



## Notice City Commission Study Session

7:00 PM

Monday, January 25, 2016

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

Posted and Published: 01-22-2016

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

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

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk  
(231) 922-4480

Email: [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)

Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)

400 Boardman Avenue

Traverse City, MI 49684

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

### **Welcome to the Traverse City Study Session!**

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

### **Agenda**

Pledge of Allegiance

Roll Call

1. Discussion regarding future plans for the Sara Hardy Farmer's Market. (Marty Colburn, Rob Bacigalupi)
2. Discussion regarding the Adopt-A-Commissioner Youth Engagement Program. (Commissioner Gary Howe, Marty Colburn, Benjamin Marentette)
3. Discussion regarding generalized summary of public comment positions within the official minutes of the City Commission. (Marty Colburn, Benjamin Marentette)
4. Continued discussion regarding a two-year strategic plan for the City. (Marty Colburn)
5. Announcements from the City Clerk. (Benjamin Marentette)
6. Public comment.

7. Adjournment.

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The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JANUARY 25, 2016

DATE: JANUARY 22, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: JANUARY 25 STUDY SESSION

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

1. ***Discussion regarding future plans for the Sara Hardy Farmer's Market.***

Attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi, who make a presentation to the City Commission regarding the future of the Sara Hardy Farmer's Market. As indicated by Mr. Bacigalupi, the firm Avenue ISR was engaged to conduct a community survey about the Farmer's Market to guide the future development of the Farmer's Market. A committee of DDA staff, City staff, DDA Board members and Farmer's Market vendors recommends "B-Phase 1", with the goal of eventually completing "B-Complete" as outlined in the attachments. Our apologies that some of the text in the sketches is unreadable; it's best quality they have at this point.

The DDA plans to lead a fundraising effort, or capital campaign, to raise the necessary funds for this project; and Mr. Bacigalupi hopes that construction could begin as soon as Spring of 2017. (Construction contracts would be brought to the City Commission for approval.)

2. ***Discussion regarding the Adopt-A-Commissioner Youth Engagement Program.***

Last year, in August, the City Commission supported the Adopt-A-Commissioner Youth Engagement Program. That program was officially launched at Traverse City West Senior High School in the fall; and the first 'cycle' has concluded. Attached is a memo from Traverse

City West Senior High School Civics/government Teacher Tak Ready, Commissioner Gary Howe and City Clerk Benjamin Marentette which was provided to the City Commission in August. Additionally, attached is a report prepared by the students who participated, which they presented to their class. Commissioner Howe is going to provide an update to the Commission on Monday. Commissioner Howe and Mr. Marentette are hoping additional Commissioners will join in the program.

3. ***Discussion regarding generalized summary of public comment positions within the official minutes of the City Commission.***

Attached is a memo from City Clerk Benjamin Marentette regarding this matter; and I support his indication.

4. ***Continued discussion regarding a two-year strategic plan for the City.***

We have distilled the strategic priorities from Commissioners, reviewed staff priorities regarding services and critical elements which need to be accomplished, to enable a comprehensive analysis. We will continue the discussion Monday evening.

MC/bcm

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copy: Rob Bacigalupi, Downtown Development Authority Executive Director  
Department Heads  
Tak Ready, Traverse City West Senior High School Teacher



## **Memorandum**

**To: Traverse City Commission**  
**From: Rob Bacigalupi, DDA Executive Director**  
**Subject: Sara Hardy Downtown Farmers Market**  
**Date: January 19, 2016**

The Traverse City Downtown Development Authority has recently embarked on planning for the reconstruction of the Sara Hardy Downtown Farmers Market space (Lot B) in Downtown Traverse City. In 2002, the DDA conducted a survey and study for the Sara Hardy Downtown Farmers Market based on feedback and concerns from vendors and customers regarding the functionality of the space. The DDA Board of Directors at that time made a commitment to invest in the market and the project eventually was placed in the Capital Improvement Plan. As the project neared, the DDA deemed it important to provide more current data and in 2014, hired Traverse City firm Avenue ISR to conduct a community wide survey regarding the market in anticipation of the capital project. Various stakeholders were targeted such as market vendors, Downtown business owners, festival organizers, and customers throughout the community and region.

Based on more recent feedback, the DDA hired Beckett & Raeder to work on plan to improve the farmers market space. Conceptual designs were vetted through the steering committee, which was comprised of farm market vendors, DDA staff, City staff, and DDA Board members. The designs were also presented to the market vendors and customer representatives. The committee recommended moving forward with Concept "B-Phase I" with an eye toward eventually doing the full Concept "B-Complete" plan, both of which are attached. The DDA Board of Directors supported the project and recommendation from the committee. DDA Staff also presented and received support from both the Planning Commission and Parks and Recreation Commission.

A committee of DDA Staff, DDA Board Members and the Chair of the Farmers Market Advisory Board has been formed to create and pursue a fundraising plan. The DDA has hired local consultant Meghan Olds, Parallel Solutions, to assist in this effort. A majority of the grant cycles will fall in March and April 2016. Dependent upon fundraising efforts, the goal is that construction would be in Spring of 2017. As you may be aware, Lot B is parkland and we look forward to making this space function better not only for the Sara Hardy Downtown Farmers Market, but create opportunities for the space to be used for future events and community gatherings. We are seeking feedback as we look forward to embarking upon this exciting community project.

## Vision for the Market Space

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### Overall Vision

It is May 2017 and the Sara Hardy Downtown Farmers Market is opening for the season after a winter break. Even though it is early in the growing season, a wide variety of fresh and preserved produce, plants, value added products, baked goods and soap are available for sale. Later in the season, a full array of nearly every fruit, vegetable, mushroom and flower grown in Northern Michigan will be available to shoppers. The market is a thriving seasonal growers market.

There is an easy and natural flow between the market (which is still in its traditional home adjoining and amidst Parking Lot B) and downtown Traverse City. Shoppers begin and end their trips to the farmers market by having breakfast or lunch in downtown restaurants, purchasing complementary ingredients (e.g. vinegar, spices) from downtown merchants and shopping in other downtown retail stores.

Shoppers have arrived at the market using a variety of transportation options. Those who have driven private automobiles have easily found their way (through signage and other information tools) to parking in a variety of lots in the downtown area and are able to walk to the market safely and easily. Those who have ridden bicycles continue to find ample bike parking. Public transit is a convenient option for those who choose to ride the bus.

