



Notice
City Commission Regular Meeting

7:00 pm

TUESDAY, January 19, 2016

Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
Posted and Published: 01-14-16

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

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

- a. Consideration of approving minutes of the City Commission meetings of January 4, 2016, and January 11, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)

- b. Consideration of enacting an amendment to the Traverse City Code of Ordinances, Clarification of Transient Merchant Civil Infraction, which would adjust the fine for violations of the Transient Merchant Ordinance to be the same as the fine for violations of the Mobile Food Vending Ordinance. (Enactment recommended) (Marty Colburn, Benjamin Marentette)
- c. Consideration of accepting the Fiscal Year 2014/2015 Audit. (Acceptance recommended) (Marty Colburn, William Twietmeyer)
- d. Consideration of declaring two dump trucks surplus and authorizing a purchase order for their replacement, with one truck for Streets Division operational use and the other truck for Water Division operational use, which is a scheduled purchase. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing a consultant agreement for construction document, construction management and schematic design services associated with creating a weather-protected area for customers and create additional work area for staff at the Hardy Parking Garage. (Approval recommended) (Marty Colburn, Timothy Lodge, Rob Bacigalupi) (5 affirmative votes required)
- f. Consideration of adopting two resolutions regarding a street vacation request from Grand Traverse Area Catholic Schools and scheduling a public hearing for Tuesday, February 16, 2016. (Adoption recommended) (Marty Colburn, Russell Sorying)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

None.

4. New Business

- a. Consideration of authorizing the letter of agreement for the 2016 and 2017 National Cherry Festival events, outlining their use of city personnel and resources, with final permits to be authorized by the City Clerk. (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)

5. Appointments

- a. Consideration of approving the recommendation of a representative from the Parks and Recreation Commission to serve on the Arts Commission. (Marty Colburn, Katie Zeits)
- b. Consideration of re-establishing the City Commission Ad hoc Committee regarding Administration of the Garage Fund. (Marty Colburn, Mayor Pro Tem Ross Richardson)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.

1. Reports from members of the Commission serving on boards.
 2. Minutes of the Act 345 Retirement System meeting of October 28, 2015.
 3. Minutes of the United States Coast Guard City Committee meeting of December 3, 2015.
 4. Minutes of the Human Rights Commission meeting of November 9, 2015.
 5. Minutes of the Planning Commission meetings of December 1, 2015 and December 15, 2015.
 6. Minutes of the Joint Planning Commission and Parks and Recreation Commission meeting of December 15, 2015.
 7. Annual Report from the Planning Commission for 2015.
 8. Quarterly Report from the Code Enforcement Officer.
- e. Reports and correspondence from non-City officials.
1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for December 2015.

7. Public Comment

- a. Reserved.

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

8. Adjournment

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

k:\tcclerk\city commission agendas\2014\agenda_20140505



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: ^{man}MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- January 4, 2016 Regular Meeting
- January 11, 2016 Study Session

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

that the minutes of the January 4, 2016, Regular Meeting, and the January 11, 2016, Study Session, be approved.

MC/slm

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
January 4, 2016



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 Carruthers presided at the meeting.

2. Consent Calendar

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

- a. the minutes of the December 21, 2015, Regular Meeting, be approved.
- b. that an amendment to the Traverse City Code of Ordinances, Section 863.17, Civil Infraction, which would align the fee for those violating the ordinance with other ordinance violation fees, be introduced and scheduled for possible enactment on January 19, 2016.
- c. a 2002 Freightliner FL80 truck be declared surplus and the City Manager be authorized to issue a purchase order to Altec Industries in the amount of \$295,152 for a 2017 Western Stare 4700SB cab and chassis with an Altec Model D4055B Digger/Derrick and five year extended warranty period, with funds available in the Garage Fund.

- d. the City Commission officially establishes the Public Arts Trust Fund with such Fund to have revenues of \$35,000 and expenses at \$35,000 for the current fiscal year.
- e. the Mayor and City Clerk execute a two-year agreement with Manpower International, Inc. (d/b/a Manpower) for temporary staffing services at the rate of 36% above mark-up, with the agreement to expire January 3, 2018, with funds available in the respective departmental budgets, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of authorizing an agreement with Traverse Area Rowing Club for the placement of a fence and rowing programming at Hull Park.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Howe, that the Mayor and City Clerk execute a three-year agreement with Traverse Area Community Rowing for it to provide community rowing programming at Hull Park and to construct a fence, with terms consistent with the documentation submitted with the packet materials for the January 4, 2016, City Commission meeting, subject to further review by the City Manager and City staff; and that the City Manager be authorized to renew the agreement for one subsequent three-year term at the City Manager's discretion, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – expressed support

Dr. Nancy Rye, 2465 Carroll Road, Peninsula Township – made general comments

Bridget Green, 304 Waxwing Drive, East Bay Township – expressed

support

Dustin Ordway, 3055 Shorewood, Peninsula Township - Traverse Area
Community Rowing Club Chairman – made general comments

Benjamin Marentette, City Clerk

CARRIED unanimously.

3(b).

Consideration of enacting an amendment to the Traverse City Code of Ordinances which would increase the impervious surface limit for schools, as recommended by the City Planning Commission.

The following addressed the Commission:

Marty Colburn, City Manager

Russell Soyring, City Planning Director

Moved by Shamroe, seconded by Howe, 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, which was introduced on December 21, 2015, be enacted with an effective date of January 14, 2016.

Timothy Lodge, City Engineer

Scott Jozwiak, Project Engineer for Grand Traverse Area Catholic Schools

Mike Buell, 3848 Parker Place, Garfield Township, Grand Traverse Area
Catholic Schools Superintendent – expressed support

T.J. Andrews, 619 Webster Street, The Watershed Center – made general
comments

Jody Bergman, 110 Boughey Street – expressed support

Pat Heintz, 580 Hidden Valley, Peninsula Township, City business owner,
Grand Traverse Area Catholic Schools – made general comments

Joel Myler, 403 Sixth Street – expressed support

Lauren Tribble-Laucht, City Attorney

Roll Call:

Yes - Howe, Lewis, Shamroe, Werner, Richardson, Carruthers.

No - Haas.

CARRIED.

4. New Business

4(a).

Consideration of a request from Commissioner Gary Howe for the City Commission to consider an ordinance amendment that would allow flashing, rotating and intermittent lights on certain marquees; and consideration of referring the request to staff for a recommendation by February 1, 2016.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk

Moved by Howe, seconded by Shamroe, that the request from Commissioner Howe regarding running, blinking and rotating lights on marquees, be referred to staff for a report and recommendation at the February 8, 2016, Study Session.

Rick Buckhalter, 932 Kelley Street – made general comments
Deb Lake, 1022 Lake Ridge Drive, Traverse City Film Festival Executive Director – expressed support
Len Price, 4313 Ridgemoor Drive, Garfield Township – expressed support

Roll Call:

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

No - Richardson.

CARRIED.

4(b).

Presentation by City Clerk Benjamin Marentette of the 2015 *Performance Document*, which overviews a variety of accomplishments by the City of Traverse City.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Marty Colburn, City Manager

5. Appointments

None.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the Traverse City Light and Power Board meeting of October 27, 2015, and November 24, 2015.
 3. Minutes of the Traverse City Arts Commission meeting of November 18, 2015.

- 4. Minutes of the United States Coast Guard Committee meetings of November 5, 2015, and November 19, 2015.
- e. Reports and correspondence from non-City officials.
 - 1. Minutes of the Traverse Area District Library Board of Trustees meeting of November 19, 2015.

7. Public Comment

The following addressed the Commission:

- 1. Reserved.

Ty Schmidt, representing Norte! regarding the unveiling of “Winter Walk Wednesdays,” a community-wide celebration of people – big or small – walking to work, school or just for fun in Traverse City.

- 2. General.

Adam Devaney, 1488 McGregor Way, Grawn

- 3. Mayor and City Commissioners.

Benjamin Marentette, City Clerk
Marty Colburn, City Manager
Commissioner Amy Shamroe
Mayor Jim Carruthers

8. Adjournment

There being no objection, Mayor Carruthers declared the meeting adjourned at 9:20 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Study Session
January 11, 2016

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 (departed at 9:38 p.m. during the closed session), Amy Shamroe, and Tim Werner.

The following Commissioner was absent: Richard I Lewis.

Mayor Jim Carruthers presided at the meeting.

1.

Presentation of the Fiscal Year 2014/2015 audit.

The following addressed the Commission:

Marty Colburn, City Manager

Bill Twietmeyer, City Treasurer/Finance Director

Alan Panter, Abraham and Gaffney

2.

Discussion regarding a request for a payment-in-lieu-of-taxes arrangement (PILOT) by The Woda Group in connection with a housing development at the southwest corner of Pine Street and West Front Street for housing for citizens of low-income.

The following addressed the Commission:

Marty Colburn, City Manager
Craig Patterson, The WODA Group
Polly Cairns, City Assessor

3.

Discussion regarding a request for an expanded payment-in-lieu-of-taxes arrangement (PILOT) for Bay Hill Apartments off Veterans Drive, as requested by Hollander Development Corporation.

The following addressed the Commission:

Marty Colburn, City Manager
Joe Hollander, Hollander Development Corporation

4.

Discussion regarding establishing a Director of Human Resources position.

The following addressed the Commission:

Marty Colburn, City Manager

5.

Consideration of entering into closed session to discuss an attorney-client communication regarding the Clinch Park Waterscape.

Moved by Richardson, seconded by Shamroe, to enter into closed session to discuss an attorney-client privileged communication in connection with the Clinch Park Waterscape as authorized by MCL 15.268(h), immediately following the public comment portion of the agenda.

Roll Call:

Yes - Haas, Howe, Shamroe, Werner, Richardson,
Carruthers.

No - None.

CARRIED unanimously. (Lewis absent)

6.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

7.

Public Comment:

The following addressed the Commission:

Commissioner Amy Shamroe

Margaret Hughson, no address given

Tony Lentych, Traverse City Housing Commission, 718 Highland Park
Drive

Patty Olson, 1815 Wayne Street

Gale Parsons, Traverse Area District Library Executive Director, 4564
Kodiak Drive, Long Lake Township

Ann Rogers, 1236 Peninsula Drive

The City Commission entered into closed session at 9:12 p.m.

(Commissioner Howe departed at 9:38 p.m.)

The City Commission returned to open session at 10:02 p.m.

There being no objection, Mayor Carruthers declared the meeting adjourned at 10:03 p.m.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – CLARIFICATION OF TRANSIENT
MERCHANT CIVIL INFRACTION

Attached is a previously submitted memo from City Clerk Benjamin Marentette explaining an ordinance amendment to Chapter 863, Transient Merchant. As explained by Mr. Marentette, this change aligns the fine for those violating the ordinance with the fine for those violating the Mobile Food Vending ordinance.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Section 863.17, Civil Infraction, which would align the fee for those violating the ordinance with other ordinance violation fees, which was introduced on January 4, 2016, be enacted with an effective date of January 29, 2016.

MC/kez

K:\tcclerk\city commission\ordinance amendments\Transient Merchant Civil
Infraction_Enact_20160119.doc

copy: Jeffrey O'Brien, Police Chief
Michael Trombley, Code Enforcement Officer

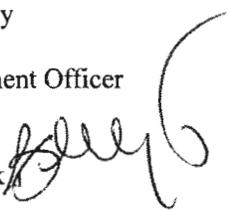
Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY: Lauren Tribble-Laucht, City Attorney
Jeff O'Brien, Chief of Police
Michael Trombley, Code Enforcement Officer
City Clerk's Office

FROM: Benjamin C. Marentette, City Clerk 

DATE: December 31, 2015

SUBJECT: Ordinance Amendment - Clarification of Transient Merchant Civil Infraction

Generally speaking, the City licenses two types of direct-sale vendors - transient merchants and mobile food vendors. The regulatory framework for mobile food vendors is set up in such a way to encourage longer-term food vending operations through the fee schedule. Mobile food vendors are allowed to prepare and sell food from a 'fixed stand' on certain city-controlled property and on all non-city controlled property. Transient merchants on the other hand are typically shorter-term vendors and may sell a variety of items (not necessarily just food). The fee structure is more expensive and they cannot operate from a fixed stand on city property.

Currently, as prescribed by the City Commission through our ordinances, those who violate the mobile food vending ordinance are subject to a fine of \$500 per day for non-compliance with the City's ordinance. However, those who violate the transient merchant ordinance are subject to a lesser fine - \$100 per day, up to \$500 per day. Typically, where we have a 'fine range', i.e., not a set amount, the Magistrate will not uphold a fine for an initial citation at the maximum amount. I recommend that we set the transient merchant ordinance violation fine at \$500 per day to be consistent with the mobile food vending ordinance violation fine. The discrepancy in the fine was brought to the fore this past summer when a non-authorized vendor, who had not received any of the appropriate permits from my office, indicated they were going to vend at the Farmers Market.

My rationale for this change is based upon multiple factors, including: 1) Depending on the nuance of the violation, an argument could be made for a lesser fine under the transient merchant regulation; 2) Violations of either ordinance are a nearly identical infraction and therefore the fine should be identical; and 3) Having a higher fine would provide a disincentive for those who wish to circumvent the rules and fee structure for vendors at the Farmer's Market.

My office will continue to work with the Code Enforcement Officer and Police Department on first obtaining compliance from a vendor before issuing a citation. However, when we have vendors who are willfully, and repeatedly, not following the City's regulations it is helpful to have a fine in the amount of \$500 to compel their compliance.

Thank you; and as always, please contact me if you would like to discuss this matter further.

CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: CLARIFICATION OF TRANSIENT MERCHANT CIVIL INFRACTION

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 863, Transient Merchant, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

863.01 INTENT

Regulation of all types of transient merchants is sufficiently connected to the City's interest in preventing crime, preventing fraud, and protecting citizens' quiet enjoyment and peace, especially in residential areas where there exists a significant connection among evening vending in residential areas, evidence of nighttime crime and disruption of citizens' quiet enjoyment and peace to limit hours of vending in residential neighborhoods, while leaving ample alternative channels of communication open to transient merchants. The City has no other less restrictive means available to achieve these objectives.

(Ord. 386. Passed 6-20-94. Ord. 612. Passed 10-20-03. Ord. 949. Passed 7-16-12)

863.02 DEFINITIONS

As used in this chapter:

- A. Transient Merchant shall mean any person offering, exposing for sale or making available for a price, or donation, making sales and delivering articles to purchasers, or taking or attempting to take orders for sale of goods, foodstuffs, or services of any kind, for immediate or future delivery or performance, whether or not such person has, carries or exposes for sale a sample of the subject of such sale or whether or not he or she is collecting advance payments on such sale, by any of the following means:
 - 1. Traveling by foot, wagon, automotive vehicle, or other conveyance, from place to place, house to house, or street to street, carrying, conveying or transporting such goods, wares, merchandise or foodstuffs;
 - 2. Hiring, leasing or occupying any building or structure for the exhibit or sale of such goods, foodstuffs, or services, while not on the City tax rolls, including a person who associates temporarily with a local merchant or dealer, which building or structure is not otherwise used for that purpose;
 - 3. Offering out of doors such goods, foodstuffs or services from a stationary cart, stand, wagon, automotive vehicle or from one's person.
- B. Person shall mean any individual, firm, co-partnership, corporation, company, association, or joint stock association, society, organization or league, and includes any trustee, receiver, assignee, subcontractor, agent or other similar representative thereof.
- C. Structure shall mean tents, push carts, trailers, stands, wagons, vehicles, booths or any other material or thing that occupies space whether portable or fixed.
- D. Vending shall operate as a verb for the activities attributed to Transient Merchant in the definition of this ordinance.

(Ord. 386. Passed 6-20-94, Ord. 919. Passed 7-15-11. Ord. 949. Passed 7-16-12)

863.03 LICENSE REQUIRED; EXCEPTIONS.

- A. Required. No person shall be a transient merchant without a license from the City Clerk authorizing such vending. Licenses shall bear the name and address of the person vending, term of license, type and location of vending, a picture, and a statement that the license does not constitute an endorsement by the City of the purpose of the vending or of the person or group conducting the vending. Such license shall be carried by a transient merchant. Such vending shall comply with this Code, State laws and regulations and the conditions of the license. No Transient Merchant License in the residential districts shall be granted except upon approval of the Chief of Police.
- B. Exceptions. The following activities are exempt from this chapter:
1. Vending made in books, magazines, periodicals, newspapers and other similar publications or through the mail;
 2. Vending made over the radio, television or telephone;
 3. Vending by persons under twelve years of age where all proceeds are retained by such transient merchant. No adult or business shall hire or subcontract such transient merchant in an attempt to evade the provisions of this Chapter;
 4. Distributing handbills or leaflets where the distributor of them does not accept payments, orders or contributions;
 5. Vending between merchants where neither merchant is the ultimate consumer of goods or services involved or the ultimate donor of the gifts involved;
 6. Any person qualifying as a "solicitor" shall be excluded from the definition of a transient merchant and the regulations contained in this Chapter;
 7. Persons who have express City Commission approval.

(Ord. 386. Passed 6-20-94. Ord. 949. Passed 7-16-12)

863.04 FILING FALSE APPLICATION.

No person shall knowingly file or cause to be filed an application or a document supporting an application containing one or more false statements.

(Ord. 386. Passed 6-20-94.)

863.05 DURATION; TRANSFERABILITY.

Licenses may be issued for up to one calendar year. The license issued under this Chapter is non-transferable.

(Ord. 386. Passed 6-20-94.)

863.06 TRANSIENT MERCHANT LICENSE APPLICATION.

Every person desiring to be a transient merchant is required to make written application for a license from the City Clerk. An application shall be made upon a form provided by the City Clerk.

The applicant shall truthfully state, in full, the information requested on the application, such as:

- (a) The applicant's name, telephone number, address of present place of residence, length of residence at such address and business address if other than the residence address;

- (b) Birthdate of applicant;
- (c) The name, telephone number and address of the person by whom the applicant is employed or whom the applicant represents and the length of time of such employment or representation;
- (d) A description sufficient for identification of the subject matter and method of the vending in which the applicant will engage;
- (e) The period of time for which the license is applied;
- (f) The locations of all areas in which vending will be conducted; and
- (g) The date, or approximate date, of the last license issued under this Chapter;
- (h) A statement as to whether or not a license issued to the applicant (or organization) represented under this chapter has ever been revoked, and if so, the reason for the revocation;
- (i) A statement as to whether or not the applicant has ever been convicted of a felony under the laws of the State or any other State or Federal law;
- (j) Driver's license or personal identification number;
- (k) Copy of Michigan sales tax license or Michigan Department of Treasury written approval;
- (l) A 2" x 2" color photograph of the head and shoulders of the applicant;

(Ord. 386. Passed 6-20-94. Ord 949. Passed 7-16-12. Ord. 997. Passed 6-16-17)

863.07 TRANSIENT MERCHANT LICENSE FEES.

An application for a transient merchant's license shall be accompanied by a fee. Such fee shall be established by resolution of the City Commission and is non-refundable unless canceled in person with the City Clerk in advance of the day for which cancellation is sought. No fee shall be charged to:

- a) City of Traverse City merchants and representatives engaging in year-around business in the City and who are listed on the City's tax rolls or who are exempt from property taxes, or those new businesses who do not qualify for the City tax roll but have a year lease for a permanent location.
- b) Any honorably discharged veteran who is a resident of this State and who has obtained a Veteran's License from a County Clerk within the State of Michigan.
- c) Persons 12 years of age to and including 17 years of age where all proceeds are retained by the person. No adult or business shall hire or subcontract such persons in an attempt to evade the provisions of this Chapter.

