08:00 - 08:59	14	99	13.00%	95%
09:00 - 09:59	1	100	1.00%	96%
10:00 - 10:59	1	101	1.00%	97%
11:00 - 11:59	1	102	1.00%	

98%

12:00 - 12:59

2

104

2.00%

100%

Total Calls:

104

RescueNet™

Printed on: 12/8/2015 at 6:54:37PM

Page 1 of 1

\\NFH-PINPNT\RESCUENET\REPORTS32\CUSTOM\JOHNBAKER\FRACTILE EMERGENCY RESPONSE TIMES.RPT