Although Parking Lot B continues to function during the rest of the week as a parking lot, on market days it feels like a thriving open air market and community meeting place. Shoppers move easily down the generously spaced aisles, pausing to greet each other, admire babies and take in the views of the Boardman River and Grand Traverse Bay without impeding the shopping experience of those who are more focused on shopping. Those who wish to truly linger and relax are able to do so around the periphery of the market where musicians play and benches are provided for the footsore.

Those with particular questions or needs are able to have these addressed easily. Signage to nearby restroom facilities is clear and easy to navigate. The Farmers Market Office serves as an information center for the market and for downtown in general.

A light rain picks up, but shoppers are protected from much of the precipitation by walkways that cover them and vendor booths. These covers or awnings are aesthetically pleasing and allow shoppers to continue to enjoy the pleasant setting by river and bay.

The market is seen as the resource that it truly is. Downtown merchants continue to benefit both directly and indirectly from the positive influence the market has on downtown Traverse City. City residents love shopping at the market, both to enjoy the wonderful fresh produce and to rekindle a connection to the source of their food. Those who are inconvenienced by a temporary loss in parking are able to quickly find other alternatives.

While understanding that all improvements are geared toward improving the Farmers Market experience, event promoters and organizers who use the market space have been included in design discussions so that they may plan for infrastructure changes. They have been provided some accommodations (e.g. tent tie downs) that make the space more useful for events. Improvements to the market space have created new opportunities for additional events to support downtown Traverse City.

Ultimately, the market and downtown Traverse City continue to thrive.

### **Specific Design/Development Criteria**

#### **High Priorities**

- **Maintain the current location.**
- **Improve booth and aisle configuration to relieve congestion and allow for better pedestrian flow.**
- **Overall, expand the market area to the North, further into the parking lot; keep shopper aisles wide.**
- **Provide expanded covered structures for shoppers and vendor booths; ensure that these do not block sight lines to the natural surroundings that are a positive for shoppers.**
- **Provide a clearer/safer means to cross Union Street for those parking in Lots Z and X.**
- **Provide signage and other information tools (e.g. app, handouts) to show layout of market, location of convenient parking, access to existing public restrooms, etc.**

#### **Lower/Medium Priorities**

- **If meeting/resting areas are provided, make them available at the edges of the Market and definitely away from any congested areas.**
- **If music is offered, similarly place it at the edge of the Market.**
- **Consider using signage or other means to improve traffic flow through Lot T to relieve vehicle congestion.**
- **Ensure that bike parking continues to be available to meet demand.**



Beckett & Raeder, Inc.  
 Traverse City Farmers Market  
**CONCEPT B - PHASE 1**  
 Budget Level Opinion of Project Construction Costs  
 June 2015



Qty	Unit	Description	Unit Cost	Unit Total	Total
<b>Site Preparation</b>					
441	lf	Filter Fabric Fence	\$3.50	\$1,543.50	
4	ea	Structure Erosion Control Measure	\$150.00	\$600.00	
200	lf	Tree Protection Fence	\$3.50	\$700.00	
1	ls	Construction Entrance Mud Mat	\$1,250.00	\$1,250.00	
1	ls	Traffic Control	\$2,500.00	\$2,500.00	
					<u>\$6,593.50</u>
<b>Demolition</b>					
9	ea	Tree Removal, 1-6"	\$150.00	\$1,350.00	
5	ea	Tree Removal, 7-12"	\$250.00	\$1,250.00	
3	ea	Tree Removal, 13" and up	\$750.00	\$2,250.00	
300	lf	Concrete & HMA Sawcut	\$3.50	\$1,050.00	
9,427	sf	Concrete Walk Removal	\$1.00	\$9,427.00	
1,514	lf	Concrete Curb & Gutter Removal	\$6.00	\$9,084.00	
51,552	sf	HMA Removal	\$0.75	\$38,664.00	
0	ls	Pedestrian Bridge Removal (Future)	\$10,000.00	\$0.00	
58	lf	Guardrail Removal	\$4.00	\$232.00	
70	ea	Parking Meter Salvage to Owner	\$60.00	\$4,200.00	
1	ls	Misc. Demolition	\$3,500.00	\$3,500.00	
					<u>\$71,007.00</u>
<b>Earthwork</b>					
2,037	cy	Earthwork (Cut & Fill)	\$4.00	\$8,148.00	
1,018	cy	Cut & Haul	\$12.00	\$12,216.00	
6,500	sy	Fine Grading	\$1.50	\$9,750.00	
					<u>\$30,114.00</u>
<b>Utilities</b>					
0	ls	New Water Service (Assumed Adequate)	\$5,000.00	\$0.00	
0	ls	New Electrical Service (Assumed Adequate)	\$5,000.00	\$0.00	
334	lf	12" Storm Sewer	\$45.00	\$15,030.00	
1	ea	2' Diameter Inlet	\$2,000.00	\$2,000.00	
1	ea	End Section & Rip Rap	\$750.00	\$750.00	
1	ls	Stormceptor Storm Cleansing Unit	\$15,000.00	\$15,000.00	
					<u>\$32,780.00</u>
<b>Site Improvements</b>					
1,609	lf	Concrete Curb & Gutter	\$22.00	\$35,398.00	
13,940	sf	Concrete Sidewalk, 4"	\$4.00	\$55,760.00	
0	sf	Special Pavement in Market Walkway	\$13.00	\$0.00	
3,984	sf	Special Pavement in Market Walkway (Heavy Duty)	\$16.00	\$63,744.00	
4,975	sy	Standard Duty Asphalt Paving	\$26.00	\$129,350.00	
15	sy	Asphalt Patching	\$40.00	\$600.00	
0	lf	Pedestrian Bridge (Future)	\$1,000.00	\$0.00	
987	sf	Boardwalk Overlook	\$25.00	\$24,675.00	
0	lf	Cheekwall for Stairs/Ramp (Future)	\$50.00	\$0.00	
0	sf	Stairs (Future)	\$10.00	\$0.00	
0	lf	Railing for Ramp Handrails (Future)	\$50.00	\$0.00	
308	sff	Unit Retaining Wall	\$27.00	\$8,316.00	
34	lf	Ornamental Railing	\$75.00	\$2,550.00	
30	sf	Detectable Warning Devices	\$10.00	\$300.00	
1	ls	Pavement Striping	\$2,000.00	\$2,000.00	
					<u>\$322,693.00</u>
<b>Site Lighting</b>					
3	ea	Parking lot Shoebox Lights	\$4,000.00	\$12,000.00	
					<u>\$12,000.00</u>
<b>Site Furnishings</b>					
0	ea	Benches with Back (Future)	\$1,500.00	\$0.00	
0	ea	Trash Receptacle (Future)	\$1,200.00	\$0.00	