(Ord. 386. Passed 6-20-94. Ord. 806. Passed 7-21-08. Ord. 949. Passed 7-16-12)

863.08 INVESTIGATION OF RESIDENTIAL AREA TRANSIENT MERCHANT; WAITING PERIOD.

Upon receipt of an application for license to be a transient merchant in a residential area, the Police Chief shall conduct an investigation of the applicant's business and moral character to be made as he or she deems necessary for the protection of the public good. No license shall be issued without the approval of the Police Chief. No license shall be issued under this chapter until a period of seventy-two hours has elapsed from the time of application, such period of time to be used by the Traverse City Police Chief for proper investigation of each application.

(Ord. 386. Passed 6-20-94. Ord. 949. Passed 7-16-12)

863.09 HOURS IN RESIDENTIAL AREAS

No person shall engage in vending in residential areas prior to 9:00 a.m. or after 9:00 p.m. or sunset, whichever is earlier, on any weekday or Saturday, or at any time on a Sunday, New Years Day, Presidents Day, Memorial Day, Martin Luther King Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.

(Ord. 386. Passed 6-20-94. Ord. 949. Passed 7-16-12)

863.10 LICENSE ISSUANCE OR DENIAL

No license shall be issued to, nor shall any vending be conducted by:

- a) Any person who has made a false material statement in the application for the license.
- b) Any person who has been convicted of a violation of this chapter or whose solicitation permit or transient merchant license has previously been revoked by the City.
- c) Any person who has been convicted of any crime involving moral turpitude, breach of the peace or is a menace to health, safety or the general welfare of the public.
- d) Any person vending in the C-4 District on private property utilizing a tent or other structure or shelter made from soft fabric like material without first demonstrating that the tent or other structure will be properly secured and stable, is flame retardant, and capable of withstanding strong winds.

(Ord. 386. Passed 6-20-94, Ord. 919. Passed 7-15-11. Ord. 494. Passed 7-16-12)

863.11 REVOCATION.

A license shall be revoked by the City Clerk if, upon receipt of written information or upon the Clerk's own investigation, the Clerk has reason to believe a licensed transient merchant:

- (a) Has violated any of the provisions of this chapter, the Traverse City Code, or any statute of the State of Michigan.
- (b) Has made a false material statement in the application or has otherwise become disqualified for the issuance of such a license.
- (c) Has violated any provision of this Chapter, which violation has been documented by a written complaint certified by the City Clerk pursuant to Section 863.14.
- (d) Has conducted vending that is in any manner adverse to the protection of the public health, safety or welfare of the City of Traverse City. Immediately upon such revocation, written notice thereof shall be given by the City Clerk to the licensed transient merchant in person or by certified mail addressed to his or her place of business or residence address set forth in the application. Immediately upon the giving of such notice, the license shall become null and void.

(Ord. 386. Passed 6-20-94. Ord. 494. Passed 7-16-12)

863.12 MANNER OF VENDING; DUTIES OF-TRANSIENT MERCHANT.

No transient merchant shall:

- a) Conduct as a transient merchant upon a premises in defiance of a posted notice stating "No Solicitors or Peddlers", "No Peddlers" or "No Solicitors" or "No Transient Merchants".
- b) Fail to immediately and peacefully depart from premises when requested to do so by the occupant.
- c) Fail to accurately reveal all information contained in the application for a transient merchant license and all information required to be revealed by State law to any person

requesting such information. Failure of a transient merchant to reveal such information shall be grounds for the revocation of the license pursuant to Section 863.12 or the denial of future solicitation permits or transient merchant licenses pursuant to Section 863.11.

- d) Fail to identify himself or herself and the name of the organization represented.
- e) Fail to prominently wear the picture identification badge issued by the City Clerk.
- f) Conduct business in a park as defined by Traverse City Code, Chapter 1064.
- g) Occupy a stationary location on a public street, sidewalk, parkway, park, parking lot or any other public property which is used by pedestrians or persons operating motor vehicles. A transient merchant shall be presumed to have occupied a stationary location if he or she has conducted business in any such public place for a period in excess of ten (10) minutes.
- h) If issued a license after July 25, 2011, leave a structure on private property in the C-4 District between the hours of 12 a.m. and 6 a.m, or leave such unattended for more than 2 hours.
- i) Vend in a public area less than one block away from where a City-authorized street fair, public festival, farmer's market or event is being conducted, except with the permission of the sponsor.
- j) Use or employ any flashing lights on any vehicle, or any other device for the purpose of attracting attention to any goods, wares or merchandise which the transient merchant proposes to sell.
- k) Represent that the granting of a license under this Chapter is an endorsement by the City.
- l) Fail to follow all provisions of State laws and regulations, City ordinances and conditions of the transient merchant license.
- m) Sell food other than pre-packaged food.

(Ord. 386. Passed 6-20-94, Ord. 919. Passed 7-15-11. Ord. 949. Passed 7-16-12. Ord. 1028. Passed 9-8-15)

863.13 COMPLAINTS; APPEALS.

If a written complaint is filed alleging that a transient merchant has violated any provisions of this Chapter, the City Clerk shall promptly send a copy of the written complaint to the transient merchant together with a notice that an investigation will be made as to the truth of the complaint. The transient merchant shall be invited to respond to the complaint and present evidence and respond to evidence produced by the investigation. If the City Clerk, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified. If a license is denied or revoked by the City Clerk, or if a written complaint is certified pursuant to this section, the applicant or holder of a license may appeal to and have a hearing before the City Manager. The City Manager shall make a written determination, after presentation by the applicant and investigation by the City Clerk, as to whether or not the grounds for denial, revocation or complaint are true. If the City Manager determines that such grounds are supported by a preponderance of the evidence, the action of the City Clerk or the filing of the complaint shall be sustained and the applicant may appeal the City Manager's decision to the City Commission. Review by the City Commission shall be under the same standards of review as the determination by the City Manager and shall be in accordance with rules of procedure established by the City Commission. The City Commission's decision may be reviewed by a court of competent jurisdiction.

(Ord. 386. Passed 6-20-94. Ord. 949. Passed 7-16-12)

863.14 OTHER LICENSES OR PERMITS.

A license obtained under this Chapter shall not relieve any person of the responsibility for obtaining any other permit, license or authorization required by any other ordinance, statute or administrative rule.

(Ord. 386. Passed 6-20-94.)

863.15 PUSHCARTS OR PEDAL CARTS.

Pushcarts are restricted to sidewalks in the residential districts unless otherwise prohibited by local ordinance. Pedal carts are restricted to sidewalks in the residential districts and are permitted on all City streets in accordance with the Michigan Vehicle Code. Motor vehicles are permitted on all streets in accordance with the Michigan Vehicle Code. Any transient merchant using a motor vehicle or pedal cart in a street, when stopped, shall place the vehicle parallel to and within twelve inches of the curb and shall depart from such place as soon as the sale has been completed.

(Ord. 386. Passed 6-20-94. Ord. 949. Passed 7-16-12)

863.16 APPEARANCE TICKETS.

The Police Chief and the appointed officers of the Police Department, or such other officials as are designated by the City Manager, are hereby authorized to issue and serve appearance tickets with respect to a violation of this chapter pursuant to Section 1 of Act 147 of the Public Acts of 1968, as amended (MCLA 764.9c(2); MSA 28.868(3)(2)). Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements.

(Ord. 386. Passed 6-20-94.)

863.17 CIVIL INFRACTION.

A ~~person~~ vendor who violates this Chapter is responsible for a civil infraction and subject to a fine of not less than \$100 nor more than \$500 per day.

(Ord. 386. Passed 6-20-94.)

The effective date of this Ordinance is the _____ day of _____, 2016.

I hereby certify the above ordinance amendment was introduced on _____, at a regular meeting of the City Commission and was enacted on _____, 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.

Jim Carruthers, 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 JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: *msc*
MARTY COLBURN, CITY MANAGER

SUBJECT: CITY OF TRAVERSE CITY FORMAL ACCEPTANCE OF AUDIT
OF FISCAL YEAR 2014-2015

At the January 11, 2016 Study Session, representatives of Abraham and Gaffney, the professional audit firm, that performed the annual audit for Fiscal Year 2014-2015, gave a presentation of the financial statements. Attached is a memo from City Treasurer/Finance Director William Twietmeyer indicating the audit needs to be formally accepted.

I recommend the following motion:

that the independent auditors report as provided by representatives of Abraham and Gaffney for Fiscal Year 2014-2015, which ended June 30, 2015, be accepted.

MC/kez

K:\tcclerk\city commission\budget\auditaccept2014-2015_20160119.doc

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: Acceptance of Audit
Date: January 13, 2016

A formal presentation of the audit for the fiscal year ended June 30, 2015 has been made by the firm of Abraham & Gaffney. As a formality, the audit needs to be accepted by the City Commission. I recommend that the City Commission approve a motion to formally accept the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2015. Please place this item on the consent calendar of the next City Commission meeting for their approval.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: ^{*msc*} MARTIN COLBURN, CITY MANAGER

SUBJECT: 2015/2016 SCHEDULED FLEET REPLACEMENTS

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval to declare a 1995 Ford F450 and a 2001 Ford F350 surplus, and to approve the planned purchases of two dump trucks for use by the Streets Division and Water Distribution Division.

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

that the City Manager be authorized to declare Truck #78, a 1995 Ford F450 and Truck #88, a 2001 Ford F350 surplus, and that the City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$115,898.00 for the purchase of two new 2016 Ford F550 Dump Trucks to be used by the Streets Division and the Water Distribution Division with funds available in the Garage Fund.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: January 11, 2015
SUBJECT: 2015/2016 Fleet Replacement, #'s 78 & 88

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase two dump trucks for use by our Streets Division and our Water Distribution Division. Both vehicles are listed for replacement in the 2015/2016 fiscal year budget.

Truck # 78 is a 1995 Ford F450 that is used by the Streets Division and will be replaced with a 2016 Ford F550, dual rear wheel 4X4 that will be equipped with a dump box. This truck is used as a construction truck during the construction season and will also be used as one of our pothole patching trucks that pulls the hot patch trailer around during pothole season.

Truck # 88 is a 2001 Ford F350 utility body truck that is used by the Water Distribution Division and will be replaced with a 2016 Ford F550, dual rear wheel 4X4 that will be equipped with a dump box. This vehicle is used as a construction truck during the construction season as well as during emergency main breaks and or freeze ups.

As Dave explains we are requesting permission to purchase these trucks using the Macomb County Cooperative Procurement Program. By using this program we received a quote \$11,000.00 under our estimated costs for these vehicles.

Please request that the City Commission declare Truck #78, a 1995 Ford F450 and Truck # 88, a 2001 Ford F350 surplus and approve a purchase order in the amount of \$115,898.00 to Signature Ford of Owosso, Mi. for the purchase of two new 2016 Ford F550 Dump Trucks to be used by the Streets Division and the Water Distribution Division with funds available in the Garage Fund for these needed replacements.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: January 8, 2016

SUBJECT: Replacement Equipment #78 and #88

Please find attached a bid for two (2) 2016 Ford F550 Cab and Chassis with Dump Bodies, toolbox and safety lighting complete, these will be replacing the current #78 a 1995 Ford F450 Dump Body truck that is used by the Streets Division for various construction and road projects. Also being replaced is #88 a 2001 Ford F350 Dump Body truck that is used by the Water Distribution Division for various construction projects. These vehicles will be purchased through the Macomb County Cooperative Procurement program and will be delivered with a total price of \$57,919.00 each.

Would you please request of the City Commission permission to issue a Purchase Order of Signature Ford of Owosso, Mi. in the amount of \$115,898.00. And also request that the current #78 a 1995 Ford f450 Dump Body and #88 a 2001 Ford F350 Dump Body trucks be deemed surplus on the arrival of their replacements.

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

A handwritten signature in black ink, appearing to read "D. Courtad", is located at the bottom left of the page.

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2015-16 Vehicle Replacement Schedule

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



January 11, 2016

City of Traverse City
Attn: Dave Courtad
400 Boardman Avenue
Traverse City, MI 49684

Dear Dave Courtad:

Price on 2016 Vehicle Macomb County Contract Bid:

(2) 2016 Ford F550 Reg. Cab 4x4 Chassis 141" WB, 60" CA in Yellow	\$43,699.00 ea
(2) Dump Body, Toolbox and Lighting	\$14,250.00 ea
Total Delivered Price	\$115,898.00

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

Macomb Co# 71-15. T.13
2016 F-550 DRW-Chassis Cab
Reg. Cab, SuperCab, Crew Cab
Major Standard Equipment

Powertrain/Functional

- Alternator, Extra Heavy Duty – 200-amps (Diesel)
- Alternator, Heavy Duty – 175-amps, (Gas)
- Battery, 750 CCA, 78-AH, (Gas)
- Battery, 750 CCA, 78-AH, dual (Diesel)
- Brakes – 4-wheel Anti-lock Braking System
- Engine– 6.8L 3-Valve SOHC EFI Triton® modular V10 gas
- Fuel tank – 40 gallon aft-axle
- Shock absorbers – heavy duty gas
- Springs, rear auxiliary
- Stabilizer bars – front & rear
- Stationary Elevated Idle Control (SEIC)
- Steering damper
- Steering – power
- Trailer wiring – 7-wire harness w/relays, blunt cut & labeled
- Transmission – 5-speed SelectShift Automatic O/D

Exterior

- "3-Blink" Lane change signal
- Bumper – front, black painted
- Door handles – black
- Fender vents – front
- Front License Plate Bracket
- Glass – solar tinted
- Grille – black painted
- Headlamps – dual beam jewel effect
- Lights – roof/marker clearance lights
- Mirrors – manually telescoping trailer tow mirrors w/manual glass & 2-way fold
- Tires 225/70Rx19.5G BSW All-Season (6)
- Tow hooks – (2) front
- Underhood service light
- Wheels– 19.5" argent painted steel
- Window – rear, fixed

Interior

- Air conditioning – manual
- Audio – AM/FM stereo w/digital clock & 2-speakers
- Convenience
- Auxiliary power point

- Coat hooks, RH/LH color coordinated
- Dash-top tray
- Dome lamp w/dual map lights (front & rear w/Crew Cab), RH/LH door activated & I/P switch operated w/delay
- Grab handles, driver & front passenger
- Roof ride handles, front passenger (also over rear doors on Crew Cab)
- Door trim – armrest/grab handle and reflector
- Floor covering – black vinyl full
- Headliner – color coordinated molded cloth
- Hood release
- Horn – dual electric
- Instrumentation – Multifunction switch message center with ice blue lighting (three button message control on steering wheel)
- Mirror – rearview 11.5" day/night
- Power point, auxiliary
- Scuff plates – color coordinated
- Seat – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder & storage (manual lumbar – driver side)
- Steering wheel – black vinyl, with telescoping steering column
- Sunvisors – color coordinated vinyl, single driver w/pocket, single passenger w/mirror insert
- Upfitter switches (4) on the instrument panel
- Windshield Wipers – interval control

Safety/Security

- Air bag
- Driver and Passenger frontal and side air bag/curtain
- Passenger side air bag deactivation switch (not incl. w/Crew Cab)
- Belt-Minder® – chime & flashing warning light on I/P if belts not buckled
- Safety Belts – color coordinated w/height adjustment (front outboard seating positions only)
- SOS Post Crash Alert System

18,000# GVWR, 11,500 PAYLOAD Reg. Cab 141 WB, CA 60", 18,000# GVWR, 11,200 PAYLOAD

<input type="checkbox"/>	Base Price (F5G/660a) 4x2	\$29,361.00
<input checked="" type="checkbox"/>	Base Price (F5H/660a) 4x4	\$31,884.00

18,000# GVWR, 11,400 PAYLOAD Reg. Cab WB 165, CA 84", 18,000# GVWR, 11,100 PAYLOAD

<input type="checkbox"/>	Base Price (F5G/660a) 4x2	\$29,983.00
<input type="checkbox"/>	Base Price (F5H/660a) 4x4	\$32,506.00

18,000# GVWR, 11,300 PAYLOAD Reg. Cab 189 WB, CA 108", 18,000# GVWR, 11,000 PAYLOAD

<input type="checkbox"/>	Base Price (F5G/660a) 4x2	\$30,135.00
<input type="checkbox"/>	Base Price (F5H/660a) 4x4	\$32,658.00

18,000# GVWR, 11,100 PAYLOAD Reg. Cab WB 201, CA 120", 18,000# GVWR, 10,700 PAYLOAD
 Base Price (F5G/660a) 4x2 **\$30,288.00**
 Base Price (F5H/660a) 4x4 **\$32,811.00**

18,000# GVWR, 11,100 PAYLOAD SuperCab WB 162, CA 60", 18,000# GVWR, 10,800 PAYLOAD
 Base Price (X5G/660a) 4x2 **\$31,801.00**
 Base Price (X5H/660a) 4x4 **\$34,846.00**

18,000# GVWR, 11,000 PAYLOAD SuperCab WB 186, CA 84", 18,000# GVWR, 10,700 PAYLOAD
 Base Price (X5G/660a) 4x2 **\$31,954.00**
 Base Price (X5H/660a) 4x4 **\$34,999.00**

18,000# GVWR, 10,900 PAYLOAD Crew Cab WB 176, CA 60", 18,000# GVWR, 10,600 PAYLOAD
 Base Price (W5G/660a) 4x2 **\$32,671.00**
 Base Price (W5H/660a) 4x4 **\$35,716.00**

18,000# GVWR, 10,800 PAYLOAD Crew Cab WB 200, CA 84", 18,000# GVWR, 9,900 PAYLOAD
 Base Price (W5G/660a) 4x2 **\$32,824.00**
 Base Price (W5H/660a) 4x4 **\$35,869.00**

<u>Available Standard Options</u>	<u>Option</u>	<u>Price</u> <u>Reg.&Super/CrewCab</u>
<input checked="" type="checkbox"/> 6.7L Power Stroke 4V Diesel V8 (B20)/TorqShift 6-Spd Auto.	99T/44W	7,450.00
<input type="checkbox"/> Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
<input type="checkbox"/> Seat, Vinyl 40/Mini-Console/40 (Regular Cab only)	LS	355.00
<input type="checkbox"/> Seats, Cloth 40/Mini-Console/40	2S	515.00/615.00
<input type="checkbox"/> LT225/70Rx19.5 BSW Traction, incl. 4-Traction on the rear & 2 A/S tires on the front, Option Spare is A/S	THB	190.00
<input checked="" type="checkbox"/> LT225/70Rx19.5 BSW Max Traction-4x4 only, Continental, TGB Incl. 4-traction tires on the rear & 2 traction tires on the front-		215.00
<input type="checkbox"/> Stainless Steel Wheel Cover	945	410.00
<input type="checkbox"/> Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T	250.00
<input checked="" type="checkbox"/> Operator Commanded Regeneration (OCR) (requires 6.7L Power Stroke® Diesel; allows driver to manually engage diesel particulate filter regeneration at idle)	98R	250.00
<input type="checkbox"/> 6-Ton Mechanical Jack	61J	55.00
<input checked="" type="checkbox"/> Spare Tire & Wheel-Includes 6-ton mechanical jack	512	350.00
<input type="checkbox"/> Dual Alternators, Diesel only, Total of 320 AMP	67A	380.00
<input checked="" type="checkbox"/> Electric Shift on the fly (6.7L Diesel Engine & 4x4 only)	213	185.00
<input type="checkbox"/> Fuel Tank- 28 Gallon Mid-Ship-Replaces 40 gal. aft-axle tank	65M	125.00
<input type="checkbox"/> Fuel Tank-Dual Diesel (Adds 28 Gal. Mid-Ship to the 40 Gal.Aft.)	65C	735.00
<input checked="" type="checkbox"/> 3 Keys Extra for SecuriLock Anti-Theft Ignition	Sig	105.00
<input type="checkbox"/> Skid Plate Transfer Case 4x4 only (SuperCab & CrewCab Only)	41P	100.00
<input checked="" type="checkbox"/> Trailer Tow Package High Capacity-Req.6.7L Diesel & 4.30 LS Rear Axle, has after market trailer brake wiring kit, No brake controller included, Increases GCWR on diesel engine from 26,000# to 28,000#	535	350.00
<input checked="" type="checkbox"/> Tow Command Integrated Trailer Brake Controller	52B	270.00

