



Notice

City Commission Regular Meeting

7:00 pm

Monday, March 7, 2016

2nd Floor Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 03-03-2016

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 February 16, 2016, and February 22, 2016. (Approval recommended)
(Marty Colburn, Benjamin Marentette)

- b. Consideration of accepting a \$9,771.80 grant from the Grand Traverse Band of Ottawa and Chippewa Indians for water rescue personal protective equipment for the Fire Department; and consideration of approving the related budget amendment. (Acceptance and approval recommended) (Marty Colburn, Jim Tuller)
- c. Consideration of authorizing an amendment to the Radio Centre Phase III agreement to reflect different placement for public restrooms, which is necessary because of the presence of underground utilities. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- d. Consideration of authorizing a consent to assignment and amendment to the encroachment agreement with Lake Street Properties (Hagerty Insurance) in connection with foundation wall anchors for Buildings 6 and 7 of the Hagerty Insurance Campus on Rivers Edge Drive. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- e. Consideration of authorizing a contract for cleaning of the DPS Building at 625 Woodmere Avenue, the Carnegie Building at 322 Sixth Street, parks restrooms and the Clinch Marina Harbormaster Building. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing an amendment to the agreement for professional services to collect rim elevations for sanitary sewer system manholes in connection with the SAW Grant, with the cost to be reimbursed by the SAW Grant, and to extend the completion date for its current work to August 15, 2016. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing a change order to the professional services contract to assess the condition of approximately 110,000 feet of sanitary sewer, in connection with the SAW Grant, with the cost to be reimbursed by the SAW Grant. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

- h. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- i. Consideration of adopting a resolution recommending approval of a request for a new Redevelopment Liquor License with Class C Privileges from Northern Hospitality, LLC, and authorizing the City Clerk to issue a registration for operation of the license at 149 E. Front Street. (Adoption and approval recommended) (Marty Colburn, Benjamin Marentette)
- j. Consideration of adopting the new records retention schedule for the City Clerk's Department with respect to election-related records and incorporating it into the City's Records Retention Policy. (Adoption recommended) (Marty Colburn, Benjamin Marentette)
- k. Consideration of authorizing payment to Traverse City Light and Power to reimburse it for the City's portion of costs associated with assistance provided by PennLine personnel for cleanup and debris removal in response to the August 2, 2015, wind storm. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- l. Consideration of declaring a 2010 Ford Crown Victoria and a 2002 Ford Ranger surplus and authorizing a purchase order for a 2016 Ford Police Interceptor for use by the Police Department and a 2017 Ford Escape for use by Traverse City Parking Services, which are scheduled replacements. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of introducing an amendment to the Sign Ordinance to allow electronic message board signs to change their message every hour, with such content to be static; and would allow running or blinking lights on marquee signs on buildings used solely as a theatre. (Marty Colburn, Russell Soyring)
- b. Consideration of authorizing a property transfer and development agreement in connection with the realignment of Garland Street. (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- c. Consideration of adopting a resolution of support regarding a grant application to the Michigan Department of Natural Resources for Phase One Improvements to Hickory Hills and acknowledging the grant match from Preserve Hickory as well as any grant funds received from the Trust Fund count toward the \$1.5 million in funds that must be raised to access the \$1.5 million in pledged dollars from the Brown Bridge Trust Parks Improvement Fund (BBTF) for capital improvements at Hickory Hills; and consideration of modifying the June 1, 2015, pledge of BBTF dollars. (Marty Colburn, Russ Soyring)

4. New Business

None.

5. Appointments

- a. Consideration of establishing an ad hoc interview committee regarding one appointment to the Grand Traverse Commons Joint Planning Commission. (Marty Colburn, Katie Zeits)
- b. Consideration of appointing a third member of the City Commission to the ad hoc committee to develop a proposed policy regarding payment-in-lieu-of-tax (PILOT) arrangements. (Marty Colburn, Katie Zeits)

- c. Consideration of accepting the resignation of Rob Richardson from the Traverse City Coast Guard City Committee and appointing an ad hoc interview committee to make a recommendation to fill the vacancy. (Marty Colburn, Katie Zeits)
- d. Consideration of approving the Planning Commission's appointment of its representative to the Board of Zoning Appeals. (Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Act 345 Retirement System meeting of November 18, 2015.
 - 3. Minutes of the Traverse City Light and Power Board meetings of January 26 and February 9, 2016.
 - 4. Minutes of the Traverse City Planning Commission meetings of January 5, January 12, and January 20, 2016.
 - 5. Quarterly Financial Report from the City Treasurer/Finance Director for the Second Quarter which ended December 31, 2015.

- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for January 2016.

7. Public Comment

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

8. Adjournment

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{MAC}MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- February 16, 2016 Regular Meeting
- February 22, 2016, Study Session
- February 22, 2016, Special Meeting

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

that the minutes of the February 16, 2016, Regular Meeting, February 22, 2016, Study Session, and February 22, 2016, Special Meeting, be approved.

MC/bcm

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
February 16, 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, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: Brian Haas.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

As requested by Commissioner Gary Howe, Agenda Item 2(i) was removed from the Consent Calendar for individual consideration.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(g) was removed from the Consent Calendar for individual consideration.

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

2. Consent Calendar

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

- a. the minutes of the January 25, 2016 Study Session, February 1, 2016, Regular Meeting, and February 8, 2016, Study Session, be approved.

- b. the City Manager be authorized to declare Motorcycle #39, a 2005 FLHP Harley Davidson Police Motorcycle surplus, and that the City Manager be authorized to issue a purchase order to Classic Motor Sports of Traverse City, in the amount of \$19,363.00 for the purchase of a new 2016 FLHP Harley Davidson Police Motorcycle to be used by the Police Department, with funds available in the Garage Fund.
- c. the City Manager be authorized to issue a purchase order to Faster Asset Solutions of Virginia Beach, VA, in the amount of \$7,146.22 for the purchase of the maintenance package with funds available in the Garage Fund for this scheduled purchase.
- d. the City Commission supports the Con Foster Strategic Plan; and that the City Manager be authorized to execute any grant application documents with respect to grant funding in connection with the City's proper dispensation of the Con Foster Collection.
- e. the Mayor and City Clerk execute a three-year contract extension with the Michigan Department of Natural Resources (original agreements authorized and extended January 19, 2004, August 6, 2007, and December 7, 2009), for use of the central reservation system at the Duncan L. Clinch Marina, which extends such agreement to October 31, 2019, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- f. Removed from the Consent Calendar.
- g. Removed from the Consent Calendar.
- h. the City Commission approves the improvements to the third floor City Opera House as outlined in the February 8, 2016, communication from the City Opera House Heritage Association; and further that the Mayor and City Clerk be authorized to execute any necessary agreements, such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.
- i. Removed from the Consent Calendar.

CARRIED unanimously. (Haas absent)

Items removed from the Consent Calendar

a.

Consideration of authorizing a consultant agreement for public engagement and conceptual design services for the Eighth Street Corridor.

Russ Soyring, City Planning Director

Moved by Howe, seconded by Richardson, that the Mayor and City Clerk execute a contract with Farr Associates for it to conduct the planning and design charrette for the Eighth Street Corridor, in the amount of \$105,000, with funding to be provided as outlined in the February 8, 2016, communication from the Planning Director and Grand Traverse County Deputy Director for Planning and Development, with the \$40,000 in City funding to come from the Corridors Implementation CIP section of the General Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Haas absent)

b.

Consideration of authorizing a service order to make the restroom in the City Opera House tenant space previously occupied by The Saddle Shop barrier-free.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, that the competitive bidding requirements be waived for this professional service, which is in the best interest of the City; and that the City Manager be authorized to issue a service order to Spence Brothers in the amount of \$25,778 to make the restroom within tenant space in the City Opera House (previously occupied by The Saddle Shop) barrier-free, with

funds available in the Opera House Fund.

CARRIED unanimously. (Haas absent)

c.

Consideration of adopting to make permanent various traffic control orders.

The following addressed the Commission:

Marty Colburn, City Manager
Timothy Lodge, City Engineer

Moved by Richardson, seconded by Lewis, that Traffic Control Orders 589, 590, 591, 592, and 593, which install “stop” signs on Randolph and Madison Streets, removes “left turn only” and “right turn only” signs from both sides of the north/south alley from Munson to Beadle between Fair and Cochlin, installs “no left turn” signs on the north-south alley between Fair Street and Cochlin Street at Munson Avenue, install “no parking” signs on the west side of Rose Street From Hannah Street south to the alley, and removes “wrong way – do not enter” signs on the east/west alley west from Cochlin Street, respectively, be adopted to be made permanent.

Roll Call:

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

No - Howe.

CARRIED. (Haas absent)

3. Old Business

3(a).

Public Hearing on a request from Grand Traverse Area Catholic Schools (Diocese of Gaylord) for approval to vacate portions of two streets, Second Street and Vine Street and consideration of adopting two resolutions approving such

request.

The following addressed the Commission:

Marty Colburn, City Manager
Russell Soyring, City Planning Director
Benjamin Marentette, City Clerk
Lauren Tribble-Laucht, City Attorney

Mayor Carruthers opened the public hearing; and the following addressed the Commission:

Mike Buell, Grand Traverse Area Catholic Schools Superintendent
Scott Jozwiak, Jozwiak Consulting
Ryan Cox, 1230 Peninsula Court, on behalf of Brian C and Debra A. Cairns Trust
Russ Nelson, 3515 Jefferson
Mike Carroll, 612 Monroe
Mike Ascione, 340 Sixth Street
Joel Myler, 403 Sixth Street

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

Scott Jozwiak, Jozwiak Consulting
Mike Buell, Grand Traverse Area Catholic Schools Superintendent

Moved by Richardson, seconded by Howe, 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.

Lauren Tribble-Laucht, City Attorney

Roll Call:

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

No - Werner.

CARRIED. (Haas absent)

3(b).

Public hearing regarding the proposed five-year Parks and Recreation Master Plan.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk

Mayor Carruthers opened the public hearing, and the following addressed the Commission.

Rick Buckhalter, 932 Kelley Street

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

No action was taken.

3(c).

Consideration of adopting the proposed five-year Parks and Recreation Master Plan, as recommended by the Parks and Recreation Commission.

Moved by Lewis, seconded by Shamroe, that the Resolution Adopting the City of Traverse City Parks and Recreation Plan 2016-2021, be adopted.

CARRIED unanimously. (Haas absent)

3(d).

Public hearing on a \$195,759 Michigan Natural Resources Trust Fund Grant application for Hickory Hills.

The following addressed the Commission:

Marty Colburn, City Manager
Rick Buckhalter, 932 Kelley Street

No action was taken.

3(e).

Consideration of approving a Preserve Hickory Gift Acceptance, Donor Recognition and Naming Policy with respect to fundraising efforts for Hickory Hills, as recommended by Preserve Hickory; and consideration of authorizing a cooperation agreement with the City of Traverse City and Charter Township of Garfield Recreation Authority with respect to management of Hickory Hills and Hickory Meadows for grant-seeking purposes.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Howe, that the City Commission adopts the Preserve Hickory Gift Acceptance, Donor Recognition and Naming Policy, with respect to Hickory Hills.

CARRIED unanimously. (Haas absent)

Moved by Howe, seconded by Werner, that the City Manager be authorized to execute the Cooperation Agreement with the City of Traverse City and Charter Township of Garfield Recreation Authority with respect to Hickory Hills and Hickory Meadows.

CARRIED unanimously. (Haas absent)

4. New Business

4(a).

Consideration of approving the conceptual plan for the Bryan Crough Memorial as recommended by the Traverse City Arts Commission and authorizing the related contracts and expenditures from the Public Arts Trust Fund.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk
Mary Bevans-Gillett, Arts Commission Chair

Moved by Lewis, seconded by Shamroe, that the conceptual project described in the memo from the Traverse City Arts Commission dated February 8, 2016, for a Bryan Crough Memorial in the amount of \$50,000, be approved, with \$25,000 in funds available in the Public Arts Trust Fund and the remaining being awarded by Rotary Charities of Traverse City and that the Mayor and City Clerk be authorized to execute any necessary agreements in connection with this approval as provided by future action of the Traverse City Arts Commission, 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
Jeanine Easterday, 1011 Lake Ridge Drive

CARRIED unanimously. (Haas absent)

5. Appointments

5(a).

Consideration of removing John Gessner as a Parks and Recreation Commissioner for non-attendance at Parks and Recreation Commission meetings and consideration of an appointment to fill the vacancy.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Shamroe to appoint Sabrina Newton be

appointed to one unexpired three-year term expiring September 1, 2018, on the Parks and Recreation Commission (seat previously held by John Gessner).

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Haas absent)

5(b).

Consideration of establishing an ad hoc interview committee regarding one appointment to the Traverse City Light and Power Board.

Moved by Werner, seconded by Howe, that an ad hoc interview committee be established to make recommendation regarding one five-year term expiring April 5, 2021 on the Traverse City Light and Power Board, seat held by Patrick McGuire; and that Commissioner Shamroe, Mayor Carruthers and Commissioner Lewis be appointed to such Committee, with Commissioner Shamroe to serve as chair.

CARRIED unanimously. (Haas absent)

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

December 8, 2015.

e. Reports and correspondence from non-City officials.

None.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Mayor Pro Tem Ross Richardson
Commissioner Richard Lewis
Commissioner Amy Shamroe
City Manager Marty Colburn
Mayor Jim Carruthers

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:45 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



**Minutes of the
City Commission for the City of Traverse City
Study Session
February 22, 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, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

Mayor Jim Carruthers presided at the meeting.

1.

Presentation by Mayor Jim Carruthers of the Sara Hardy Humanitarian Award to Marian Kromkowski.

The following addressed the Commission:

Marian Kromkowski, recipient of the 2016 Sara Hardy Humanitarian Award

2.

Overview by City Engineer Timothy Lodge and discussion regarding the Storm Water Ordinance and related guidelines.

The following addressed the Commission:

Marty Colburn, City Manager
Tim Lodge, City Engineer

Commissioner Brian Haas made the following disclosure: his wife is an employee of The Watershed Center Grand Traverse Bay, which has a professional interest in this matter; he does not believe he has a conflict of interest and asked members of the City Commission to raise any issues they have with his participation in this discussion. No member of the City Commission responded.

John McWethy, Public Services Assistant

3.

Discussion regarding activities eligible for Brownfield incentives as requested by Mayor Pro Tem Ross Richardson.

The following addressed the Commission:

Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development

4.

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

The following addressed the Commission:

Marty Colburn, City Manager

5.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

6. Public comment

The following addressed the Commission:

None.

There being no objection, Mayor Carruthers declared the meeting adjourned at 9:36 p.m.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Special Meeting
February 22, 2016

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:36 p.m.

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

The following Commissioners were absent: None.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

1.

Consideration of authorizing an amendment to an agreement for additional engineering work for realignment of Garland Street south of the Traverse City Tourism Office, including reconfiguration of parking spaces.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, that the Mayor and City Clerk execute an amendment to the agreement with Fleis and Vandenbrink (originally authorized April 21, 2014, and amended October 19, 2015), in the amount of \$13,810 for additional engineering design services and to update related documents to convert the proposed parking spaces south of the Traverse City Tourism Office and realign the street design accordingly, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the TIF 97 Fund to be reimbursed by the Traverse City Place

Brownfield Plan.

Lauren Tribble-Laucht, City Attorney
Rob Bacigalupi, Downtown Development Authority Executive Director

CARRIED unanimously.

2.

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

Commissioner Tim Werner
Commissioner Brian Haas
Commissioner Amy Shamroe
Commissioner Richard Lewis

There being no objection, Mayor Carruthers declared the meeting adjourned at 9:49 p.m.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

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

SUBJECT: ACCEPTANCE OF GRAND TRAVERSE BAND OF OTTAWA AND
CHIPPEWA INDIANS 2% TRIBAL GRANT – FIRE DEPARTMENT
WATER RESCUE EQUIPMENT

Attached is a memo Fire Chief Jim Tuller regarding a grant request to the Band of Ottawa and Chippewa Indians for the purchase of water rescue personal protective equipment for use by the Fire Department. As mentioned by Chief Tuller, the Fire Department was awarded the grant and the funds will need to be accepted by the City Commission.

I recommend the following motion:

that the Grand Traverse Band of Ottawa and Chippewa Indians grant award to purchase water rescue personal protective equipment for use by the Fire Department in the amount of \$9,771.80, be accepted; and further that the Capital Projects Fund be amended to increase both budgeted revenues and budgets expenses by \$9,771.80 to reflect said grant from the Grand Traverse Band of Ottawa and Chippewa Indians.

MC/kez

K:\tcclerk\city commission\grants\Accept Tribal Grant_Fire Dept_20160307.doc

copy: Jim Tuller, Fire Chief

Communication
From the Office of the Fire Chief

The City of Traverse City
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684

(231) 922-4930 Ext. 2

Thursday February 25, 2016

TO: Martin Colburn, City Manager,
REF: Request Accept Grant - Grand Traverse Band of Ottawa and Chippewa Indians:
Tribal Council Allocation of 2% Funds

City Manager Colburn,

Attached please find a copy of a check which indicates an amount of \$9,771.80 to be used to purchase water rescue personal protective equipment for use by Traverse City Fire Department personnel.

The award was provided to the City of Traverse City as part of the Tribal Council Allocation of 2% Funds grant process for the December 2015 allocation cycle.

I am respectfully requesting that the funds in the amount indicated be accepted by the City Commission to enable the purchase of the water rescue personal protective equipment to permit training in reading for the spring open water recreation season.

The equipment that is being requested is universal in fit and use, and will be shared by the 22 response personnel that are tasked with responding to water-based emergencies.

I am available at any time to discuss this project.

Respectfully,

A handwritten signature in blue ink that reads "Chief Tuller".

Chief Tuller,
T.C.F.D.

*A Attachment on
file w/ City Clerk*



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{mal} MARTY COLBURN, CITY MANAGER

SUBJECT: RADIO CENTRE PHASE III – LOCATION OF PUBLIC RESTROOMS

Attached is a memo from City Attorney Lauren Tribble-Laucht, indicating that the presence of underground utilities necessitates the relocation of the planned public restrooms, which requires an amendment to the agreement.

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

that the Mayor and City Clerk execute an amendment to the agreement with Lake Street Development, LLC (originally authorized October 19, 2015), which authorizes the relocation of public facilities as described in the February 29, 2016, communication from the City Attorney, such amendment subject to approval as to its form by the City Attorney and its substance by the City Manager.

MC/bcm

k:\ccclerk\city commission\agreements\radio centre phase 3 restroom relocation

copy: Lauren Tribble-Laucht, City Attorney

Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

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

CC: Benjamin C. Marentette, City Clerk

DATE: February 29, 2016

SUBJECT: *Radio Centre III Amendment to Purchase and Build-Out Agreement*

As you know the City Commission approved the Purchase and Build-Out Agreement with 200 Lake Street Development LLC on October 19, 2015 for the Radio Centre III project. The approval and Agreement include conceptual drawings attached as Exhibit A (the “Owner Plan”) and Exhibit C (the “Public Facilities”). Due to the presence of certain underground utilities, the developer and City Staff have determined that the location of the Public Facilities (the bathrooms) must be relocated. The revised concept plans are attached. The Agreement should be amended to substitute these drawings for Exhibits A and C. The revised plans are consistent with the goal of the project, which is to provide public restrooms and an improved public entrance to the parking deck from Park Street. If the City Commission wishes to amend the Agreement as described the following motion would be appropriate:

That the Mayor and City Clerk be authorized to execute an Amendment to the Purchase and Build-Out Agreement with 200 Lake Street Development LLC dated October 19, 2015 to update the location of the Public Facilities as described in the February 29, 2016 memorandum from the City Attorney, such Amendment subject to approval as to its substance by the City Manager and as to its form by the City Attorney.