0 ea	Bike Hoop (Future)	\$300.00	\$0.00
0 ea	Collapsible Bollards (Future)	\$1,250.00	\$0.00
0 ls	Parking Paymaster System (by DDA)	\$0.00	\$0.00
0 ls	Interpretive Signage (Future)	\$5,000.00	\$0.00
1 ls	Regulatory Signage (Allowance)	\$1,500.00	\$1,500.00
			<u>\$1,500.00</u>

**Structures**

1 ls	Bird House Repair	\$4,500.00	\$4,500.00
12,000 sf	Central Shed Structure (36' wide)	\$73.00	\$876,000.00
0 sf	South Shed Structure (9000 sf; 24' wide) (Future)	\$73.00	\$0.00
			<u>\$880,500.00</u>

**Landscaping**

8 ea	Canopy Trees	\$450.00	\$3,600.00
2,000 sf	Shrub / Perennial / Native Plantings	\$7.00	\$14,000.00
737 sy	Seeded Lawn Restoration	\$1.00	\$737.00
81 cy	Topsoil	\$35.00	\$2,837.45
0 ls	Irrigation System	\$17,500.00	\$0.00
			<u>\$21,174.45</u>

Subtotal	\$1,378,361.95
General Conditions (5%)	\$68,918.10
Design Contingency (10%)	<u>\$144,728.00</u>

**Hard Costs** (i.e., Construction Costs) \$1,592,008.05 (\$580,000 without shed)

Soft Costs (25%) \$398,002.01

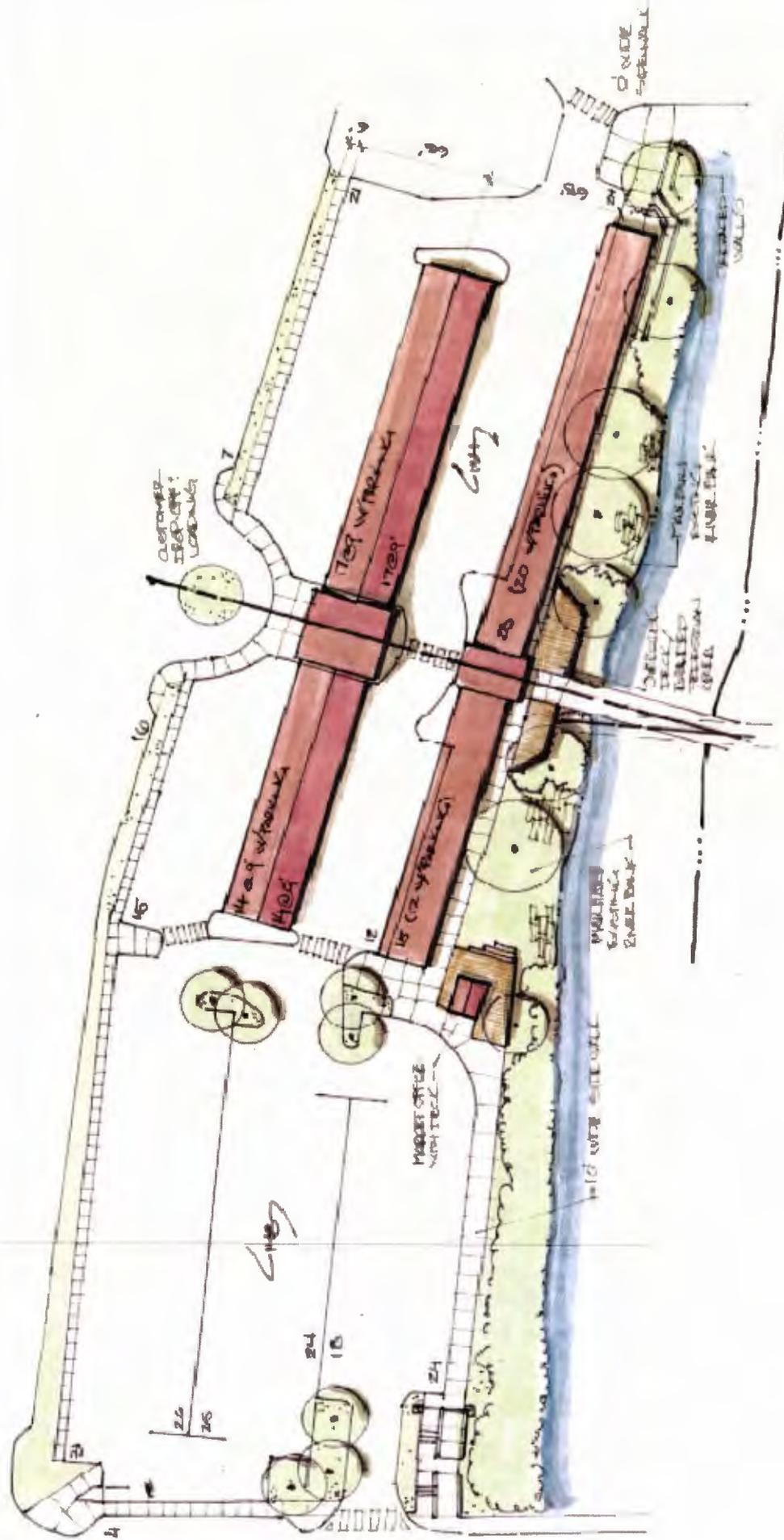
- Architectural & Engineering Fees
- Topographic Survey
- Construction Contingency
- Materials Testing
- Legal
- Construction Inspections
- Permitting Fees

**Project Grand Total** **\$1,990,010.07**

**Does Not Include:**

- Improvements to Lot T
- Improvements Adj to Lot T along River or on Union St.
- Parallel Parking on Grandview Parkway
- Underground Storm Water Detention (premium of \$90,000 for this site)
- Restrooms
- Porous Pavements (premium of \$100,000 for a portion of this site as porous HMA)
- Renovation of Bird's Nest Building
- Decorative Pedestrian Lighting / Streetscape on Grand View or Union

Note: Estimate prepared without benefit of topographic survey and based on preliminary level Schematic Design. Therefore, it should be considered as budgetary in nature only and subject to change as additional information and design detail becomes available.



REMARKS: TO ALIGN WITH CENTER OF MARKET. SIDEWALK. SIDEWALK.