<input type="checkbox"/>	Transmission Power Take-Off Provision	62R	280.00
<input type="checkbox"/>	Cab Steps-Black Molded	18B	320.00/370.00
<input type="checkbox"/>	Window, Rear Sliding w/Privacy Glass(Deep Tint)	433	125.00
<input type="checkbox"/>	AM/FM Stereo/Single CD/MP3/Player/Clock w/4 Speakers	585	275.00
<input type="checkbox"/>	Speed Control	525	235.00
<input type="checkbox"/>	Payload Upgrade Package (6.8L V10 & 141" WB Only, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,000#)	68U	800.00
<input type="checkbox"/>	Payload Plus Upgrade Package(N/A w 141"WB Gas Engine, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,500#)	68M	1515.00
<input type="checkbox"/>	Snow Plow Prep Package(N/A 67H or 67X) (4X4)	473	85.00
<input checked="" type="checkbox"/>	Extra Heavy Suspension Package(N/A 67H or 473)	67X	125.00
<input type="checkbox"/>	Suspension Package, Heavy Service(N/A 67X or 473)	67H	125.00
<input type="checkbox"/>	Low Deflection Package-recommended for rear-biased loading, such as wreckers/retriever application, N/A with 141" WB	86S	110.00
<input checked="" type="checkbox"/>	Power Locks, Window, Mirror, & Remote Keyless Entry	90L	895.00/1105.00cc
<input type="checkbox"/>	CNG/LPG Prep Fuel Capable Engine (6.8L V10 Only)	98G	315.00
<input checked="" type="checkbox"/>	XL Décor Group (Chrome front bumper)	17F	155.00
<input type="checkbox"/>	XL Value Pkg (Chrome front bumper, AM/FM Stereo/Single CD w/4 Speakers, & Cruise Control)	96V	595.00
<input type="checkbox"/>	XL Value Pkg with SYNC System (All of the above listed & SYNC Entertainment & Bluetooth Technology System)	96V/91M/62D	990.00
<input checked="" type="checkbox"/>	Daytime running Lights	942	45.00
<input checked="" type="checkbox"/>	Axle, Limited Slip	X8L	360.00
<input checked="" type="checkbox"/>	Exterior Back up Alarm	76C	125.00
<input type="checkbox"/>	Ambulance Prep Package(6.7L Diesel Engine Only)	47A	1135.00
<input type="checkbox"/>	Rearview Camera Prep Kit (Includes Loose Camera, Wiring Bundle, and Electrochromic Mirror w/Video Display)	76D	470.00
<input type="checkbox"/>	LED Warning Strobes-Amber (Includes Center High-Mounted Stop Light Bar and (2) Hood Mounted Lights	87S	700.00
			Total Price \$43,699.00 ea

Colors for F-550

<u>Exterior Colors</u>		<u>Interior Steel (Grey)</u>
Race Red	[PQ]	[]
Blue Jeans Metallic	[N1]	[]
Green Gem Metallic	[W6]	[]
Ingot Silver Metallic	[UX]	[]
Shadow Black	[G1]	[]
Oxford White	[Z1]	[]
Magnetic	[J7]	[]

SPECIAL PAINT

School Bus Yellow Add \$725.00	[84S53]	[x]
Omaha Orange Add \$610.00	[W5684E]	[]



Mark A. Heckel
County Executive

FINANCE DEPARTMENT PURCHASING DIVISION

120 N. MAIN ST., 2nd Floor, Mount Clemens, Michigan 48043
Phone: (586) 469-5255 Fax: 586-469-6612
www.MacombCountyMi.gov/Purchasing

Stephen Smigiel
Finance Director

Polly A. Helzer
Purchasing Manager

September 11, 2015

Bill Campbell, Fleet Sales Manager
Signature Ford
1960 East Main Street
Owosso, MI 48867

Dear Mr. Campbell:

The County of Macomb is requesting that Ford Motor Company extend the 2015 - 2016 pricing on the vehicles listed below thru November 30, 2016:

- A.1 Auto, Economy, Ford Focus for \$15,169.00
- A.2 Auto, Intermediate, Ford Fusion for \$16,860.00
- A.3.u.d. Auto, Undercover, Ford Taurus for \$19,441.00
- A.3.u.e. Auto, Undercover Alt. B, Ford Fusion SE for \$18,636.00
- A.9.a. Auto, Crossover, Utility Vehicle, Ford Edge: FWD for \$24,267.00 AWD for \$26,043
- A.9.b. Auto, Large Crossover Utility Vehicle, Ford Flex FWD for \$24,957.00
- A.9.c. Utility, Ford Explorer for \$26,544.00
- P.1.a. Police Sedan, Ford Interceptor for \$23,078.00
- P.1.b. Police Utility, Ford Interceptor for \$24,856.00
- P.4 Police/Special Services, Ford w/ Trailer Tow for \$28,448.00 w/o Trailer Tow for \$27,959
- T.1 Full Size Pickup Trucks, Ford F-150 for \$18,450.00
- T.2 Full Size Pickup Trucks, Ford F-150 for \$19,726.00
- T.3 Full Size Pickup Trucks, Ford F-150 for \$21,390.00
- T.4 Full Size Pickup Truck, Ford F-250 for \$20,725.00
- T.5 Full Size Pickup Truck, Ford F-250 for \$22,809.00
- T.7 Full Size Pickup Truck, Ford F-250 for \$25,071.00
- T.8 Full Size Pickup Truck, Ford F-250 for \$25,249.00
- T.10 Full Size Pickup Truck, Ford F-350: 2x4 for \$21,704.00 4x4 for \$24,610.00
- V.4 Full Size Cargo Van, Ford Transit 350 for \$29,396.00* Varsity did not bid the same model as other two bidders -- retracted bid price
- W.1 Wagon, Ford Transit 350 for \$26,260.00
- T.10 Full Size Chassis Cab, Ford F-350: 4x2 for \$22,241.00, 4x4 for \$25,286.00
- T.11 Full Size Chassis Cab, Ford F-350: 4x2 for \$22,768.00, 4x4 for \$25,291.00
- T.12 Full Size Chassis Cab Ford F-450: 4x2 for \$28,504.00, 4x4 for \$31,027.00
- T.13 Full Size Chassis Cab Ford F-550: 4x2 for \$29,361.00, 4x4 for \$31,884.00



Mark A. Hackel
County Executive

**FINANCE DEPARTMENT
PURCHASING DIVISION**

120 N. MAIN ST., 2nd Floor, Mount Clemens, Michigan 48043
Phone: (586) 469-5255 Fax: 586-469-6612
www.MacombCountyMi.gov/Purchasing

These vehicles are identified under Bid 71-15; they were awarded to Signature Ford. If you have any questions, feel free to give me a call at 586.791.3117.

Sincerely,

A handwritten signature in black ink, appearing to read "Tammara Goike", is written over the printed name.

Tammara Goike
Macomb County Fleet Manager



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: TRAVERSE CITY PARKING SERVICES VIOLATIONS BUREAU
OFFICE BUILD OUT

Attached you will find memos from City Engineer Timothy Lodge and Parking Administrator Nicole VanNess regarding the build out of the Violations Bureau Office in the Hardy Parking Garage. As mentioned by Mr. Lodge, the cost for this build out has been included in the current budget.

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

that the competitive bidding process be waived and that the Mayor and City Clerk be authorized to execute a Consultant Agreement with Environment Architects in the amount of \$12,830 for professional schematic design services, construction document preparation, bidding assistance, and construction monitoring for the Parking Services Violations Bureau Office Build Out, with funds available in the Parking System Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kez

k:\tcclerk\city commission\agreements\Parking Services Office Build Out_20160119.doc

copy: Timothy Lodge, City Engineer
Nicole VanNess, Parking Administrator

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

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

DATE: January 6, 2016

SUBJECT: Traverse City Parking Services
Violations Bureau Office Build Out

Traverse City Parking Services has included improvements to the existing office and service area in the current budget. The improvements will expand the office area into the stair tower to provide a weather-protected area for customers and create an additional work area for current staff.

The next step in the project is to formalize a consultant agreement with Environment Architects who has assisted Traverse City Parking Services with conceptual design services. Therefore, we recommend that the proper City officials be authorized to execute a Consultant Agreement with Environment Architects in the amount of \$12,830 to complete the schematic design, prepare construction documents, assist with bidding and monitor the construction of the improvements with funds available in the Parking System Fund and subject to concurrence by the DDA. The work is anticipated to be completed prior to the Memorial Day Holiday.

CC Nicole VanNess, Parking Administrator



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: January 11, 2016
Re: Violations Bureau Office Build Out

The original layout of the Hardy Garage Office was to accommodate a garage cashing operations e.g., transient payments. Since then the office has taken on the Violation Bureau and is recognized as the main office for all Parking Operations e.g., meter collections, permit sales, appeals, garage camera monitoring, etc.

Last year, we evaluated the processes performed in our offices. During this time, we noticed there are many times when the staff maneuvers over one another to complete their tasks. The layout is not conducive to quickly and efficiently conduct business. This is also due to certain systems e.g., intercoms, cameras, McGann access card System requiring dedicated computers which are best positioned near the booth attendant window. Non-transient activity is handled through the stair tower window. In the winter months, customers are sheltered from elements, but are required to stand in an unheated stair tower. The loss of heat from both the stair tower and booth attendant windows require us to supplement heat with electric heaters.

We initially proposed moving the office transactions to an office space in the Park Street Project and having the Hardy Office handle garage transactions. We worked with Environment Architects on some preliminary designs. At this time, this option seems an unlikely so we have re-engaged them to reconstruct the Hardy Office. The current plans include expanding the office into the stair tower, decrease the office area currently used for Administration, and expand the Support Specialist area.

The Hardy Office Reconstruction is a budgeted item. Ideally, we would like to have the project completed by Memorial Day. Bid documents would be released in February/March, a recommendation to move forward would be brought back to the Board in April, and construction would commence after approval.

I recommend the DDA Board of Directors waive the competitive bid process and execute a Consultant Agreement with Environmental Architects in the amount of \$12,830 with Parking System Funds from Professional Services.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: MARTY COLBURN, CITY MANAGER *MAC/kez*

SUBJECT: REQUEST FROM GRAND TRAVERSE AREA CATHOLIC
SCHOOLS TO VACATE PORTIONS OF SECOND AND VINE
STREETS

Attached is a memo from City Planning Director Russell Soyring indicating the Planning Commission's recommendation that the request from Grand Traverse Area Catholic Schools to vacate portions of both Second and Vine Streets be approved.

I recommend that the City Commission adopt the following motion which would schedule the request for public hearing on February 16, 2016. This date is reflective of the minimum four-week period as required by ordinance.

that the Resolution Deeming it Advisable to Vacate a Portion of Vine Street and the Resolution Deeming it Advisable to Vacate a Portion of Second Street, as recommended by the City Planning Commission, be adopted, which schedules a public hearing for February 16, 2016.

MC/kez

k:\tcclerk\city commission\vacations\cover memo_second and vine vacation_shph_20150119.doc

copy: Russell Soyring, City Planning Director
Timothy Lodge, City Engineer
Scott Jozwiak, GTACS Representative



City Planning Department

TO: MARTY COLBURN, CITY MANAGER
FROM: RUSSELL A SOYRING, PLANNING DIRECTOR *RSoyring*
SUBJECT: REQUEST FROM GRAND TRAVERSE AREA CATHOLIC SCHOOLS TO
VACATE A PORTION OF VINE AND SECOND STREETS
DATE: DECEMBER 15, 2015

On September 15, 2015, the Planning Commission heard a request from Scott Jozwiak, representing Grand Traverse Area Catholic Schools to vacate a portion of Vine Street from a point 280 feet south of Randolph Street to Second Street and to vacate Second Street from Cedar to Vine Street and to grant a new right-of-way along the north property line of the campus connecting Vine to Cedar Street. The street vacation and granting new right-of-way would provide the property owner the ability to build a new early elementary education facility to be located together as one parcel, not bisected by any public streets or drive aisles.

In a related topic, the Planning Commission recommended approval of an amendment to the zoning code to allow schools by special land use permit to have a higher impervious surface limits.

City departments impacted by this request reviewed the vacation request and provided comments to the Planning Department. Light and Power indicated that all the new easements and costs associated with relocating existing electrical facilities be borne by the applicant. City Engineering requested that all existing utility easements be retained or plan and pay for the relocated utilities and related easements.

The Streets Department stated they have no objection to the vacation provided all of Vine and that portion of Second Street west of Cedar Street are vacated. The reason cited is that the new alignment and layout of Second and Vine Street would be problematic for maintenance, especially in terms of snow plowing. The Street Department request that full width utility easements are retained should the streets be vacated.

Vacating the subject streets in their entirety would change traffic patterns and would increase the length of trips for some travelers. Retaining non-motorized easements would allow for shorter, more direct pedestrian and bicycle travel should the subject streets are vacated in their entirety.

The Michigan Municipal Planning Act states that a master plan shall include those subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction. Included in the list of subjects is the vacating or extension of streets. The Traverse City Master Plan

for the TC-3 Traditional Neighborhood states the area to be "Auto accessible with historic street grid." The Master Plan goes onto say that sidewalks, bike lanes and alleys are also appropriate as is public transportation.

After considering the request, the Planning Commission took the following action:

Motion by Commissioner Koebert, second by Commissioner Dow that the request from Grand Traverse Area Catholic Schools, to vacate a portion of Vine Street and Second Street as requested by the applicant in their submittal provided any and all utility easements and associated costs with the relocation of the utilities and are borne by the applicant be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 6-0 (Commissioners Fleshman, Howe, and Serratelli absent)

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

Attachments: Map of area
Street vacation request



© 2014 Pictometry

05/06/2014

September 8, 2015

Russ Soyring
Planning Director
City of Traverse City

**RE: Request for Street Abandonment and Preliminary Site Plan Review
Immaculate Conception Campus**

Dear Russ:

In an effort to commence with the review process for the Immaculate Conception campus, we are asking to present a preliminary campus plan. We have discussed the many attempts to work around various obstacles that occur on this site with city staff in the recent past and would like to explain how those constraints led us to develop the plan we've prepared for review.

Property Constraints

Some of the constraints are:

- State regulations regarding the required footprint of the school as it pertains to Pre-K through First grades. These regulations dictate the overall size of the school's ground floor since all activities of this grade range must be located on the ground floor.
- A 21" sewer line bisects the property from the end of Second Street to Division. This gravity sewer line receives sewage from the Elmwood lift station and City Engineering advises against relocation.
- The campus includes parcels on both sides of Second and Vine Streets. This restricts the ability to locate a consolidated school with an appropriately sized footprint without some sort of concession.

In your packet, you will see a plan that depicts the current campus layout. This plan also illustrates the corridors where building cannot occur as result of the street right-of-way and the utility easements.

Alternative Options Considered

Alternative options that we considered include:

- An elevated pedestrian overpass to connect "two" schools on either side of Vine Street. This option was not possible due to the State regulations mentioned above.
- Relocating the existing 21" sewer to permit the school be located within the utility corridor was an option considered. This plan came close to serving the school's needs but it left the only room available for a playground to be placed across Vine Street. This resulted in a public street crossing to reach the playground which is very undesirable for safety reasons.
- Purchasing additional property. Property is not available for sale adjacent to the current properties, nor would those parcels cause the school to overcome the spatial needs that they are seeking.

Proposed Campus Plan

The constraints listed above have led to the preparation of a plan for the proposed campus that requires the school to request a street vacation of both Second and Vine Streets within the Diocese property limits.

The advantages of this plan include:

- It allows the campus of an early elementary education facility to be located together as one parcel, not bisected by any public streets or drive aisles.
- The school can stay within the city limits and continue to be in this location. As stated by the Planning Commission and by you, schools in the city neighborhoods are encouraged. Large tracts of contiguous land is not available in the community if relocation within the city were to be considered.

- Two distinct traffic patterns to minimize and disperse vehicles to various locations. We will be providing a traffic study as part of our full project submittal.
- Leaving the existing sewer in its current location, which the City Engineering staff have determined as the most optimal situation.

Thoughts on this plan as far as the communities' use of this right-of-way are:

- While we are sensitive to the fact that this will result in a change for some that use these street segments, we believe this change will not cause significant disruption.
- Second Street, nor Vine, is a through street. Use of these two streets are not significant to traffic circulation within this neighborhood.
- The elimination of this right of way will not cause hardship for the neighboring community.
- The proposed plan provides enhanced fire access to the church and the school and does not detrimentally affect the fire access to adjacent buildings or the neighborhood.

Adjacent Property Owners

We have reviewed and discussed this plan with Mr. and Mrs. Cairns, owners of Sleders and the building that houses Zany Consignment Shop. Their comments about the proposed plan were positive. We presented the idea of full abandonment of Vine and this segment of Second Street. They preferred to not have the street segment adjacent to their properties vacated. As a result of this request, we are proposing that a right-of-way be formed along our north property line that would connect Vine to Cedar. Simply put, the "L" shaped right-of-way currently formed by Second and Vine would be shortened.

The next concern Mr. and Mrs. Cairns had was to continue to have some additional parking available to them during their peak business hours. Currently, Sleders and IC have an agreement to share parking using the main parking lot located along Vine Street. In response to this request, parking will be situated along our north property line. This parking is proposed to be public parking and be located within the new right-of-way. Mr. and Mrs. Cairns are satisfied with this proposal.

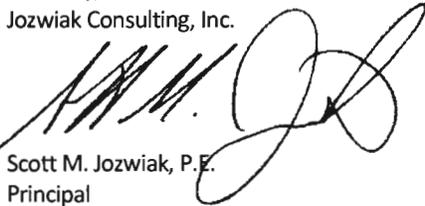
Request for Consideration

Grand Traverse Area Catholic Schools (GTACS) is requesting to be on the September 15th Planning Commission meeting for the following:

- Continue discussion on the impervious area requirement
- Commence the process for street vacation
- Present the current site plan to initiate feedback.

We look forward to presenting on the 15th. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,
Jozwiak Consulting, Inc.



Scott M. Jozwiak, P.E.
Principal



City of Traverse City

APPLICATION FOR ALLEY/STREET VACATION

400 Boardman Avenue, Traverse City, Michigan 49684 (p) 231-922-4778 (f) 231-922-4457

Applicant Name: Grand Traverse Area Catholic Schools (Diocese of Gaylord)
 Address: 123 E. Eleventh St., Traverse City, MI 49684
 Phone: 231-946-8100 Fax: _____

Description/location of alley/street to be vacated: _____

1. Vine Street from a point 280' south of Randolph to Second Street
2. Second Street from Cedar Street to Vine Street
3. Grant a new right-of-way along the north property line of the campus connecting Vine to Cedar.