Exhibit A (Owner Plan)





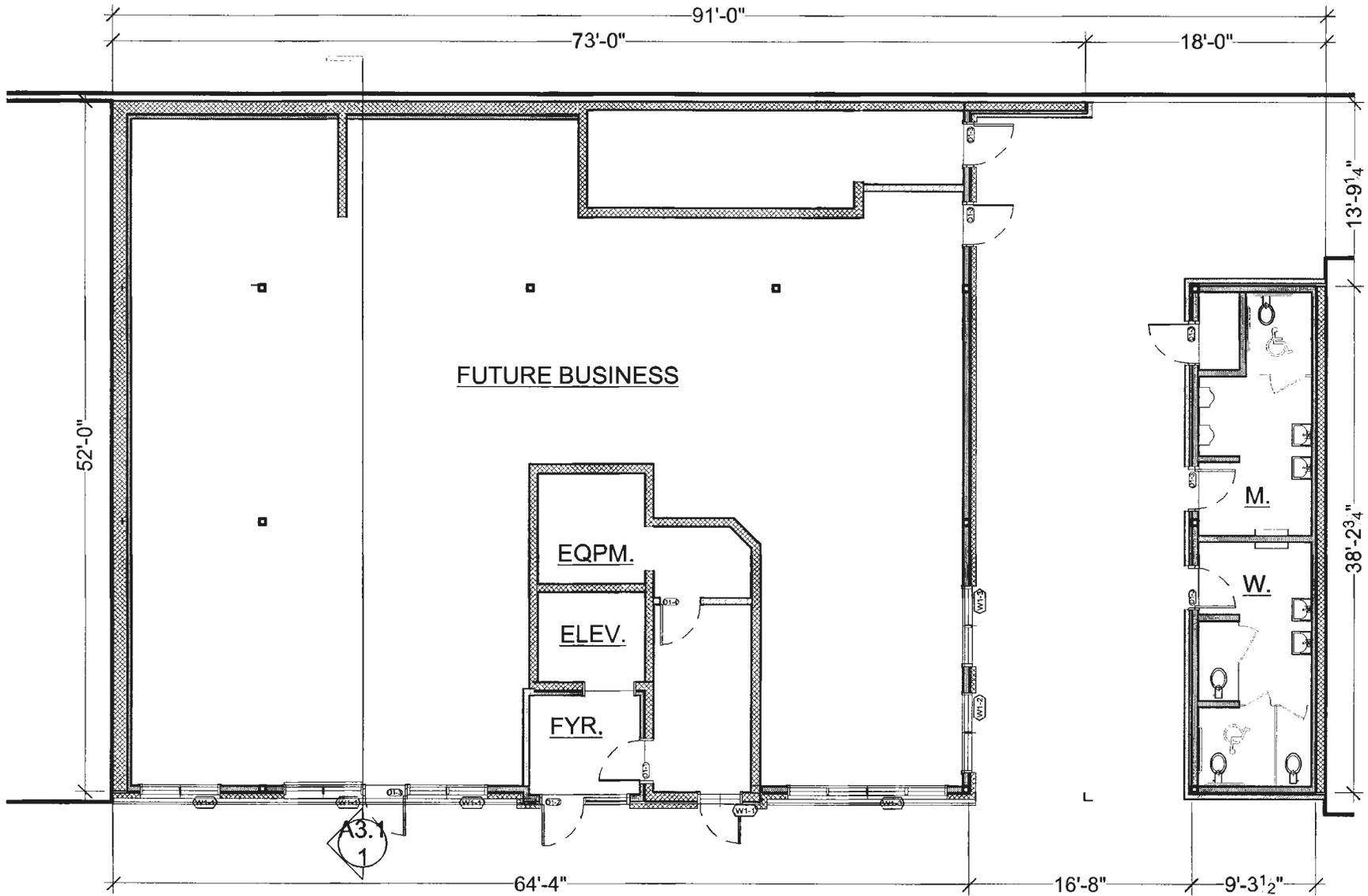
NORRIS
DESIGN PRODUCTIONS LLC

RADIO CENTRE III

Preliminary Design
Date: FEB, 18 2016

D2.5

Exhibit C (Public Facilities)





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{msc}MARTY COLBURN, CITY MANAGER

SUBJECT: ENCROACHMENT AGREEMENT WITH LAKE STREET
PROPERTIES (HAGERTY INSURANCE)

Attached is a memo from City Attorney Lauren Tribble-Laucht regarding a request from Hagerty for the City Commission's consent to assignment of their encroachment agreement and refund of the \$5,600 currently being held in escrow in connection with this matter.

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

that the Mayor and City Clerk execute the Consent to Assignment and Amendment of Permission of Encroachment Agreement (originally entered into with Lake Street Properties, LLC, and authorized June 6, 2011), as described in the February 29, 2016, communication from the City Attorney, contingent upon the property owner's execution of a waiver of notice and proceedings for a single-parcel special assessment; and further that the \$5,600 currently held in escrow by the City pursuant to Section 11(c) of the Permission of Encroachment Agreement dated June 7, 2011, be refunded, with the consent subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\hagerty encroachment assignment consent

copy: Lauren Tribble-Laucht, City Attorney

Timothy Lodge, City Engineer

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

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

CC:

DATE: February 29, 2016

SUBJECT: *Consent and Amendment to Encroachment Agreement*

Attached is a letter from Haggerty requesting consent to assignment of an existing Encroachment Agreement as well as amendment to that Agreement. As indicated, when the River's Edge West Condominiums were constructed around 2011, temporary tieback anchors were used to support the foundations for construction. The tiebacks were located in the right-of-way, which necessitated the Encroachment Agreement, but were cut off after they had served their purpose. As part of the Agreement the tiebacks were permitted to remain in the right-of-way, but they are no longer supporting the structure. If the tiebacks result in future costs due to their presence in the right-of-way, the property owner would be responsible for those costs. The request to assign the Agreement to a future property owner is consistent with this requirement. Haggerty has also agreed to waive any objection to a future single parcel special assessment to cover these costs, with such waiver to be recorded so that any future owner of the property would be on notice of the possibility of such an assessment. Therefore it is requesting that the funds being held by the City for this purpose be refunded at this time and that the requirement of consent by the City for a future conveyance of the property be waived. If the City Commission wishes to grant the request the following motion would be appropriate:

That the Mayor and City Clerk be authorized to execute the Consent to Assignment and Amendment of Permission of Encroachment Agreement as described in the February 29, 2016 memorandum from the City Attorney, contingent upon the property owner's execution of a waiver of notice and proceedings for a single parcel special assessment and further that the \$5,600.00 currently held by the City pursuant to Section 11(c) of the Permission of Encroachment Agreement dated June 7, 2011 be refunded.



P.O. Box 87, Traverse City, MI 49685-0087 • P: 800-922-4050 • F: 231-941-8227 • WWW.HAGERTY.COM

February 26, 2016

Ms. Lauren Tribble-Laucht
City Attorney
City of Traverse City
400 Boardman Ave
Traverse City, Michigan 49684-2542

Dear Lauren:

As part of its long-term capital plan, Hagerty has decided to sell certain of its real estate holdings to invest in the company's continued growth and create more jobs. As part of the sale, Hagerty will also enter into a 20-year lease. Hagerty's Units 6-7 within the River's Edge West Condominium are part of the sale and lease transaction. We discussed the need for consent of the City as described below.

As of June 7, 2011, as part of the construction of Units 6-7, Hagerty's subsidiary, Lake Street Properties VII, LLC, and the City of Traverse City entered into a Permission of Encroachment Agreement ("Encroachment Agreement"). The Encroachment Agreement was needed due to tiebacks located under Lake Street that were temporary anchors for a foundation wall of Units 6-7. The tie backs no longer support the foundation wall, however, they were allowed to remain in place in accordance with the Encroachment Agreement. Section 6 of the Encroachment Agreement provides that Lake Street Properties VII, LLC as Grantee, shall not assign the Encroachment Agreement to unaffiliated parties unless authorized in writing by the City.

To satisfy this consent requirement, the City and Lake Street Properties VII, LLC would enter into the attached Consent to Assignment and Amendment of the Permission of Encroachment Agreement ("Consent"). As part of the Consent, Lake Street Properties VII, LLC would sign the attached Waiver of Notice and Proceeding agreeing to a special parcel assessment to cover any future costs the City may incur in connection with the tie backs. This document would be recorded and would put all future purchasers of the property on notice of the obligation owed to the City. Given the special parcel assessment, the City would agree to eliminate the need for consent to future assignments of the Encroachment Agreement and would return to Lake Street Properties VII, LLC the \$5,600 currently being held in escrow.

Ms. Lauren Tribble-Laucht
February 26, 2016
Page 2

Hagerty continues to be a privately owned business, headquartered in Traverse City, Michigan. Hagerty is committed to the economic development of a vibrant downtown and a regional gateway to business growth in northern Michigan. With over 750 employees world-wide, more than 600 of which work in Traverse City, we look forward to additional growth in our home town.

Should you have any questions or concerns, please reach out to me directly.

Sincerely,



Barbara Matthews
General Counsel and Corporate Secretary
bmatthews@hagerty.com
231-922-8826

Enclosures: Consent to Assignment and Amendment of the Permission of Encroachment Agreement

Permission of Encroachment Agreement



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

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

SUBJECT: DPS FACILITIES CLEANING CONTRACT

Attached is a memo from Director of Public Services Dave Green recommending a three-year contract for cleaning DPS facilities referenced in Mr. Green's communication. As explained by Mr. Green, we received one bid, from Universal Cleaners, who cleans many of the facilities for which we sought bids; and we have been pleased with their service. Additionally, they have agreed to the same pricing under their current contract.

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

that the Mayor and City Clerk execute a three-year contract with Universal Cleaners in the approximate amount of \$71,682.92 per year at the prices indicated in its bid, for the cleaning of Department of Public Services facilities as outlined in the February 29, 2016, communication from the Director of Public Services, with funds available in the Parks and Recreation Division Budget, the Marina Fund, the Garage Fund, and the Heritage Center Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\DPS Cleaning

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: February 29, 2016
SUBJECT: DPS Department Facilities Cleaning Contract

The Department of Public Services awards a contract for cleaning of Parks restrooms, the Harbormaster Building at the Marina, the Public Services Building and the Carnegie Building. Bids were advertised for and received on Monday, February 22, 2016 for the work involved. Although the advertisement was placed in all the typical locations, i.e. the local newspaper, the City Website, E-mailed to vendors, etc. only one bid was received as follows:

	<u>Parks</u>	<u>Marina</u>	<u>DPS</u>	<u>322 Sixth</u>
Universal Cleaners	\$38,839.60*	\$9,765.40*	\$18,330.00*	\$4,747.92*

*The actual cost may vary slightly because we required bidders to give prices for miscellaneous special cleaning treatments, such as wet scrubs and "shock treatments", which are ordered at the direction of City staff based on necessity and/or emergency situations.

Universal Cleaners has been our "cleaner" of record for the last six years at most of the venues we advertised for and we are very satisfied with their work product and professionalism. They are very responsive to requests for special circumstances and events. Also, their bid prices this year were the same prices they bid when they got the contracts three years ago so we feel they are fair and reasonable.

Please request City Commission approval for a three-year contract with Universal Cleaners for approximately \$71,682.92 per year for cleaning of our Parks restrooms, the Duncan Clinch Marina, the DPS building and 322 Sixth Street with funds available in the Parks and Recreation budget, the Marina Fund, the Garage Fund and the Heritage Center Fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{ma}MARTY COLBURN, CITY MANAGER

SUBJECT: RIM ELEVATIONS FOR SANITARY SEWER SYSTEM
MANHOLES

Attached is a memo from City Engineer Timothy Lodge recommending an agreement amendment with Leading Edge Surveying for it to collect rim elevations for 700 sanitary sewer collection system manholes. Additionally, Mr. Lodge recommends that the amendment also extend the completion date for their work to August 15, 2016.

As explained by Mr. Lodge, the costs of this work would be reimbursed by the SAW Grant. Leading Edge Surveying has conducted related surveying work for the City. Therefore, we did not seek competitive bids for this professional service.

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

that the competitive bidding requirements of the City's Purchasing Policy be waived as it is in the best interest of the City; and that the Mayor and City Clerk execute an amendment to the consultant agreement with Leading Edge Surveying, LLC (original agreement authorized January 5, 2015, and amended July 20, 2015), in the amount of \$15,750 for the collection of rim elevations for 700 sanitary sewer collection system manholes and also to extend the completion date of their work to August 15, 2016, with all work in connection with the Stormwater and Wastewater Grant (SAW Grant), such amendment subject to approval as to its form by the City Attorney and its substance by the City Manager, with funds available in the Public Improvement Fund, to be reimbursed by the SAW Grant.

MC/bcm K:\tcclerk\city commission\agreements\saw grant sanitary sewer system rim elevation inventory
copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: February 29, 2016

SUBJECT: MDEQ SAW Grant
Amendment to Consultant Agreement with Leading Edge Surveying
Sanitary Sewer Manhole Rim Survey

We approved a Consultant Agreement for surveying with Leading Edge Surveying at the January 5, 2015 City Commission Meeting as part of the MDEQ's SAW Grant Asset Management Plan. The survey work included surveying approximately 760 storm sewer structures (i.e. manholes, catch basins) of the 1800 structures in our inventory and 270 of the 489 benchmarks city-wide. They have successfully completed the work and we have an established procedure that has been developed.

Similar data is required for the sanitary sewer system. We have completed the inventory assessment using the Manhole Assessment Certification Program (MACP) for 700 of the City's approximately 1879 sanitary sewer manholes. We need to survey and collect rim elevations for these sanitary sewer system manholes. To take advantage of the procedure that we have established and our Consultants knowledge of the recently completed survey work City- wide, we are recommending an amendment to our current Consultant Agreement with Leading Edge Surveying for this work.

Therefore we recommend that an amendment to the Consultant Agreement be authorized by the City Commission to collect the rim elevations for 700 sanitary sewer collection system manholes in the amount of \$15,750 and to extend the work completion date to August 15, 2016. The work is eligible for reimbursement by the SAW Grant.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: *mac*
MARTY COLBURN, CITY MANAGER

SUBJECT: SANITARY SEWER CLEANING/TELEVISIONING PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a contract amendment to add 110,000 feet of sanitary sewer system pipe inventory cleaning and televising. As explained by Mr. Lodge, we have been working with this contractor, Terra Contracting Services, and have developed a good working relationship with them. We have been pleased with the quality of their work. The cost of this work will be reimbursed by the SAW Grant.

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

that the Mayor and City Clerk execute a unit prices change order to the contract with Terra Contracting Services (originally authorized March 16, 2015), in the amount of \$252,776, more or less, at the unit prices indicated in its original bid, for an additional 110,000 feet of sanitary sewer system pipe inventory cleaning and televising, with funds available in the Capital Projects Fund, to be reimbursed by the SAW Grant, such change order subject to approval as to its form by the City Attorney and its substance by the City Manager.

MC/bcm

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copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: February 29, 2016

SUBJECT: Traverse City SAW Grant
2015 Storm Sewer Cleaning/Televising Project
Change Order for Sanitary Sewer System Cleaning and Televising

The City has been working with Terra Contracting Services for televising and completing a condition assessment of portions of our storm water collection system. The work televised and rated the condition for about one half of our storm sewer system pipe inventory using the National Association of Sewer Service Company's (NASSO) Pipeline Assessment Certification Program (PACP). This PACP program will provide the consistency to be able to compare the condition all of the different pipes locations uniformly.

Terra has cleaned and televised approximately 120,000 FT of storm sewer. We have developed a good working relationship and they have performed their work very well. Because of this, we recommend continuing with Terra for similar work for 110,000 FT of our sanitary sewer collection system. This will clean and televise about one quarter of the sanitary sewer collection system. They have agreed to hold their contract unit prices for the various pipe sizes in their existing contract.

Therefore, it is recommended that the proper City officials be authorized to execute a change order for this work to Terra Contracting Services in the amount of \$252,776.00, more or less, with funds therefore available in the Capital Projects Fund with reimbursement from the SAW Grant.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016
FROM: *mac* MARTY COLBURN, CITY MANAGER
SUBJECT: #2 DIESEL FUEL PURCHASE

Telephone / fax bids were received for dyed #2 ultra low sulfur diesel fuel for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Lemmen Oil	Coopersville	\$1.17975
Scotland Oil	Alma	\$1.1926
Fick & Sons	Grayling	\$1.2220
Schmuckal Oil	Traverse City	Did not bid
Crystal Flash	Traverse City	Did not bid
Blarney Castle	Traverse City	Did not bid
Brenner Oil	Mount Pleasant	Did not bid
Gilberts Service Oil	Traverse City	Did not bid

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

that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$11822.27 to Lemmen Oil Company for 10021 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$1.17975 per gallon with funds available in the Garage Fund.

MC/wb

The previous purchase price on 1/11/16 was \$1.10575 per gallon.

K:\tcclerk\city commission\purchase orders\unleaded gasoline 20160307



Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – NORTHERN HOSPITALITY, LLC – 149 EAST
FRONT STREET

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Northern Hospitality, LLC (Adrienne Brunette and John Larson) to obtain a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 149 East Front Street, downtown Traverse City in the space formerly known as Zakeys.

I recommend the following motion:

that the resolution recommending approval of the request for a new Redevelopment Liquor License with Class C Liquor License privileges from Northern Hospitality, LLC, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration Northern Hospitality, LLC, to operate such license at 149 East Front Street.

MC/kez

K:\ccclerk\City Commission Communications\liquor license_Redevelopment\liqlic_redevprojectarea_Northern Hospitality_20160307.doc

copy: Adrienne Brunette, Adrienne.brunette@gmail.com

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Benjamin C. Marentette, City Clerk *BM*

DATE: Thursday, March 3, 2016

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – NORTHERN HOSPITALITY, LLC

Northern Hospitality, LLC (Adrienne Brunette and John Larson), has applied for a Redevelopment Project Area Liquor License. The license would be operated at 149 East Front Street, located downtown on the former Zakeys restaurant. They would enjoy Class C Liquor License privileges. Meaning, they could sell beer, liquor and mixed spirit drinks for on-premises consumption.

265 Redevelopment Project Area Liquor Licenses were made available to Traverse City within the Downtown in June 2008. This is the fourteenth application for a Redevelopment Project Area Liquor License in the Downtown to be recommended for City Commission approval, however this will be the twelfth license operated downtown.

The applicant has paid the appropriate application fee and this request has been favorably reviewed by the appropriate city departments, and meets all ordinance/law requirements. The supporting documentation is on file with this office. Therefore, I recommend that the City Commission adopt a resolution recommending approval of this request.

A couple points to note that are unique to these licenses:

- The business must regularly close no later than 12 a.m. meaning the business does not admit new customers after 12 a.m. at least 5 days a week.
- The business shall not serve liquor after 12 a.m. on each day.

The process for granting approval of these liquor licenses is opposite most others – the applicant begins with the city, not the Michigan Liquor Control Commission. If the City Commission adopts the resolution approving the license, then it will be provided to the Michigan Liquor Control Commission and it begins its process with the applicant. (On all our forms and in our interactions with applicants for these licenses, we advise the applicant to first check with the LCC about pursuing one of these licenses before doing so.)

Finally, if the license is issued by the MLCC, it cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Northern Hospitality, LLC. I recommend that the City Commission authorize this registration.

As always, please feel free to contact me if you have any questions.



Resolution Approving Redevelopment Area Liquor License

Resolved, that the City Commission for the City of Traverse City hereby approves the request for issuance of a State of Michigan **LIQUOR LICENSE under PA 501 of 2006, with Class C Liquor License privileges issued under MCL 436.1521a(1)(b)**, to Northern Hospitality, LLC, with the license to be located at 149 East Front Street, Traverse City, MI 49684, Grand Traverse County City of Traverse City, which is located within the established Redevelopment District; be it further,

Resolved, that the City Commission for the City of Traverse City recommends this request above all others.

Motion by: _____

Support by: _____

Vote:

Yeas:

Nays:

Abstained:

I, Benjamin C. Marentette, City Clerk for the City of Traverse City, Grand Traverse and Leelanau Counties, Michigan, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Commission of the City of Traverse City at a regular City Commission meeting held on March 7, 2016.

Benjamin C. Marentette, MMC
City Clerk



149 E Front St

Proposed Redevelopment Liquor License Location



149 E Front St
 Traverse City, MI 49684



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: ELECTION RECORDS RETENTION SCHEDULE

City Clerk Benjamin Marentette recommends, as a housekeeping matter, that the City Commission adopt Revised General Schedule #23 – Election Records – as the records retention policy for all election-related records under the care of the City Clerk's Office.

Of course, in some cases, the City Clerk may direct that certain records be retained longer than required – the attachment simply establishes the minimum retention schedule.

I recommend the following motion:

that the General Schedule #23 - Election Records, approved by the Michigan State Administrative Board on January 16, 2016, which establishes the minimum retention period for election-related records under the care of the City Clerk, be adopted and incorporated into the Records Management and Approved Retention and Disposal Schedule (originally adopted October 5, 1998, and amended on March 1, 2010, June 6, 2011, and January 21, 2014).

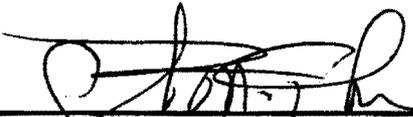
MC/bcm

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GENERAL SCHEDULE #23 – Elections Records

This Retention and Disposal Schedule covers records that are used to administer elections. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.

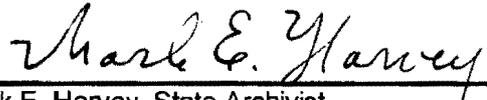
We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Christopher M. Thomas, Director
Bureau of Elections, Michigan Department of State
11/3/2015
(Date)



Brice Sample, CRM, Manager
Department of Technology, Management and Budget, Records Management Services
11/17/15
(Date)



Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan
12/4/15
(Date)

APPROVED

State Administrative Board
1 26 16
(Date)

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
Administration		
100	<u>Bureau of Elections Correspondence</u>	CR+2
	This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the <u>Election News</u> and the <u>News You Can Use</u> newsletters that are published and retained by the Bureau.	
101	<u>Transitory Correspondence</u>	ACT
	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. ACT = until the activity is completed.	
102	<u>Post Election Reports</u>	ACT+2
	The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report. ACT = the day after the November general election.	
103	<u>Certification</u>	ACT
	The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam. ACT = while serving as an election official.	