SARA HARDY FARMERS MARKET  
CONCEPT SKETCH

**B-COMplete**

Beckett & Raeder, Inc.  
 Traverse City Farmers Market  
**CONCEPT B-COMPLETE**  
 Budget Level Opinion of Project Construction Costs  
 May 2015



Qty	Unit	Description	Unit Cost	Unit Total	Total
<b>Site Preparation</b>					
652	lf	Filter Fabric Fence	\$3.50	\$2,282.00	
5	ea	Structure Erosion Control Measure	\$150.00	\$750.00	
300	lf	Tree Protection Fence	\$3.50	\$1,050.00	
1	ls	Construction Entrance Mud Mat	\$1,250.00	\$1,250.00	
1	ls	Traffic Control	\$3,500.00	\$3,500.00	
					<u>\$8,832.00</u>
<b>Demolition</b>					
23	ea	Tree Removal, 1-6"	\$150.00	\$3,450.00	
10	ea	Tree Removal, 7-12"	\$250.00	\$2,500.00	
2	ea	Tree Removal, 13" and up	\$750.00	\$1,500.00	
1,050	lf	Concrete & HMA Sawcut	\$3.50	\$3,675.00	
11,453	sf	Concrete Walk Removal	\$1.00	\$11,453.00	
2,165	lf	Concrete Curb & Gutter Removal	\$6.00	\$12,990.00	
31,400	sf	HMA Removal	\$0.75	\$23,550.00	
1	ls	Pedestrian Bridge Removal	\$10,000.00	\$10,000.00	
58	lf	Guardrail Removal	\$4.00	\$232.00	
54	ea	Parking Meter Salvage to Owner	\$75.00	\$4,050.00	
1	ls	Misc. Demolition	\$3,500.00	\$3,500.00	
					<u>\$76,900.00</u>
<b>Earthwork</b>					
2,400	cy	Earthwork (Cut & Fill)	\$4.00	\$9,600.00	
1,200	cy	Cut & Haul	\$12.00	\$14,400.00	
9,667	sy	Fine Grading	\$1.50	\$14,500.50	
					<u>\$38,500.50</u>
<b>Utilities</b>					
1	ls	New Water Service (Allowance)	\$5,000.00	\$5,000.00	
1	ls	New Electrical Service (Allowance)	\$5,000.00	\$5,000.00	
334	lf	12" Storm Sewer	\$45.00	\$15,030.00	
2	ea	4' Diameter Catch Basin	\$2,500.00	\$5,000.00	
1	ea	End Section	\$350.00	\$350.00	
1	ls	Stormceptor Storm Cleansing Unit	\$15,000.00	\$15,000.00	
					<u>\$45,380.00</u>
<b>Site Improvements</b>					
2,300	lf	Concrete Curb & Gutter	\$22.00	\$50,600.00	
19,791	sf	Concrete Sidewalk, 4"	\$4.00	\$79,164.00	
4,524	sf	Special Pavement in Market Walkway	\$13.00	\$58,812.00	
3,984	sf	Special Pavement in Market Walkway (Heavy Duty)	\$16.00	\$63,744.00	
5,305	sy	Standard Duty Asphalt Paving	\$26.00	\$137,930.00	
170	sy	Asphalt Patching	\$40.00	\$6,800.00	
90	lf	Pedestrian Bridge	\$1,000.00	\$90,000.00	
987	sf	Boardwalk Overlook	\$25.00	\$24,675.00	
100	lf	Cheekwall for Stairs/Ramp	\$50.00	\$5,000.00	
160	sf	Stairs	\$10.00	\$1,600.00	
88	lf	Railing for Ramp Handrails	\$50.00	\$4,400.00	
308	sff	Unit Retaining Wall	\$27.00	\$8,316.00	
34	lf	Ornamental Railing (as guardrail)	\$75.00	\$2,550.00	
50	sf	Detectable Warning Devices	\$10.00	\$500.00	
1	ls	Pavement Striping	\$4,000.00	\$4,000.00	
					<u>\$538,091.00</u>
<b>Site Lighting</b>					
6	ea	Parking lot Shoebox Lights	\$4,000.00	\$24,000.00	
					<u>\$24,000.00</u>
<b>Site Furnishings</b>					
4	ea	Benches with Back	\$1,500.00	\$6,000.00	
4	ea	Trash Receptacle	\$1,200.00	\$4,800.00	

8	ea	Bike Hoop	\$300.00	\$2,400.00
9	ea	Collapsible Bollards	\$1,250.00	\$11,250.00
0	ls	Parking Paymaster System (by DDA)	\$0.00	\$0.00
1	ls	Interpretive Signage (Allowance)	\$5,000.00	\$5,000.00
1	ls	Regulatory Signage (Allowance)	\$1,500.00	\$1,500.00
				\$30,950.00

**Structures**

1	ls	Building Relocation (Bird House as Market Office)	\$50,000.00	\$50,000.00
12,000	sf	Central Shed Structure (36' wide)	\$73.00	\$876,000.00
9,000	sf	South Shed Structure (24' wide)	\$73.00	\$657,000.00
				\$1,583,000.00

**Landscaping**

16	ea	Canopy Trees	\$450.00	\$7,200.00
3,500	sf	Shrub / Perennial / Native Plantings	\$7.00	\$24,500.00
1,422	sy	Seeded Lawn Restoration	\$1.00	\$1,422.00
156	cy	Topsoil	\$35.00	\$5,460.00
1	ls	Irrigation System	\$17,500.00	\$17,500.00
				\$56,082.00

Subtotal	\$2,401,735.50
General Conditions (5%)	\$120,086.78
Design Contingency (10%)	\$252,182.23
<b>Hard Costs (i.e., Construction Costs)</b>	<b>\$2,774,004.50</b>

Soft Costs (25%)	<u>\$693,501.13</u>
Architectural & Engineering Fees	
Topographic Survey	
Construction Contingency	
Materials Testing	
Legal	
Construction Inspections	
Permitting Fees	