Applicant Signature:  Date: 9-9-15



(Office Use Only)

Non-refundable fee of \$2,475 Street/Alley Vacations not requiring Circuit Court action
 \$2,715 Street/Alley Vacations requiring Circuit Court action

Application Fee received on: 10-21-15 ck. 18094

Planning Commission Public Hearing on: _____

Resolution Deeming Advisable to Vacate adopted by City Commission on: _____

Public Hearing and Resolution Vacating Alley/Street adopted by City Commission on: _____

Proposed Street Vacation

Portion of Second Street and Vine Street

Second Street Vacation:

A portion of Second Street from the east right-of-way of Cedar Street to the intersection of Vine Street.

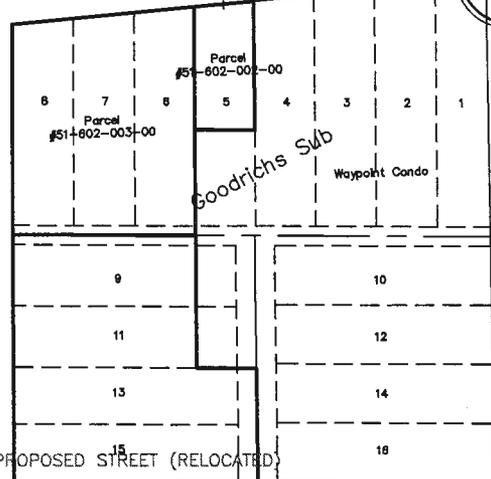
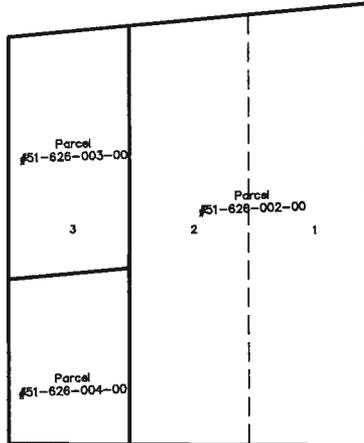
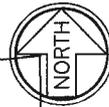
Vine Street Vacation:

A portion of Vine Street from the intersection of Vine and Second Street to a line beginning at the Southeast corner of Lot 4, Block 2, Hannah Lay & Co's 3rd Addition and continuing along a 66 degree radius curve to the left to a point midway between the vacated alley adjacent to Lots 4 and 6 of Block 1, Hannah Lay and Co's 3rd Addition.

Proposed Relocated Street:

All of Lot 4, Block 2, Hannah Lay & Co's 3rd Addition and the south 15' of vacated alley between Cedar Street and Vine Street.

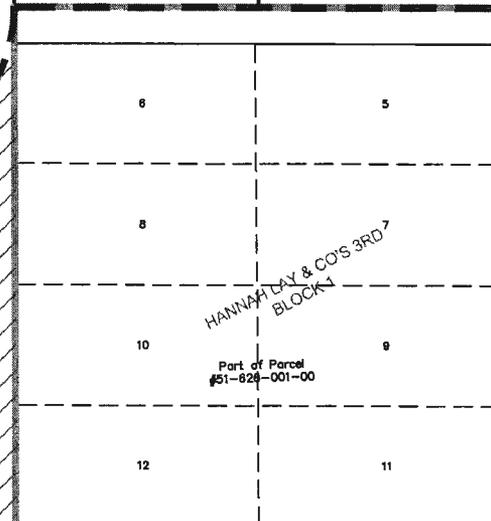
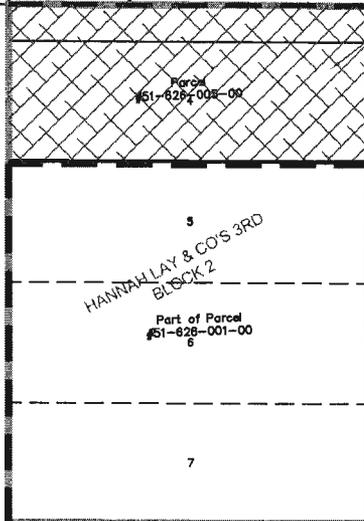
RANDOLPH STREET



VINE STREET

ALLEY (PREVIOUSLY VACATED)

ALLEY (PREVIOUSLY VACATED)



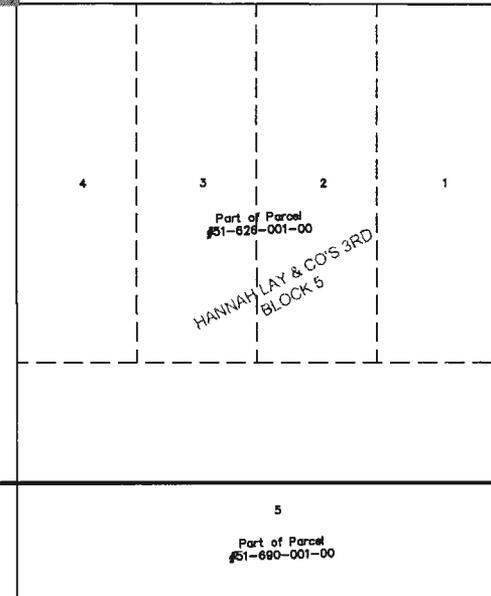
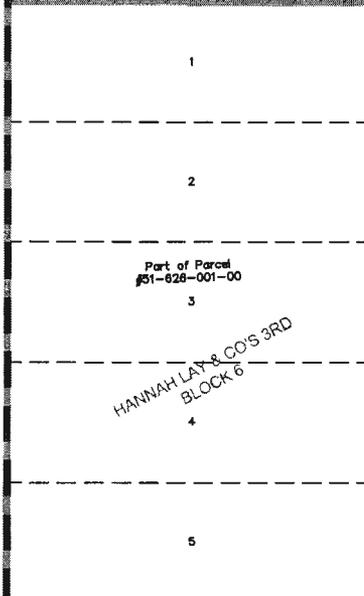
VINE STREET

CEDAR STREET

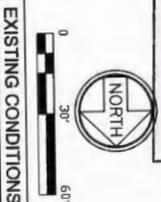
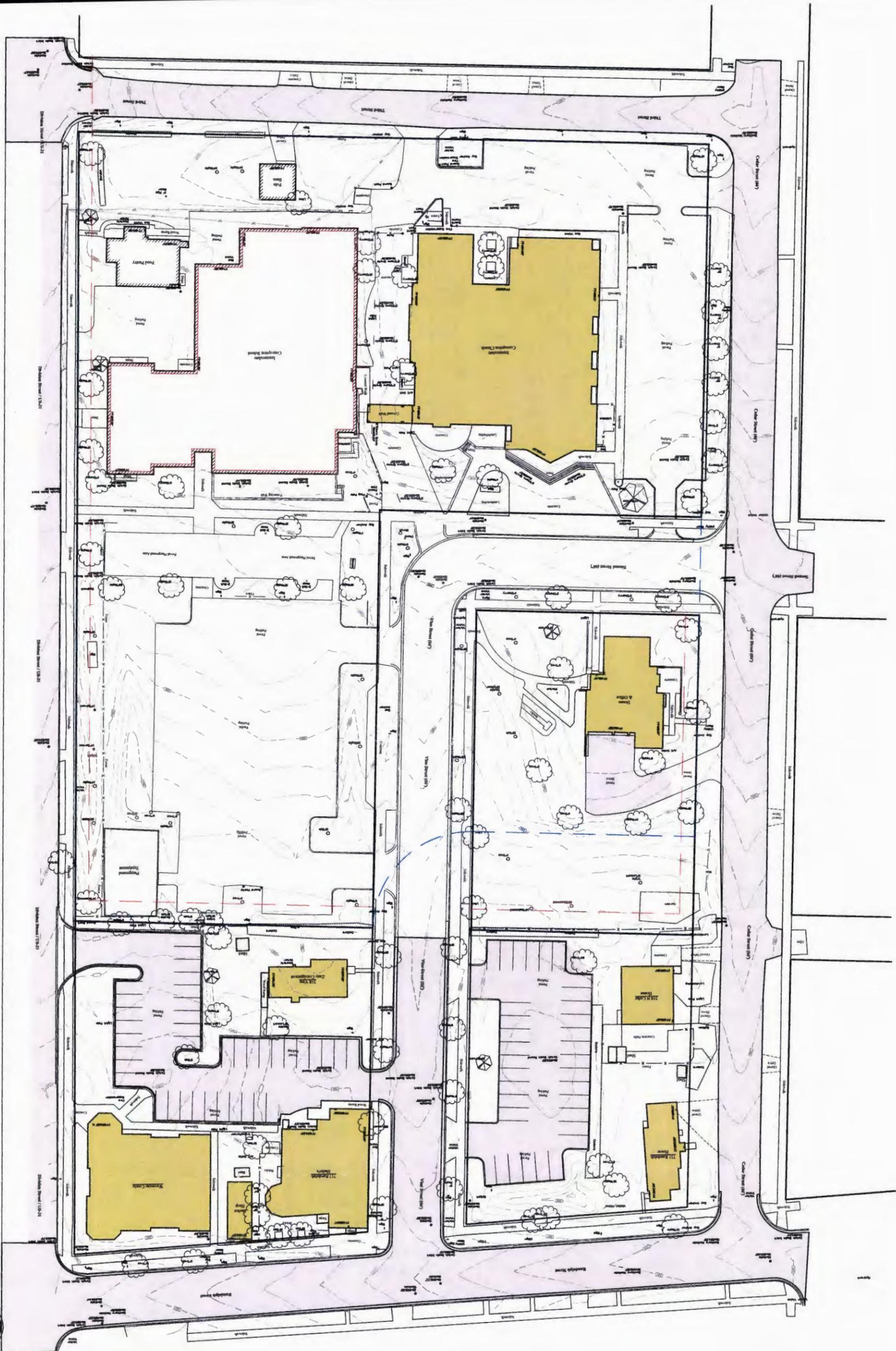
DIVISION ST/US 31

SECOND STREET

AREA TO BE VACATED



THIRD STREET



EXISTING CONDITIONS

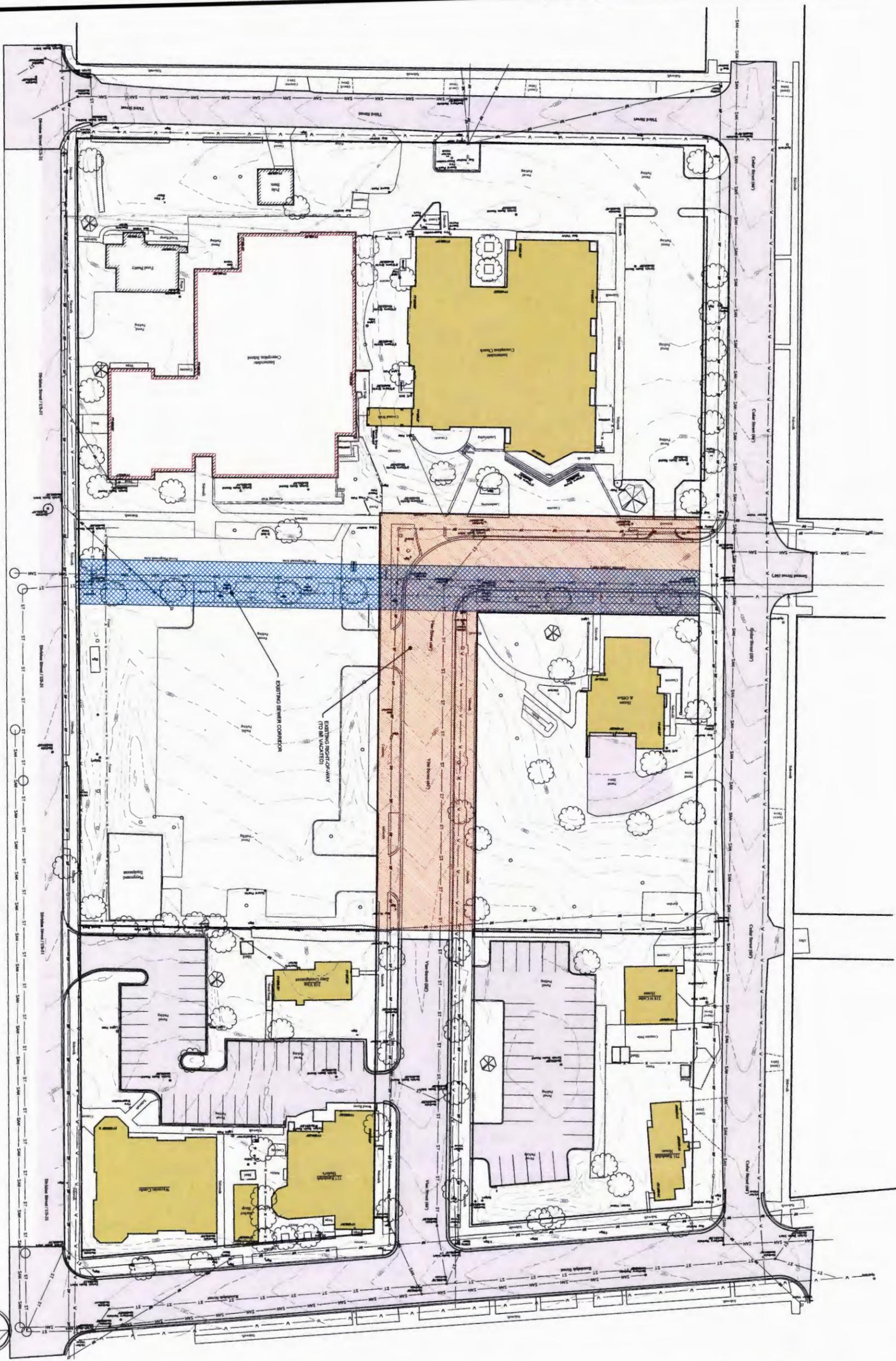
C1.1

JOB NO.:
2014-107
EXISTING SITE
PLAN

PROJECT: **IMMACULATE CONCEPTION CAMPUS REDEVELOPMENT PLAN**
CLIENT: **GRAND TRAVERSE AREA CATHOLIC SCHOOLS**
LOCATION: **CITY OF TRAVERSE CITY**

ISSUE DATE: 9-9-15
REVISIONS:

SITE ENGINEER:
jozwiak consulting
p.o. box 5342 | traverse city, mi 49696 | 231-218-1201
www.jozwiakconsulting.com



EXH 1

EXISTING PROPERTY CONSTRAINTS

JOB NO.:
2014-107

PROJECT: **IMMACULATE CONCEPTION CAMPUS REDEVELOPMENT PLAN**

CLIENT: **GRAND TRAVERSE AREA CATHOLIC SCHOOLS**

LOCATION: **CITY OF TRAVERSE CITY**

ISSUE DATE: 9-9-15

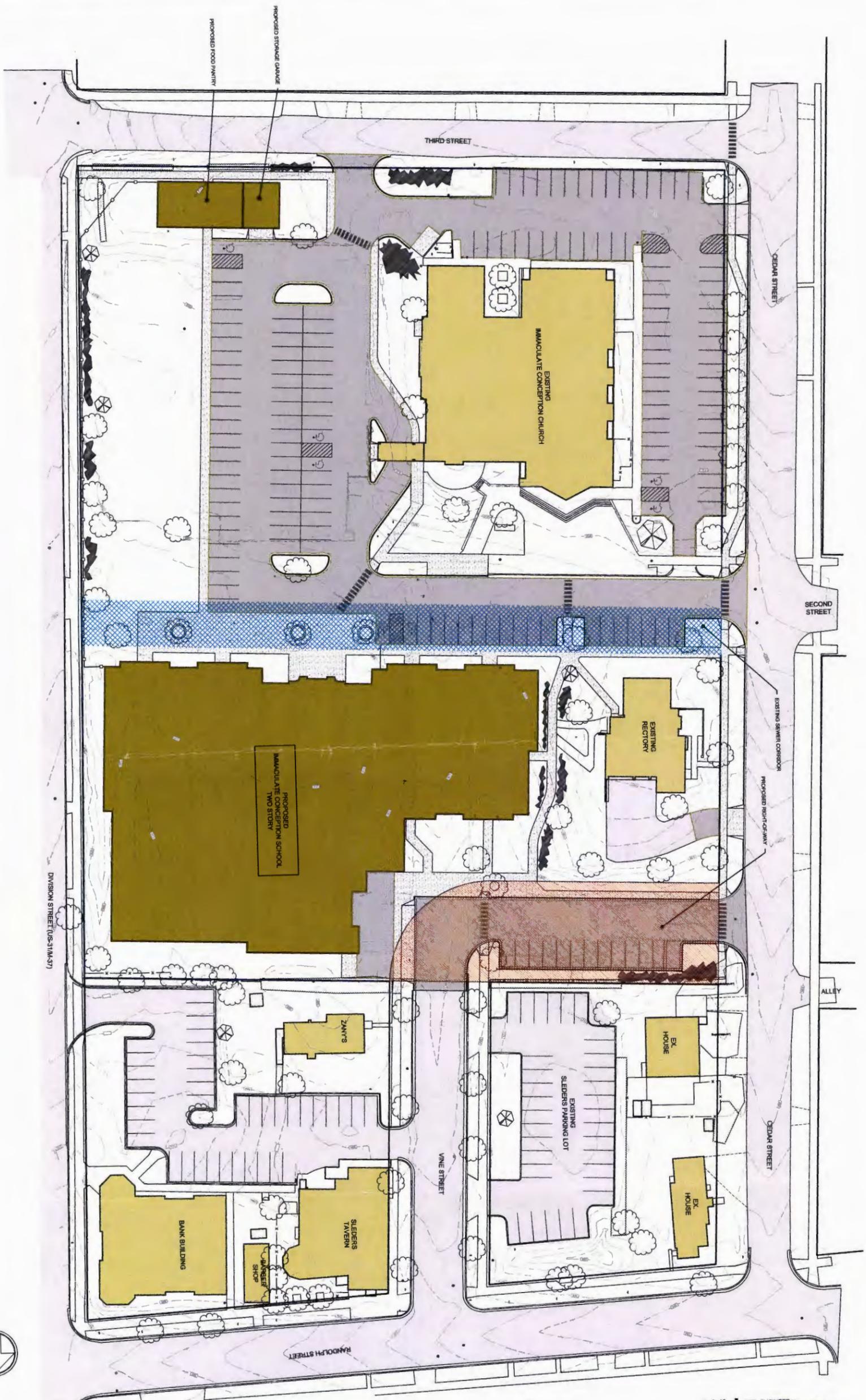
REVISIONS:

SITE ENGINEER:

jozwiak consulting

p.o. box 5342 | traverse city, mi 49896 | 231-218-1201

www.jozwiakconsulting.com



EXH 2

JOB NO.:
2014-107
 PROPOSED
 RIGHT-OF-WAY

PROJECT: **IMMACULATE CONCEPTION CAMPUS REDEVELOPMENT PLAN**
 CLIENT: **GRAND TRAVERSE AREA CATHOLIC SCHOOLS**
 LOCATION: **CITY OF TRAVERSE CITY**

ISSUE DATE: 9-9-15
 REVISIONS:

SITE ENGINEER:
jozwiak consulting
 p.o. box 5342 | traverse city, mi 49696 | 231-218-1201
 www.jozwiakconsulting.com



CITY OF TRAVERSE CITY
RESOLUTION DEEMING IT ADVISABLE TO VACATE A PORTION OF
SECOND STREET

- Because,** the City has received a request from Grand Traverse Area Catholic Schools (Diocese of Gaylord) to vacate a portion the streets described below; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been paid by the applicant; and
- Because,** the Commission finds it is necessary for the health, welfare, comfort and safety of the people of the City to discontinue the alley shown on the plat.
- Resolved,** by the City Commission of the City of Traverse City, Michigan, that this Commission deems it advisable to vacate, discontinue and abolish a portion of Second Street, lying between Vine Street and Cedar Street, City of Traverse City, County of Grand Traverse, Michigan, which is more fully described below, be vacated, discontinued and abolished.