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
County Records (supersedes General Schedule #6—County Clerks: items 6.0701-6.0722, 6.9005-6.9014)		
200	<u>Affidavits of Candidacy</u> These are filed by incumbent judges seeking ballot access for re-election. ACT = until the election is held.	ACT+2
201	<u>Affidavits of Constitutional Qualification (supersedes item #6.0704)</u> These forms are filed by candidates for judicial positions. ACT = until the election is held.	ACT+2
202	<u>Affidavits of Identity (supersedes item #6.0701)</u> These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.	ACT+2
203	<u>Applications to Vote</u> These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. County clerks only maintain these records for select elections. MCL 168.811 ACT = until the election is held.	ACT+6
204	<u>Apportionment (supersedes item #6.0705)</u> These records document the re-apportionment of the Board of Commissioner district boundaries after a census is completed. These files may include correspondence, litigation materials, minutes of apportionment commission meetings, maps, district descriptions, demographic information, etc. ACT = from the first election that the plan was in effect.	ACT+11
205	<u>Ballots (Select School District Elections)</u> These records document votes in select school district elections and special elections that are administered by the county clerk per an agreement. They include ballots, counted absentee ballots, provisional ballots, challenged ballots, unused ballots, spoiled ballots, and ballots rejected for exposure, ballot containers containing optical scan ballots, etc. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.	ACT

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
206	<u>Board of County Canvassers Meeting Materials (supersedes item #6.0706)</u> These files include agendas, minutes, and supporting documentation (such as transcripts, correspondence, certificates of election, challenges) that were reviewed by the board during its meetings.	PERM
207A	<u>Campaign Finance Statements of Organization—Committees Receiving Less Than \$50,000 (supersedes item #6.0707A)</u> These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. ACT = until the official date of dissolution.	ACT+5
207B	<u>Campaign Finance Statements of Organization—Committees Receiving More Than \$50,000 (supersedes item #6.0707A)</u> These records document the creation of committees supporting the election/re-election of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. ACT = until the official date of dissolution.	ACT+15
208A	<u>Campaign Finance Reporting--Committees Receiving Less Than \$50,000 (supersedes item #6.0707B)</u> These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received less than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.	CR+5
208B	<u>Campaign Finance Reporting--Committees Receiving More Than \$50,000 (supersedes item #6.0707B)</u> These records document the campaign finance activities of candidates for local offices (or groups supporting/opposing local ballot questions) whose campaign committee received more than \$50,000 in the election cycle. They may include campaign finance reports (regular reports during the election cycle and annual reports, as required), amendments, receipts for late filing fee charges, correspondence, other statements and reports.	CR+15

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration

FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
209	<u>Candidate Filing Fee Refunds (supersedes item #6.0708)</u> After the primary is held some candidates are eligible for a refund of their filing fee. ACT = until audit.	ACT
210	<u>Candidate Listing (supersedes item #6.0702)</u> This register is used to log when a candidate files an Affidavit of Identity (see item #202). ACT = until the election is held.	ACT+2
211	<u>Certificates of Acceptance (supersedes item #6.0709)</u> After a person is elected to a school board they have to file a certificate of acceptance with the school district. A copy is sent to the county clerk (MCL 168.309). ACT = until the term of office expires.	ACT
212	<u>County Election Commission Meeting Materials (supersedes item #6.0711)</u> These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.	PERM
213	<u>County Election Results (supersedes item #6.0710)</u> These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.	PERM
214	<u>Declaration of Intent</u> These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. ACT = until the election is held.	ACT+2
215	<u>Election Challengers</u> An organization or group that intends to appoint election challengers must submit a notarized statement to the clerk of the jurisdiction that states the reason why the right to make the appointments is claimed. These records will include the statement, a copy of the identification card to be used by the challengers, and the approval or denial (and possibly appeal documents). ACT = until the election is held.	ACT+2

PERM = Permanent
EVT = Event

ACT = Active
CR = Creation Date

SUP = Superseded

EXP = Expiration
FY = Fiscal Year

**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
216	<u>Election Inspector Certificates (supersedes item #6.0717)</u> Election inspectors must attend training every two years. These certificates document who attended training.	CR+2
217	<u>Election Inspector Training</u> These records include materials developed by the Bureau of Elections and the county clerk to train election inspectors.	SUP
218	<u>Election Notices (supersedes item #6.0703)</u> Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. ACT = until canvass of the election is completed.	ACT+2
219	<u>Electronic Voting Systems</u> These systems are used to conduct select school district elections and special elections that are administered by the county clerk per an agreement. They include voting devices, ballot containers, optical scan ballots, etc. ACT = until 30 days following final determination of the Board of Canvassers (R168.790(18)). In addition, these records may need to be retained until a recount is completed, or until a court order to suspend destruction is lifted.	ACT
220	<u>Nominating and Qualifying Petitions (supersedes item #6.0715)</u> All candidates (both partisan and non-partisan) for countywide offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.	ACT
221	<u>Nominating Petition Record</u> This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions (see item #222) are disposed of.	ACT+2

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
222	<u>Oaths of Office—Election Officials</u> This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as Election Inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. ACT = until canvass of the election is completed.	ACT+2
223	<u>Poll Books (supersedes item #6.0716)</u> These books identify which registered voters participated in an election. They identify which voters were issued provisional ballots and which voters were challenged. This record includes Absent Voter Poll Books that identify which absent voters were mailed ballots. These books are received from cities and townships for maintenance by the county clerk. MCL 168.811 ACT = until canvass of the election is completed.	ACT+2
224	<u>Precinct Delegates</u> These records document the certification of election results for precinct delegates and notification to political parties. They may include tally sheets, certificates of election, lists, etc. ACT = until the election is held.	ACT+2
225	<u>Precinct Tabulation Data (supersedes item #6.0719)</u> This data documents the programming (burning) of removable data storage devices for precinct tabulators. It will include definitions, vote totals, an audit of voting activity. The data may be transferred to other storage media for retention. ACT = until the election is held.	ACT+2
226A	<u>Preliminary Accuracy Testing (Federal Offices)</u> These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	ACT+2
226B	<u>Preliminary Accuracy Testing (State and Local Offices)</u> These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	ACT+30 days

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
227A	<u>Proof Ballots (State and Local Offices) (supersedes item #6.0720)</u>	ACT+30 days
	<p>Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. ACT = until the election is held.</p>	
227B	<u>Proof Ballots (Federal Offices) (supersedes item #6.0720)</u>	ACT+22 months
	<p>Proof ballots are produced to proofread the wording and formatting of each style of ballot that will be used in the election. They are reviewed by the candidates, Bureau of Elections and the County Election Commission prior to printing. These records may include hard copy or electronic proof ballots (one of each style) and related correspondence. ACT = until the election is held.</p>	
228	<u>Proposal Petitions</u>	ACT+2
	<p>Groups or individuals wishing to place a question on the countywide ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.</p>	
229	<u>Recalls</u>	CR+2
	<p>Voters may initiate a recall of elective officers in the state. These records will contain petition language submissions, clarity review documents, public meeting notices, signed petitions, signature challenges, petition review notices, correspondence, etc.</p>	
230	<u>Recounts (supersedes item #6.0714)</u>	ACT+2
	<p>These records document the administration of election recounts. They may include tally sheets, application forms, financial documents, petitions, counter petitions, objections, sign-in sheets, correspondence, and personnel records for the workers, etc. ACT = until the recount is completed.</p>	
231A	<u>Sample Ballots (State and Local Offices)</u>	ACT+30 days
	<p>These ballots are produced and marked "sample" for posting for public information. ACT = until the election is held.</p>	

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
231B	<u>Sample Ballots (Federal Offices)</u> These ballots are produced and marked "sample" for posting for public information. ACT = until the election is held.	ACT+22 months
232	<u>School Election Coordinating Committee</u> The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.	EXP+6
233	<u>Statement of Vote (supersedes item #6.0721)</u> These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
234	<u>Tally Sheets/Books (supersedes item #6.0722)</u> These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
235	<u>Tie Votes</u> These records document that proper procedures were followed when breaking a tie vote. These records include notices, sign-in sheets, and the name slips, etc. ACT = until the tie vote is broken.	ACT+2
236	<u>Voting Equipment Acquisition</u> These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.	ACT+6

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
City, Township and Village Records (supersedes General Schedule #8—Municipalities: portions of Section 7—City Clerk, and General Schedule #10—Townships: Elections Department)		
300	<u>Absentee Ballot Envelopes</u> These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811 ACT = until the election is held.	ACT+2
301	<u>Absentee Voter List</u> This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
302	<u>Application for Absentee Ballot</u> These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include "emergency" absentee ballot requests. MCL 168.811 ACT = until the election is held.	ACT+6
303	<u>Applications to Vote</u> These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811 ACT = until the election is held.	ACT+6
304	<u>Affidavits of Identity</u> These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.	ACT+2
305	<u>Affidavit of Voter Unable to Meet Photo ID Requirements</u> This form is signed by voters who do not possess photo identification when attending the polls. ACT = until the election is held.	ACT+6

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
306	<u>Ballots (Federal Offices)</u> These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). ACT = until canvass of the election is completed.	ACT+22 months
307	<u>Ballots (State and Local Offices)</u> These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. Note: this series also applies to unused ballots for federal, state and local offices. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.	ACT
308	<u>Candidate Listing</u> This register is used to log when a candidate files an Affidavit of Identity. ACT = until the election is held.	ACT+2
309	<u>Declaration of Intent</u> These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. ACT = until January 1 following the election.	ACT
310	<u>Election Notices</u> Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of	ACT+2

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
	publication and the bill from the newspaper. ACT = until canvass of the election is completed.	
311	<u>Election Inspector Applications</u>	ACT
	These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission. ACT = while the person is eligible for appointment as an inspector.	
312	<u>Election Inspector Certificates</u>	CR+2
	Election inspectors must attend training every two years. These certificates document who attended training.	
313	<u>Election Inspector Training</u>	SUP
	These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.	
314	<u>Electronic Voting Systems</u>	ACT+30 days
	These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc. ACT = until canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed. Note: if the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period.	
315	<u>Federal Post Card Application</u>	CR+6
	These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.	
316	<u>Local Election Commission Meeting Materials</u>	PERM
	These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.	

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
317	<u>Local Election Results</u> These records (also known as the "canvass of votes") document the final outcome of elections, as determined by the Board of County Canvassers.	PERM
318	<u>Nominating and Qualifying Petitions</u> All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office's jurisdiction stating that they want to have the candidate's name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.	ACT
319	<u>Nominating Petition Record</u> This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions (see item #317) are disposed of.	ACT+2
320	<u>Oaths of Office—Election Officials</u> This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book. ACT = until the election is held.	ACT+2
321	<u>Precinct Maps</u> These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.	SUP Transfer to Archives of Michigan
322A	<u>Preliminary Accuracy Testing (Federal Offices)</u> These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	ACT+2

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
322B	<u>Preliminary Accuracy Testing (State and Local Offices)</u> These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.	ACT+30 days
323	<u>Proposal Petitions</u> Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.	ACT+2
324	<u>QVF Precinct Lists</u> These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811 ACT = until the election is held.	ACT+2
325	<u>School Election Coordinating Committee</u> The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.	EXP+6
326	<u>Statement of Vote</u> These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
327	<u>Tally Sheets/Books</u> These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.	ACT+2
328	<u>Tie Votes</u> These records document that proper procedures were followed when breaking a tie vote. ACT = until the tie vote is broken.	ACT+2

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**General Retention Schedule #23
Elections Records**

Item Number	Series Title and Description	Total Retention
329	<u>Voter Identification Cards—Returned</u> These voter identification cards were returned by the post office as undeliverable. ACT = until the voter's registration is cancelled.	ACT
330	<u>Voter Registration Applications</u> Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated. ACT = until the master card is generated.	ACT
331	<u>Voter Registration Master Cards—Originals</u> These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning. ACT = until cancelled.	ACT+5
332	<u>Voter Registration Master Cards—Duplicates</u> These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original. ACT = until cancelled.	ACT+2
333	<u>Voter Registration Cards—Voided</u> Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.	CR+2
334	<u>Voter Registration Cards--Change of Address</u> Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices. ACT = until the official voter registration record is updated.	ACT
335	<u>Voting Equipment Acquisition</u> These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.	ACT+6

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: AUGUST 2, 2015 STORM INTERDEPARTMENTAL INVOICE

Attached is a memo from Dave Green, DPS Director, along with an invoice from Traverse City Light & Power regarding the City's portion of fees for cleanup after the August 2, 2015 storm.

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

that the City Manager be authorized to approve payment in the amount of \$42,071.46 to Traverse City Light & Power for reimbursement for the City's share of manpower and equipment charges from Penn Line Service, Inc. for emergency debris cleanup after the August 2, 2015 wind storm, with funds available in the Street Division Budget and partially offset by proceeds from the State of Michigan Section 19 Disaster Assistance Program.

MC/bcm

K:\tcclerk\city commission\payment authorizations\debris cleanup 20160307

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: February 29, 2016
SUBJECT: August 2, 2015 Storm Interdepartmental Invoice

Attached is an invoice from Traverse City L&P that covers the City's portion of the expense required to hire additional manpower and equipment to jump start the debris removal process after the devastating August 2, 2015 storm. By utilizing L&P's connection with Penn Line we were able to get three crews here and working by August 7 and continuing through until August 14, 2015. Without this help our city crews would have been hard pressed to complete the brush removal process and still have any chance of completing some of our annual summertime maintenance activities we needed to do. The City was able to secure \$100,000.00 from the State of Michigan Section 19 Disaster Assistance program which will be used to help offset some of this expense.

Please request that the City Commission approve payment in the amount of \$42,071.46 to Traverse City L&P for reimbursement for the City share of manpower and equipment charges from Penn Line Service, Inc. for emergency debris cleanup after the August 2, 2015 wind storm.

*Attachment / invoice on
file w/ City Clerk*



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: *mac*
MARTY COLBURN, CITY MANAGER

SUBJECT: 2015/2016 SCHEDULED FLEET REPLACEMENT

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval to declare a 2010 Crown Victoria (#004) and a 2002 Ford Ranger Pick-up (#158) surplus, and to approve the planned purchase of one 2016 Ford Police Interceptor with patrol package for use by the Police Department, and one 2017 Ford Escape for use by Traverse City Parking Services.

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

that the City Manager be authorized to declare Vehicle #004, a 2010 Crown Victoria and Vehicle #158, a 2002 Ford Ranger Pick-up surplus, and approve a purchase order in the amount of \$52,081.00 to Signature Ford for the purchase of one 2016 Ford Police Interceptor with patrol package, and one 2017 Ford Escape with funds available in the Garage Fund for these planned replacements.

MC/jd

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

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, Acting City Manager
FROM: Dave Green, DPS Director *DSB*
DATE: February 29, 2016
SUBJECT: 2015/2016 Scheduled Fleet Vehicle Replacement

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase a 2016 Ford Police Interceptor for the Police Department and a 2017 Ford Escape for the Traverse City Parking Services.

Both of these vehicles, if approved, will be purchased through the Macomb County, Mi. Cooperative Purchasing Program and both vehicles are included in the 2015/2016 Vehicle Replacement Schedule.

Please request that the City Commission declare vehicle # 004, a 2010 Crown Victoria and vehicle # 158, a 2002 Ford Ranger Pick-up surplus and approve a purchase order in the amount of \$52,081.00 to Signature Ford for the purchase of one 2016 Ford Police Interceptor with patrol package and one 2017 Ford Escape with funds available in the Garage Fund for these planned replacements.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: February 26, 2016

SUBJECT: Vehicle Purchase

Attached please find a bid for a 2016 Ford Police Interceptor from Signature Ford using the Macomb County, Mi. Cooperative Purchasing Program in the amount of \$25,621.00. This Vehicle will be used by the Police Department as a Patrol Vehicle, it will be replacing Garage Vehicle #004 a 2010 Ford Crown Victoria Patrol car.

In addition please find a bid for a 2017 Ford Escape from Signature Ford also using the Macomb County, Mi. Cooperative Purchasing Program in the amount of \$26,460.00. This vehicle will be used by Traverse City Parking Services for Meter Collections and other services, this will be replacing Garage Vehicle # 158 a 2002 Ford Ranger Pick-up that is well beyond its service life.

Would you please request of the City Commission permission to issue a Purchase Order to Signature Ford of Owosso, Mi. in the amount of \$52,081.00, and request that #004 a 2010 Ford Crown Victoria, and #158 a 2002 Ford Ranger Pick-up be deemed Surplus.

These are planned purchases and funds are available in the Garage Fund.

A handwritten signature in black ink, appearing to be "D. Courtad".

**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
Street	1995 F450 Dump Truck	65,000
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



February 25, 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:

2016 Ford Police Interceptor Utility AWD in White **\$25,621.00 ea**

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: March 11th, 2016.

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. An \$8.00 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 (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales



February 19, 2016

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

Dear Dave Courtad:

Price on 2017 Vehicle Macomb County Contract Bid:

2017 Ford Escape 4x4 SE in White

\$26,460.00 ea

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: *MSC*
MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – MARQUEE AND ELECTRONIC
MESSAGE BOARD SIGNS

Attached is a memo from City Planning Director Russell Soyring explaining an ordinance amendment to the Sign Ordinance which would modify regulations for marquee and electronic message board signs.

As explained by Mr. Soyring, this amendment would allow running or blinking light on marquee signs as previously discussed by the City Commission. It would also allow electronic message board signs to have more than one message per day as requested by the Bethlehem Lutheran Church.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Section 1476.05, Prohibited Signs which would allow electronic message board signs to change their message every hour and Section 1476.11, Sign Illumination Regulations, which would allow running or blinking lights on marquee signs, be introduced and scheduled for possible enactment on March 21, 2016.

MC/kez

K:\tcclerk\city commission\ordinance amendments\Sign Ordinance_Intro_201603067.doc

copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*

SUBJECT: SIGN ORDINANCE AMENDMENTS - MARQUEE AND ELECTRONIC MESSAGE SIGNS

DATE: MARCH 1, 2016

Attached is a draft amendment to modify the regulations for Marquee and Electronic Message type signs. The draft regulations if adopted would allow marquee signs to have running or blinking lights in a limited geographic area with restricted times of when the lights can be blinking or running. These types of signs also must be design so as to not create a safety issue for drivers on the public right-of-way.



The City of also received a request from Bethlehem Lutheran Church requesting a change in the sign ordinance to allow for more than one message per day on their electronic message board sign. The draft ordinance, if adopted would allow for the message to be changed once per hour versus once per day. This change provides more flexibility in the use of these types of signs. For instance a gas station owner could change the price of gasoline more than once per day. The signs however would still appear to be static since they would not be allowed to stream continuously changing messages.



TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: MARQUEE AND ELECTRONIC MESSAGE SIGN ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 1476.05, *Prohibited Signs*, and Section 1476.11, *Sign Illumination Regulations*, of Chapter 1476, *Signs*, of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1476.05 PROHIBITED SIGNS.

No person shall display, erect, use or maintain a sign for which a permit is required and has not been issued, or a:

- (a) **Electronic message sign** capable of changing any message or graphic and which does so more than once a day ~~in hour~~.
- (b) **Imitation traffic sign** which, by reason of its shape, color, use of lighting, or other factor, is similar in both size and appearance to any official traffic signal or traffic sign or railroad sign or signal in a way that may, in the judgment of the Zoning Administrator, interfere with traffic movement or safety.
- (c) **Internally illuminated sign** in a predominately residential area.
- (d) **Motor vehicle with a sign** which is parked in a position visible to traffic on a public road or parking area for the primary purpose of displaying the sign to the public.
- (e) **Obsolete sign**. Any sign that does not meet the provisions of this Code, together with its supporting structure which is still standing 180 days or more after the premises have been vacated. This provision shall not apply to permanent signs accessory to businesses which are open only on a seasonal basis, provided there is a clear intent to continue operation of the business.
- (f) **Portable sign** along Front Street between Union Street and Boardman Avenue except for governmental directional signs.
- (g) **Revolving sign or sign with movable parts** or which give the illusion of movement by means of illumination or otherwise, are not permitted, except barber poles less than eight feet in height are allowed.
- (h) **Roof sign**.
- (i) **Searchlights, lasers or other high intensity lights sources** to light the night sky.
- (j) **Sign on public property**, without the public property owner's approval.
- (k) **Trailer-mounted or similar portable sign**, such as a wheeled device.
- (l) **Unsafe sign**. Any sign or structure which is structurally unsafe, constitutes a hazard to the public health, welfare and safety or is not kept in a state of good repair, or any sign which obstructs free access to or egress from a required door, window or fire escape or other required exit way.
- (m) **Wind sign** as defined in section 1476.04.

1476.11 SIGN ILLUMINATION REGULATIONS.

Illuminated signs shall be designed, constructed, and installed to comply with the following standards in order to reduce glare and the general overwash of light to public rights-of-way and

residential uses and to promote the protection of the dark sky.

(a) Flashing, rotating and intermittent lighting is prohibited except for marquee signs on buildings used solely for theaters for the general public subject to the following conditions.

- (1) Only permitted in area shown in Appendix E.
- (2) The marquee shall be designed as to not be dangerous or confusing to motorists on the public right-of-way by its color, wording, design, location or illumination that would resemble or conflict with any official traffic-control device or which impedes the safe and efficient flow of traffic.
- (3) The marquee lights shall be lit only during times the theater is in operation.

(b) Back-lighted individual opaque channel letterforms shall be softly silhouetted against their background.

(c) Internally illuminated channel letters and logos with translucent faces, shall contain soft, diffused light sources inside each letter or logo.

(d) With the exception of directional and "no vacancy" signs, no sign shall be illuminated between the hours of 11:00 p.m. and 6:00 a.m. unless the premises are open for business.

(e) Externally lit signs associated with multiple family residential uses are allowed.

(f) Electronic message signs shall not exceed a light intensity of 10 percent of the day time use between dusk and dawn.

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

I hereby certify the above ordinance amendment was introduced on _____, 2016, at a regular meeting of the City Commission and was enacted on _____, 2016, 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.

James 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



**Bethlehem
Lutheran
Church**

1050 PENINSULA DRIVE
TRAVERSE CITY, MI 49686-2799

(231) 947-9880
(231) 947-5637 FAX

February 1, 2016

Mr. Russell A. Soyering, AICP
Planning Director
The City of Traverse City
Government Center
400 Boardman Avenue
Traverse City, MI 49684
Dear Mr. Soyering,

Good to speak with you recently. Yes, it appears a "variance" or exception to the signage policy of Traverse City is challenging for Bethlehem Lutheran Church given the need to demonstrate a "hardship" and without raising other issues for the city. A change in the city's policies is most appropriate.

The capabilities of today's electronic signage is dramatic and the signage regulations of the City of Traverse City should be amended to allow more significant usage of those abilities. At the same time, the streets of the city should not devolve into a screaming blur of flashing messages. The movement on the signage for the Bijou points to a reasonable course.