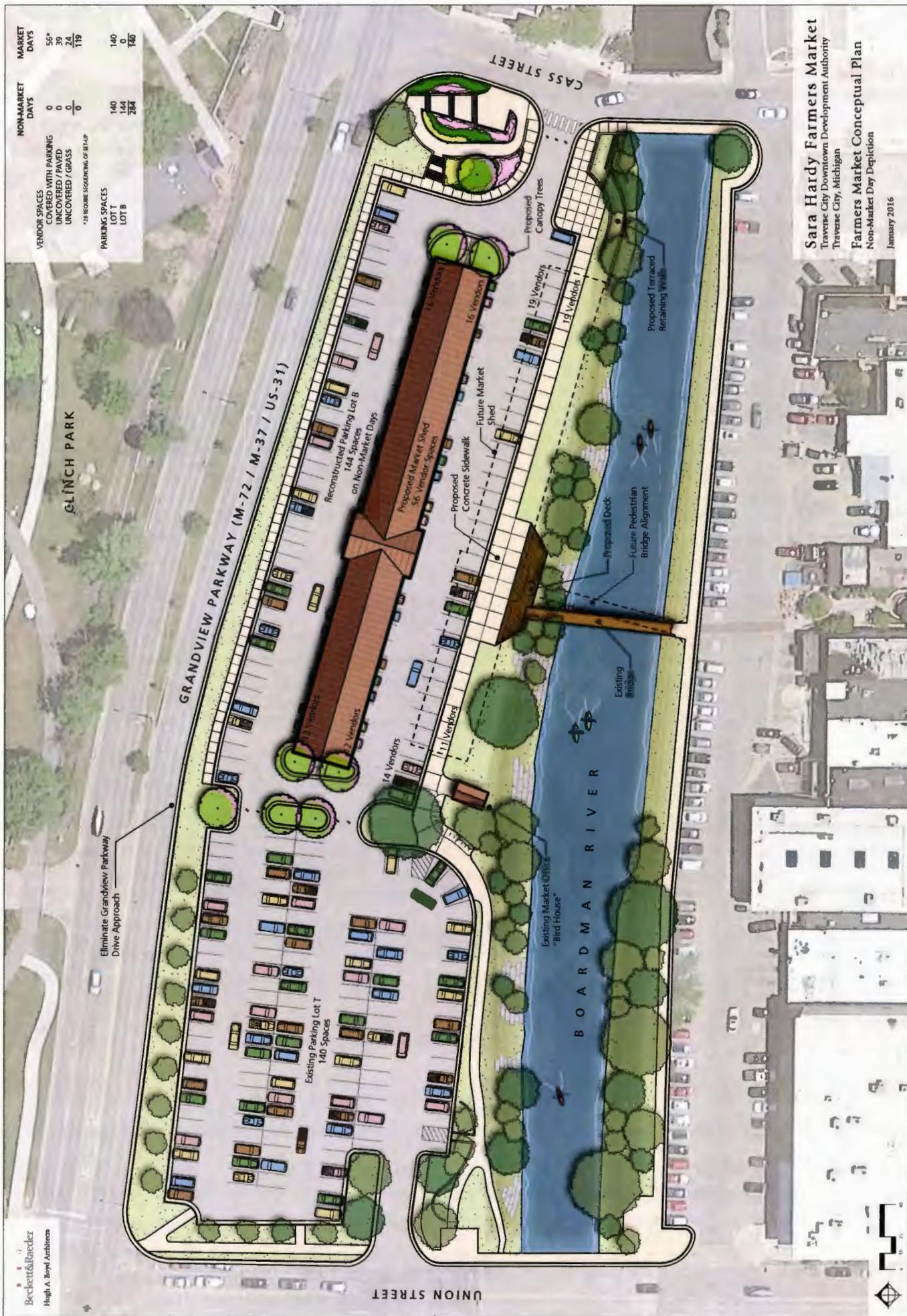
**Project Grand Total** **\$3,467,505.63**

Does Not Include:

- Underground Storm Water Detention (premium of \$144,375 for this site)
- Restrooms
- Porous Pavements (premium of \$102,000 for a portion of this site as porous HMA)
- Renovation of Bird's Nest Building
- Decorative Pedestrian Lighting / Streetscape on Grand View or Union

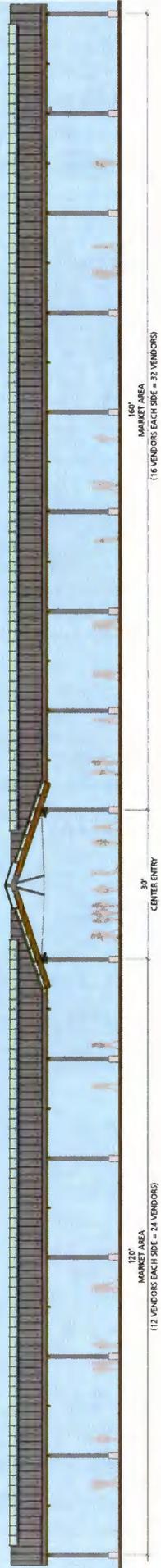
Note: Estimate prepared without benefit of topographic survey and based on preliminary level Schematic Design. Therefore, it should be considered as budgetary in nature only and subject to change as additional information and design detail becomes available.





VENDOR SPACES		NON-MARKET DAYS		MARKET DAYS	
COVERED WITH PARKING	0	0	56*	0	56*
UNCOVERED / PAVED	0	0	39	0	39
UNCOVERED / GRASS	0	0	24	0	24
			119		119
*25 SQUARE FOOTING OF SETUP					
PARKING SPACES		NON-MARKET DAYS		MARKET DAYS	
LOT T	140	140	140	0	140
LOT B	144	144	144	0	144
	284	284	284	0	284





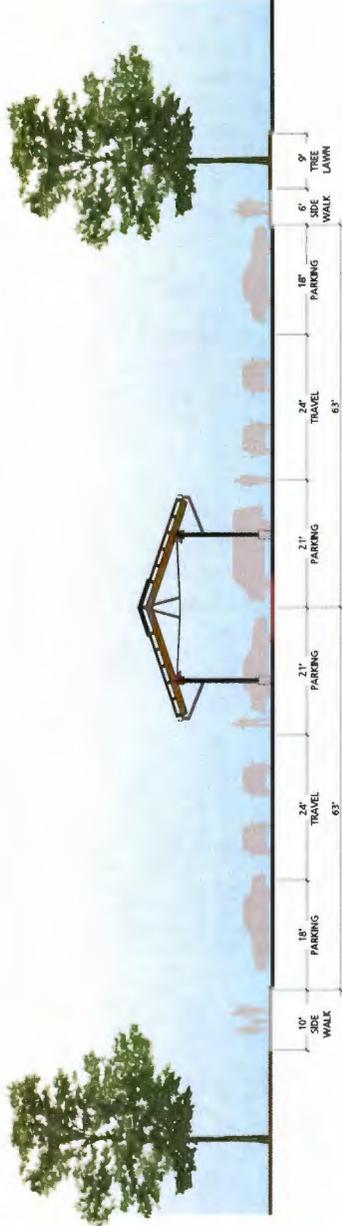
Market Shed Elevation

Scale: 1/8" = 1'-0"