Second Street Vacation: A portion of Second Street from the east right-of-way of Cedar Street to the intersection of Vine Street.

Be it further resolved, that such vacation is subject to the following conditions:

1. Any and all utility easements and associated costs with the relocation of the utilities shall be borne by the applicant.

Be it further resolved, that a public hearing on the proposal to vacate said right-of-way be held on February 16, 2016 at 7:00 p.m in the 2nd Floor Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684. Objections to the proposed action may be filed in writing to the City Clerk, 400 Boardman Avenue, Traverse City, MI 49684, at any time prior to said meeting.

I hereby certify that the above resolution was adopted by the City Commission at the regular meeting held on January 19, 2016, at the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



CITY OF TRAVERSE CITY
RESOLUTION DEEMING IT ADVISABLE TO VACATE A PORTION OF VINE STREET

- Because,** the City has received a request from Grand Traverse Area Catholic Schools (Diocese of Gaylord) to vacate a portion the streets described below; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been paid by the applicant; and
- Because,** the Commission finds it is necessary for the health, welfare, comfort and safety of the people of the City to discontinue the alley shown on the plat.
- Resolved,** by the City Commission of the City of Traverse City, Michigan, that this Commission deems it advisable to vacate, discontinue and abolish a portion of Vine Street, lying between Second Street and Randolph Street, City of Traverse City, County of Grand Traverse, Michigan, which is more fully described below, be vacated, discontinued and abolished.

Vine Street Vacation: A portion of Vine Street from the intersection of Vine and Second Street to a line beginning at the Southeast corner of Lot 4, Block 2, Hannah Lay & Co's 3rd Addition and continuing along a 66 degree radius curve to the left to a point midway between the vacated alley adjacent to Lots 4 and 6 of Block 1, Hannah Lay and Co's 3rd Addition.

Be it further resolved, that such vacation is subject to the following conditions:

1. Any and all utility easements and associated costs with the relocation of the utilities shall be borne by the applicant.

Be it further resolved, that a public hearing on the proposal to vacate said right-of-way be held on February 16, 2016 at 7:00 p.m in the 2nd Floor Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684. Objections to the proposed action may be filed in writing to the City Clerk, 400 Boardman Avenue, Traverse City, MI 49684, at any time prior to said meeting.

I hereby certify that the above resolution was adopted by the City Commission at the regular meeting held on January 19, 2016, at the Commission Chambers, 2nd Floor, 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 JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 AND 2017 NATIONAL CHERRY FESTIVALS

Attached is a memo from City Clerk Benjamin Marentette recommending the Commission approve the proposed letter of agreement with the National Cherry Festival (NCF) regarding the 2016 and 2017 events. In the past, the City Commission has approved the agreement on a yearly basis. We propose a two-year agreement for greater planning and coordination.

Last year and in late 2014, the City Commission discussed options with respect to fees charged to the NCF. Mr. Marentette discusses the fees in detail in his memo. Trevor Tkach, National Cherry Festival Executive Director, will be in attendance to answer any questions.

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

that the Mayor and City Clerk execute the letter of agreement with the National Cherry Festival (NCF) outlining the terms and conditions of NCF's use of City resources in connection with the 2016 and 2017 National Cherry Festival, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with acknowledgement by NCF that they are required to obtain a Parks and Public Land Use Permit from the City Clerk; and finally, that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

MC/bcm

K:\tcclerk\city commission\park and public land usage\2016 2017 national cherry festival

copy: Trevor Tkach, National Cherry Festival

Department Heads

Rob Bacigalupi, Downtown Development Authority Executive Director

Tim Arends, Traverse City Light and Power Executive Director

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Benjamin Marentette, City Clerk *BM*

DATE: Wednesday, January 13, 2016

SUBJECT: 2016 and 2017 National Cherry Festival

This year, in an effort to provide better planning and coordination, we have negotiated a two-year agreement with the National Cherry Festival. Attached is the proposed agreement for the festival for both years. For 2016, the Festival will take place July 2 through July 9; and for 2017, July 1 through July 8. Of course, once the agreement is authorized, my office will not issue all of the required permits in each year until appropriate coordination has taken place.

Multiple meetings have been held with Cherry Festival staff leadership; and on Thursday, January 7, 2016, the proposed agreement and related logistics were discussed in detail with a wide group of staff.

In advance of the 2015 agreement's approval, the City Commission discussed the fees being charged to the National Cherry Festival. Ultimately, the City and Festival agreed to eliminate the "cap" on the incremental (or out-of-pocket) costs paid to the City by the Festival. The cap was first implemented in 2008 at the request of the Festival because they were dealing with significant financial difficulties. The following chart compares the cap amount to the actual costs. These incremental costs primarily represent overtime paid to City employees, with the majority of overtime paid to Police Department personnel.

Cap vs Actual Cost Summary 2008-2014

Year	Cap	Actual Cost	Difference
2008	\$40,000	\$51,341	\$11,341
2009	\$40,000	\$44,921	\$4,921
2010	\$40,000	\$55,390	\$15,390
2011	\$45,000	\$56,605	\$11,605
2012	\$45,000	\$47,166	\$2,166
2013	\$45,000	\$38,209	(\$6,791)
2014	\$45,000	\$62,709	\$17,709

One area of cost where the City is not currently reimbursed as it has never been included in the "incremental costs" is overtime banked by Police Officers to use at a later date. If that banked overtime is not used, it is cashed out at the end of each fiscal year. When the Commission discussed the fees we charge to the Festival, the Commission declined charging for the amount of comp time banked that was actually cashed out annually (we would only charge the lesser of the two). However, the Commission requested that we report back when considering the 2016 agreement with the amount of comp time banked by our Police Department for Festival-related

activities; and for 2015, that amount totaled approximately \$8,000.

Within the context of fees, I'd like to acknowledge the Festival's consistent willingness to make a number of adjustments, specifically those in the past two years. Many of these items place additional costs on the Festival; and they include, increasing waste management efforts (in conjunction with additional city efforts, for which we are reimbursed); shortening the number of days requested for use of the parks. Despite the level of coordination, inevitably, during each event, items arise; and I appreciate the collaboration from the Festival.

Generally speaking, beyond the fact that this is for a two-year agreement, I'd like to highlight the following which have been key areas for the Commission:

1. Air shows -- for 2016, there will be one additional air show, for a total of three performances by the United States Navy Blue Angels. The shows will be on Saturday, July 2, Sunday, July 3; and Monday, July 4. Practice will be on Friday, July 1.
2. Parades – for 2016 and 2017, the Festival is adding one parade, which is the Heritage Day Parade, on the Tuesday of the Festival; therefore, there will be a total of three parades.
3. Waste management – efforts in 2014 for waste management were markedly enhanced; and in 2015, even more. The Festival contracts with Bay Area Recycling for Charities to augment the City's waste removal efforts in the 100 and 200 blocks of east Front Street. Additionally, the Festival agrees to reimburse the City for our costs in operating the beach groomer to clean the beaches immediately following fireworks and air shows. Finally, during the event in 2014, in response to concerns regarding extra waste found on the beaches one evening, the Festival agreed to have volunteer groups working as 'recycling stewards', essentially walking the beach and actively offering to take waste. This worked well in 2014 and 2015, and they will continue for the next two years.
4. Costs – NCF has agreed to eliminate the \$45,000 reimbursement cap for the City's incremental costs. In 2014, the City's incremental costs were \$62,709; therefore, with the \$45,000 cap, \$17,709 in incremental costs were not required to be reimbursed. With elimination of the cap, NCF will be paying the City for its actual out-of-pocket costs, which is positive for the City and represents an expense to NCF that it hasn't fully borne since before 2008.
5. Handicap parking – last year and again with this agreement, additional handicap parking is being provided. 30 spaces in Lot B (the Farmer's Market Lot) and 14 in the Marina. Based on our assessment, this appears to be a proper amount of handicap parking.
6. Overall time for use of the parks has been reduced to a total of 14 days; 4 days for set up; 8 for the actual event; and 2 for take down. However, for the Monday after the Festival, the intention is to have nearly everything removed from the parks – this is a 'fall back option' in case of weather, or the need to remove any straggling items, which was the understanding last year.

The Festival acknowledges that with an additional air show in 2016; and with an additional parade

in both years, there will be additional overtime costs charged to the Festival.

As usual, in the coming weeks and months, leading up to and during the event, City staff will be in regular dialog with NCF. Certainly, there are a number of logistics we will continue to address collaboratively with NCF, including items tracked from our 2015 debrief and previous years.

I recommend that the City Commission authorize the agreement with the National Cherry Festival and authorize my office to issue the related permits; of course, we will only do so once appropriate coordination has taken place.

As always, please let me know if you have any questions.



December 9, 2015

Mayor Jim Carruthers
City Commissioners
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

RE: 2016 & 2017 National Cherry Festival – City of Traverse City Agreement

Dear Mayor Carruthers and City Commissioners:

On behalf of the Board of Governors of the National Cherry Festival, I want to formally request the use and participation of various City facilities and personnel for the 2016 and 2017 National Cherry Festival (hereinafter called NCF), which will occur in 2016 on July 2 through July 9 and in 2017 on July 1 through July 8.

This letter describes the terms and conditions of the agreement between the City and the NCF for the provision of services and use of City facilities for the 2016 Festival. The terms are as follows:

Parks – June 28 - July 11, 2016

The City grants the NCF the use of the following City-owned properties on the following designated dates and times

1. Open Space Park - June 28 - July 11, 2016

- a. All quadrants in Open Space Park on Grandview Parkway.
- b. Parking along the west side of the North Quadrant of the Open Space Park on the sidewalk shall be limited to emergency vehicles and deliveries.

2. Clinch Park - June 28 - July 11, 2016

- a. Cherry Kid's Club
- b. Foodie Events
- c. Other Free Events

3. Volleyball Courts - July 2-3 and July 7, 2016

- a. Volleyball courts for Festival events and activities for scheduled days only. The NCF will provide porta-jons as necessary at West End Beach.

4. City Parks - July 2 - July 9, 2016

- a. The NCF requests authority to sell food, non-alcoholic beverages and merchandise at the City Parks listed in this document from Saturday, July 2 through Saturday July 9, All approved NCF vendors to wear NCF vendor ID card at all times.

- b. NCF requests authority to sell beer, wine and other alcoholic beverages in the Open Space Park. Areas designated for sale and consumption of alcohol will be secured according to Michigan Liquor Control guidelines.
- c. Lay Park for the Car Show on Sunday, July 3 from 6:00 a.m. to 4:00 p.m.
- d. F&M Park for Children's Events July 1 through July 10 (9:00 a.m. to 9:00 p.m.)
 - i. Kids Fun and Games
 - ii. Turtle Races
 - iii. Pie Eating
 - iv. Pet Show
 - v. Teddy Bear Tea
 - vi. Cherry Town Fun Night (Many performers, hands-on activities, food and all-around enjoyment. No fee required. Event runs 4pm-8pm)
 - vii. Diaper Derby & Toddler Trot
- e. Hannah Park on Tuesday, July 5 for Heritage Picnic from 9:00 a.m. – 3:00 p.m.
- f. Sunset Park on Friday, July 8 from 10:30 a.m. – 1:00 p.m. for Prince & Princess Awards Picnic.
- g. Mini Park (Vietnam Veterans Memorial) as generally outlined in the map labeled Mini Park, at the corner of Front Street and Grandview Parkway for VIP parade viewing from July 5 through 10. Access will be by ticket only as controlled by the NCF. The area will be snow-fenced off, access to the Tart Trail will only be affected on July 9 from 12:01 am till Parade end. The trail can still be visually seen and pedestrian traffic can reroute to Front Street. Access to the TART Trail will be just to the east of the Real Estate One Building.
- h. Senior Center Beach for Sand Sculpture on July 3 at 6:00 p.m. July 10 at 9:00 a.m.
- i. Hickory Hills for Teen Disk Golf on July 8 at 4:00 p.m. – 7:00 p.m.
- j. Hull Park for Depot Neighborhood Picnic on July 7 at 12:00p.m.- 3:00 p.m.

5. TART Trail - June 28- July 10, 2016

- a. NCF, City Management and Tart Trail representatives have put together a plan to maintain safe access of the trail within Clinch Park and the Open Space during the period of this agreement. The NCF will endeavor to keep all trails and sidewalks open during the festival. In that NCF needs use of the sidewalk along the southern portion of the Open Space for equipment used for set up and take down of the festival, detour signs directing people to use the TART Trail will be placed at the intersection of the south sidewalk within the Open Space and the TART Trail just to the west of Lot RB and at the southerly sidewalk located at Marina Drive and Union Street. The NCF will maintain a minimum 2 foot side clearance on all trails, and will endeavor to maintain a 3 foot side clearance.

The TART Trail that runs through Mini Park will be impacted on July 9, as outlined earlier in this agreement.

6. *Parking and Street (including marina) - June 28 – July 10.*

- a. At the City's request, and with its assistance and supervision, the NCF agrees to prohibit buses from entering the City Marina parking lot area for public safety reasons for the period covering June 28 through July 10. Shuttle bus service pick-up and drop-off will be off Garland Street.
- b. Shuttle services to the MSU Horticultural Station from July 4 through July 8 may use a pick-up/drop-off location on Union Street or Garland Street as mutually agreed upon by the City and the NCF.
- c. Shuttle services for people with disabilities may use a drop-off location within the Open Space and Marina area that will be coordinated to accommodate the following events:
 - i. Saturday, July 2 – Air Show
 - ii. Sunday, July 3 – Air Show
 - iii. Monday, July 4- Air Show
 - iv. Wednesday, July 6 – Special Kid's Day
- d. Trailers will be parked on Open Space Park from June 28 - July 10th (Maps to be attached to the permit application)
 - i. Production
 - ii. Product
 - iii. Media
- e. Two Trailers will be parked on F&M Park from July 1 - July 10th (Maps to be attached to the permit application)
 - i. Concessions
 - ii. Production
- f. Vehicles parked in the Open Space Park are for Festival production purposes only. The Festival will only have equipment on property that is mutually agreeable to both the City Staff and NCF.
- g. Lot RB June 28-July 10, 2016.
- h. Use of Marina Drive from Grandview Parkway to the West Marina Parking Lot June 28 – July 10. The Director of Public Services will seek permission from the State of Michigan Waterways Commission.
- i. Handicap Parking July 2 - July 9
 - i. 14 metered spaces near the marina as mutually agreed upon between the City and Festival.
 - ii. Lot B - 30 Spaces on East end
- j. Use of the east half or "island portion" of the City Marina boat launch parking lot for National Cherry Festival Air Show, July 2 through July 4th, with access beginning on June 30 at 6:00 p.m. Special seating for handicapped and seniors will be provided. Tent placement will be done so that no tent spikes are placed in the parking lot asphalt surface.

The west half of the boat launch parking lot (36 spaces) will be available for partial marina use, the NCF requests 10 spaces on the east half for air show parking for announcers and crew. During the practice Air Show performance on Friday, July 1, the NCF will provide seating to people with disabilities as an alternative to attending the Air Show on the designated Festival Air Show days.

- k. Use of Parking Lots B and T for NCF vending, parking and carnival from Wednesday, June 29th beginning at 11:30 p.m. through Sunday, July 10 to be utilized as follows:
 - i. Lot B - All but 30 spaces on East end for City use
 - ii. Lot T - All spaces
 - iii. The NCF agrees to submit claims to their insurer for any repairs needed as a result of damage from the use of Lots T and B.
- l. Use of Parking Lot Z from Friday, July 1 beginning at 12:01 a.m. through Sunday July 10.
- m. Use of following streets and lots on Sunday, July 3, 6:00 a.m. to 11:00 p.m. for Arts and Crafts Fair and the Car Show: Union Street from Grandview Parkway to Front Street, Front Street to State Street, and State Street to Ninth Street. Lake Street between Cass and Union Streets (with an emergency lane kept open at all times). Lot J for Car Show.
- n. Union Street from Grandview Parkway to the North Union Street Bridge from July 2 through July 9. An emergency access lane through July 9 will be provided at all times.
- o. Street closings July 5, 7 and 9th for Festival of Races and parades (Maps to be attached to the Permit Application). Porta-jons to be placed within the downtown area and parade route from July 2 through July 9. The NCF will coordinate with both the DDA and City Police regarding the location of porta-jons along the parade route and throughout downtown.
- p. The NCF is authorized to place overhead signs/banners across Front Street at the State Theatre on June 30th between 12:01 am and 5:00 am, this banner will be on display from June 30 - July 12th

Fire Department – July 2 - July 9, 2016

Events, times and locations will be discussed with the Fire Department Representatives, but will include:

- a. Air Shows- July 2, 3 & 4, 2016
- b. Parades- July 5, 7 & 9, 2016
- c. Fireworks- July 4, 2016 (TCBBC) July 9, 2016 (NCF)

The Fire Department will provide NCF with a listing of documentation needed; and such documentation shall be provided at least ten (10) days in advance of set up, unless otherwise agreed to in writing by the Fire Chief or designee.

Police Department – July 2 - July 9, 2016

Events, times and locations will be discussed with Police Department Representatives. **Waiver Request – July 2- July 9, 2016**

By signature of this agreement, the following variances are hereby granted.

1. The NCF requests a variance to the Traverse City Code of Ordinances to allow for unleashed dogs participating in scheduled Festival events within the Open Space Park area (dates, times, and specific locations to be mutually agreed upon as soon as they are available).
2. The NCF requests a variance Chapter 652 of the Traverse City Code of Ordinance such to allow the permissible sound levels contained in the ordinance from 7 a.m. to 10 p.m. to extend to 11 p.m.
3. The NCF (or its designees) requests that it be allowed to sell Festival Commemorative Pins within the City from April 1 through July 9, 2016.
4. The NCF will be charging an entrance fee for certain Entertainment venues on city property.

Miscellaneous - July 2 - July 9, 2016

1. Trash Pick-Up will be handled by the NCF in conjunction with the City of Traverse City. In addition to other areas, the city will empty waste receptacles in the morning once each day on the 100 and 200 blocks of East Front Street; NCF has contracted with Bay Area Recycling for Charities to augment waste removal in the 100 and 200 blocks of East Front Street.

The NCF will have volunteer groups working as recycling stewards cleaning up the beaches after large events.

For beaches, the city will use the beach groomer to clean the beach after both fireworks nights and after the air shows, with all costs to be reimbursed by the Festival.

2. Parades – No Parking Signs and Cones
 - a. The Festival will pick up from the City Warehouse their “No Parking” cone signs for Front, Union and Seventh Streets on Monday, July 4 for the Heritage Parade. The Festival will be responsible for placing the cones and picking them up on Tuesday, July 5 and again on Thursday, July 7 for the Junior Royale Parade.
 - b. The Festival will place the “No Parking” cone signs for Front and Union Streets on Saturday, July 9 for the Cherry Royale Parade and Festival of Races. The signs will be returned, by the NCF, to the City Warehouse.

2. Barricades

- a. Barricades will be placed by NCF at Marina Drive/Grandview Parkway and the Marina boat launch and parking lot beginning June 30. All-week barricades will be set by NCF from July 2 through July 9 per agreed-upon list.
- b. All barricades will be in place for the parades by Tuesday, July 5, for street closings (to be determined by Police).

3. Snow Fencing

- a. To be placed along Grandview Parkway between street and parking lots from Park Street to Union Street (City to install).