We urge the City Council to review this proposed rewording of Chapter 1476 of the city's sign ordinance and find a course forward that allows responsible use of electronic signage within the city. I am noting three alternatives

Under 1476.05 PROHIBITED SIGNS

Alternative One:

Electronic message sign capable of changing any message or graphic and which does so more than on an hourly basis.

Alternative Two:

Electronic message sign capable of changing any message or graphic and which does so more often than at a ten second interval.*

Alternative Three:

Electronic message sign capable of changing any message or graphic and which does so more often than at a ten second interval between the hours of 6:00AM and 8:00PM; hourly between 8:00PM and 6:00AM.*

*On each of the noted options above a changing graphic or video of not to exceed 30 seconds may be played.

Additionally, any change could be implemented in sequential steps over a finite amount of time- immediate, six, and 12 months for instance. Reflecting a goal of cooperation, Bethlehem would be happy to participate in any sign trial the city might want to conduct. Let me know if we need to go into more detail. I'd be happy to visit an upcoming City Council Meeting to explain the life-saving nature of our messages and our desire to display them in a responsible and yet prominent way.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Rockne". The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Rockne

Council President

Bethlehem Lutheran Church

Handwritten signature or scribble.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{MCU}MARTY COLBURN, CITY MANAGER

SUBJECT: GARLAND STREET REALIGNMENT

As the City Commission is well aware, we have been working with various stakeholders for some time regarding the realignment of Garland Street. Attached is a map which delineates the following three key components:

- The Traverse City Convention and Visitors Bureau Education Foundation (Foundation's) Property
- The current alignment of Garland Street right-of-way to be vacated
- The new Garland Street Boundary (the portion that is a subject of this transaction)

Also attached is the Property Transfer and Redevelopment Agreement. There may be some minor, non-substantive changes between when the packet is published and the meeting on Monday evening; if so, we will outline those at the meeting. The following are highlights:

- This is essentially a property 'swap' whereby the Foundation will transfer the property for the new alignment to the City and the City will vacate the current Garland Street right-of-way, which automatically grants the east half of the right-of-way to the Foundation and the west half to the other adjacent property owner. The DDA will pay \$10 to the Foundation as the only cash consideration under the agreement.
- The western most lane of Union Street in front of the Visitors Bureau will become bus parking (open to any type of bus parking; i.e., not specific to the Foundation).
- The DDA will dedicate four spaces in Lot T (northeast corner of Grandview Parkway and Union Street) to the Foundation for 10 years, or if they cease their operations in their current form (operation of public restrooms, etc.), whichever is sooner.
- There are up to 45 days for due diligence, such as surveys and environmental

studies on the properties, which will be commissioned by the DDA.

- Closing will take place within 90 days of the date of the Agreement.
- The City will be required to vacate the alley within 60 days of closing – and I emphasize that if the agreement is authorized, while the City will be required to go through the typical public hearing process for the alley vacation, the City Commission will be legally-obligated to approve the alley vacation.
- The primary ‘meat’ of the agreement is in Section 3.

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

that the Mayor and City Clerk execute the Property Transfer and Redevelopment Agreement with the Traverse City Convention and Visitors Bureau Education Foundation and the Traverse City Downtown Development Authority, regarding the realignment of Garland Street, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\garland street realignment property transfer and development agreement

copy: Timothy Lodge, City Engineer
Rob Bacigalupi, Downtown Development Authority Executive Director
Lauren Tribble-Laucht, City Attorney

PROPERTY TRANSFER AND REDEVELOPMENT AGREEMENT

This Property Transfer and Redevelopment Agreement ("Agreement") is dated the _____ day of _____, 2016, by and between the TRAVERSE CITY CONVENTION AND VISITORS BUREAU EDUCATION FOUNDATION, a Michigan Nonprofit Corporation, whose address is 101 W. Grandview Parkway, Traverse City, Michigan, 49684 (the "Foundation"), the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan 49684 (the "City"), and the DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan authority, whose address is 303 East State Street, Suite C, PO Box 42, Traverse City, Michigan 49685 (the "DDA") for the transfer and redevelopment of certain property, more particularly identified below.

- WHEREAS, the Foundation is the owner of real property located at 101 W. Grandview Parkway, Traverse City, Michigan (tax parcel ID 28-51-658-037-00); and
- WHEREAS, the City right of way known as Garland Street is located immediately to the west of and adjacent to 101 W. Grandview Parkway; and
- WHEREAS, the City and DDA have long planned a project to re-align Garland Street to provide a connection between the downtown and the warehouse district generally depicted in the attached EXHIBIT A (the "Garland Street Extension"); and
- WHEREAS, the Garland Street Extension would re-configure Garland Street to extend it to the east where it would connect to Union Street, rather than the current configuration whereby Garland Street turns 90 degrees to the north just west of Union Street and connects to Grandview Parkway; and
- WHEREAS, as proposed, the Garland Street Extension will improve pedestrian access and safety and require low traffic speeds using various traffic calming measures; be designed to limit cut-through traffic and provide an improved connection to two business districts, the Warehouse District and Downtown, within the DDA; and
- WHEREAS, the proposed pathway of the Garland Street Extension includes property owned by the Foundation; and
- WHEREAS, as envisioned, the Garland Street Extension project would include vacation of that portion of Garland Street immediately west of and adjacent to 101 W. Grandview Parkway; and
- WHEREAS, vacation of Garland Street as herein described would vest title to the street in the rightful proprietors of the lots abutting the street, one of which is the Foundation (MCL 560.227a); and
- WHEREAS, the parties hereto desire to complete transfers of certain property as described herein and subject to the terms herein contained;

NOW THEREFORE, it is hereby agreed as follows:

1. Property:

- a. The following described property located in the City of Traverse City, Grand Traverse County, Michigan is a public right-of-way within the jurisdiction of the City of Traverse City, which the City of Traverse City has the authority to vacate. Upon vacation of the right-of-way, title to the eastern one half of the right-of-way will vest in the Foundation and title to the western one half of the right-of-way will vest in the owner of the adjacent property to the west (i.e. 207 West Grandview Parkway). The alley to be vacated in its entirety is described as:

PART OF GARLAND STREET OF THE RECORDED PLAT OF HANNAH, LAY & CO'S ELEVENTH ADDITION TO TRAVERSE CITY, IN PART OF GOVERNMENT LOTS 2,3, AND 4, SECTION 3, TOWN 27 NORTH, RANGE 11 WEST, CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER LOT 69, OF SAID PLAT; THENCE SOUTH 13° 21'46" WEST, 125.90 FEET, ALONG THE EASTERLY RIGHT-OF-WAY LINE OF GARLAND STREET; THENCE NORTH 75° 37'55" WEST 50.01 FEET, TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF GARLAND STREET; THENCE NORTH 13° 21'46" EAST 124.85 FEET, TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF GRANDVIEW PARKWAY (STATE HIGHWAYS US-31, M-72, AND M-37); THENCE SOUTH 76° 50'15" EAST 50 FEET, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO THE NORTHWEST CORNER OF LOT 69, OF SAID PLAT, AND TO THE POINT OF BEGINNING. (the "Alley Property").

- b. The Foundation owns the following described property located in the City of Traverse City, Grand Traverse County, Michigan, commonly known as 101 W. Grandview Parkway, Traverse City, Michigan (tax parcel ID 28-51-658-037-00):

LOTS 69 & 70 HANNAH LAY & CO'S ELEVENTH ADD AND PRT OF GOV LOT 2 SEC 3 T27N R11W BEG AT THE SE COR OF LOT 70 OF SAID HANNAH LAY & CO'S ELEVENTH ADD TH S 00°01'19"W 17FT ALONG THE W LINE OF UNION ST TH N 89°20'52"W 72.67FT TH N 77°02'43"E 74.50FT ALONG THE S LINE OF SAID LOT 70 TO POB ALSO TH PRT OF LOT 71 OF SAID SUB LYING E OF ELY R/W LINE OF GARLAND ST (the "Foundation Property").

- c. The Foundation wishes to transfer to the City and the City wishes to accept the following described property located in the City of Traverse City, Grand Traverse County, Michigan:

THAT PART OF LOT 69, LOT 70 AND LOT 71 OF THE PLAN OF HANNAH, LAY & CO'S ELEVENTH ADDITION TO TRAVERSE CITY, BEING PART OF SECTION 3, TOWN 27 NORTH, RANGE 11 WEST, CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN, MORE FULLY DESCRIBED AS:
BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 70, THENCE SOUTH 00° 34'15" WEST, 17.00 FEET ALONG THE WEST LINE OF UNION STREET; THENCE

NORTH 88° 57'56" WEST, 72.67 FEET; THENCE SOUTH 77° 50'39" WEST, 116.03 THENCE NORTH 89° 28'50" WEST, 33.72 FEET TO THE EAST LINE OF GARLAND STREET; THENCE NORTH 14° 38'44" EAST, 51.56 FEET ALON SAID EAST LINE; THENCE SOUTH 89° 28'50" EAST, 207.03 FEET TO SAID WEST LINE OF UNION STREET; THENCE SOUTH 00° 34'15" WEST, 8.19 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING. ("Foundation Property Conveyance").

2. Consideration. This Agreement is made in consideration of ten dollars (\$10.00) from the DDA to the Foundation, receipt of which is hereby acknowledged and the additional consideration specifically provided for in this Agreement. Except for the consideration expressly described herein, with the exception of the below described Additional Consideration, the parties agree no other consideration shall be paid.

3. Additional Consideration.

- i. Additional bus parking shall be provided on the east side of the Foundation Property along Union Street. There are currently two southbound lanes on Union Street immediately adjacent to the Foundation Property. The City shall change the western most lane of Union Street in this location into a bus parking space as depicted in the attached EXHIBIT A at its sole cost and expense. The City will add signage to indicate that the aforementioned parking is for bus use only, but not exclusively for Foundation use.
- ii. The Foundation Property Conveyance currently contains five angle parking spaces and one handicap parking space. Subsequent to the closing contemplated in this Agreement and in connection with the construction of the Garland Street Extension, the City shall create six (6) parallel parking spaces that measure approximately 8x20 feet each along the south side of the building as generally depicted in EXHIBIT A at its sole cost and expense. Future maintenance and repair after construction shall be the sole responsibility of the Foundation. The City shall allow for a green strip on the immediate south side of the Visitor Center near the entrance between the building and the street in the design. The DDA shall dedicate four (4) parking spaces in Lot T for Foundation use at no additional cost to the Foundation for the duration of time that the Foundation continues to maintain the Visitor's Center and public restrooms at its current location open to the public, or for a period of ten (10) years, whichever occurs sooner. If after ten (10) years, Lot T remains a City parking lot, and provided the Foundation continues to maintain the Visitor's Center and public restrooms, the Foundation shall have the option to retain the four dedicated spaces in Lot T but shall pay the permit rate for the four dedicated spaces. The City will provide four signage posts at its cost. The Foundation shall provide signage and enforcement of the four spaces. Should any City-sanctioned event conflict with the Foundation's use of the four spaces, the City-sanctioned event shall take priority over the Foundation's use of the spaces. "City-sanctioned" events shall not include the Farmer's Market but shall include events such as Cherry Festival and Beer Festival. The four spaces shall be available when construction on the Garland Street project commences and shall be adjacent to Union Street.
- iii. The air conditioning condenser units, electrical transformer, backflow preventer for the irrigation system, and other utilities of the Foundation currently located in the area in which the Garland Street Extension will be constructed (that property described as the

Foundation Property Conveyance) will be relocated to an area south of Garland Street as depicted on EXHIBIT B. Depending upon the final design of the utility equipment relocation, there may be a need for additional property within the current proposed Garland Street Extension. A revised survey and property description will be prepared and made part of this Agreement. The snowmelt system will be extended to the new sidewalk along the south side of the building in front of the new parallel parking spaces as generally depicted on EXHIBIT B, at the DDA/City's sole cost. The DDA shall pay for all costs to relocate the aforementioned items. The Foundation shall pay for any equipment upgrades associated therewith.

- iv. The City/DDA shall construct six (6) angle parking spaces immediately to the west of the Foundation building at its sole cost and expense, including costs for removal of trees, as generally depicted in EXHIBIT A where four parallel parking spaces are currently located. Future maintenance and repair after construction shall be the sole responsibility of the Foundation. The City/DDA shall ensure that the integrity of the on-site stormwater retention located underground in this location shall be preserved. The parties shall take any steps necessary to authorize the construction and use of these parking spaces by the Foundation.
- v. The City/DDA shall construct pedestrian access at its sole cost and expense from Lot Z across the Garland Street Extension to the Foundation building as generally depicted in EXHIBIT A and provide signage or other markings for pedestrian traffic.
- vi. During construction of the Project, the City/ DDA shall provide five (5) temporary parking spaces to the Foundation. The five (5) temporary spaces shall be located on along the fence on the north side of Lot Z. The City shall provide temporary signage designating the spots as Visitor Center Parking. In the event construction, such as to the Parkway or Lot T, affects the Foundation's use of the four designated spaces in Lot T provided for in Section 3.ii. above, the City shall use its best efforts to provide alternate spaces to the Foundation during construction.
- vii. These provisions shall survive the Closing.

4. Public Utilities and Easements. The Parties acknowledge that there may be existing public water main, electric, gas, cable television and telephone utilities and utility easements on the Foundation Property and the Alley Property. In the event it is necessary to relocate any City utility, the City/DDA shall do so at its sole cost and expense.

5. Due Diligence.

a. Environmental Disclosure. The Foundation discloses that the Foundation Property is a "Site" as that term is defined in Part 213 of Michigan's Public Act 451 of 1994, as amended ("Part 213"), based on a petroleum release from one or more underground storage tanks formerly located on the Foundation Property ("Release"). Therefore, the Foundation discloses that the Foundation Property Conveyance to be transferred to the City and DDA pursuant to this Agreement is a portion of a Site. The nature and extent of the Release is described in a Part 213 Closure Report filed with the Michigan Department of Environmental Quality which was prepared by a former owner or operator of the Foundation Property who is the liable party for the Release. As part of the corrective actions performed by the liable party, two restrictive covenants have been executed and recorded against the Foundation Property, one dated November 20, 1996, and one dated January 2, 1997, both executed on behalf of the Foundation ("Environmental Restrictive Covenants"). The Environmental Restrictive Covenants prohibit the

installation or use of a water well or wells on the Foundation Property. By execution of this Agreement, the City and DDA agree that they will comply with the Environmental Restrictive Covenants, including the water resource use restriction, which covenant shall survive the Closing. By execution of this Agreement, the City and DDA acknowledge receipt of copies of the Environmental Restrictive Covenants which are attached to this Agreement as EXHIBIT C. The Foundation reserves the right to supplement this disclosure with additional information prior to the Closing. The content of environmental reports or data pertaining to the Foundation Property Conveyance delivered by the Foundation to the City or the DDA pursuant to Section 5(c) of this Agreement shall serve as supplements this environmental disclosure.

b. Due Diligence Period and Scope. For a period of forty-five (45) days after the execution of this Agreement ("Due Diligence Period"), the City and DDA, with respect to the Foundation Property Conveyance, and the Foundation, with respect to the east one-half of the Alley Property, shall have the right to perform due diligence including performing and/or obtaining: topographic and other surveys; permits; appraisals; geotechnical soil evaluations; environmental investigations which may include, without limitation, a phase I environmental site assessment ("ESA"), a phase II ESA, including the collection of samples, a baseline environmental assessment ("BEA") and a Due Care Compliance Analysis ("Due Care Plan") pursuant to applicable law including Part 213; and any other evaluation any party deems reasonably necessary in connection with this Agreement. The foregoing investigations are collectively referred to as "Due Diligence." The DDA and City may contract with one or more consultants and contractors, and the Foundation may contract with one or more consultants or contractors to perform their respective Due Diligence, with each party's consultants and contractors hereafter referred to as that party's "Agents." The Due Diligence Period may be extended only by written consent of all parties to this Agreement.

c. Due Diligence Documents. Within twenty (20) days of execution of this Agreement, the DDA and the City, with respect to the Alley Property, and the Foundation, with respect to the Foundation Property Conveyance, shall deliver to the other party any existing surveys, agreements regarding access to the respective properties, and reports, documents and data regarding the environmental condition of the respective properties in the physical possession of such party. In addition, the DDA and the City, with respect to the Foundation Property Conveyance, and the Foundation, with respect to the east one-half of the Alley Property, shall deliver to one another upon request any reports and data regarding the environmental condition of the respective properties generated by such party as part of that party's Due Diligence.

d. New Surveys. Notwithstanding the Foundation's right to obtain surveys as set forth above, during the Due Diligence Period, the City and DDA shall prepare for and provide to the Foundation ALTA surveys of: the Foundation Property Conveyance, the Alley Property, and the consolidation of the Foundation Conveyance Property and east one-half of the Alley Property. The surveys of the Alley Property and the consolidated property shall be certified to the Foundation and the title insurance company designated by the Foundation, if any.

e. Costs. Each party shall be responsible for the costs of conducting its own Due Diligence except that the DDA shall pay for: (i) the surveys for the Foundation as described in Section 5(d); and (ii) the Foundation's environmental due diligence consisting of a phase I ESA, phase II ESA, BEA, and Due Care Plan with respect to the Alley Property. The DDA shall reimburse the Foundation for the costs of such environmental due diligence upon the earlier of

the DDA's receipt of invoices for such services with appropriate supporting documentation or Closing.

f. Access and Insurance.

(1) During the Due Diligence Period, the City and the DDA shall provide the Foundation and the Foundation's Agents with access to the Alley Property, and the Foundation shall provide the City and DDA and their Agents with access to the Foundation Property Conveyance. Each party agrees to cooperate with respect to the other party's performance of Due Diligence, which cooperation shall include, without limitation, the completion and delivery to the other party of an owner's questionnaire as part of a phase I ESA. The Foundation shall require the Foundations' Agents, pursuant to the consulting contract between the Foundation and its Agents or a separate written agreement, to indemnify and hold harmless the City and the DDA from any losses, claims, damages, costs and expenses, including reasonable attorneys' fees (collectively "Losses") arising out of the Agents' performance of Due Diligence on or about the Alley to the satisfaction of the City and DDA. The City and DDA shall require the City and DDA's Agents, pursuant to the consulting contract between the City and DDA and its Agents or a separate written agreement, to indemnify and hold harmless the Foundation from any Losses arising out of the Agents' performance of Due Diligence on or about the Foundation Property to the satisfaction of the Foundation. The parties shall deliver copies of the agreements reflecting the above-described provisions to one another prior to commencing Due Diligence on the respective properties. These reciprocal indemnity obligations shall survive the Closing or termination of this Agreement.

(2) The Foundation shall require its Agents, and the City and DDA shall require their Agents to carry insurance with the coverages below and in no less than the amounts below during the Due Diligence Period and up to three (3) years following the completion of their respective services under this Agreement:

(i) Worker's Compensation and Employer's Liability	Statutory
(ii) General Liability/Occurrence Policy	\$2,000,000/occurrence \$2,000,000/aggregate
(iii) Automobile Liability/Occurrence Policy	\$1,000,000/occurrence \$1,000,000/aggregate
(iv) Professional Errors and Omissions/Pollution Liability	\$2,000,000/occurrence \$2,000,000/aggregate
(v) Umbrella Policy Applicable to All Coverages Above	\$2,000,000

The Foundation shall furnish the City and the DDA with an insurance certificate from the Foundation's Agents reflecting the coverages above, identifying the City and DDA as certificate holders entitled to no less than thirty (30) days' advance written notice of cancellation, and naming the City and DDA as additional insureds under the general liability coverage. The City and the DDA shall furnish the Foundation with an insurance certificate from the City and DDA's

Agents reflecting the coverages above, identifying the Foundation as a certificate holder entitled to no less than thirty (30) days' advance written notice of cancellation, and naming the Foundation as an additional insured under the general liability coverage. The Foundation and the City and DDA shall cause their respective Agents to have their respective policies endorsed to conform to these requirements and deliver evidence of such endorsement to the other party together with the certificates of insurance described in this Section prior to the Agents' entry onto the respective properties.

g. Termination. The DDA, City, or the Foundation may terminate this Agreement during the Due Diligence Period, as extended if applicable, if any aspect of the Due Diligence identifies a matter which the terminating party believes, in its reasonable discretion, entails or likely will entail significant or unanticipated costs for that party in connection with the Garland Street Extension. In addition, the Foundation may terminate this Agreement during the Due Diligence period, as extended if applicable, if the Due Diligence identifies a matter which has or may have a substantial adverse impact on the Foundation's ability to continue to operate its business in the same or similar manner to which it is accustomed. A party exercising such termination right shall do so by serving written notice on the other parties in accordance with Section 15 of this Agreement, in which case this Agreement shall terminate and be of no further force or effect except as expressly provided otherwise in this Agreement. The Foundation acknowledges and agrees that the City and DDA's completion of the Garland Street Extension as proposed on EXHIBIT A will require the City and DDA to resolve the new property boundaries with two additional parcels identified as 205 N. Union (Parcel No. 51-103-014-10) and 211 N. Union (51-103-014-00) and that if the boundaries cannot be resolved to the satisfaction of the City and the DDA, then this lack of resolution shall be a sufficient basis for the City and the DDA to terminate this Agreement which termination shall be communicated in accordance with this Section 5(g).

h. Additional Property. To the extent that it is determined prior to the Closing that the City and DDA need to acquire property in addition to the Foundation Property Conveyance to accomplish the Garland Street Extension, then the parties shall amend this Agreement to accommodate such additional property. If the modification requires the Foundation to acquire property in addition to the east one-half of the Alley Property, then the terms and conditions of this Section 5 shall apply to such additional acquisition by the Foundation.