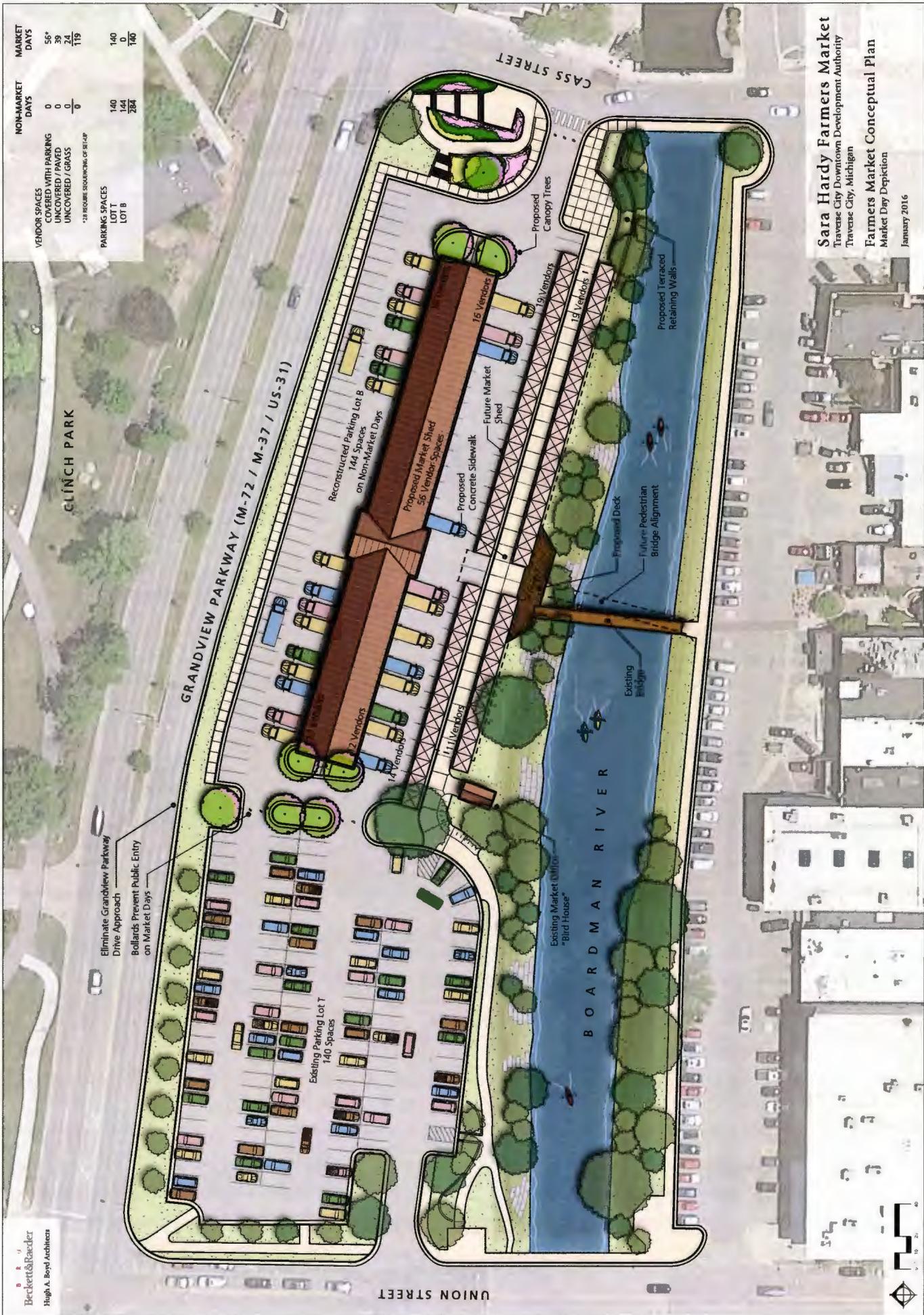
Market Shed Cross Section - Market Days

Scale: 1" = 10'



Market Shed Cross Section - Non-Market Days

Scale: 1" = 10'



VENDOR SPACES		NON-MARKET DAYS	MARKET DAYS
COVERED WITH PARKING	UNCOVERED / PAVED	0	56*
UNCOVERED / GRASS		0	39
		0	24
		0	119
*28 REQUIRES STAGING OF SETUP			
PARKING SPACES		NON-MARKET DAYS	MARKET DAYS
LOT T	LOT B	140	140
		144	0
		284	140



MEMO

To: City Commissioners; City Manager  
From: TCAPS TC West Civics/Government Teacher, Tak Ready; City Commissioner,  
Gary Howe; City Clerk, Benjamin Marentette  
Date: July 30, 2015  
Proposal: **Adopt-a-Commissioner Youth Engagement Program**

Earlier this year, the idea of a Traverse City Youth Council was proposed. The concept received positive interest from the City Commission as well as other parties in the community. The reason communities establish youth councils is to give young people a more substantive role in the community by developing active citizenship and leadership skills.

After further consideration, we propose a pilot project that falls short of establishing a formal youth council. Instead, we propose an innovative program that engages students in developing a flexible program that may provide more meaningful & empirical involvement. The proposal "Adopt-a-Commissioner Youth Engagement Program" could lay the foundation for a youth council while providing immediate engagement with a more manageable commitment of time and energy. The general framework for the first year is described below.

**Program:** Adopt-a-Commissioner Youth Engagement Program

**Mission:** Public officials and young citizens working together to create and strengthen conditions for effective, rewarding, and personal community development.

**Objective:** To develop active citizenship and community leadership, this program aims to:

- Increase youth involvement and investment in solving local problems.
- Strengthen civic engagement in the community for all generations.
- Increase awareness and understanding of local issues and government.
- Develop skills and leadership needed to navigate through institutions and community contexts to affect positive change.
- Identify and address key issues of young citizens in the community.
- Provide diverse opinions on the issues before the City Commission.
- Provide direct community experience integrated with the students' normal curriculum.