This portion of the agreement describes the terms and conditions of the agreement between the City and the NCF for the provision of services and use of City facilities for the 2017 Festival. The terms are as follows:

Parks – June 27 - July 10, 2017

The City grants the NCF the use of the following City-owned properties on the following designated dates and times:

1. Open Space Park - June 27 - July 10, 2017

- a. All quadrants in Open Space Park on Grandview Parkway.
- b. Parking along the west side of the North Quadrant of the Open Space Park on the sidewalk shall be limited to emergency vehicles and deliveries.

2. Clinch Park - June 27 - July 10, 2017

- c. Cherry Kid's Club
- d. Foodie Events
- e. Other Free Events

3. Volleyball Courts - July 1-2 and July 6, 2017

- a. Volleyball courts for Festival events and activities for scheduled days only. The NCF will provide porta-jons as necessary at West End Beach.

4. City Parks - July 1 - July 8, 2017

- a. The NCF requests authority to sell food, non-alcoholic beverages and merchandise at the City Parks listed in this document from Saturday, July 1 through Saturday July 8, all approved NCF vendors to wear NCF vendor ID card at all times.
- b. NCF requests authority to sell beer, wine and other alcoholic beverages in the Open Space Park. Areas designated for sale and consumption of alcohol will be secured according to Michigan Liquor Control guidelines.
- c. Lay Park for the Car Show on Sunday, July 2 from 6:00 a.m. to 4:00 p.m.
- d. F&M Park for Children's Events June 30 through July 9 (9:00 a.m. to 9:00 p.m.)
 - i. Kids Fun and Games
 - ii. Turtle Races
 - iii. Pie Eating
 - iv. Pet Show
 - v. Teddy Bear Tea
 - vi. Cherry Town Fun Night (Many performers, hands-on activities, food and all-around enjoyment. No fee required. Event runs 4pm-8pm)
 - vii. Diaper Derby & Toddler Trot
- e. Hannah Park on Tuesday, July 4 for Heritage Picnic from 9:00 a.m. – 3:00 p.m..
- f. Sunset Park on Friday, July 7 from 10:30 a.m. – 1:00 p.m. for Prince & Princess Picnic.

- g. Mini Park (Vietnam Veterans Memorial) as generally outlined in the map labeled Mini Park, at the corner of Front Street and Grandview Parkway for VIP parade viewing from July 4 through 8. Access will be by ticket only as controlled by the NCF. The area will be snow-fenced off, access to the Tart Trail will only be affected on July 8 from 12:01 am till Parade end. The trail can still be visually seen and pedestrian traffic can reroute to Front Street. Access to the TART Trail will be just to the east of the Real Estate One Building.
- h. Senior Center Beach for Sand Sculpture on July 2 at 6:00 p.m. July 6 at 9:00 a.m.
- i. Hickory Hills for Teen Disk Golf on July 7 at 4:00 p.m. – 7:00 p.m.
- j. Hull Park for Depot Neighborhood Picnic on July 6 at 12:00p.m.- 3:00 p.m.

7. TART Trail - June 27- July 10, 2017

- a. NCF, City Management and Tart Trail representatives have put together a plan to maintain safe access of the trail within Clinch Park and the Open Space during the period of this agreement. The NCF will endeavor to keep all trails and sidewalks open during the festival. In that NCF needs use of the sidewalk along the southern portion of the Open Space for equipment used for set up and take down of the festival, detour signs directing people to use the TART Trail will be placed at the intersection of the south sidewalk within the Open Space and the TART Trail just to the west of Lot RB and at the southerly sidewalk located at Marina Drive and Union Street. The NCF will maintain a minimum 2 foot side clearance on all trails, and will endeavor to maintain a 3 foot side clearance.

The TART Trail that runs through Mini Park will be impacted on July 8, as outlined earlier in this agreement.

6. *Parking and Street (including marina) - June 27 – July 8.*

- a. At the City's request, and with its assistance and supervision, the NCF agrees to prohibit buses from entering the City Marina parking lot area for public safety reasons for the period covering June 27 through July 9. Shuttle bus service pick-up and drop-off will be off Garland Street.
- b. Shuttle services to the MSU Horticultural Station from July 1 through July 8 may use a pick-up/drop-off location on Union Street or Garland Street as mutually agreed upon by the City and the NCF.
- c. Shuttle services for people with disabilities may use a drop-off location within the Open Space and Marina area that will be coordinated to accommodate the following events:
 - i. Saturday, July 1 – Air Show
 - ii. Sunday, July 2 – Air Show
 - iii. Wednesday, July 5 – Special Kid's Day
- d. Trailers will be parked on Open Space Park from June 27 - July 9th (Maps to be attached to the permit application)
 - i. Production
 - ii. Product
 - iii. Media

- e. Two Trailers will be parked on F&M Park from June 30 - July 9th (Maps to be attached to the permit application)
 - i. Concessions
 - ii. Production
- f. Vehicles parked in the Open Space Park are for Festival production purposes only. The Festival will only have equipment on property that is mutually agreeable to both the City Staff and NCF.
- g. Lot RB June 27-July 9, 2017.
- h. Use of Marina Drive from Grandview Parkway to the West Marina Parking Lot June 27 – July 9.
- i. Handicap Parking July 1 - July 8
 - i. 14 metered spaces near the marina as mutually agreed upon between the City and festival.
 - ii. Lot B - 30 Spaces on East end
- j. Use of the east half or “island portion” of the City Marina boat launch parking lot for National Cherry Festival Air Show, July 1 through July 2, with access beginning on June 29 at 6:00 p.m. Special seating for handicapped and seniors will be provided. Tent placement will be done so that no tent spikes are placed in the parking lot asphalt surface.

The west half of the boat launch parking lot (36 spaces) will be available for partial marina use, the NCF requests 10 spaces on the east half for air show parking for announcers and crew. During the practice Air Show performance on Friday, June 30, the NCF will provide seating to people with disabilities as an alternative to attending the Air Show on the designated Festival Air Show days.
- k. Use of Parking Lots B and T for NCF vending, parking and carnival from Wednesday, June 28th beginning at 11:30 p.m. through Sunday, July 9 to be utilized as follows:
 - i. Lot B - All but 30 spaces on East end for City use
 - ii. Lot T - All spaces
 - iii. The NCF agrees to submit claims to their insurer for any repairs needed as a result of damage from the use of Lots T and B.
- l. Use of Parking Lot Z from Friday, June 30 beginning at 12:01 a.m. through Sunday July 9.
- m. Use of following streets and lots on Sunday, July 2, 6:00 a.m. to 11:00 p.m. for Arts and Crafts Fair and the Car Show: Union Street from Grandview Parkway to Front Street, Front Street to State Street, and State Street to Ninth Street. Lake Street between Cass and Union Streets (with an emergency lane kept open at all times). Lot J for Car Show.
- n. Union Street from Grandview Parkway to the North Union Street Bridge from July 2 through July 9. An emergency access lane through July 9 will be provided at all times.

- o. Street closings July 4, 6 and 8th for Festival of Races and parades (Maps to be attached to the Permit Application). Porta-jons to be placed within the downtown area and parade route from July 1 through July 8. The NCF will coordinate with both the DDA and City Police regarding the location of porta-jons along the parade route and throughout downtown.
- p. The NCF is authorized to place overhead signs/banners across Front Street at the State Theatre on June 30th between 12:01 am and 5:00 am, this banner will be on display from June 29 - 12th

Fire Department – July 1 - July 8, 2017

Events, times and locations will be discussed with the Fire Department Representatives, but will include:

- a. Air Shows- July 1 & 2, 2017
- b. Parades- July 4, 6 & 8, 2017

The Fire Department will provide NCF with a listing of documentation needed; and such documentation shall be provided at least ten (10) days in advance of set up, unless otherwise agreed to in writing by the Fire Chief or designee.

Police Department – July 1 - July 8, 2017

Events, times and locations will be discussed with Police Department Representatives.

Waiver Request – July 1- July 8, 2017

By signature of this agreement, the following variances are hereby granted.

- 1. The NCF requests a variance to the Traverse City Code of Ordinances to allow for unleashed dogs participating in scheduled Festival events within the Open Space Park area (dates, times, and specific locations to be mutually agreed upon as soon as they are available).
- 2. The NCF requests a variance Chapter 652 of the Traverse City Code of Ordinance such to allow the permissible sound levels contained in the ordinance from 7 a.m. to 10 p.m. to extend to 11 p.m.
- 3. The NCF (or its designees) requests that it be allowed to sell Festival Commemorative Pins within the City from April 1 through July 8, 2017.
- 4. The NCF will be charging an entrance fee for certain Entertainment venues on city property.

Miscellaneous - July 1 - July 8, 2017

- 1. Trash Pick-Up will be handled by the NCF in conjunction with the City of Traverse City. In addition to other areas, the city will empty waste receptacles in the morning once each day on the 100 and 200 blocks of East Front Street; NCF has contracted with Bay Area Recycling for Charities to augment waste removal in the 100 and 200 blocks of East Front Street.

The NCF will have volunteer groups working as recycling stewards cleaning up the beaches after large events.

For beaches, the city will use the beach groomer to clean the beach after both fireworks nights and after the air shows, with all costs to be reimbursed by the Festival.

2. Parades – No Paring Signs and Cones

- a. The Festival will pick up from the City Warehouse their “No Parking” cone signs for Front, Union and Seventh Streets on Monday, July 3 for the Heritage Parade. The Festival will be responsible for placing the cones and picking them up on Tuesday, July 4 and again on Thursday, July 6 for the Junior Royale Parade.
- b. The Festival will place the “No Parking” cone signs for Front and Union Streets on Saturday, July 8 for the Cherry Royale Parade and Festival of Races. The signs will be returned, by the NCF, to the City Warehouse.

4. Barricades

- a. Barricades will be placed by NCF at Marina Drive/Grandview Parkway and the Marina boat launch and parking lot beginning June 29. All-week barricades will be set by NCF from July 1 through July 8 per agreed-upon list.
- b. All barricades will be in place for the parades by Tuesday, July 4, for street closings (to be determined by Police).

5. Snow Fencing

- a. To be placed along Grandview Parkway between street and parking lots from Park Street to Union Street (City to install).

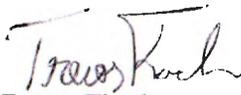
The NCF agrees to carry general liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. Such insurance shall be secured from a company licensed to conduct business in the State of Michigan. Additionally, if the NCF will serve liquor it shall carry liquor liability insurance in the amount of \$1 million per occurrence naming the City of Traverse City as additional insured. Certificates of Insurance evidencing this insurance shall be provided to the City Clerk and shall contain a statement that ten (10) days written notice will be provided to the City Clerk of Traverse City prior to cancellation of any of the aforementioned insurance coverage. The pyrotechnics company in charge of the fireworks display shall submit insurance in amounts and coverage's determined by the City Clerk.

The NCF will work with the City of Traverse City on any construction projects which may require adjustment in venues and schedules.

In addition, the NCF will endeavor to complete teardown by the end of day Sunday with the understanding that weather and vendor schedules may require some equipment to be removed from city property on Monday.

The NCF will reimburse the City of Traverse City for all city services directly associated with the festival. The NCF will have the opportunity to negotiate services and substitute city services where appropriate.

Sincerely,



Trevor Tkach
Executive Director
National Cherry Festival

The City of Traverse City and the National Cherry Festival agree to the terms and conditions of this agreement as recited above. Further, the National Cherry Festival acknowledges that it must receive a Parks and Public Land Use Permit from the City Clerk. Finally, agrees to the permit conditions issued by the City of Traverse City, which are incorporated into this agreement by reference.

City of Traverse City

National Cherry Festival

Jim Carruthers, Mayor

Trevor Tkach, Executive Director

Benjamin Marentette, City Clerk

Approved as to substance:

Marty Colburn, City Manager

Approved as to form:

Lauren Tribble-Laucht, City Attorney



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: MARTY COLBURN, CITY MANAGER *MAC/BCU*

SUBJECT: ARTS COMMISSION – APPOINTMENT OF PARKS AND
RECREATION COMMISSION REPRESENTATIVE

Attached is a memo from Deputy City Clerk Katie Zeits indicating the Parks and Recreation Commission's recommended replacement representative to serve on the Arts Commission. As mentioned by Ms. Zeits, the previous representative is unable to regularly attend the Arts Commission meetings; therefore a new member is being recommended.

These are City Commission appointments.

The following motion would appoint the Parks and Recreation Commission recommendation:

that Brooke DiGiacomo be appointed as the Parks and Recreation Commission Representative on the Arts Commission, term expiring September 1, 2017.

MC/kez

K:\tcclerk\city commission\appointments\Arts_P&R Rep_20160119.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*

Subject: Arts Commission – Appointment of Parks and Recreation Commission

The Parks and Recreation Commission have opted to recommend a new person as their representative to the Arts Commission. Their current representative, John Gessner, is unable to attend the Arts Commission meetings regularly, and therefore, the Parks and Recreation Commission would like to recommend a new representative who is able to be fully engaged.

The person being recommended is current Parks and Recreation Commissioner Brooke DiGiacomo. If appointed, she will serve until her current Parks and Recreation Commission term expiration, September 1, 2017. She will have the opportunity to seek reappointment.

This appointment is made by the City Commission.

If there is any questions I may answer, please feel free to contact me.

Thank you!

Traverse City Arts Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Amy Shamroe (City Commission Rep) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traversecitymi.gov	11/09/15	04/20/18
Rick Korndorfer (DDA Rep) 602 W. 9th St, TC, 49684 590-9006 (Res) rickkorndorfer@gmail.com	04/20/15	09/15/16
John Gessner (Parks & Rec Rep) 702 Highland Park Dr, TC, 49686 303-909-0693 (Res) 995-7737 (Bus) johngessner@me.com	04/20/15	09/01/18 09/01/17
<i>Brooke DiGiacomo being recommended</i>		
Janice Warren (Planning Rep) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com	04/20/15 (still currently serving until replacement is found)	11/09/15
Deb Lake 1122 Lake Ridge Dr. #203, TC, 49684 944-4117 (Res) lake.deb@gmail.com	05/18/15	05/18/18
Mary Gillett, Chair 1800 Wayne St, TC, 49684 883-8388 (Res) mgillett03@gmail.com	05/18/15	05/18/18
Metta Lansdale, Jr., Vice Chair 209 Midtown Dr, TC 49684 313-8698 (Res) metta.lansdale@gmail.com	05/18/15	15/18/18
Christiaane Minervini 800 Cottage View Dr. #219, TC, 49684 218-4421 (Res) 932-0775 (Bus) christie@galleryfifty.com	05/18/15	05/18/18

Patricia Pelizzari (City Manager Designee)
415 Sixth St, TC, 49684
947-1916 (Res)
pattymouse115@hotmail.com

08/18/15

05/18/18

Staff Liaison - Stevie Murray, Administrative Specialist
922-4480 (Bus) smurray@traversecitymi.gov

All appointments from the Parks & Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission and City Commission, are for 3-year terms or for the length of their terms on their respective public bodies, whichever is shorter.

This Commission consists of 9 members who are registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City. Four members are appointed by the City Commission from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. Four members are appointed by the City Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee will full authority to vote.

Purpose: to advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art. The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to: dissemination of knowledge with regard to arts; recognizing local artists and their work when appropriate; and cooperation with metropolitan agencies also dealing in the arts.

Meets every third Wednesday of each month at 3:00p.m.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 19, 2016

DATE: JANUARY 14, 2016

FROM: *mc*
MARTY COLBURN, CITY MANAGER

SUBJECT: RE-ESTABLISH – ADMINISTRATION OF THE GARAGE FUND
AD HOC COMMITTEE

The above mentioned Ad Hoc Committee was first established on February 17, 2015 to review the administration of the Garage Fund and Mayor Pro Tem Richardson, Commissioner Howe, and Commissioner Werner were appointed to the committee with Mayor Pro Tem Richardson serving as Chair.

Mayor Pro Tem Richardson has requested that this committee be re-established for an additional six-month term.

I recommend the following motion:

that a City Commission Ad Hoc Committee Regarding Administration of the Garage Fund be re-established for an additional six-month term from February 17, 2016 (originally established on February 17, 2015 and re-established on August 17, 2015) to review the administration of the Garage Fund; and that Mayor Pro Tem Richardson, Commissioners Howe, and Werner be reappointed to the Committee, with Mayor Pro Tem Richardson to serve as Chair, with the committee to expire August 17, 2016.

MC/kez

K:\tcclerk\city commission\appointments\re-establish_garage fund administration_20160119.doc

copy: William Twietmeyer, City Treasurer/Finance Director
Dave Green, Director of Public Services

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: October 28, 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, J. Bussell
ABSENT:
GUESTS:
STAFF: B. Postma

C. Rueckert called the regular meeting to order at 12:04 pm.

J. Jenkins participated via teleconference call.

Moved by W. Kuhn, seconded by J. Bussell that the minutes of the September 30, 2015 regular meeting be approved.

Motion approved 5-0.

Warrant No. 594 in the amount of \$191,678.56 for Retirees Benefits for November 2015 was approved and signed by W. Kuhn and C. Rueckert.

Bob Hubbard of Gray & Company sent a flash report to the Board for the month ending September 30, 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 performance the portfolio increased in value from the September 30 numbers as of October 23, 2015.

W. Twietmeyer distributed a draft attendance policy for the Board's review. The Board discussed the provisions of the draft policy. A final version of the policy will come to the Board at its next meeting.

It was announced that retiree beneficiary Doris McCloskey had passed away.

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

Motion approved 5-0.

Meeting adjourned at 12:22 pm


William E. Twietmeyer
Secretary/Treasurer

1/19/16 - CC ref/ct

CITY OF TRAVERSE CITY

Minutes

United States Coast Guard City Committee

December 3, 2015

A Regular Meeting for the United States Coast Guard Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:00 p.m.

The following were present, constituting a quorum: Stan Simons, Greg Matyas, Polly Cairns, Dan Baker, Dave Barr, and Marty Colburn (3:20 p.m.).

Also present was Katelyn Zeits

The following was absent: Robert Richardson and Steve Perdue.

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the November 2, 2015 and November 19, 2015 meetings."

It was moved by Barr, seconded by Cairns, to approve minutes from the November 2, 2015 and November 19, 2015 meetings.

AIF/MC (Richardson and Perdue absent)

2. Next item being "Discussion regarding local Coast Guard and Coast Guard City publicity."

By consensus, the Committee will have a standing agenda item to discuss suggestions for possible inclusion in local newspapers.

3. Next item being "Review of Coast Guard Monument Project Proposal Package."

By consensus, Mr. Simons will finalize the document incorporating changes and adjustments posed by the Committee.

4. Next item being "Update regarding Coast Guard movie showing."

Mr. Barr is continuing his work with the movie producer.

5. Next item being "Update regarding Coast Guard City banner request."

Ms. Zeits informed the Committee that the request is approved. Mr. Simons and Ms. Zeits will continue to work with Britten Banner to produce and place banners.

6. Next item being "Update regarding Request for Proposals document."

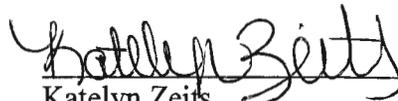
Ms. Zeits is drafting this proposal.

7. Next item being "Public Comment."

None.

8. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:40 p.m.