6. Title Transfer. Each party's obligations under this Agreement are contingent upon such party receiving such good and marketable title to the property interest or interests to be conveyed to that party as will enable such party to carry out the purpose for which the acquisition of such property interest is intended. If, prior to Closing, a party discovers a defect in title which will prevent that party from carrying out the purpose for which the property interest to be acquired is intended, then such party may terminate this Agreement by written notice served in accordance with Section 15 of this Agreement, and neither party shall have any further rights, obligations or liabilities under this Agreement, except to the extent that any right, obligation or liability expressly survives termination of this Agreement.

7. Closing. The consummation and closing (the "Closing") of the property transfers contemplated in this Agreement shall be held during regular business hours on or before ninety (90) days from the date of this Agreement. The Closing will not be set until the City has received a permit from the Michigan Department of Transportation for the curb cut onto the

Parkway from the Alley Property. The City's vacation of the Alley Property shall occur within sixty (60) days after the Closing. At Closing the City shall provide a draft resolution for vacation of the Alley Property and shall indicate the date of the City Commission meeting the resolution is scheduled for. In the event the Closing contemplated herein does not occur, the City shall have no further obligation to consider vacation of the Alley Property. The provisions contained in this paragraph shall survive the Closing. In addition to the other contingencies contained in this Agreement, the Closing shall be contingent upon resolution of the property boundary with 205 N. Union (51-103-014-10) and 211 N. Union (51-103-014-00) to the satisfaction of the City and/or the City acquiring portions of those parcels. The exact time, place and Closing Date shall be selected by City by notice to the Foundation delivered to the Foundation not less than fifteen (15) days prior to the date so selected.

a. Possession. At Closing, the Foundation shall deliver possession of the Foundation Property Conveyance to the City.

b. City's Closing Costs. City shall pay the fee charged by the closing agent for the Closing, the recording costs of all documents required to be recorded under the terms of this Agreement, and the fees and expenses of the City's own attorney.

c. The Foundation's Closing Costs. The Foundation shall pay the costs of the Foundation's own attorneys.

8. Prorations and Credits at Closing. Ad valorem real estate taxes will be prorated as though paid in advance with the Foundation being responsible for all tax levies made prior to, but not including, the date of closing. To the extent applicable, the parties shall be responsible for all taxes on the properties transferred to them on and after the Closing Date.

9. Conveyances and Deliveries at Closing. At Closing, the following items shall be executed and delivered:

a. Warranty Deed. The Foundation shall convey the Foundation Property Conveyance, together with all the appurtenances and hereditaments attached thereto, and any easements appurtenant thereto or otherwise described as a portion thereof, to the City by warranty deed.

c. Owner's Affidavit. The parties shall also execute and deliver to each other an affidavit requested by the title company or companies, if any, with respect to liens and third party interests in and on the properties.

d. Releases of Mortgages and Liens. At Closing, the Foundation, with respect to the Foundation Property Conveyance shall pay in full or obtain full releases from all loans, mortgages and other financing owed by the party and secured by the properties or any part thereof, and shall evidence the satisfaction of such indebtedness or such release to the satisfaction of the other party and the title company.

10. AS IS Transaction. The Foundation acknowledges and agrees with respect to the east one-half of the Alley Property, and the City and DDA each acknowledge and agree with respect

to the Foundation Conveyance Property that each is acquiring the respective properties on an AS-IS, WHERE-IS basis, in their respective present conditions as of the date of the execution of this Agreement, and that transferring party makes no warranties or representations, express or implied, oral or written, concerning the condition of the transferred property in any respect, including without limitation, the presence or absence of hazardous or toxic materials, substances or wastes in soils, groundwater or other media, or with respect to any other matter affecting the environmental condition of the respective properties unless otherwise provided in this Agreement. The Foundation and the City and DDA further acknowledge and agree that each will have had ample opportunity pursuant to this Agreement prior to the Closing to have inspected and evaluated the conditions of the east one-half of the Alley Property and the Foundation Property Conveyance, respectively, and each releases and waives any claims against the other associated with the condition of the respective properties except as otherwise set forth in this Agreement.

11. Insurance. Risk of loss or damage to the Foundation Property Conveyance and east one-half of the Alley Property by fire, storm, burglary, vandalism, or other casualty, between the date of this Agreement and the Closing, shall be and is assumed by the transferee of the respective property. No such loss or damage shall void or impair this Agreement. If the improvements or personal property, or both, are damaged or destroyed, in whole or in part, by casualty prior to Closing, the Agreement shall continue in full force and effect, the receiving party shall be subrogated to the transferring party's right of coverage with respect to any insurance carried by the transferring party.

12. Condemnation. In the event that prior to the Closing any proceeding in condemnation, eminent domain or any written request for a conveyance in lieu of such an event shall be instituted against the Foundation Property Conveyance or the Alley Property, or should the transferring party receive notice that such proceedings have been commenced against any portion of such properties (such condemnation, eminent domain, conveyance and proceedings are collectively referred to below as "condemnation proceedings"), the transferring party shall give written notice (referred to as the "condemnation notice") of condemnation proceedings to the other, and, the other shall have the right to terminate all or a portion of this Agreement by written notice in accordance with Section 15 to the transferring party within fourteen (14) days after the receipt of the condemnation notice.

In the event that the transferee shall not elect to terminate this Agreement pursuant to this section, that party may proceed to close the transfer contemplated by this Agreement as scheduled, and the transferor shall assign to the transferee at Closing all of the transferor's right, title and interest in any award payable with respect to the condemned property on account of condemnation proceedings.

13. Default. In the event that a party defaults in the observance or performance of its covenants and obligations under this Agreement and default continues for five (5) consecutive days after the date of written notice in accordance with Section 15 from the other party demanding cure of the default, the non-defaulting party shall be entitled to terminate this Agreement (except to the extent that any right, obligation or liability expressly survives termination of this Agreement) by written notice to other of such termination shall also be entitled, as its sole and exclusive additional remedy under this Agreement, to sue for specific performance of this Agreement.

14. General Provisions.

a. Agreement Binding. The Agreement shall be binding on each party and each party's successors, heirs, transferees, receivers, and assigns and shall inure to the benefit of each party and each party's successors and permitted assigns.

b. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the matters contained in this instrument, and no prior agreement or understanding pertaining to any of the matters connected with this transaction shall be effective for any purpose. Except as may be otherwise provided in this instrument, the terms embodied in this Agreement may not be amended except by an agreement in writing signed by the parties to this Agreement.

c. Date of this Agreement. All references in this Agreement to "the date of this Agreement" shall be deemed to refer to the date first recited above.

d. Assignment. No right or interest under this Agreement shall be assigned without the prior written consent of the both parties hereto, which consent shall not be unreasonably withheld.

e. Time is of the Essence. Time is of the essence of the transaction contemplated by this Agreement.

f. Survival. All covenants, agreements, indemnities, representations and warranties contained in this Agreement shall survive termination of this Agreement prior to the Closing Date and after the Closing Date those covenants which specifically so provide; except for such provisions, all covenants, agreements, representations, indemnities and warranties shall not be merged into the deed and other documents delivered at Closing.

g. Further Assurances and Survival. The parties agree to execute and deliver to one another any further documents or instruments as may be reasonable and necessary in furtherance of the performance of the terms, covenants and conditions of the Agreement. This covenant shall survive closing.

h. No Waiver. The failure of a party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of the party to enforce each and every covenant and condition of this Agreement. No provision of this Agreement shall be deemed to have been waived unless such waiver is in writing.

15. Notices. All notices, consents, approvals and other communications which may be or are required to be given by either party under this Agreement shall be properly given only if made in writing and sent by (a) hand delivery or (b) certified mail, return receipt requested, with all postage and delivery charges paid by the sender and addressed to the other party, as applicable, as follows, or at any other address as each may request in writing. Notices delivered by hand shall be deemed received on the date of delivery to the addressee and, if mailed, shall be deemed received on the earlier of actual receipt or two days after mailing. The notice addresses are as

follows:

If to City:

City of Traverse City
Attn: City Manager
400 Boardman Avenue
Traverse City, Michigan 49684.

If to the DDA:

Traverse City Downtown Development Authority
Attn: Executive Director
303 East State Street, Suite C
PO Box 42
Traverse City, MI 49685

If to the Foundation:

Attn: President and CEO with the address.
101 W. Grandview Pkwy
Traverse City, MI 49648

The parties have executed this Agreement on the day, month and year above indicated.

CITY OF TRAVERSE CITY

By _____
James C. Carruthers, Mayor

By _____
Benjamin C. Marentette, City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY

By: _____
Charles Judson, Chairperson

By: _____
Stephen Constantin, Secretary

APPROVED AS TO SUBSTANCE:

Martin A. Colburn, City Manager

Rob Bacigalupi, Executive Director

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney/DDA Counsel

CONVENTION AND VISITORS BUREAU
EDUCATION FOUNDATION

By: _____

Its: _____

List of Exhibits

- A. Description of the Garland Street Extension
- B. Mechanical Plan
- C. Restrictive Covenants



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{trac}
MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION OF SUPPORT FOR THE MICHIGAN NATURAL
RESOURCES TRUST FUND GRANT FOR HICKORY HILLS
PARKS PHASE 1

Attached is a memo from City Planning Director Russell Soyring regarding a resolution of support to apply for a \$199,000 grant to the Michigan Natural Resources Trust Fund for funds relating to Phase 1 improvements of Hickory Hills. As mentioned by Mr. Soyring, the matching dollars required for this grant will be provided by Preserve Hickory, a non-profit organization.

As you may recall, the City Commission authorized \$1.5 million of Brown Bridge Trust Parks Improvement Fund dollars for Hickory Hills at its June 1, 2015 meeting; and attached is an excerpt of the minutes from that meeting featuring the motion adopted. As indicated in the motion adopted by the City Commission, the \$1.5 million pledge from the Brown Bridge Trust Parks Improvement Fund (BBTF) could only be spent when a full match has been raised from outside funds within a 24-month period. Based on that action, Preserve Hickory has been conducting a fundraising campaign to come up with those matching funds.

The \$200,000 being provided by Preserve Hickory for this Trust Fund grant would count toward the \$1.5M in "matching funds" as referenced in the June 1, 2015, motion pledging \$1.5M in BBTF dollars. Additionally, any grant monies we receive from the Trust Fund as a result of this grant application would also be regarded as counting toward the \$1.5M in "matching funds" referenced in the June 1, 2015, motion.

The motion adopted by the City Commission on June 1, 2015, which is attached specified in part, "...the City Commission pledge \$1,500,000 from the Brown Bridge Trust Parks Improvement Fund.... To be spent only when a full match has been raised from outside funds within a 24-month period..."

I would like to ask the City Commission to revisit the caveat to the pledge that indicated the funds could only be spent when a full match has been raised. I propose that the City Commission consider spending funds from the \$1.5M pledge as matching funds have been raised rather than when the full \$1.5M has been raised. This will allow greater flexibility as items come up and also is beneficial for the capital campaign being conducted by Preserve Hickory. In other words, as donors see work being done (which more can be done if we're leveraging out funds with those raised by Preserve Hickory 1:1), donors see the vision as reality and it adds momentum to the capital campaign.

If the City Commission authorized such, contracts for actual improvements and work would still come back to the City Commission for authorization; and therefore, the Commission would still have final control.

The following motion would adopt the resolution of support for the grant, acknowledge the matching funds for the grant provided by Preserve Hickory as counting toward the match for the \$1.5 million in (BBTF) dollars; as well as any grant funds received by the Michigan Natural Resources Trust Fund. Additionally, it would modify the pledge made on June 1, 2015, to allow the BBTF dollars to be accessed as matching funds come in, provided the City Commission authorizes the contract for the specific work being completed. I recommend this motion.

that the Resolution of Support for Michigan Natural Resources Trust Fund Grant for Hickory Hills Park Phase 1, be adopted with Preserve Hickory to provide the \$200,000 matching funds for this grant; and that the City Commission acknowledges that such matching funds and grant funds received from the Michigan Natural Resources Trust Fund in connection with this grant application count toward the \$1.5 million in funds that must be raised to access the \$1.5 million in pledged dollars from the Brown Bridge Trust Parks Improvement Fund in compliance with the June 1, 2015, action of the City Commission; and further that

the portion of the City Commission action of June 1, 2015, regarding the pledge of Brown Bridge Trust Fund Parks Improvement Fund dollars for capital improvements at Hickory Hills be superseded to indicate that the pledged funds may be spent as matching funds are available, with the City Commission approving all contracts for capital improvements at Hickory Hills.

Alternatively, the following motion would accomplish everything my recommended motion would, with the exception of allowing BBTF dollars to be accessed as matching funds come in:

that the Resolution of Support for Michigan Natural Resources Trust Fund Grant for Hickory Hills Park Phase 1, be adopted with Preserve Hickory to provide the \$200,000 matching funds for this grant; and that the City Commission acknowledges that such matching funds and grant funds received from the Michigan Natural Resources Trust Fund in connection with this grant application count toward the \$1.5 million in funds that must be raised to access the \$1.5 million in pledged dollars from the Brown Bridge Trust Parks Improvement Fund in compliance with the June 1, 2015, action of the City Commission.

MC/bcm

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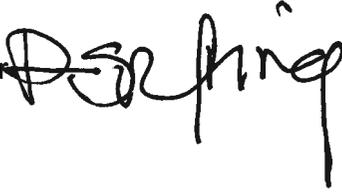
copy: Russell Soyring, City Planning Director
 William Twietmeyer, City Treasurer/Finance Director
 Dave Green, Director of Public Services
 Maureen Madion, Preserve Hickory

Memorandum

Planning Department



TO: Marty Colburn, City Manager

FROM: Russell A. Soyring, Planning Director 

DATE: January 26, 2016

SUBJECT: Hickory Hills Natural Resources Trust Fund Grant Request

On February 16, 2016 the City Commission held a public hearing for the proposed Phase 1 improvements for Hickory Hills.

Please find a resolution of support to apply for a Natural Resources Trust Fund grant for Phase 1 park improvements for Hickory Hills. The initial phase includes expanding the trail system and the ski terrain area. Also included is the expansion of the disc golf course. Supportive elements include improving a 40-space parking area, ski area lighting and wayfinding signs for the park.

The request is to apply for \$199,000 from the Natural Resources Trust Fund to be matched locally with \$ 200,000 raised by the Preserve Hickory Hills, a non-profit organization.

When the City Commission approved using \$1.5 million of the Brown Bridge Trust Parks Improvement Fund for Hickory Hills improvements is was done with the provision that it be matched with \$ 1.5 million of non-City funds and that the Park Improvement Funds could only be spent when the full match has been raised within 24 months.

Although the NRTF request will help meet the goal of raising \$1.5 million dollars of non-City funds, it is my understanding that Preserve Hickory Hills still has a way to go to match the full \$ 1.5 million. To date, the non-profit has successfully raised about a third of that amount. To use the Brown Bridge Trust Parks Improvement Fund at this juncture would require a policy determination by the City Commission that spending money for Phase 1 improvements is acknowledged and accepted as an approach to obtain additional outside funds.

Penny Hill, Acting City Manager

Moved by Easterday, seconded by Howe, that the Resolution Adopting the City of Traverse City Fiscal Year 2015-2016 Capital Projects Fund, be adopted.

Steve Largent, Grand Traverse Conservation District, 1450 Cass Road – made general comments.

CARRIED unanimously.

3(b).

→ Consideration of a request from Commissioner Timothy Werner to include in the Capital Improvement Plan for Fiscal Year 2016/2017 a \$1.5 million project within the Brown Bridge Trust Parks Improvement Fund for Hickory Hills Improvements and for the City Commission to pledge \$1.5 million from the Brown Bridge Trust Parks Improvement Fund for capital improvements at Hickory Hills, with funds to be spent when a full match has been raised from outside funds within a 24-month period.

→ Moved by Werner, seconded by Richardson, that the City Commission pledge \$1,500,000 from the Brown Bridge Trust Parks Improvement Fund for capital improvements at Hickory Hills consistent with the Hickory Hills Master Plan, such funds to be spent only when a full match has been raised from outside funds within a 24-month period.

The following addressed the Commission:

Penny Hill, Acting City Manager

Lauren Tribble-Laucht, City Attorney

Curt Peterson, 1356 Buchan Drive, Peninsula Township – made general comments

Brian Haas, 227 E. 10th Street – made general comments

Ty Schmidt, 841 Washington Street – expressed support

Ray Minervini, 830 Cottageview Drive – made general comments

John Kostrzewa, 503 Bloomfield Road – made general comments

Randy Smith, 6222 Bunker Hill, East Bay Township, VASA Ski Club

President – expressed support

Rose Foley, 423 Fifth Street – expressed support
Jason Tank, 601 Sixth Street – made general comments
Meagan Warner-Alvarado, 607 N. Elmwood Avenue – expressed support
Paul Crowley, 415 West Eighth Street – made general comments
Jerry Stanek, 7461 South Center Highway, Bingham Township, Leelanau County – expressed support
Sany Blumenfeld, 11214 South West Bayshore Drive – expressed support
Deni Scudato, 422 East State Street – made general comments
Nelson Asper, 1590 River Drive – expressed opposition
Rick Buckhalter, 932 Kelley Street – expressed opposition
Ryan Murray, 602 West 11th Street – expressed support
Liz Zimmerman, 2209 East Timberlane Drive – expressed support
Don Stellin, 510 West Seventh Street – made general comments
John Wicksall, 1775 Randolph Street, Garfield Township – made general comments
Zack Parron, 4074 Central Park Drive, Green Lake Township – made general comments
Eileen Canter, 1615 Randolph Street, Garfield Township – made general comments
Marc Hamlin, 9183 South Lucille Street, Elmwood Township, Leelanau County – made general comments

Roll Call:

Yes – Carruthers, Easterday, Howe, Richardson, Werner.

No – Budros, Estes.

CARRIED.

There being no objection, Mayor Michael Estes declared a recess.

4. New Business

4(a).

Presentation by the Downtown Development Authority Executive Director regarding Tax Increment Financing Plan Number Two; and consideration of scheduling a public hearing regarding amendments to the plan for July 6, 2015.



**RESOLUTION OF SUPPORT FOR
MICHIGAN NATURAL RESOURCES TRUST FUND GRANT
FOR HICKORY HILLS PARK PHASE I**

- Because, the Michigan Natural Resources Trust Fund was established to provide funding for public acquisition of lands for conservation and public outdoor recreation; and
- Because, Traverse City is increasingly known for its accessible parks, trails and opportunities for outdoors public recreation; and
- Because, public outdoor spaces and recreation strengthens our local economy and improves our quality of life
- Because, parks and outdoor recreation enhance the community's ability to attract residents, businesses and tourists,
- Because, the City of Traverse City Master Plan encourages a strong, flexible program affording a variety of recreational activities and experiences for a wide range of people and to maximize the use of existing facilities; and
- Because, since 1952 the City has maintained and operated Hickory Hills as a 125 acre ski area and park on the edge of the City through the persistence, hard work and collaboration of volunteers; and
- Because, the voters of Traverse City overwhelming supported dedicating significant amount of local Brown Bridge Trust Funds generated from oil and gas royalties for the enhancement of Traverse City Parks; and
- Because, the City of Traverse City commissioned a master plan based on public input to make Hickory Hills a four-season outdoor recreational area connected with the publically owned Hickory Meadows recreational area and the regional trails; and
- Because, Hickory Hills Park will be made more accessible to people of all abilities by the proposed park improvements, therefore be it

RESOLVED, that the City Commission of the City of Traverse City supports the implementation of Hickory Hills Park Phase I project, endorses the City's 2016 application for \$199,000 of funding from the Michigan Natural Resources Trust Fund and commits \$200,000 of local funds which has already raised by the Preserve Hickory, a non-profit organization as the local match.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting of March 7, 2016, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{mc} MARTY COLBURN, CITY MANAGER

SUBJECT: GRAND TRAVERSE COMMONS JOINT PLANNING
COMMISSION – EXPIRING TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding one expiring term on the Grand Traverse Commons Joint Planning Commission, seat held by Carol Hale. As mentioned by Ms. Zeits, Ms. Hale is interested in being reappointed to the board. This is a joint appointment by both the City Commission and Garfield Township Board of Trustees.

The following are sample motions:

1 – to reappointment Ms. Hale:

that Carol Hale be reappointed to one three-year term, expiring May 14, 2019, (seat currently held by Carol Hale) on the Grand Traverse Commons Joint Planning Commission, subject to approval by the Charter Township of Garfield Board of Trustees.

2 – to establish an ad hoc interview committee:

that an ad hoc interview committee be established to make recommendation regarding one three-year term expiring May 14, 2019 on the Grand Traverse Commons Joint Planning Commission, seat held by Carol Hale; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kez

K:\tcclerk\city commission\appointments\Joint Planning_20160307.doc

copy: Russell Soyring, City Planning Director
Rob Larrea, Garfield Township Planning Director

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *KZ*
DATE: March 3, 2016
SUBJECT: Grand Traverse Commons Joint Planning Commission – Expiring Term

There is one expiring term on the Grand Traverse Commons Joint Planning Commission, seat held by Carol Hale. Ms. Hale, who attended six out of six meetings in 2015 and five out of five meetings in 2014, is seeking reappointment to the Grand Traverse Commons Joint Planning Commission.

This appointment to the Grand Traverse Commons Joint Planning Commission is made by both the City Commission and the Garfield Township Board of Trustees. Therefore, once the City Commission has made their recommendation for appointment, I will forward it onto the Garfield Township board for final approval.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in two local publications. As a result, there are two applications on file for this board from Heather Halt and Kathleen Brown; both individual's applications are attached.