- Who:** For the first year pilot, the initial participants will be interested commissioners, the City Clerk, TC West Civics/Government Teacher, Tak Ready, and, most importantly, students from Mr. Ready's classes.
- Program:** The initial participants will lead the way in developing effective models for meeting program goals. However, the basic framework as envisioned begins each semester with a class visit by participating commissioners and the City Clerk to introduce the role of city government, elicit topics of interest from students, and have student teams (5-6 students per team) adopt a commissioner for the semester. The expectation would be that the teams meet at least once a month to discuss current interests and develop their individualized program. It is envisioned that commissioners will help facilitate a team project, engage students on current issues, provide factual context to issues, receive constructive student input, and generally demonstrate the positives of community engagement and civic mindedness. Commissioners will also actively invite their team to City meetings or events that may be of interest. Students will do the same, inviting their adopted commissioners to functions or events at their school.
- Potential:** Also for consideration, the City Commission may endorse a grant application for a Youth Endowment Grant of \$5,000, which is awarded through The Grand Traverse Regional Community Foundation's Youth Advisory Council (YAC). The grant is meant to serve youth in the region. This year's proposal would be for the City to make a general request to the YAC for potential student led projects. If approved by YAC, a separate Youth Engagement Fund shall be created at the City to administer potential student projects. Funding of those projects would require proper approval by appropriate boards and commissions, including City Commission. Possible projects may be a public space improvement, a program creation, or other public benefit. If awarded, the City Commission is encouraged to match the Youth Endowment Fund. Applications to YAC are due October 1 and awarded in December.
- Bonus:** To maximise general student visits to City Commission meetings, a few times per semester a pre-meeting introduction will be scheduled with the students led by the City Clerk and available commissioners. This meeting will begin 30 minutes prior to the meeting and last about 15 minutes. This time will be spent clarifying general questions about the process and introducing that evening's topics. Coordination will take place between the City Clerk's office, appropriate instructors, and be posted on the City's website.

**Evaluation:** At the conclusion of the first year, participants will evaluate the program and make recommendations to continue or not continue, and if to continue, ways to improve it. Commissioner Howe, Mr. Ready, and Mr. Marentette will develop an evaluation process, but general program evaluation will assess success through: 1) the level of participation (quantity and quality), 2) the ability of students to increase their understanding of local government, 3) the ability of students to have an impact on their community, 4) benefit to City Commissioners in hearing diverse opinions on City issues, and 5) the ability to administer program and potential for a sustained effort. This will be accomplished through a survey of all participants, students and adults.

**Schedule: 2015-2016**

<b>September</b>	<p>Class Visit to Tak Ready's A.P. Government and Civics Classes at TC West (Clerk &amp; Commissioners up for Adoption)</p> <p>Finalize any necessary agreements between City and TCAPS, particularly for Commissioner/Student Projects.</p>
<b>Oct.-Jan.</b>	<p>Adopt-a-Commissioner Program - Monthly meetings at public coffee shops or in meeting rooms at the city/county building. (Adopted Commissioners; City Clerk will attend where helpful)</p> <p>Students will be required to write out monthly Google Presentation reports that they present to their entire class. Reports will include: 1) Topics and issues discussed with City Commissioners; 2) Knowledge gained about about the issues and how government works; 3) Student opinions on those issues, including how they changed as they learned more; 4) Students will lead other students in open-ended discussion/debates regarding those issues. That report would be given monthly to all of Tak Ready's government classes so that all students learn from this project, not just those directly involved.</p>
<b>January</b>	<p>Report back to community at City Commission meeting; New Adoptee Volunteers</p>
<b>February</b>	<p>Class Visit (City Clerk &amp; Commissioners up for Adoption)</p>
<b>March-May</b>	<p>Adopt-a-Commissioner Program</p>
<b>June</b>	<p>Report back to community at City Commission meeting</p> <p>Evaluate year long pilot program</p>
<b>August</b>	<p>New Adoptee Volunteers...</p>



## *What is AAC?*

*Adopt A Commissioner*

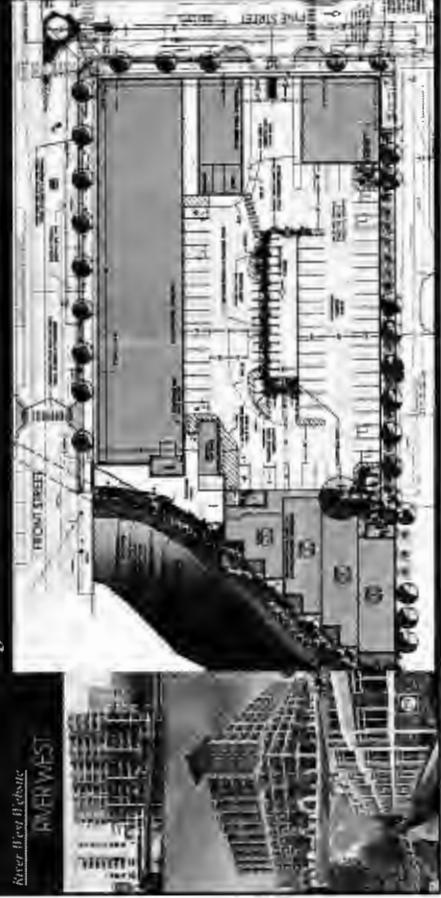
*(We Adopted Commissioner Gary Howe) Michigan Leaders*

*This is a new program which began 2015 in hopes of getting students more interactive and comfortable with local government. We participated during the debate of River West, in replace of governmental meetings and community service hours. Our project specifically meant we still went to a meeting, but not because we had to. We watched went to it because after much debate of River West, seeing firsthand how angry people are about it, and walking the property ourselves (which is where we encountered a Major disapproving environmentalist of the projects complaint list), we wanted to know how the topic would end. Would the bill pass to allow such a large housing unit in downtown Traverse City with so many people against it?*

## *What We Did?*

- *First Meeting - October 28, 2015*
  - *Horizon Bookstore*
  - *4:00 pm - 5:00 pm*
  - *met / decided on River West as topic / listed Pros & Cons / formed opinions*
- *Second Meeting - November 18, 2015*
  - *J&S Burger Joint*
  - *4:00 pm - 5:00 pm*
  - *walked property / discussed further River West Questions / formed opinions*
- *City Council Meeting - December 7, 2015*
  - *7:00 pm - 9:30 pm (decision not reached until 1:30 am)*
  - *met Entire City Council before meeting began*
  - *Alissa spoke during public opinion, Cecilia went up with her*
  - *vote ended in 7:2 = progress for the building will continue*

## *Project Chosen: RiverWest*



## About River West...

- Transform long vacant lot in heart of Traverse City
- Vertical, viable, vibrant and diverse amenity consisting of ground floor retail and 167 residential apartments
- 64 workforce housing units
- Residential and commercial mixed-use development
- Estimated \$374,642 annual contribution City TIF 97 Fund