Katelyn Zeits
Recording Secretary

MINUTES
TRAVERSE CITY HUMAN RIGHTS COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 9, 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, Nash,
Nerone, Nugent, and Stinnet

ABSENT: Commissioner Odgers

STAFF PRESENT: Kristine Bosley

1. APPROVAL OF THE MINUTES OF THE OCTOBER 12, 2015 REGULAR MEETING
Motion by Commissioner Mentzer, second by Commissioner Nugent to accept the October 12, 2015 meeting minutes. Upon Vote Motion Carried 8-0

2. PUBLIC COMMENT
None

3. OLD BUSINESS

a. Resolution

Commissioner Nugent reported Resolution passed at City Commission's meeting

b. Discussion regarding the Fall Educational Forum

Commissioner Mentzer, ground signs are complete. Commissioner Johnson, stated TC High School students are very receptive.

c. Discussion on Sara Hardy Award

Need Press Release for January, Due date to be February 1, Selection by Feb 8th meeting. Plan to have celebration and hors d'oeuvre at City Commission meeting Feb 22 or Feb 29

d. Discussion on Embrace the Dream

Accomplish most goals via emails. Check Mayor's availability to attend Jan 18th @ at State Theater.

4. NEW BUSINESS
None

5. COMMISSIONER COMMENTS

Commissioner Hornberger – Elections for next meeting and possibly moving to July -June

6. ADJOURNMENT

Motion by Commissioner Nugent second by Commissioner Mentzer to adjourn.
The meeting adjourned at 6:27 p.m.

Kristine Bosley, Secretary

Date

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, DECEMBER 1, 2015

7:30 P.M.

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

PRESENT: Commissioners Michael Dow, Linda Koebert, Ross Richardson, Jim Tuller, Jan Warren and Camille Weatherholt
ABSENT: Commissioners Janet Fleshman, Gary Howe and Chairperson John Serratelli
STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** Secretary Warren called the meeting to order at 7:30 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** Secretary Warren welcomed new Commissioners Jim Tuller and Camille Weatherholt to the Planning Commission and welcomed back Commissioner Ross Richardson who previously served on the Planning Commission.

Secretary Warren recognized and thanked four outgoing Planning Commissioners for their service:

- Jody Bergman served since 2001 on the Planning Commission and served as both chair and vice chair during her tenure on the Planning Commission. She also served on the Board of Zoning Appeals
- Jeanine Easterday served since 2005 on the Planning Commission, served on the Board of Zoning Appeals as well as on the City Commission
- Bill Twietmeyer served since 2008 as the administrative official on the Planning Commission
- Tim Werner served since 2012 on the Planning Commission and also serves on the City Commission

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. November 3, 2015 regular meeting minutes (Approval recommended)
- B. Item removed and placed on the agenda under 6D

Motion by Commissioner Dow, second by Commissioner Richardson, to approve the Consent Calendar as amended.

Motion carried 6-0 (Commissioners Fleshman, Howe and Serratelli absent).

5. OLD BUSINESS

- A. West Front Street- Form Based Code (Discussion)

Mr. Soyring introduced the topic. The City applied for a grant from the Michigan Municipal League for a Place Plan project grant for West Front Street and we were successful. The project is broken into two segments. One segment is regarding the "City Lot" project on Oak/W. Front Street and the other segment is to develop a form based code for West Front Street from the Boardman River to Division Street.

Mr. Soyring explained further that the draft form based code document is a very rich document that will take a considerable amount of time for the Planning Commission to review. Mr. Soyring stated, for those who may be concerned that the zoning may be changed quickly due to this plan, he assured that it will take several meetings as well as public hearings before any changes, if desired, will be made. He added, this is just the beginning of a dialogue regarding form based code.

Mark Miller of Nederveld presented the draft Form Based Code document.

Commission discussion.

Planning Commissioners requested examples of communities who have instituted form based code to look up as examples. Mr. Miller will provide the requested information to the Commission.

Mr. Soyring indicated that on January 12, the Planning Commission will hold a special meeting to discuss the City Lot project and form based code. We will invite members of the City Commission, Downtown Development Authority, and Downtown Traverse City Association to the meeting.

6. NEW BUSINESS

- A. Public Hearing to consider 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. (Action requested)

Mr. Soyring introduced and explained the amendment.

Commission discussion.

The Public Hearing was opened.

The following made public comment during the Public Hearing:

- John Nelson, 4022 Incochee Crest Commons, made comments in opposition
- Ann Rogers, 1236 Peninsula Drive, made comments in opposition
- Scott Jozwiak, 13300 S W Bay Shore Drive, made general comments
- Joel Myler, 403 6th Street, made comments in support
- Pat Heintz, city business owner, made comments in support

The Public Hearing was closed.

Commission discussion.

Scott Jozwiak addressed the Commission.

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 and Weatherholt opposed, Commissioners Fleshman, Howe and Serratelli absent).

- B. Consideration of a request by Grand Traverse Area Catholic Schools to vacate Vine Street from a point 280' south of Randolph to Second Street, vacate Second Street from Cedar Street to Vine Street and grant a new right-of-way along the north property line of the campus connecting Vine to Cedar Streets (Action requested)

Scott Jozwiak presented the request to the Commission.

Commission discussion.

The following individuals addressed the Commission on the topic:

- Geoff Strait, 515 Highland Park Drive, made general comments
- Mike Buell, GTACS superintendent, made general comments

Motion by Commission Koebert, second by Commissioner Dow, that the request from Grand Traverse Area Catholic Schools, to vacate a portion of Vine Street and Second Street as requested by the applicant in their submittal provided any and all utility easements and associated costs with the relocation of the utilities and are borne by the applicant be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 6-0 (Commissioners Fleshman, Howe and Serratelli absent).

- C. Appointments to the Board of Zoning Appeals and Master Plan Review Committee (Action requested)

The Commission deferred action until the January 5, 2016 meeting on this topic.

- D. Consideration of a Site Plan Review request by Erik Falconer, Pine Street Development One, LLC for the parcel commonly known as 305 W. Front Street (Approval recommended)

Mr. Soyring clarified that this item is on the agenda again due to incorrect motion language included in the packet materials on November 3, 2015. The Site Plan was approved on November 3; however, the motion wording was incorrect. Therefore, it is back on the agenda for consideration and the correct motion language for approval is included in the memo.

Doug Mansfield, 830 Cottageview Drive, Mansfield Land Use Consultants, representing the owner, addressed the Commission.

Commission discussion.

The following individuals addressed the Commission on the topic:

- Ann Rogers, 1236 Peninsula Drive, made comments in opposition
- T. Michael Jackson, 217 Sixth Street, made comments in opposition
- Pricilla Townsend, 150 Pine Street, made comments in opposition
- Tom Mair, 612 Fifth Street, made comments in opposition
- Ellen Corkrin, 150 Pine Street, made comments in opposition
- Brenda Quick, 542 Fifth Street, made comments in opposition
- Dave Petrol, 9988 Riley Road, Interlochen, made comments in opposition
- Deni Scrudato, 422 E. State Street, made comments in opposition

- Joe Quandt, legal counsel representing the applicant, made general comments
- Geoff Strait, 515 Highland Park Drive, made comments in support
- Jeffrey Turner, 150 Pine Street, made comments in opposition
- Al Quick, 542 Fifth Street, made comments in opposition
- Judy Nelson, 429 Garfield, made comments in opposition.

Commission discussion.

Motion by Commissioner Dow, 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 approved provided that the conditions listed in the Staff Report 15-SPR-03 are met.

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

7. CORRESPONDENCE – None.

8. REPORTS

- A. City Commission - Commissioners Richardson reported.
- B. Board of Zoning Appeals – No report.
- C. Grand Traverse Commons Joint Planning Commission – Commissioner Warren reported.
- D. Arts Commission- Commissioner Warren reported.
- E. Planning Commission
 - 1. Master Plan Review Committee—No report.
 - 2. Parking Regulation Committee- No report.
- F. Planning Department—No report.
 - 1. Traverse City Place Plan Committee- Commissioner Koebert reported.
 - 2. Community Development/Economic Development- Mr. Soyring reported.

9. PUBLIC COMMENT

- Ann Rogers, 1236 Peninsula Drive, made comments regarding considering climate change in planning processes.
- Bill Kirschke, 515 Fifth Street, made comments in opposition to the proposed form based code for West Front Street.

10. ADJOURNMENT

Chairperson Warren adjourned the meeting at 10:21 p.m.

Respectfully submitted,

Date: JANUARY 5, 2016

Jan Warren ^{RS}
Jan Warren, Secretary

**MINUTES
TRAVERSE CITY PLANNING COMMISSION
STUDY SESSION**

**TUESDAY, December 15, 2015
7:30 P.M.**

**COMMISSION CHAMBERS
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684**

1. CALL MEETING TO ORDER- Chairperson Serratelli called the meeting to order at 7:35 p.m.

2. ROLL CALL

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Janice Warren, and Camille Weatherholt

ABSENT: None.

STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

3. ANNOUNCEMENTS- None.

4. COSTCO INTEREST IN DEVELOPING IN TRAVERSE CITY (DISCUSSION)

Mr. Soyring introduced the topic. The location is just east of the airport entrance on South Airport Road. The site under consideration is part of a 60 acre parcel. The Master Plan calls for this area to be a Campus area. The zoning for this area is Transportation District. Current zoning does not allow for a retail use. Costco would like to discuss possible options for developing within Traverse City with the Planning Commission.

Kevin Kline, airport director for Cherry Capital Airport, addressed the Commission.

Chuck Judson, attorney representing Cherry Capital Airport, addressed the Commission.

Ted Johnson, Costco, Director of Development, presented to the Commission.

Commission discussion.

Mr. Soyring stated that the Master Plan should be your guidance when reviewing projects. The Core Principles on pages 5-6 of the Master Plan should be reviewed. In addition, the Economic Element, Transportation Element and the Natural Resources Element should be

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION
JOINT MEETING MINUTES
DECEMBER 15, 2015
Page 2**

reviewed. Mr. Soyryng discussed 5 options as possibilities for the Planning Commission to consider.

- 1) Rezoning to C-3
- 2) Conditional rezoning to C-3
- 3) Planned Unit Development
- 4) Text Amendment to allow more uses in the Transportation (T) District
- 5) Do nothing

Commission discussion.

Kevin Kline addressed the Commission.
Chuck Judson addressed the Commission.

Commission discussion included a desire to plan for the entire 60 acres and not just the particular site that Costco is interested in developing.

Discussion included conditional rezoning as a possible option for the developer to pursue.

Commissioners discussed the possibility of a site visit should the project move forward.

5. CAPITAL IMPROVEMENT PROGRAM PRIORITIZATION RESULTS (DISCUSSION)

Mrs. Luick summarized the CIP project results.

Commission discussion.

6. PUBLIC COMMENT- None.

7. ADJOURNMENT- The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Date: January 5, 2016

Jan Warren, RS
Jan Warren, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION AND
PARKS AND RECREATION COMMISSION
JOINT STUDY SESSION

TUESDAY, December 15, 2015
6:30 P.M.

COMMISSION CHAMBERS
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

1. CALL MEETING TO ORDER- Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. ROLL CALL

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe (arrived at 6:50 p.m.), Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Janice Warren (arrived at 6:39 p.m.), and Camille Weatherholt

ABSENT: None.

STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

Mr. Vaughn called roll for the Parks and Recreation Commission.

PRESENT: Commissioners Brooke DiGiacomo, Gary Howe (arrived at 6:50 p.m.), Matthew Ross, Danielle Rearick and Chairperson Margaret Szajner

ABESNT: Commissioner John Gessner

STAFF: Lauren Vaughn, Parks and Recreation Superintendent

3. ANNOUNCEMENTS- None.

4. DRAFT PARKS AND RECREATION 5-YEAR PLAN (DISCUSSION)

Mr. Vaughn gave an overview of the schedule for the update to the Parks and Recreation 5-Year plan.

Mr. Vaughn distributed the draft Goals and Objectives section and briefly summarized them.

Commission discussion.

Mr. Vaughn explained the approval process of the Parks and Recreation 5-Year Plan.

**PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION
JOINT MEETING MINUTES
DECEMBER 15, 2015
Page 2**

Commissioner Warren arrived at 6:39 p.m.

Commission discussion regarding possible expansion of Parks and Recreation programs took place. Demand for services estimates and park use metrics were discussed as data that may be useful. Additional discussion regarding the goals and objectives included within the draft Parks and Recreation 5-Year Plan were discussed.

Commissioner Howe arrived at 6:50 p.m.

Commission discussion included lack of available funds for park improvements. The Brown Bridge Trust Fund is now an avenue for improvements but requires a 50:50 match. Commission discussion regarding prioritizing neighborhood park improvements and a discussion regarding how particular parks are identified for improvements over others. Discussion regarding park planning and design took place and the need for "park plans" that have had public engagement/input for each park within the city.

Commission discussion regarding parking lot "parks" like Lot B (the Farmer's Market) and the parking lot next to the post office took place. The idea of possibly selling parkland and possibly acquiring parkland in underserved areas was discussed.

5. HICKORY HILLS MASTER PLAN (DISCUSSION)

Mr. Vaughn stated that the Hickory Hills Master Plan was presented to the City Commission on June 2, 2014. He summarized the year-round use plans for the park. The plan includes the designs of the proposed summer and winter activities. There is a Hickory Hills Advisory Committee that includes members from Preserve Hickory, Grand Traverse Ski Club, the City of Traverse City, Garfield Township and various other organizations.

Preserve Hickory is the fundraising group for improvements to Hickory Hills and they have raised \$375,000 to date toward the \$1.5 million match to acquire the \$1.5 million Brown Bridge Trust Funds monies.

Discussion regarding a business plan for Hickory Hills would be beneficial to outline the ongoing long-term maintenance costs. Likely with the improvements and expansion to a year-round facility, staffing levels would need to increase.

It was discussed that a joint meeting of both Commissions should occur once or twice a year to continue to discuss park planning.

6. PUBLIC COMMENT- None.

7. ADJOURNMENT- The meeting was adjourned at 7:29 p.m.

PLANNING COMMISSION AND PARKS AND RECREATION COMMISSION
JOINT MEETING MINUTES
DECEMBER 15, 2015
Page 3

Respectfully submitted,

Date: January 5, 2016

Jan Warren PS
Jan Warren, Planning Commission Secretary

**TRAVERSE CITY PLANNING COMMISSION
2015
ANNUAL REPORT**

ATTENDANCE

COMMISSIONER

Jody Bergman
Michael Dow
Jeanine Easterday
Janet Fleshman
Gary Howe
Linda Koebert
Ross Richardson
John Serratelli
Jim Tuller
Bill Twietmeyer
Jan Warren
Camille Weatherholt
Tim Werner

MEETINGS ATTENDED

17 of 19 meetings (term expired 11/9/15)
19 of 22 meetings
13 of 19 meetings (term expired 11/3/15)
19 of 22 meetings
2 of 3 meetings (appointed on 11/9/15)
19 of 22 meetings
3 of 3 meetings (appointed on 11/9/15)
19 of 22 meetings
3 of 3 meetings (appointed on 11/9/15)
15 of 19 meetings (term expired on 11/9/15)
19 of 22 meetings
3 of 3 meetings (appointed on 11/16/15)
17 of 19 meetings (term expired on 11/9/15)

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
ORDINANCE AMENDMENTS			
1	An amendment to the Traverse City Code of Ordinances Sections 1320.07, <i>Definitions</i> ; 1332.01 Single Family Dwelling (R-1a, R-1b) District <i>Uses Allowed</i> ; 1332.07 Single Family Dwelling (R-1a, R-1b) District <i>Accessory Buildings</i> ; 1374.03 Circulation and Parking <i>Motor Vehicle Parking</i> ; and Chapter 1377 <i>Accessory Dwelling Units Overlay Districts</i> ; regarding allowing accessory dwelling units in the single-family dwelling districts with conditions	2/3/15	
2	An amendment to the Traverse City Code of Ordinances, General Provisions and Definitions Section 1320.07, <i>Definitions</i> ; Industrial (I) District Section 1354.01, <i>Uses Allowed</i> , regarding allowing funeral services and crematories with conditions	8/4/15	
3	An amendment to the Traverse City Code of Ordinances Special Land Use Regulations Section 1364.08, <i>Special Land Use Permits Granted by the City Commission</i> , regarding increasing the impervious surface allowed for schools	12/1/15	
CONDITIONAL REZONING			
1	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	11/3/15; <i>Later withdrawn by applicant</i>	
REZONING			
1	A rezoning request initiated by Cynthia Anderson on behalf of Bonter Properties, LLC, to rezone 314 E. Eighth Street from R-29 (Multiple Family Dwelling) District to C-2 (Neighborhood Center) District	3/3/15	
2	Consideration of a rezoning request initiated by Tom Krause on behalf of Robert T. Cole and Richard Laylin, to rezone 1015 Hannah Ave and 1025 Hannah Ave from R-2 (Two-Family Dwelling) District to C-2 (Neighborhood Center)	3/3/15	

SPECIAL LAND USE PERMIT		
1	Request by Craig Patterson on behalf Pine Street Development One, LLC for a Special Land Use Permit to allow for a taller building at 305 W. Front Street	8/4/15; <i>Later withdrawn by applicant</i>
2	Request by Erik Falconer, Pine Street Development One, LLC for a Special Land Use Permit to allow for a taller building at 305 W. Front Street	11/3/15
SITE PLAN REVIEW		
1	Request by Ted Lockwood on behalf of the Moorings, LLC for the properties commonly known as 10597 E. Traverse Highway and 13910 West Bayshore Drive for a single-family dwelling development	1/6/15
2	Request from W. Keith Owen of Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for major change to Site Plan Review 14-SPR-01 at the property commonly known as 124 W. Front Street	4/7/15
3	Request by Craig Patterson on behalf Pine Street Development One, LLC for Site Plan Review at 305 W. Front Street	8/4/15; <i>Later withdrawn by applicant</i>
4	Request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review at 305 W. Front Street	11/3/15; <i>Admin error in motion</i>
5	Request by Erik Falconer, Pine Street Development One, LLC for Site Plan Review at 305 W. Front Street	12/1/15

MASTER PLAN- PROJECT REVIEWS FOR CONSISTENCY WITH CITY MASTER PLAN

- Approved as consistent with the Traverse City Master Plan in terms of location, extent and character:
 - Approval of Sara Hardy Farmers Market Reconstruction Project (8/4/15)

PRESENTATIONS/DISCUSSIONS

- Planning Commission Goals presented on 1/21/15 and accepted 2/3/15.
- Capital Improvement Program discussion (2/3/15, 2/18/15, 3/3/15) and adoption (4/7/15)
- Community Engagement strategies discussion (3/17/15)
- Review of Redevelopment Ready Communities Evaluation Report (3/17/15)
- Division Street- Review of Planning/Environmental/Linkages (PEL) Report discussion (3/17/15)
- Vegetated Roofs discussion (4/21/15)
- Review of Building Heights discussion (4/21/15)
- Funeral Home and Crematory discussion (5/19/15 and 6/16/15)
- Taller building at 305 W Front Street discussion (5/19/15)
- 2016-17 Street Projects discussion (5/19/15)
- Discussion of possibility of rezoning properties on Garfield Avenue from C-1 to C-3 (5/19/15 and 6/16/15)
- Parks and Recreation prioritization for park projects and Brown Bridge Trust Fund discussion (7/7/15)
- Discussion of possibility of rezoning 209 W 14th Street from R-9 to C-1 (7/7/15)
- Review of zoning regulations for schools discussion (9/1/15)
- Discussion of possibility of rezoning 202 E. 14th Street (9/1/15)
- Red Mill District Redevelopment Ready Communities Development Feasibility Report discussion (9/1/15)
- West Front Street (Place Plan) planning and code development discussion (9/1/15)
- Planning for resilient communities presentation and discussion (9/15/15)
- Vine Street and Second Street vacation request and preliminary site plan review for Immaculate Conception Campus discussion (9/15/15)
- Morgan Farms Planned Unit Development possible amendment request discussion (9/15/15)
- Watershed Center Grand Traverse Bay urban tree protection grant request and discussion (9/15/15)
- Review of Section 1368.03 Lot Width, Lot Area, Impervious Surface and Density Requirements discussion (10/20/15)