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

Thank you!

RECEIVED

City of Traverse City
Application to Become Involved

FEB 26 2016



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

CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

Board/Committee you are interested in serving (indicate up to three): Joint Planning Commission, Farmers Market Advisory Board, Election Commission

Name: Heather Halt

Residential Address: 226 E. 11th Street Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: haltfamilytc@gmail.com

Preferred Phone No.: 704.575.8954 Additional Phone No.: N/A

Occupation: Self-employed / homemaker (if retired, please provide your career)
(social media management)

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

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

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

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

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

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

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

Heather C Halt
Signature

2/26/2016
Date

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

February 26, 2016

To the committees of Traverse City:

My passion for Traverse City is steadfast. I was born and raised here in the same home on East 11th Street for my entire life. This city helped me grow as an individual and give me the confidence as a young adult to go out and explore my opportunities. As I left for college and returned often for breaks and time with my family, I eventually did find new places of residence. In 2015 at 31 years old, with a husband and a new daughter on the way, I returned to purchase that very home I grew up in and begin my life with my family in the place I always called home. I want to be a part of this beautiful, quickly changing community. I want to help make changes in the neighborhoods I cherish. I want to help the businesses that employed me for so many years thrive and continue to be successful.

My organization, commitment and determination can help any group I am welcomed to be a part of. I have always been involved in philanthropy from working with Faith Reformed church in Traverse City on multiple mission trips as a teen, sitting on the Dance Marathon committee to help raise funds for cancer research at Adrian College to fostering multiple dogs and raising awareness with S.A.F.E. Animal Haven in Charlotte, NC my past residence of six years.

My return to Traverse City has been rejuvenating and I want to put my energy to good use. I believe I would be a strong asset to any committee and would be honored to assist in any way I can.

Sincerely,

A handwritten signature in cursive script that reads "Heather C. Halt". The signature is written in dark ink and is positioned above the printed name.

Heather C. Halt

HEATHER C. HALT

HALTFAMILYTC@GMAIL.COM 704.575.8954

Consistent work ethic and driven to complete any task at hand. Looking to become a part of a Traverse City committee.

Strong communicator
Effective networker

CORE STRENGTHS AND SKILLS

Creative
Resourceful

Organized
Driven

SUMMARY OF WORK

Consultant- Social Media Management

February 2012- Present

Cleaning Technician-

Office Pride- Traverse City, MI

July 2015 - Present

B&B Maintenance- Traverse City, MI

December 2015 - Present

-Key holder for facility that is cleaned nightly

-Regularly clean bathrooms, vacuum, trash removal and any other staging

-Conduct cleaning audits for all facilities in Traverse City area (Office Pride Only)

Customer Service, Fustini's Oils & Vinegars-Traverse City, MI

October 2014 - February 2015

-Assisted all customers with any questions or sales transactions, filled bottles and product stock

-Maintained stores cleanliness and organization of product on store floor and in downstairs storage

Office Manager, TG&R Landscape Group- Rock Hill, SC

July 2012- September 2014

-Organize everyday business tasks, such as email correspondence, accounting, answering phones and personnel issues.

-Compose and electronically send all business estimates and invoices, file all client paperwork.

-Handle all business marketing management and office supply purchases.

Studio Consultant, Charlotte Studio, Charles Luck Stone Center- VA & NC

January 2009- Dec. 2011

-Developed strong, relevant relationships with trade professionals- architects, designers, contractors, builders, etc. creating return customers and referrals.

-Strived to achieve an individual monthly sales goal of at least \$20,000/month of opportunities won by following up with potential customers and retrieving signed quotes.

-Educated potential clients through face-to-face meetings, email and phone conversations about the capabilities and benefits of natural stone products.

-Provided seminars to local industry groups on topics including but not limited to natural stone products, social networking and trends in the design industry.

-Created brand awareness through social media networking, by managing Charles Luck Facebook page and supporting Twitter, blog and marketing campaigns.

Concierge, Richmond Studio, Charles Luck Stone Center- Richmond, VA

April 2007- December 2009

-Maintained studio's professional appearance by keeping up with organization of cleaning schedule, sample storage and exterior care.

-Communicated with all center employees about daily schedule, upcoming events and important division notices. This extended to keeping a detailed schedule of each consultants appointments and daily schedule.

-Directed all clients walking in to the studio to the appropriate person or product they were seeking. Diagnosed the client's needs and answered all initial phone calls, email and face-to-face studio visits.

Tour Coordinator, Char-Broil Grilling Team Tour, Marketing Werks

May 2006-November 2006

-Strived to create a strong team dynamic with other team ambassadors. Worked as a team to create consumer awareness of client and sponsor's names through one-on-one conversations, public speaking and entertainment.

EDUCATION

Adrian College, Adrian, Michigan – Bachelor of Fine Arts- Interior Design & Bus. Admin. April 2006

City of Traverse City
Application to Become Involved



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

Board/Committee you are interested in serving (indicate up to three): Grand Traverse Commons

Joint Planning Commission / Arts Commission

Name: Kathleen D. Brown

Residential Address: 234 FAIRLANE DR Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: KAD4645@GMAIL.COM

Preferred Phone No.: 517-230-3545 Additional Phone No.: _____

Occupation: Relationship Specialist - local banks (if retired, please provide your career)

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

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

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

YES NO Are you in default to the City?

If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?

If yes, which board? _____

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

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

Kathleen D. Brown
Signature

1/24/16
Date

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

January 24, 2016

Traverse City Commission
400 Boardman Avenue
Traverse City, MI 49684

Dear City Commissioners:

Thank you for considering my application for a position on the Grand Traverse Commons Joint Planning Commission. The Commons is one of the special areas in the City that especially holds my interest because of its unique features and its history. I have a special skill set that ranges from manufacturing experience with General Motors to administrative experience with a non-profit organization, the Tri-County Regional Planning Commission as well as Fifth Third Bank. I also served on the Environmental Commission in the Charter Township of Meridian.

I have just recently moved to Traverse City this fall and have already attended a public input session hosted by the Arts Commission. My husband and I have also committed to volunteer with the TART Trail as well as with the Friends of Sleeping Bear Dunes.

I have been coming to the Traverse City region for my entire life visiting my Grandma's home on the East Bay just north of Elk Rapids. I was raised with a deep appreciation and love for the area and jumped at the opportunity to relocate to Traverse City. I want to give back to the community that has given so much to me by using my background in engineering, administration, planning, and the environment to continue rebuilding The Commons into a wonderful place.

I also have an interest in the Arts and the planning of Art around the Traverse City area, so I would also consider a position on this Commission as well.

I look forward to meeting all of you and working with you on preserving the most beautiful place in America.

Sincerely,



Kathy Brown
234 Fairlane Dr
Traverse City, MI 49684
(517) 230-3545

Kathleen D. Brown

234 Fairlane Drive -- Traverse City - MI - 49684 - (517) 230-3545 - Donahue.kad@gmail.com

Administrative Professional Experience

Fifth Third Bank – Relationship Specialist (2013-present, East Lansing/Traverse City, MI)

- Earned the reputation for attention to detail, efficiency, follow through along with the ability to handle large request volumes
- Supported up to ten (10) Relationship Managers and their customers
- Skilled in opening/closing accounts, resolving multitude of customer issues, processing loan advances/paydowns, official checks, wires, commercial loan adjustments etc. while staying current on new procedures
- Assisted Manager in tasks required for his role as Community Bank President as well as for New Hires to the group
- Ensured all community sponsorship checks for Community Reinvestment funds were processed, paid and documented
- Appointed Wellness Champion, a newly created position – assisting numerous co-workers in attaining their Silver Status goal required to earn 3% of salary payback for 2016

Tri-County Regional Planning Commission – Secretary/Receptionist (2010-2013, Lansing, MI)

- Earned the reputation for attention to detail and efficiency
- Responsibilities increased to include staff document proofing and editing
- Initiated and was granted increased responsibilities that include participation in meetings for the Mid-Michigan Water Authority, Urban & Rural Service Management Committee, Groundwater Management Board/Technical Committee and the Greater Lansing Regional Committee for Stormwater Management and Subcommittees
- Initiated a department team for the regional 2012 Smart Commute Challenge which resulted in 100% employee participation and 3rd place among all teams in the region

Charter Township of Meridian – Environmental Commissioner (2011-2013, Meridian Charter Township, MI)

- Participated in seven wetland use permit site reviews in 2012
- Proposed environmentally-friendly features for the township to consider during the planning phase of the new fire station
- Worked with commissioners to approve wetland use permits as well as educate the community on environmental issues

University Club of Michigan State University – Administrative Assistant (2009-2010, Lansing, MI)

- Executed Payroll and Human Resources activities from October - May

Young Life – Office Administrator (2004-2010, Lansing, MI)

- Processed and balanced monthly financial statements for multiple Young Life areas
- Accurately processed hundreds of donor and camper checks each year
- Initiated the creation of Microsoft Access database resulting in improved accuracy, speed of data retrieval and reporting
- Designed and maintained a Microsoft Excel database to track donor information

- Trained personnel throughout the state in new financial system, resulting in 100% conversion by national deadline
- Trained new administrators and new staff members on all organizational systems

NCS Pearson – Professional Test Scorer (2002-2004, East Lansing, MI)

- Accurately reviewed, graded and scored standardized test answers 1.5 times faster than average

Engineering Professional Experience

General Motors Corporation - Dealer Paint Liaison (1993-1994, Pleasanton, CA)

- As liaison between Paint Engineering and local dealerships, investigated, evaluated, analyzed and recorded paint and sealer warranty issues in the field resulting in corrective action at manufacturing plants
- Reviewed, analyzed and reported findings for new transit paint coating in San Francisco and Hawaii

General Motors Corporation - Senior Project Engineer/Engineering Platform Liaison (1991-1993, Warren, MI)

- Key interface between Paint Engineering Department and Product Development Team
- Regularly presented the paint and sealing guidelines for future vehicle programs to engineering design team
- Wrote production assembly documents for assembly plant operations
- Assisted assembly plant in implementation of new materials and processes
- Coordinated cost and quality improvements with engineers at assembly plant

General Motors Corporation - Materials Engineer (1989-1991, Warren, MI)

- Evaluated, tested and approved sealers for production
- Lead project engineer for a windshield urethane supplier conversion that resulted in 100% completion by deadline and 100% vehicle compliance with Federal Motor Vehicle Safety Standards. Developed conversion procedure manual that received a recognition award.
- Team member in creating the corporate standard for over 25 sealer specifications within GM
- Team member in implementing cost savings core sealant supplier program into assembly plants

GMI Engineering and Management Institute/GM Tech Center–Engineering Cooperative Student (1984-1989, Warren, MI)

- Ran tests, evaluated results and presented findings on window regulators
- Observed, ran presses, evaluated findings, coordinated repair and press rework for interior door trim embossing parts
- Worked with skilled trades personnel to create Elpo paint contamination board resulting in faster root cause analysis
- Observed and learned paint and sealing processes in assembly plant, including Body Shop and General Assembly
- Successfully supervised 19 hourly employees on the high seal line at Detroit/Hamtramck assembly plant

Education

GMI Engineering and Management Institute, Flint, MI
 Bachelors of Science in Mechanical Engineering, Manufacturing Specialty

Grand Traverse Commons Joint Planning Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Terry Clark (Garfield Apt.) 4900 Green Hill Ct, TC, 49684 946-0343 etc49@charter.net	04/30/07	05/14/18
Carol Hale (Joint Apt.) 240 Washington St, #12, TC, 49684 947-3905 (Res) inchale@charter.net	04/30/07	05/14/16 05/14/19
<i>Seeking Reappointment</i>		
John Racine (Garfield Apt.) 3848 Veterans Dr, TC, 49684 941-1620 (Bus) jpr@sondeeracine.com	12/11/08 (Partial Term)	05/14/17
John Serratelli (City Planning Comm. Rep) 237 Midtown Dr, TC, 49684 946-5819 (Res) 312-882-0060 (Cell) jfskbs@gmail.com	02/01/10	05/14/17
Janice Warren (City Planning Comm. Rep) 606 W. 10th St, TC, 49684 946-5819 (Res) 922-6240 (Bus) jawarren@nwm.cog.mi.us	04/30/07	05/14/18

Russ Soyring, City Planning Director - City Staff, rsoyring@traversecitymi.gov
 Rob Larrea, Garfield Township Director of Planning – Garfield Township Staff,
rlarrea@garfield-twp.com

Purpose: The Joint Planning Commission is established for the purpose of exercising the powers and duties of a planning commission under the Municipal Planning Act, MCL 125.31 *et seq.* (“the Planning Act”).

The Commission consists of 5 members who serve three-year terms ending May 14th:

- Two members of the City Planning Commission appointed by the City Commission (must be City Planning Commissioners in order to be on the board)
- Two members Garfield Township Planning Commission appointed by the Garfield Township Board (must be Garfield Township Planning Commissioners in order to be on the board)
- One member appointed jointly by the City Commission and Garfield Township Board

Vacancies occurring shall be filled by the entity having appointed the vacated position. Vacancies shall be filled within 30 days of the vacancy for the remainder of the unexpired term.

History: Replaces the Grand Traverse Commons Redevelopment Corporation Board of Directors as of April 30, 2007.

The Commission meets the fourth Tuesday of the Month at 7:00 p.m.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: *MSC*
MARTY COLBURN, CITY MANAGER

SUBJECT: CHANGE TO AD HOC COMMITTEE – PAYMENT IN LIEU OF
TAX (PILOT) ARRANGEMENTS – PROPOSED POLICY
DEVELOPMENT

At the February 1, 2016 Regular City Commission Meeting, an Ad Hoc Committee was established to discuss Payment in Lieu of Tax Arrangements and Commissioners Howe, Haas, and Mayor Pro Tem Richardson were appointed to the Committee.

Mayor Pro Tem Richardson has indicated that he would like to step down from this committee.

I recommend the following motion:

that Commissioner _____ be appointed to the City Commission Ad Hoc Committee Regarding Payment in Lieu of Tax (PILOT) Arrangements to develop a proposed policy, seat previously held by Mayor Pro Tem Richardson, which was originally established on February 1, 2016.

MC/kez

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copy: Polly Cairns, City Assessor



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

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

SUBJECT: TRAVERSE CITY COAST GUARD CITY COMMITTEE –
UNEXPIRED TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding one unexpired term on the Traverse City Coast Guard City Committee, seat previously held by Robert Richardson. As mentioned by Ms. Zeits, Mr. Richardson has resigned.

The following are sample motions:

1 – to establish an ad hoc interview committee:

that the resignation of Robert Richardson be accepted and an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term expiring August 25, 2018 on the Traverse City Coast Guard City Committee, seat previously held by Robert Richardson; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

1 – to appoint applicant on file:

that the resignation of Robert Richardson be accepted and that Tom Allard be appointed to one unexpired three-year term, expiring August 25, 2018, (seat previously held by Robert Richardson) on the Traverse City Coast Guard City Committee.

MC/kez

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Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *KZ*
DATE: March 3, 2016
SUBJECT: Traverse City Coast Guard City Committee – Unexpired Term

Recently, Robert Richardson submitted his resignation from the Coast Guard City Committee due to scheduling conflicts. Therefore, there is one unexpired three-year term on the Coast Guard City Committee, expiring August 25, 2018.

Appointments to the Coast Guard City Committee are made by the City Commission.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in two local publications. As a result, we have one application file for this board, Tom Allard, retired Coast Guard. I have attached is application for your review.

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

Thank you!

RECEIVED

FEB 24 2016



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

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

Board/Committee you are interested in serving (indicate up to three): COAST GUARD
COMMITTEE

Name: TOM ALLARD

Residential Address: 3022 WILD JUNIPER TRAIL T.CITY 49686
(Street) (City) (State) (Zip)

E-Mail Address: ALLARDTOM@EMAIL.COM

Preferred Phone No.: 231 409 8811 Additional Phone No.: 231 938 3177

Occupation: RETIRED (USCG & AIRLINE PILOT) (if retired, please provide your career)

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

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

SEE ATTACHED RESUME

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

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

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

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

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

Signature [Signature]

Date 20 FEB 2016

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

Thomas J. "Tom" Allard

3022 Wild Juniper Trail • Traverse City MI 49686 • 231-409-8811 • AllardTom@Gmail.com

CERTIFICATIONS AND TRAINING:

ATP - Airline Transport Pilot (Airplane MEL and Rotorcraft--Helicopter)
Type Ratings: MD-11, DA-20, DA-200, CV240/340/440, SK-61
FE written
CFI (Airplane SEL), Advanced Ground Instructor
Medical Class I (not current), Radiotelephone Operator Permit
GPS, RNAV, FMS Experience, CRM Training
Graduate USN Flight Training and Navigator Training
Certified USCG PIC, Instructor Pilot, Flight Examiner, Air Intercept Pilot
Held Top Secret Security Clearance, US Passport
Part 135 and 121 Experience, International Experience

AIRCRAFT QUALIFICATIONS:

MD-11
BA 3200
DA20, DA200
Convair 240
Grumman Albatross
T-34B, T-28B/C, S-2A
HH-60J
HH-3F (SK-61)
HH-52A

FLIGHT TIME:

TPT:	11887	Turbojet:	8793	Instructor:	1010	Night:	4328
Multiengine:	10420	PIC:	5428	Actual Inst:	550	Sim Inst:	456

PROFESSIONAL EMPLOYMENT:

May 05 – Mar 14 MD-11 Captain for World Airways, Peachtree City GA

Jan 97 - May 05 MD-11 International Relief Officer for World Airways, Peachtree City GA

Aug 96 to Jan 97 First Officer for Atlantic Coast Airlines (United Express Carrier), Washington Dulles Apt.

Aug 95 to Aug 96 Chief, Office of Military Personnel Policy: USCG Headquarters Washington DC.

Jul 93 to Jul 95 Chief Pilot, Commanding Officer: USCG Air Station Traverse City, MI. Responsible for USCG search and rescue and law enforcement for the entire Great Lakes region.

Jul 90 to Jul 92 Chief Pilot, Operations Officer: USCG Aviation Training Center Mobile, AL. Responsible for the daily operations of 24 jet aircraft and helicopters. Flew and directed HU-25C (DA-20/200) offshore air intercept aircraft in Caribbean and Central America for airborne drug interdiction, search & rescue, maritime law enforcement, personnel and cargo transport.

Jun 89 to Jun 90 Instructor Pilot, Assistant Chief Training Division: USCG Aviation Training Center Mobile, AL. Coordinated and conducted pilot and aircrew training. Supervised 60 personnel. Managed several million-dollar flight simulator contracts. Flew offshore missions.

Jun 73 - May 89 PIC, Instructor Pilot, Flight Examiner, in a variety of aircraft. Appointed to initial cadre of HU-25 (DA-20/200) instructor pilots. Instructed pilots and crew in HU-25 aircraft. Ground school instructor for all systems. Provided on-site transition training and annual checkflights for all USCG units in US and Caribbean. Developed flight manual, training syllabi, flight profiles, training scenarios, and flight simulator systems modeling.

EDUCATION:

USAF Air War College, 1992-93
M.A. Degree in Management and Human Relations, Webster College, 1977-1978
B.S. Degree in Engineering, US Coast Guard Academy, 1969-1973

PERSONAL DATA:

Health: Excellent, Non-Smoker, 5'10", 185 lb.; Interests: Music, Gardening, Computers, Golf, Spanish; Married.

Rev: Apr 2014

Traverse City Coast Guard City Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Marty Colburn, City Manager Full Voting Authority 922-4440 (Office) mcolburn@traverscitymi.gov	Continuous	Continuous
Greg Matyas (Coast Guard Commander) Full Voting Authority 922-8220 (Bus) sean.m.cross@uscg.mil	03/13/15	Continuous
Stan Simons (Chairperson) 2828 E. Crown Dr, TC, 49685 946-6171 ext. 3 (Bus) sosimons72@gmail.com	11/07/11	08/25/16
Steve Perdue (Vice Chairperson) 4544 Lands End, TC, 49686 938-9443 (Res) 922-4886 (Bus) sperdue@grandtraverseindustries.com	09/03/13	08/25/16
Robert Richardson 539 Leeward, TC, 49686 917-428-5410 (Cell) richardson@glastonburyllc.com	09/04/12	08/25/18 08/25/18
	<i>Resigned</i>	
Polly Cairns 400 Boardman Ave, TC, 49684 409-9398 (Cell) 922-4450 (Bus) pcairns@traverscitymi.gov	10/20/14	08/25/17
Daniel Baker 14252 Bluff Rd, TC, 49686 616-340-3563 (Res) 526-4142 (Bus) daniel.baker@firstcb.com	10/20/14	08/25/17
David Barr 936 Wood Ave, TC, 49686 620-2523 (Cell) barrmedia@aol.com	10/20/14	08/25/17

Staff and Recording Secretary - Katelyn Zeits, Deputy City Clerk

922-4480 (Bus) kzeits@traversecitymi.gov

Composition: All appointments are for three-years, with terms expiring August 25, with the initial appointments to be staggered as outlined in the ordinance. The committee consists of 8 members, who are appointed as follows: One member Ex-officio is the City Manager or designee, with full voting authority; one member Ex-officio is the Commander serving at the Coast Guard Air Station Traverse City or designee, with full voting authority; and the remaining members are appointed by the City Commission. All members may be non-city residents.

Purpose: This committee serves in an advisory capacity to the City Commission to make recommendations on matters relating to the operation, development and planning of United States Coast Guard services, facilities and programs within the City of Traverse City. Annually, the committee submits to the City Commission a report of its activities.