## Pros...

- Meets standards and is allowed
- Adds economical value
- Mixed use
- Affordable housing
- Fits well around neighbors
- Provides natural buffer
- Stormwater treatment plan
- Compatible with existing uses
- Promotes a walkable community
- Every tree taken, two take its place

## Cons...

- Too close to the river
- Replaces parking lot
- Out of scale
- Doesn't fit the character
- Blocks other buildings
- Not so affordable for some
- Costs TC
- Not enough room
- More traffic

## Madison's Opinion

*I am in favour of the building itself, for I think Traverse City could use some integration from bigger cities to add some money back into the economy, but I dislike the fact that the building is not what it was originally supposed to be. Introduced to be affordable housing, it would only be such for a few years before economic demands urged for prices to be raised. Seeing as the building would overlook the bay, the prediction that this facility would one day become unaffordable for the average person is easily fathomable, as well as the innovative design that would cost far more money to operate than the normal downtown building. Despite this moral concern about the actual use of the building, I am in favour, for it present an opportunity to circulate more money back into our own community and will draw more tourists in the summers with the recreational downstairs floor.*

## Sam's Opinion

*I am for the idea of this building project. While some people may argue that it is stretching the limits of Traverse City's small town atmosphere, the building meets all of Traverse City's building code. The buildings will create jobs to help the economy, and provide affordable housing opportunities. I also appreciate the fact that the downstairs floor will provide recreational opportunities for tourists, which is the majority of Traverse City's economy in the summer. The major concern of many however, is the environmental impacts it may have. The building process may cause pollution to go into the boardman river, which would then of course go into the bay. I am a bit concerned by this, but I also know that it is a guarantee when pursuing a huge project like this. The city has plans for a stormwater treatment to help reduce pollution, and they also vow to plant 2 trees for every one they cut down. Ultimately though I think it is a good idea, and will be beneficial to the city of Traverse City.*

## Cecilia's Opinion

Like most topics, I'm in the middle. At first I was for and then the meeting made me see more negative to this project. Overall I think if they actually knew what they wanted to do and didn't lie to the community I would be all for it.

Yes, it is a great plan for the environment and has potential.

No, isn't the most affordable, may cause more traffic and will block neighbor building view.

It is hard to make a decision when I do not live directly downtown.

## Alissa's Opinion

No.

-not truly affordable housing

-only 'lying' to get tax dollars for the project

Yes to the idea. No to the 'lies'.

## The Meeting....

On December 7th 2015 7:00pm, 400 Boardman Avenue

- Agenda
1. Roll Call
  2. Consent Calendar
    - a. Consideration of approving minutes of the City Commission meeting
    - b. Consideration of adopting the University of Chicago
    - c. Consideration of approving budget
    - d. (renewed)
    - e. Consideration of authorizing a consultant agreement of
    - f. Consideration of adopting the Executive Order Investment Policy
  3. Old Business
  4. New Business
  5. Appointments
  6. Reports, Announcements, and Correspondence
  7. Adjournment
- Very crowded, the whole floor was filled
  - They had to bring in extra chairs and even then people were standing
  - Almost everyone against it had something to say
  - People were either for or against
  - Few who supported spoke
  - There were times when they had to tell the people speaking to direct their comments towards the commissioners
  - People were not shy of their opinion
  - Not everyone knew a lot about it
  - The people that spoke brought up points that could persuade some others
  - Ended with them going forward to build this structure

## Public Comment (limit of 3 minutes to speak)

- This many people here means we are involved or something is wrong and we need to change it
- We aren't going to have a view any more... a view of bricks, isn't that exciting?
- They are not even considering us
- I hope you all take a good look
- I haven't heard much about rezoning, please try to learn how
- It's going to make inverse city look disgusting and smell gross
- Isn't this going to create more traffic and congestion?
- We have windows on one side, it's going to block the airflow
- The standards have not been met
- This building is too big
- We need affordable housing
- My hope is that we can work together
- This solves a business barrier
- Where are the cars going before the parking lot is built?
- I strongly believe it is a win

Maddison's AAC Reflection:

Do you think that this should be built?

Sam's AAC Reflection:

Cecilia's AAC Reflection:

*It was a good experience. I liked feeling involved with the planning aspect of our city. Being able to have one of our meetings at the site of the project was cool even though it was rainy, especially because we got to hear someone from the community unexpectedly.*

*In the future I would like to see the students bring up a topic, be more involved in the decision, and have more effective meetings. It would have been nice to have more time. I felt that once I was getting comfortable it was done.*

## Alissa's AAC Reflection:

Yes

-got me more interactive/comfortable with public debate

-introduced me firsthand to local issues

-actually had a voice in talking with All the professionals of the area

Improvements:

-Entire group Needs to participate in all events (better planning)

-more 'urgency' needed for topic discussion

-mandatory public comment during meeting

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# Memorandum

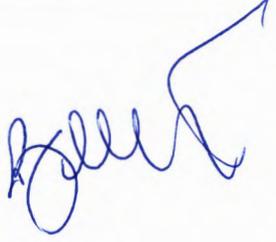
The City of Traverse City



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TO: Marty Colburn, City Manager

COPY: Katie Zeits, Deputy City Clerk

FROM: Benjamin Marentette, City Clerk 

DATE: Thursday, January 21, 2016

SUBJECT: CITY COMMISSION MINUTES – SUMMARY OF PUBLIC COMMENT SENTIMENTS IN MINUTES

For the past few years, when there is an action item in front of the City Commission, as public comment begins, I have stated something similar to, “If you have a position on the matter and would like it noted in the minutes, please specifically state that you either support or oppose the matter.”

Professional standards for preparation of official minutes are that minutes should be a reflection of the actions taken by the body. Summarization of public comments, etc., do not belong in the minutes. Further, what happens on occasion is someone may make comments expressing concerns about an item, or they may articulate questions; but they do not expressly state, in some fashion, that they are in favor or against an item. Later, they believe their sentiments were not properly reflected in the minutes if they’re characterized, as “general comments.” Then, the individual who commented asks that the minutes be changed because they believe they conveyed that they were in support or against; even though, very respectfully, they did not convey that in a conclusive fashion during the meeting.

While this may seem minor in nature, it is not proper to later amend minutes to reflect what an individual believes they conveyed when in fact that did not happen at the meeting.

Therefore, I will return to the practice of not characterizing sentiments within the minutes. I would like to share this with the City Commission at the meeting on Monday at a public meeting because many folks have become accustomed to this practice and I’d like to quickly convey that we will be ceasing it.