- West Front Street Form Based Code discussion (12/1/15)
- Draft Parks and Recreation 5-Year Plan discussion (12/15/15)
- Hickory Hills Master Plan discussion (12/15/15)
- Costco interest in developing in Traverse City presentation and discussion (12/15/15)

COMMITTEES

- Planning Commission representatives on the Grand Traverse Commons Joint Planning Committee
- Planning Commission representative on the Board of Zoning Appeals
- Planning Commission representative of the Public Arts Commission
- Planning Commission representative on the staff-led TC Place Plan Committee
- Planning Commission representatives on the staff-led Public Engagement Plan Committee
- Capital Improvement Program Committee as a staff-led committee with representation from three Planning Commissioners, one of which is also a City Commissioner
- Housing Building Planning Committee as a subcommittee of the Planning Commission, dissolved on 9/1/15
- Active Transportation Committee as a subcommittee of the Planning Commission, dissolved on 9/1/15
- Master Plan Review Committee as a subcommittee of the Planning Commission
- Parking Regulation Committee as a subcommittee of the Planning Commission

MISCELLANEOUS

- Planning Commission Annual Report received (1/6/15)
- Boardman River Plan accepted as general guide for the lower Boardman River area (3/3/15)
- Walking tour of 305 W. Front Street (8/3/15)
- Walking tour of West Front Street from Pine to Division and discussion of possible revised development regulations for the corridor (9/14/15)
- Nominated Cordia Senior Living redevelopment project as an Outstanding Development Project for recognition at the Grand Traverse County Planning Annual Awards Banquet
- Nominated West End Beach Trail and Access Project and Perry Hannah Statue Plaza for Placemaking Awards for recognition at the Grand Traverse County Planning Annual Awards Banquet
- Adoption of the Arts Commission Master Plan "A Public Art Program Master Plan for Traverse City" (10/6/15)
- Capital Improvement Plan Prioritizing exercise (10/20/15 and 12/15/15)
- Consideration of a request by Grand Traverse Area Catholic Schools to vacate Vine Street from a point 280' south of Randolph to Second Street, vacate Second Street from Cedar Street to Vine Street and grant a new right-of-way along the north property line of the campus connecting Vine to Cedar Streets (12/1/15)

The City of Traverse City

Code Enforcement

Governmental Center
 400 Boardman Ave
 Traverse City MI 49684
 (231) 922-4414
 www.traversecitymi.gov



COMPLAINTS for 2015	OCTOBER	NOVEMBER	DECEMBER	
Lawns	1			
Sign Violations	4	8	2	
Sidewalk Café Inspections				
Brush/ Streets Dept.	10	5	7	
Parking violations	2	6	8	
Neighbor Disputes	2	4	3	
Street Performer inspections/compl.				
Chickens		1		
Trash/garbage/junk	7	8	3	
Smoking Violation				
Dilapidated Homes/buildings				
Food Trucks/Vendors				
Noise		2	3	
Health/Safety		3		
News Racks				
DDA issues/complaints	1			
Miscellaneous Compl.	6	7	5	
Rental Housing Insp.	63	42	74	
Snow Complaints			11	
Citations				
TOTALS	96	86	116	

The above chart shows the type and amount of each complaint that was handled. No citations were issued, all others received warnings, as almost all violations were corrected after one warning. Approximately 90% of the above complaints were call generated, and 10% self initiated.



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

A handwritten signature in black ink, appearing to be 'Elizabeth Hart', written over a horizontal line.

DATE: January 11, 2016

SUBJECT: Monthly Operations Report for December 2015

Attached to this report are the following items: a financial summary of the TCRWWTP and the Septage Facility, December's report to the state which has been electronically submitted. The monthly loadings for December for each Township within Grand Traverse County, the Septage facility and the City will be included in January's monthly report.

TRAVERSE CITY

OPERATIONS AND PROJECTS

The Treatment Plant was in full compliance through the month of December. We submitted the Annual Storm Water Pollution Prevention report to the DEQ on January 6, 2016.

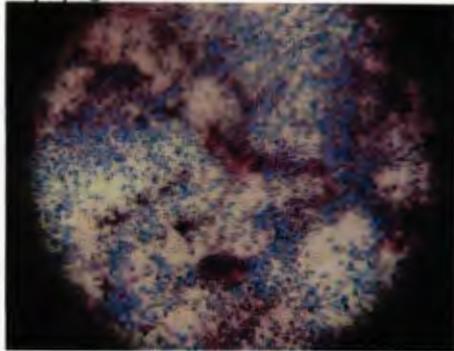
In December, Windemuller began the validation, and calibration of the pressure sensors, and flow meters on each membrane train. We will perform testing on the new membranes once all calibrations and mechanical inspections have been completed.

We continue to work with Dr. Daigger at the University of Michigan fine tuning the scope of the comma shaped Gram positive bacteria (CSGPB) study. The study is tentatively scheduled to begin in the fall of 2016.

We currently are not experiencing an outbreak of 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 continued to increase. In December, we observed a decrease in the CSGPB population in our biomass, however, we are not able to definitively correlate this decrease to feeding the Aquafix supplement. As a result, we will discontinue feeding the supplement. (Please refer to the pictures below)

Microscope Pictures of Treatment Plant Biomass

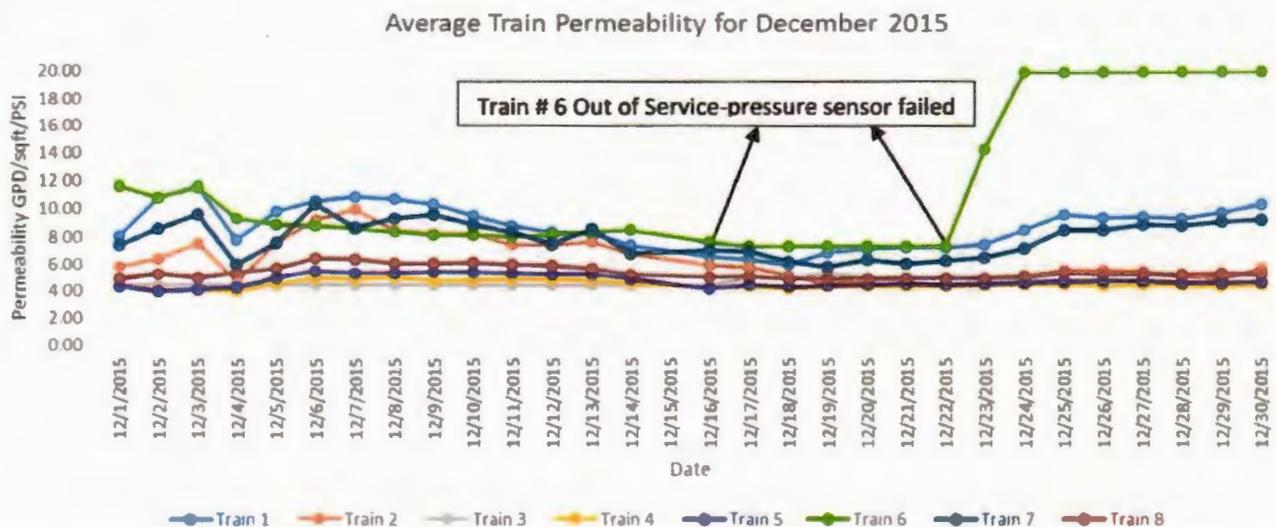
12/2/15



12/30/15



Membrane Train Permeabilities increased through the month of December, this correlates with the decrease of comma shaped Gram positive bacteria in the treatment plant biomass. We continue to back pulse the membrane trains as needed. As of late, we have not had to increase scour aeration to maintain desired membrane train transmembrane pressures (TMP). We are able to permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds DEQ requirements. (Please refer to the graph below)



The table on page 3 contains the diagnostic flow test results for trains tested in December. 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 mechanical 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.

December'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(gallons/minute)	Transmembrane Pressure (TMP=-.50 to -6.99 is the target range)	Temp	Date
7	1,840	-6.43	58	12-7-15
5	1,505	-6.71	57	12-15-15

Maintenance

- We have shipped the gear box for screw pump #1 to Foote/Jones for inspection.
 - Michigan Switch Gear installed the repaired breaker for aeration blower #2.
 - The grates covering the newly installed membrane cassettes were modified so they once again lay evenly over the tanks.
 - We have purchased a spare control board for the Master PLC's in the membrane control room.
 - We installed and calibrated a new level transducer and pressure sensor in Train #3. We installed a new pressure sensor in Train #6, and verified its accuracy. Because a train cannot operate without an operational level transducer or pressure sensor, we have purchased a level transducer and pressure sensor for inventory.
 - The Plant's influent flow meter and primary effluent flow meters were verified to be reading accurately.
 - We installed a new Pressure Relief Valve on Digester #3.
 - We installed a new motor starter and heater for pump #1 at the TBA lift station.
 - We cleaned the grit out of Woodmere Lift Station's wet well.
-

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Membrane Replacement	City has decided to replace 1 train of membranes per year until all 8 trains are replaced. (4 more trains remain)
Comma Shaped Gram Positive Bacteria(CSGPB)	CH2M discontinued the food supplement, does not seem to correlate with changes in CSGPB population. CH2M working with Glen Daigger at the University of Michigan on the scope of the CSGPB study tentatively scheduled to begin in the fall of 2016.
Mixing in the Aeration Basin is inadequate 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
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 January. 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 fails 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 performed the annual Significant Industrial User (SIU) inspections at Tyson Foods, CRM, and Munson Medical Center. The annual effluent sampling was also performed at all three locations. The results of the analytical testing performed on the effluent samples showed Tyson Foods, and Munson Medical Center to be in compliance with the parameters of their discharge permits.

The contract laboratory performing the analytical testing on the annual effluent samples failed to perform the required Biochemical Oxygen Demand (BOD) analysis on CRM's sample for Outfall-001 within an acceptable sample holding time. The contract laboratory will run a Chemical Oxygen Demand (COD) analysis on the sample and report the BOD as less than the COD result. According to the laboratory, this will meet regulatory requirements. In addition, the contract laboratory failed to perform the required Total Kjeldhal Nitrogen and BOD analyses on the sample collected at CRM's Outfall-002. This outfall will have to be resampled for these parameters as the original sample exceeded the allowable holding time.

The Grand Traverse County DPW responded to a grease plug near the corner of South Airport Road and Garfield Ave, which was traced back to Copper Falls Steakhouse. According to County records, the 500 gallon grease interceptor had not been pumped since 2013, in addition, the top of the through pipe in the Inspection Manhole had never been removed, so the flow couldn't be observed. We met with the owner of Copper Falls Steakhouse to review our findings and Best Management Practices for their kitchen. We have issued a Notice of Violation to the restaurant along with the requirement that they modify their Inspection Manhole.

We issued a letter to the owner of Press on Juice informing her of her need to install an Inspection Manhole at 1125 E. Eighth Street.

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 will replace the seal with the seal currently in the spare parts inventory.
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 December was 6.68 lbs. BOD/day.

Synagro completed a biosolids haul.

We observed an average unloading time for the haulers in December to be 14.8 minutes, with an average unloading rate of 133 gpm. We have attached pictures below depicting the general condition of the unloading bays. We clean the bays twice a day.

East Unloading Bay (12-30-15)



West Unloading Bay (12-4-15)



Maintenance

We installed a new wall mounted ladder and railing on the ATAD building. (Please refer to the picture below)



The Carbon Monoxide detectors and sensors that trigger the unloading bay's ventilation fans to turn on and off were replaced and calibrated. The fans are currently operating in the auto mode.

We installed a new solenoid on the inlet pinch valve for the East Unloading Bay rock trap. The unloading bay is currently offloading as it should. (We have 3 spare solenoid in inventory)

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 January 2015.**

Septage 5 year Capital Improvement Recommendations-Listed in Order of Importance		
Contract Year	Project	Estimated Cost
2016	Modify Fine Screens and Compactor	\$18,000
2016	Grit Removal Feasibility Study	\$12,000
2017	Post Equalization Tank Cleaning	\$40,000
2017	Modify Foul Air System	\$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2017	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2018	Grit Removal System Added (Requires Feasibility Study)	TBD
2018	Replace four Lift Station/EQ Tank Submersible Pumps	\$28,000
2018	Install Rock Trap on Grease Load Out Line	\$18,000
2019	Replace East & West Load Out Rock Traps	\$65,000
2019	Sludge Storage Feasibility Study	\$10,000
2020	Sludge Load Out Line	\$7,500
2020	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2020	Sludge Storage Expansion	TBD

Traverse City Regional Waste Water Treatment Plant 2015-2016

EXPENSE CATEGORY	DEC-15			Year End	
	Budget	Actuals	Variance	Budget	Variance
CHEMICALS	\$ 16,725.83	\$ 6,612.85	\$ 10,112.98	\$ 181,321.66	\$ 19,388.34
CLIENT PLANT & EQUIP	\$ 9,583.33	\$ 11,602.26	\$ (2,018.93)	\$ 137,149.23	\$ (22,149.23)
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 375.00	\$ 375.00
EDUCATION, TRAINING, MEETINGS	\$ 521.67	\$ 792.00	\$ (270.33)	\$ 9,367.69	\$ (3,107.69)
ELECTRICITY	\$ 40,400.00	\$ 75,063.56	\$ (34,663.56)	\$ 521,781.97	\$ (36,981.97)
EMPLOYEE EXPENSE	\$ 789.21	\$ 3,036.84	\$ (2,247.63)	\$ 14,135.73	\$ (4,665.18)
INSURANCE	\$ 2,902.28	\$ 3,321.50	\$ (419.22)	\$ 33,802.08	\$ 1,025.28
LABOR	\$ 71,154.78	\$ 65,466.41	\$ 5,688.37	\$ 770,472.00	\$ 69,613.52
OPERATING EXPENSES	\$ 10,057.09	\$ 15,564.83	\$ (5,507.74)	\$ 136,336.43	\$ (16,340.85)
OUTSIDE SERVICES	\$ 2,166.67	\$ 10,245.42	\$ (8,078.75)	\$ 43,442.47	\$ (17,442.47)
SOLIDS HANDLING	\$ 54,970.00	\$ 45,000.00	\$ 9,970.00	\$ 173,936.88	\$ (5,596.88)
SUPPLIES	\$ 916.67	\$ 1,321.55	\$ (404.88)	\$ 14,134.31	\$ (3,134.31)
TELECOMMUNICATIONS	\$ 850.00	\$ 2.20	\$ 847.80	\$ 9,189.02	\$ 1,010.98
TRAVEL COSTS	\$ 1,847.26	\$ 4,375.99	\$ (2,528.73)	\$ 29,180.36	\$ (7,013.28)
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 417.00	\$ 795.50	\$ 10,499.37	\$ 4,050.63
TOTALS	\$ 214,159.79	\$ 242,822.41	\$ (28,662.62)	\$ 2,085,124.21	\$ (20,968.11)

REPAIRS	\$ 9,583.33	\$ 12,752.18	\$ (3,168.85)	\$ 115,000.00	\$ 138,743.47	\$ (23,743.47)
---------	-------------	--------------	---------------	---------------	---------------	----------------

Top Repair Expenses

	Cost	Repair
ABI MECHANICAL	\$3,450.00	REPAIR OF BACKPULSE DISCHARGE LINES IN MEMBRANE BUILDING
ENDRESS & HAUSER INC	\$2,046.57	TRAIN 3 LEVEL TRANSDUCER
HACH COMPANY.	\$3,800.72	TURBIDITY METER REPLACEMENT FOR TRAINS 1 AND 2 AND TWO NEW SENSORS

Grand Traverse County Septage Facility 2015-2016

EXPENSE CATEGORY	DEC-15			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 120.00	\$ 35.96	\$ 84.04	\$ 1,440.00	\$ 2,508.39	\$ (1,068.39)
CLIENT PLANT & EQUIP	\$ 833.33	\$ -	\$ 833.33	\$ 10,000.00	\$ 12,043.87	\$ (2,043.87)
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ 13.94	\$ (9.36)	\$ 55.00	\$ 41.44	\$ 13.56
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ 391.38	\$ 391.38
INSURANCE	\$ 317.05	\$ 490.71	\$ (173.66)	\$ 3,804.62	\$ 3,148.88	\$ 655.74
LABOR	\$ 9,981.00	\$ 8,354.47	\$ 1,626.53	\$ 117,840.16	\$ 112,458.11	\$ 5,382.05
OPERATING EXPENSES	\$ 991.53	\$ 1,467.87	\$ (476.34)	\$ 11,814.56	\$ 17,584.50	\$ (5,769.94)
OUTSIDE SERVICES	\$ 5,700.00	\$ 40,000.00	\$ (34,300.00)	\$ 68,400.00	\$ 74,208.40	\$ (5,808.40)
SOLIDS HANDLING	\$ 8,600.00	\$ 10,000.00	\$ (1,400.00)	\$ 30,300.00	\$ 33,182.52	\$ (2,882.52)
SUPPLIES	\$ 16.67	\$ 24.10	\$ (7.43)	\$ 200.00	\$ 1,020.92	\$ (820.92)
TELECOMMUNICATIONS	\$ 96.00	\$ -	\$ 96.00	\$ 1,152.00	\$ 954.78	\$ 197.22
TRAVEL COSTS	\$ 110.58	\$ -	\$ 110.58	\$ 1,327.00	\$ 663.50	\$ 663.50
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ 93.75	\$ 93.75
TOTALS	\$ 26,851.60	\$ 60,387.05	\$ (33,535.45)	\$ 247,303.59	\$ 258,300.43	\$ (10,996.85)
REPAIRS	\$ 833.33	\$ -	\$ -	\$ 10,000.00	\$ 14,010.35	\$ (4,010.35)

Traverse City WWTP DMR

December 2015

No Discharge

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Flow 50050	4.429	MGD	****	****	Daily	Report Total Daily Flow
Final Effluent (1)	Permit Requirement Maximum Monthly Average	(Report) Maximum Daily	****	****	Daily	Report Total Daily Flow
Total Suspended Solids 00530	<38	lb/day	<1	<1	3X Weekly	24-Hr Composite
Prior to Disinfection (8)	Permit Requirement Maximum Monthly Average	2100 Maximum 7-Day Average	30 Maximum Monthly Average	45 Maximum 7-Day Average	3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80082	<76	lb/day	<2	<2	3X Weekly	24-Hr Composite
Prior to Disinfection (8)	Permit Requirement Maximum Monthly Average	1800 Maximum 7-Day Average	25 Maximum Monthly Average	40 Maximum 7-Day Average	3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00465	12	lb/day	0.3	0.4	3X Weekly	24-Hr Composite
Prior to Disinfection (8)	Permit Requirement Maximum Monthly Average	36 Maximum Daily	0.5 Maximum Monthly Average	(Report) Maximum Daily	3X Weekly	24-Hr Composite
Total Mercury 71900	*G	lb/day	*G	*G	Quarterly	Calculation
Final Effluent (1)	Sample Measurement	(Report) Maximum Daily	(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)	Permit Requirement Maximum Monthly Average	0.38 Maximum Monthly Average	5.3 Maximum Monthly Average	(Report) Maximum Daily	Weekly	24-Hr Composite
Fecal Coliform 74055	****	****	<2	21	3X Weekly	Grab
Final Effluent (1)	Permit Requirement	****	700	400	3X Weekly	Grab