Additionally, the Committee shall submit to the City Manager a proposed budget for funds necessary for the capital improvements and general operation of the United States Coast Guard Committee systems through the normal budget process. The committee may solicit and recommend that the city receive any gifts, etc., to be applied for the Committee's purposes. The use and disposal of such gifts, etc., shall be approved by the City Commission.

Meets the the first Thursday of each month at 3:00 p.m. in the Governmental Center.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 7, 2016

DATE: MARCH 3, 2016

FROM: ^{mc}MARTY COLBURN, CITY MANAGER

SUBJECT: BOARD OF ZONING APPEALS – PLANNING COMMISSION
REPRESENTATIVE

Attached is a memo from City Planning Director Russell Soyring indicating the recommended Planning Commission representative to the Board of Zoning Appeals, Linda Koebert.

The following motion would approve the City Planning Commission's recommendation:

that Linda Koebert be appointed to one unexpired three-year term expiring June 30, 2018 (seat previously held by Jody Bergman), as the Planning Commission's representative on the Board of Zoning Appeals, as recommend by the City Planning Commission.

MC/kez

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copy: Russell Soyring, City Planning Director
David Weston, Zoning Administrator

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*

SUBJECT: BOARD OF ZONING APPEALS PLANNING COMMISSION REPRESENTATIVE

DATE: March 3, 2016

At the January 5, 2016 Planning Commission regular meeting, the Planning Commission nominated Linda Koebert to serve on the Board of Zoning Appeals on a 9-0 vote.

Please pass on the City Planning Commission's recommendation that Linda Koebert serve as the Planning Commission representative on the Board of Zoning Appeals to the City Commission for their consideration.

Board of Zoning Appeals

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jeff Cockfield (Chairperson) 1621 Comanche St, TC, 49686 218-4986 (Cell)	12/16/02	06/30/16
Kathryn Henning-Callison 421 E. State St, Apt. 6, TC, 49686 409-5252 (Cell) khalbert.tc@gmail.com	06/20/11 (Eff. 06/30/11)	06/30/17
Lou Colombo 1111 Lake Ridge Dr, #305, TC, 49684 734-223-4587 (Cell) 929-2036 (Res) lecolombo@yahoo.com	10/05/15	06/30/17
Douglas Donaldson 326 W. Seventh St, TC, 49684 929-9617 (Res) 256-9872 (Bus) ddonaldsonlaw@gmail.com	10/01/12 (02/19/08 as an alternate member)	06/30/17
Christopher Carol 917 Walnut St, TC, 49686 810-845-2359 (Cell) clawrencecarol@gmail.com	05/04/15 (Eff. 6/30/15)	06/30/18
Margaret Szajner 647 W. Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) keendanlex@gmail.com	01/03/11	06/30/18
Quinn Raftery 515 Monroe St, TC, 49684 649-7998 (Cell) quinnraftery@gmail.com	06/17/13 (Eff. 06/30/13)	06/30/16
Matt Hanley 515 W. 9th St, TC, 49684 218-3346 (Res) 929-0500 (Bus) mhanley@ddc-law.com	03/17/14 (08/05/13 as an alternate member)	06/30/18
Jody Bergman (Planning Commission Rep) 110 Boughhey St, TC, 49684 947-6464 (Res)	01/07/14	06/30/16 06/30/18

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: November 18, 2015
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, C. Rueckert, W. Kuhn, J. Jenkins
ABSENT: J. Bussell
GUESTS:
STAFF:

C. Rueckert called the regular meeting to order at 12:03 pm.

J. Jenkins participated via teleconference call.

Moved by W. Kuhn, seconded by W. Twietmeyer that the minutes of the October 28, 2015 regular meeting be approved.

Motion approved 4-0.

Warrant No. 595 in the amount of \$191,302.02 for Retirees Benefits for December 2015 was approved and signed by W. Kuhn and C. Rueckert.

Bob Hubbard of Gray & Company sent a quarterly report to the Board for the month ending September 30, 2015. The report included a capital market review, a total fund performance and analysis, and an investment manager performance and analysis for the quarter ending September 30, 2015. The Board was informed that with recent market performance the portfolio increased in value from the September 30 numbers as of November 13, 2015. The Board will formulate questions for Gray & Company for its next meeting.

W. Twietmeyer distributed the final version of the attendance policy for the Board's review. The Board discussed the provisions of the policy.

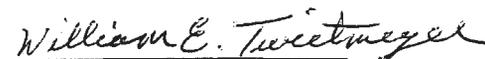
Moved by W. Kuhn, seconded by W. Twietmeyer that the attendance policy be adopted by the Retirement Board effective November 18, 2015.

Motion approved 4-0.

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

Motion approved 4-0.

Meeting adjourned at 12:27 pm


William E. Twietmeyer
Secretary/Treasurer

TRAVERSE CITY
LIGHT AND POWER BOARD

3/7 - cc ref to

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, January 26, 2016

Board Members -

Present: Pat McGuire, Jeff Palisin, Amy Shamroe, Bob Spence, Tim Werner, John Taylor

Absent: Jan Geht

Ex Officio Member -

Present: Marty Colburn, City Manager

Others: Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Rod Solak, Stephanie Tvardek, Mark Watson, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

5:17 p.m. Bob Spence joined the meeting.

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Meeting of December 8 and Study Session of December 15, 2015.
- b. Receive and file minutes of the Customer Survey Ad Hoc Committee Meeting of January 15, 2016.
- c. Purchase order to Power Line Supply in the amount of \$86,965.20 for conductor for the LaFranier/Barlow Transmission Line Upgrade Project.
- d. Purchase order to Power Line Supply in the amount of \$84,690.48 for insulator, suspension and deadend clamps for the LaFranier/Barlow Transmission Line Upgrade Project.

CARRIED unanimously. (Geht absent)

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

- a. Consideration of an updated organizational chart and approval of job descriptions.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Shamroe, seconded by Palisin, that the Board approves the changes to the organizational chart and job descriptions for the Computer Systems Specialist and Scheduling & Operations Coordinator as presented.

CARRIED unanimously. (Geht absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

- a. From Legal Counsel.

W. Peter Doren reported as of January 1, 2016 the firm of Sondee, Racine & Doren is formally affiliated with Olson, Bzdok and Howard.

- b. From Staff.

1. Staff presented the 2016 Strategic Plan update.

The following individuals addressed the Board:

Tim Arends, Executive Director

Karla Myers-Beman, Controller

Marty Colburn, City Manager

Pete Schimpke, Manager of Operations and Engineering

Blake Wilson, System Engineer

Rod Solak, Line Superintendent

Scott Menhart, Manager of Telecom and Technology

Kelli Schroeder, Manager of Human Resources and Communications

2. Staff presented the 2016 Six Year Capital Plan.

The following individuals addressed the Board:

Tim Arends, Executive Director

W. Peter Doren, General Counsel

Blake Wilson, System Engineer

Marty Colburn, City Manager

Scott Menhart, Manager of Telecom and Technology

Comments sent via email from Vice Chairman Jan Geht were read into the record.

W. Peter Doren responded to Vice Chairman Geht's comments and spoke regarding the City approved ordinance delegating the ability to provide telecommunication services to TCL&P.

3. Karla Myers-Beman presented the first quarter 2015-16 financial statements.

4. Karla Myers-Beman presented the 2016-17 budget schedule.

c. From Board.

None.

Item 7 on the Agenda being Public Comment

Ben Munger, 1291 Lake Ridge Circle, Ratepayer
Russel Schindler, Garfield Township, Non-Ratepayer

There being no objection, Chairman Taylor declared the meeting adjourned at 7:43 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, February 9, 2016

Board Members -

Present: Pat McGuire, Jeff Palisin, Amy Shamroe, Bob Spence, Tim Werner, Jan Geht, John Taylor

Ex Officio Member -

Present: Marty Colburn, City Manager

Others: W. Peter Doren, Scott Menhart, Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Stephanie Tvardek, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

Tim Werner requested item 2c be removed from the Consent Calendar for full discussion.

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Meeting of January 26, 2016.
- b. Receive and file minutes of the Customer Survey Ad Hoc Committee Meeting of February 3, 2016.
- c. *Removed from the Consent Calendar.*

CARRIED unanimously. (Spence absent)

Items Removed from the Consent Calendar

- a. Consideration of approving the updated 2016 Strategic Plan.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

5:21 p.m. Bob Spence joined the meeting.

Moved by McGuire, seconded by Palisin, that the Traverse City Light & Power Strategic Plan – 2016 be adopted as presented.

CARRIED unanimously.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

1. 2014-15 financial audit presentation.

The following individuals addressed the Board:

Karla Myers-Beman, Controller
Alan Panter, CPA, Abraham & Gaffney, P.C.

Moved by Shamroe, seconded by Geht, that the financial statements for the fiscal year ended June 30, 2015, be accepted.

CARRIED unanimously.

2. Consideration of 2016 Six Year Capital Plan.

The following individuals addressed the Board:

Karla Myers-Beman, Controller
W. Peter Doren, General Counsel
Marty Colburn, City Manager
Scott Menhart, Manager of Telecom and Technology

Moved by Shamroe, seconded by Palisin, that the Board authorizes the Executive Director to submit the Six Year Capital Improvements Plan – 2016 as presented (or as amended) to the City Manager for review and approval of the City Commission and City Planning Commission.

W. Peter Doren clarified the motion should be either “as presented” or “as amended”. With the consensus of the second, Shamroe amended her motion as follows:

Moved by Shamroe, seconded by Palisin, that the Board authorizes the Executive Director to submit the Six Year Capital Improvements Plan – 2016 as presented to the City Manager for review and approval of the City Commission and City Planning Commission.

Moved by Geht, seconded by McGuire, to amend the Six Year Capital Improvements Plan – 2016 to strike Fiber to the Premises from the Plan.

Shamroe clarified she would consider Geht’s motion a friendly amendment, which she and Palisin support.

The motion on the floor is as follows:

Moved by Shamroe, seconded by Palisin, that the Board authorizes the Executive Director to submit the Six Year Capital Improvements Plan – 2016 as amended to remove Fiber to the Premises to the City Manager for review and approval of the City Commission and City Planning Commission.

The following individuals from the public addressed the Board:

Michael Nunn
Ben Munger, 1291 Lake Ridge Circle, Ratepayer
Kris Shafer, CEO, Elevate Net, 121 E. Front Street
Jonathon Leeds, 1002 E. State Street, Ratepayer

Albert Steed, 225 Cochlin, Ratepayer
Randy Bishop, Torch Lake Township
J. Mueller, 101 N. Park Street, Ratepayer

CARRIED unanimously.

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

1. W. Peter Doren reported a recent court case cited the Brown Bark case in a water lawsuit.

b. From Staff.

1. Karla Myers-Beman reviewed the 2016-17 Fiber Optics budget.
2. Kelli Schroeder reviewed the Customer Survey questions.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

It was the consensus of the Board to remove question 36 from the survey.

Chairman Taylor suspended the Board rules to allow public comment.

The following individuals from the public addressed the Board:

Ben Munger, 1291 Lake Ridge Circle, Ratepayer
Michael Nunn

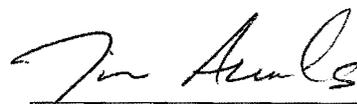
c. From Board.

1. Bob Spence asked how the CIP decision sequence would be addressed. Chairman Taylor requested it be brought back to the Board for further discussion.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:46 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

3/7 corrections

**MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting**

**TUESDAY, January 5, 2016
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 7:30 p.m.
- 2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

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

ABSENT: None.

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

3. **ANNOUNCEMENTS-**

Mr. Soyring announced that the Planning Commission will be holding a special meeting next week on Tuesday, January 12 at 7:00 p.m. in the Training Room.

Commissioner Warren announced that the Public Arts Commission is holding a public open house this Thursday, January 7 from 7:00-9:00 p.m. in the Governmental Lower Level Cafeteria.

4. **ELECTION OF OFFICERS**

A. Chairperson

Motion by Commissioner Warren, second by Commissioner Koebert to nominate Commissioner Serratelli to serve as Chairperson. Motion carried 9-0.

B. Vice-chairperson

Motion by Commissioner Warren, second by Commissioner Howe to nominate Commissioner Koebert to serve as Vice-Chairperson. Motion carried 9-0.

C. Secretary

Motion by Commissioner Warren, second by Commissioner Howe to nominate Commissioner Fleshman to serve as Secretary. Motion carried 9-0.

PLANNING COMMISSION

MEETING MINUTES

JANUARY 5, 2016

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5. 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. December 1, 2015 Regular Meeting, December 15, 2015 Joint Study Session and December 15, 2015 Study Session minutes (Approval recommended)
- B. Reappointment of Planning Director's Designee as the Recording Secretary for the City of Traverse City Planning Commission (Approval recommended)

Motion by Commissioner Tuller, second by Commissioner Dow, to approve the Consent Calendar as read. Motion carried 9-0.

6. OLD BUSINESS

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

Chairperson Serratelli and Commissioner Warren discussed the importance of the Planning Commission representatives roll on the Board of Zoning Appeals. Commissioner Koebert expressed interest in serving on the Board of Zoning Appeals.

Motion by Commissioner Dow, second by Commissioner Howe to nominate Commissioner Koebert as the Planning Commission representative on the Board of Zoning Appeals. Motion carried 9-0.

Mr. Soyring explained that the Master Plan Committee lost two of its three members due to its members not getting reappointed to the Planning Commission. Commissioner Dow explained that the previous committee had analyzed the Master Plan and had compiled draft edits to the Plan and Future Land Use Map. Commissioners Howe and Weatherholt expressed interest in serving on the Master Plan Review Committee. Commissioner Dow expressed interest in continuing to serve on the committee and to serve as the committee chair.

Motion by Commissioner Richardson, second by Commissioner Warren, that Commissioners Howe, Weatherholt and Dow serve on the Master Plan Review Committee with Commissioner Dow as chair. Motion carried 9-0.

7. NEW BUSINESS

A. Annual Report (Review and Acceptance)

Mr. Soyering explained that an Annual Report is required by State Law. The report summarizes requests and actions considered by the Planning Commission as well as topics of discussion for 2015.

Commission discussion.

Mr. Soyering also mentioned that the Annual Report would be communicated to the City Commission.

Motion by Commissioner Richardson, second by Commissioner Warren that the Planning Commission accepts the Traverse City Planning Commission 2015 Annual Report. Motion carried 9-0.

B. Planning Commission Goals (Review and Discussion)

Mr. Soyering discussed the draft Planning Commission Goals document.

Commission discussion included prioritizing the Master Plan review and Form Based Code on West Front Street. Commission discussion also included continuing to coordinate with the Parks and Recreation Commission on park planning for neighborhood parks. Commission discussion included the possibility of doing build-out scenario planning for the theoretical build-out of the maximum development allowable by current zoning. Commission also stated that integration of the Master Plan Elements was a lower priority over the other goals listed.

8. CORRESPONDENCE

A. Garland/Union Street Project letter

Mr. Soyering described in brief the preliminary meeting he had with Mr. Darga regarding the Garland/Union Street Project. He stated that Mr. Darga plans to attend a future study session of the Planning Commission to introduce his project.

9. REPORTS

A. City Commission - Commissioners Richardson and Howe reported

B. Board of Zoning Appeals – No report

C. Grand Traverse Commons Joint Planning Commission – Commissioner Warren reported

**PLANNING COMMISSION
MEETING MINUTES
JANUARY 5, 2016
Page 4**

- D. Arts Commission- Commissioner Warren reported
- E. Planning Commission
 - Master Plan Review Committee—No report.
 - Parking Regulation Committee- Commissioner Serratelli reported
- F. Planning Department—No report.
 - Traverse City Place Plan Committee- Commissioner Koebert reported
 - Public Engagement Plan Committee- Mr. Soyring reported
 - Community Development/Economic Development- Mr. Soyring reported

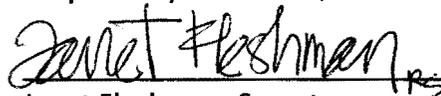
10. PUBLIC COMMENT

Chairperson Serratelli asked the Commission if discussing impervious surface and stormwater were still topics of importance. The Commission agreed.

11. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 8:27 p.m.

Date: February 2, 2016

Respectfully submitted,


Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Special Meeting

TUESDAY, January 12, 2016

7:00 P.M.

TRAINING ROOM

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:00 p.m.

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

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

ABSENT: None.

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

3. **PLACEMAKING PROJECT- WEST FRONT STREET (Luke Forrest, Michigan Municipal League)**

Mr. Soyring introduced the project and the consultants.

Mr. Forrest briefly explained the Place Plan program that is statewide and is being implemented among 22 communities in Michigan. More information regarding the program and the other project occurring statewide can be found at <http://placemaking.mml.org/>

4. **REDEVELOPMENT CONCEPTS FOR THE NORTH SIDE OF THE 500 BLOCK OF WEST FRONT STREET – CITY LOT PROJECT (NATE ELKINS, Influence Design Forum)**

- A. Overview of the City Lot project
- B. Benefits of a hands-on approach
- C. Community's inspiration and ideas for the property
- D. Plans and design concepts
- E. Community's preferred concept

Mr. Elkins presented the outcomes of the City Lot Project. The community's preferred concept plan was called "Civic Hub" that would develop the property as a mix of public

**PLANNING COMMISSION
SPECIAL MEETING MINUTES
JANUARY 12, 2015
Page 2**

buildings and public spaces. The existing Fire Station and Office Building would be torn down to make way for new buildings. A new Fire Station would be constructed on the western edge of the property. A Fire Training Tower would be constructed. A Community Center would be constructed and include a multi-use Auditorium/Gymnasium, event space, offices, and cafe. Three new public plazas would be added throughout the property. Park-like improvements would be added at the corner of W. Front St. and Oak St.

5. SAMPLE REDEVELOPMENT SCENARIOS FOR THE NORTHSIDE OF THE 500 BLOCK AND THE SOUTHSIDE OF THE 400 BLOCK OF WEST FRONT STREET (Peter Allen Associates)

Mr. Allen presented to the Commission.

6. DRAFT DEVELOPMENT REGULATIONS FOR WEST FRONT STREET (Luke Forrest, Michigan Municipal League)

Mr. Forrest presented an overview of the Draft Form-Based Code for West Front Street that had previously been presented by Mark Miller of Nederveld Associates in December 2015.

7. PUBLIC COMMENT- None.

8. ADJOURNMENT- Meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Date: ~~February~~ 2, 2016



Janet Fleshman, Secretary ^{PS}

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Special Meeting

WEDNESDAY, January 20, 2016

7:30 P.M.

TRAINING ROOM

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, Vice-Chairperson Linda Koebert, Ross Richardson (arrived at 7:32 p.m.), Chairperson John Serratelli, Jim Tuller, Jan Warren and Camille Weatherholt

ABSENT: None.

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

Mr. Soyring distributed a handout outlining recent changes to federal guidelines for complete streets and requires the use of the National Association of City Transportation Officials (NACTO)'s Urban Street Design Guide as one of the standards that U.S. Department of Transportation (USDOT) must consider when developing design standards, and it permits local governments to use their own adopted design guides if they are the lead project sponsor even if it differs from state standards.

Commissioner Richardson arrived at 7:32 p.m.

3. **PARKS AND RECREATION 5 YEAR PLAN (Action requested)**

Mr. Soyring introduced the topic stating that a Parks and Recreation Plan is a requirement by the State of Michigan to receive grant funds.

Lauren Vaughn, Parks and Recreation Superintendent, summarized changes to the Draft Parks and Recreation Plan that changed from the last adopted plan. Mr. Vaughn further summarized the timeline for approval.

Commission discussion. Comments related to details in the plan were suggested.

**PLANNING COMMISSION
SPECIAL MEETING MINUTES
JANUARY 20, 2015**

Page 2

Motion by Vice-Chairperson Koebert, second by Commissioner Howe that the City of Traverse City Parks and Recreation Plan 2016-2021 be recommended for approval to the City Commission.

Motion carried 9-0.

4. PLANNING COMMISSION GOALS (Action requested)

Mr. Soyering highlighted the changes to the Goals document since it was last discussed on January 5, 2016.

Commission discussion related to items included in the goals. Additional discussion regarding the possibility of adding more staff in the Planning Department to accomplish the goals was discussed.

Motion by Vice-Chairperson Koebert, second by Commissioner Dow that the Planning Commission Goals dated 1/15/16 be accepted by the Planning Commission.

Motion carried 9-0.

5. CAPITAL IMPROVEMENT PROGRAM- CALL FOR PROJECTS (Discussion)

Mrs. Luick explained the Capital Improvement Program timeline and process.

Commission discussion resulted in the following projects for inclusion in the Capital Improvement Program.

Complete street improvements to Peninsula Drive beginning at the Front Street/Peninsula Drive intersection to Peninsula Drive/Garfield Intersection further north on Peninsula Drive (M-37) to the intersection of Eastern Ave/Peninsula Drive. Safety and access to Bryant Park was identified as a critical need.

Planning and Design in coordination with MDOT on problematic trunkline intersections. (Front/Grandview Parkway, 8th Street/Munson Ave were cited as key intersections for planning)

Sidewalk infill program to be of higher priority. Underserved areas like Traverse Heights neighborhood are lacking in sidewalks. Additional infill locations on Lake Avenue and Garfield Avenue were discussed.

American Legion Park improvements to access Boardman River and general projects that offer better access to Boardman River.

**PLANNING COMMISSION
SPECIAL MEETING MINUTES
JANUARY 20, 2015
Page 3**

6. **PUBLIC COMMENT-** Vice Chairperson Koebert asked if Commissioners wanted to write letters to the City Manager regarding the Planning Departments staffing needs.

7. **ADJOURNMENT-** Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Date: February 2, 2016

Janet Fleshman_{ps}
Janet Fleshman, Secretary

CITY OF TRAVERSE CITY

MEMORANDUM

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Quarterly Financial Report
Date: February 29, 2016

Attached is a copy of the quarterly financial report for the second quarter ending December 31, 2015. Activity in most of the major fund categories appears to be consistent with prior years or with what has been budgeted in each fund. There are a few exceptions that should be noted. The Road Commission Millage Street Fund shows only expenses for the current fiscal year which are funded from the revenue received last April from the County. This year's allotment of revenue will not be distributed until April. The Sewer Fund has \$2.4 million more in expenses this year compared to last year. This is because of the purchase of three new plant membranes. The Sewer Fund also has a sizable increase in revenue which is attributed to township participation in funding part of the cost of the membranes. The Water Fund also has significantly higher expenses this year compared to last year as a result of the plant SCADA project which is almost completed. The Parking System Fund has significantly higher revenue this year compared to the previous year as a result of increased usage and increased enforcement. The Trunkline Fund has both lower revenue and expenses this year compared to last. The previous year included the MDOT funded skip patching project along the curb on US 31 from the City limits to Front Street by the Holiday Inn. No such project is included in this year's activity.

The Public Improvement Projects Fund reported higher expenses this year compared to last year. This is because this year's activity included significant costs related to the West Front Street reconstruction project, the Preventative Maintenance Crack Sealing Program, the wrap up of the Public Pier study, the Phase One Paving and Resurfacing Project, and the beginning of the Pine Street Pedestrian Bridge and Overhead to Underground Conversion Project.

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>GENERAL FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	14,510,400.00	14,510,400.00	8,845,078.59	1,559,186.17			8,845,078.59	10,404,264.76			60.96%
Surplus	1,046,900.00	1,046,900.00	0.00	0.00			0.00	0.00			0.00%
Total	15,557,300.00	15,557,300.00	8,845,078.59	1,559,186.17			8,845,078.59	10,404,264.76			56.85%

<i>EXPENDITURES</i>											
Personnel	9,411,000.00	9,411,000.00	2,227,338.85	2,388,821.78			2,227,338.85	4,616,160.63			23.67%
Supplies	356,200.00	356,200.00	45,243.75	104,111.67			45,243.75	149,355.42			12.70%
Contractual	1,326,750.00	1,326,750.00	209,573.90	233,121.85			209,573.90	442,695.75			15.80%
Other	1,752,350.00	1,752,350.00	613,037.13	477,116.17			613,037.13	1,090,153.30			34.98%
Contingency	25,000.00	25,000.00	0.00	0.00			0.00	0.00			0.00%
Transfers	2,686,000.00	2,686,000.00	0.00	1,335,000.00			0.00	1,335,000.00			0.00%
Total	15,557,300.00	15,557,300.00	3,095,193.63	4,538,171.47			3,095,193.63	7,633,365.10			19.90%

<i>WATER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	3,780,000.00	3,780,000.00	1,293,917.84	861,105.99			1,293,917.84	2,155,023.83			34.23%
Surplus	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Total	3,780,000.00	3,780,000.00	1,293,917.84	861,105.99			1,293,917.84	2,155,023.83			34.23%

<i>EXPENDITURES</i>											
Treatmt Plant	1,270,000.00	1,270,000.00	324,151.86	787,261.03			324,151.86	1,111,412.89			25.52%
Distribution	1,116,500.00	1,116,500.00	215,826.30	209,376.89			215,826.30	425,203.19			19.33%
Utility Acct	478,900.00	478,900.00	103,703.92	101,067.18			103,703.92	204,771.10			21.65%
Contingency	914,600.00	914,600.00	0.00	0.00			0.00	0.00			0.00%
Total	3,780,000.00	3,780,000.00	643,682.08	1,097,705.10			643,682.08	1,741,387.18			17.03%

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>SEWER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	7,327,000.00	7,327,000.00	1,845,626.45	1,857,821.11			1,845,626.45	3,703,447.56			25.19%
Surplus	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Total	7,327,000.00	7,327,000.00	1,845,626.45	1,857,821.11			1,845,626.45	3,703,447.56			25.19%

<i>EXPENDITURES</i>											
Treatmt Plant	5,422,000.00	5,422,000.00	813,696.61	3,166,089.64			813,696.61	3,979,786.25			15.01%
Distribution	845,500.00	845,500.00	194,634.96	204,593.30			194,634.96	399,228.26			23.02%
Utility Acct	962,700.00	962,700.00	211,134.64	208,910.72			211,134.64	420,045.36			21.93%
Contingency	96,800.00	96,800.00	0.00	0.00			0.00	0.00			0.00%
Total	7,327,000.00	7,327,000.00	1,219,466.21	3,579,593.66			1,219,466.21	4,799,059.87			16.64%

<i>Road Comm. Mill.</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
	750,000.00	750,000.00	0.00	0.00			0.00	0.00			0.00%
<i>EXPENDIT</i>											
	750,000.00	750,000.00	0.00	119,878.33			0.00	119,878.33			0.00%

<i>PARKING SYSTEM</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
	2,896,100.00	2,896,100.00	841,093.79	560,683.62			841,093.79	1,401,777.41			29.04%
<i>EXPENDITURES</i>											
Operating	2,896,100.00	2,896,100.00	356,693.18	408,203.94			356,693.18	764,897.12			12.32%
Contingency	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Total	2,896,100.00	2,896,100.00	356,693.18	408,203.94			356,693.18	764,897.12			12.32%

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>MARINA</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>	585,500.00	585,500.00	225,744.26	227,960.02			225,744.26	453,704.28			38.56%
<i>EXPENDITURES</i>											
Operating	585,500.00	585,500.00	186,925.87	89,338.55			186,925.87	276,264.42			31.93%
Contingency	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Total	585,500.00	585,500.00	186,925.87	89,338.55			186,925.87	276,264.42			31.93%

<i>GARAGE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	2,780,000.00	2,780,000.00	749,353.31	812,754.83			749,353.31	1,562,108.14			26.96%
Surplus	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Total	2,780,000.00	2,780,000.00	749,353.31	812,754.83			749,353.31	1,562,108.14			26.96%
<i>EXPEND</i>	2,780,000.00	2,780,000.00	413,186.66	463,747.74			413,186.66	876,934.40			14.86%

<i>PUBLIC IMPROVEMENT</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	70,000.00	70,000.00	6,027.38	15,034.10			6,027.38	21,061.48			8.61%
Transfer In	1,335,000.00	1,335,000.00	0.00	1,335,000.00			0.00	1,335,000.00			0.00%
Prior Yr Surp	640,670.00	640,670.00	0.00	0.00			0.00	0.00			0.00%
Total	2,045,670.00	2,045,670.00	6,027.38	1,350,034.10			6,027.38	1,356,061.48			0.29%
<i>EXPENDITURES</i>	2,045,670.00	2,045,670.00	1,391,580.77	1,656,080.46			1,391,580.77	3,047,661.23			68.03%

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>MAJOR STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimburse	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
State Source	795,500.00	795,500.00	80,475.67	204,165.32			80,475.67	284,640.99			10.12%
Int & Div	500.00	500.00	0.00	0.00			0.00	0.00			0.00%
Transfer In	134,000.00	134,000.00	0.00	0.00			0.00	0.00			0.00%
Prior Yr Sur	54,000.00	54,000.00	0.00	0.00			0.00	0.00			0.00%
Total	984,000.00	984,000.00	80,475.67	204,165.32			80,475.67	284,640.99			8.18%

<i>EXPENDITURES</i>											
Personnel	395,000.00	395,000.00	56,689.08	93,775.23			56,689.08	150,464.31			14.35%
Supplies	95,000.00	95,000.00	7,642.55	17,842.01			7,642.55	25,484.56			8.04%
Contractual	95,000.00	95,000.00	32,032.40	2,433.13			32,032.40	34,465.53			33.72%
Other	399,000.00	399,000.00	39,782.35	69,332.64			39,782.35	109,114.99			9.97%
Total	984,000.00	984,000.00	136,146.38	183,383.01			136,146.38	319,529.39			13.84%

<i>LOCAL STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimburse	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Metro Auth	47,000.00	47,000.00	0.00	0.00			0.00	0.00			0.00%
State Source	295,000.00	295,000.00	28,084.61	112,955.59			28,084.61	141,040.20			9.52%
Transfer In	967,000.00	967,000.00	0.00	0.00			0.00	0.00			0.00%
Total	1,309,000.00	1,309,000.00	28,084.61	112,955.59			28,084.61	141,040.20			2.15%

<i>EXPENDITURES</i>											
Personnel	583,000.00	583,000.00	107,231.08	143,505.15			107,231.08	250,736.23			18.39%
Supplies	86,000.00	86,000.00	6,125.46	10,832.92			6,125.46	16,958.38			7.12%
Contractual	50,000.00	50,000.00	0.00	0.00			0.00	0.00			0.00%
Other	590,000.00	590,000.00	110,886.19	125,239.38			110,886.19	236,125.57			18.79%
Total	1,309,000.00	1,309,000.00	224,242.73	279,577.45			224,242.73	503,820.18			17.13%

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>TRUNK LINE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
State Source	299,500.00	299,500.00	10,726.02	140,858.26			10,726.02	151,584.28			3.58%
Int. & Div	200.00	200.00	0.00	0.00			0.00	0.00			0.00%
Reimburse	300.00	300.00	168.64	131.56			168.64	300.20			56.21%
Prior Yr Sur	0.00	0.00	0.00	0.00			0.00	0.00			0.00%
Total	300,000.00	300,000.00	10,894.66	140,989.82			10,894.66	151,884.48			3.63%
<i>EXPENDITURES</i>											
Personnel	90,000.00	90,000.00	2,352.81	5,794.85			2,352.81	8,147.66			2.61%
Supplies	45,000.00	45,000.00	0.00	10,941.32			0.00	10,941.32			0.00%
Contractual	30,000.00	30,000.00	5,775.00	109,752.63			5,775.00	115,527.63			19.25%
Other	135,000.00	135,000.00	6,550.58	12,541.36			6,550.58	19,091.94			4.85%
Total	300,000.00	300,000.00	14,678.39	139,030.16			14,678.39	153,708.55			4.89%



MONTHLY OPERATING REPORT

TO: Martin Colburn, Traverse City Manager
John Divozzo, Grand Traverse County

COPY: Dave Green, Director of Public Services
Benjamin Marentette, City Clerk
Traverse City Commission
Grand Traverse County Board of Public Works
Kevin Dahl, CH2M, Regional Business Manager

FROM: Elizabeth Hart, Project Manager

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

DATE: February 15, 2016

SUBJECT: Monthly Operations Report for January 2016

Attached to this report are the following items: a financial summary of the TCRWWTP and the Septage Facility, January's report to the state which has been electronically submitted. The monthly loadings for December 2015 and January 2016 for each Township within Grand Traverse County, the Septage facility and the City. An e-mail from the regional DEQ regulator, Jacob Riley, in regards to his tour of the TCRWWTP.

TRAVERSE CITY

OPERATIONS AND PROJECTS

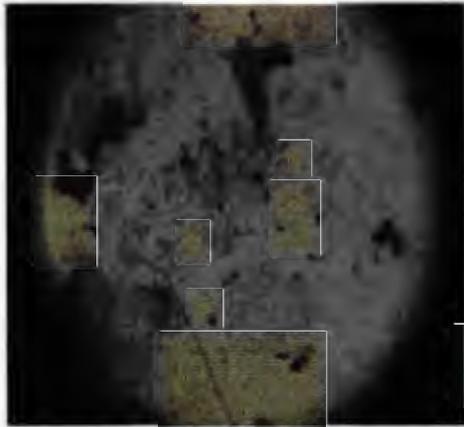
The Treatment Plant was in full compliance through the month of January. We submitted a non-exposure storm water exemption form in January. To evaluate whether or not the facility met the requirements of the non-exposure storm water exemption, and as part of the MDEQ's regular annual inspection Jacob Riley, the regional DEQ regulator, toured the facility. He found the facility met the requirements for storm water exemption and made the recommendation to the MDEQ permitting department to modify the facility's NPDES permit to exclude storm water requirements. This will decrease the City's annual permitting fee. (Please find attached an e-mail from Mr. Riley in regards to his tour of the facility)

Windemuller completed the validation, and calibration of the pressure sensors, and flow meters on each membrane train. We will begin testing the membranes for the purpose of creating a baseline and tracking changes in the membranes' performance.

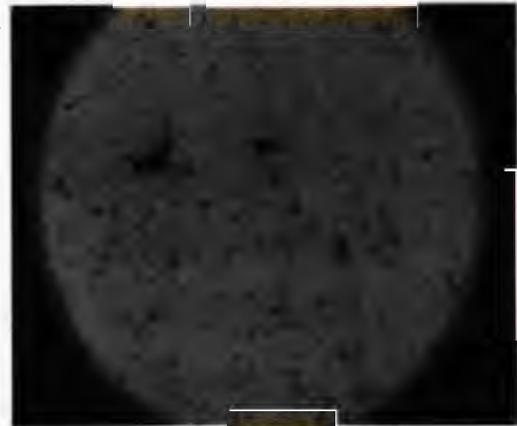
We have completed fine tuning the scope of work that will be included in the University of Michigan's study of the facility's intermittent comma shaped Gram positive bacteria (CSGPB) population. We will present a proposal, along with the biographies of the doctor's that will be involved in the study, to the City in the very near future. The study is tentatively scheduled to begin in the fall of 2016. There are currently very few CSGPB in the facility's biomass. (Please refer to the pictures below)

Microscope Pictures of Treatment Plant Biomass

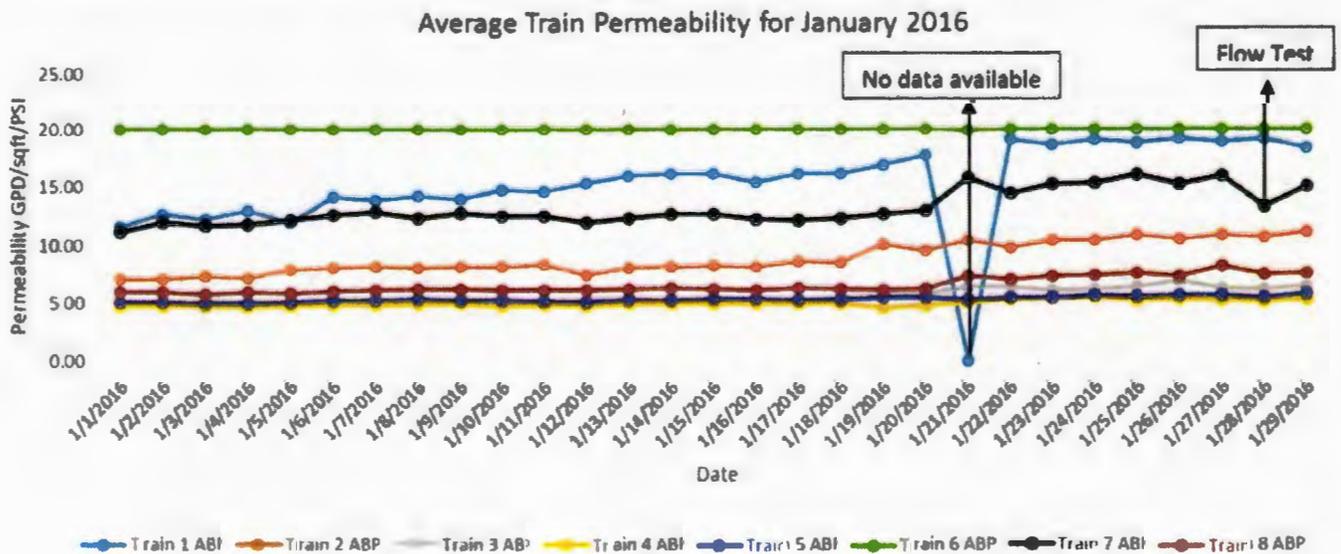
1/8/16



1/28/16



Membrane train permeabilities increased through the month of January. We continue to back pulse the membrane trains as needed. Back pulsing capabilities were enhanced by adding SCADA programming that would trigger the automatic use of the back pulse mode at a given transmembrane pressure (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 below contains the diagnostic flow test results for trains tested in January. 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.

January's Diagnostic Flow Test Results

PLANT PEAK HOURLY FLOW DESIGN IS 17 MGD (1476gpm/Train with 8 Trains)				
Train	GPM(gallons/minute)	Transmembrane Pressure (TMP=-.50 to -6.99 is the target range)	Temp	Date
1	1518	-5.17	52	1/28/2016
2	1420	-5.25	53	1/12/2016
3	1542	-5.72	53	1/14/2016
4	1542	-6.39	53	1/19/2016
5	1547	-5.27	52	1/21/2016
6	1546	-1.43	52	1/27/2016
7	1518	-5.17	52	1/28/2016

Maintenance

- We changed the brushes on the fine screen compactor.
 - We replaced the motor on the east fine screen unit.
 - We replaced a valve on primary tank 1 south.
 - Elmer's removed the screw body we are replacing as part of this year's screw pump upgrade. (CIP #893) We have had the screw body and trough surveyed to confirm the dimensions of the new screw body.
-

TCRWWTP Items of Importance

TCRWWTP Action Items	Status
Membrane Replacement	The 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 and the University of Michigan have completed fine tuning the scope of work to be included in the CSGPB study. Proposal will be sent to the City in the very near future. Study to tentatively begin in the fall of 2016.
Primary Header	The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. CH2M included in City's capital improvements for 2016/2017. (#902)
Digester Condition Assessment and Reconditioning	Digesters #3 and #4 have been in service since 1959. CH2M recommends a condition assessment and related reconditioning for each digester within the next three years. CH2M included this recommendation in the City's capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning)
TBA Lift Station Pumps, Controls, 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, controls 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)
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 the early spring. 2015/2016- The purchase of 4 additional gates was approved, and CH2M has ordered the gates. (Capital Improvement #786)
Front Street Lift Station and Main Plant PLC 5 Upgrade	Front Street and the Main plant both have a PLC 5 that are obsolete and as a result difficult to support. CH2M recommends the replacement of both PLC 5s in the City's 2016/2017 capital improvement plan. (#899)
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 the City's 6 year capital Improvement Plan.(Capital Improvement #894)

OPERATING REPORT

FEBRUARY 2016

514-844-1111

IPP

The Annual Control Authority sampling of all the Significant Industrial Users was performed. CRM's sample result showed their effluent to have higher than permitted Zinc levels. Subsequent sampling of this outfall showed CRM's effluent to contain permitted levels of Zinc.

We have been working with SMI Aerospace as they bring their industry online. They are installing an aluminum anodization process, which is listed as a categorical user in the 40 CFR 403 regulation.

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.-2021
ATAD Tank Cleaning	Completed and should be budgeted for every 5-7 years.-2022
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.
Pump Pulling Capabilities Needed	CH2M purchased a gantry and chain for pulling pumps at the Septage Facility. [Complete]
SNDR Pump Seal is Leaking	CH2M inspected pump, and found the seal and bearings have failed. The pump has been sent in to have the shaft inspected before installing new bearings and seal.
Pumps are Aging	Pump Replacement Included in 5 Year Capital Improvement plan. 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)
Grit Removal	CH2M recommends cleaning the Unloading Bay's rock traps and floor drains as needed to minimize the grit that will get to downstream vessels, and equipment. CH2M recommends annually 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)
Fine Screens Modification Needed to remove rags and not impede forward flow	CH2M has developed a modification strategy/included in 5 yr. Capital
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.
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.
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.

Operations

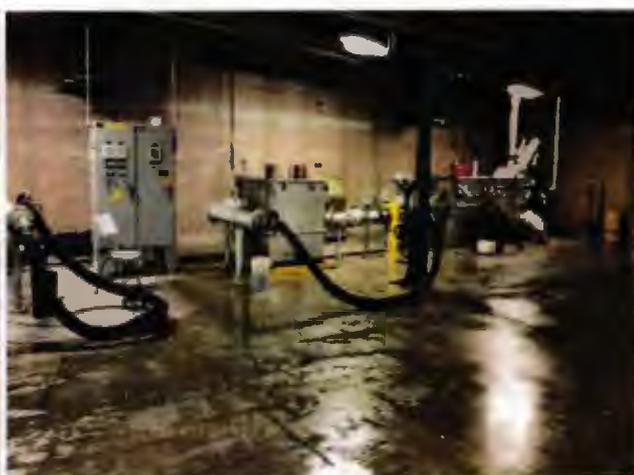
The daily average effluent BOD loading for the month of January was 2.08 lbs/day.

We observed the average unloading time for the haulers in January to be 14.5 minutes, with an average unloading rate of 126 gpm. The pictures below depict the general condition of the unloading bays. We clean the bays twice a day.

East Unloading Bay (1-8-16)



West Unloading Bay (1-8-16)



Maintenance

We have sent the sludge storage pump out to have its shaft inspected.

We inspected the brushes on the coarse screens in the unloading bay. The brushes in both the west and east units are in good condition.

We replaced the filters on the Influent Equalization Tank blower and all 3 of the MBR blowers.

PCS cleaned the grit out of the unloading bay's rock traps and floor drains on 1-29-16.

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. John Divozzo and CH2M continue to work together to prioritize the facility's needs. The costs included in the table are rough estimates. We are currently developing a scope of work for each project recommended for the 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 February 2015.**

Capital Improvement Recommendations-Listed in Order of Importance		
Contract Year	Project	Estimated Cost
2016	Post Equalization Tank Cleaning	\$40,000
2016	Sludge Storage Pump Repair	\$20,000
2016	Two Post Equalization Pumps Replaced	\$14,000
2017	Modify Foul Air System	\$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2018	Modify Fine Screens and Compactor	\$18,000
2018	Grit Removal Feasibility Study	\$12,000
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	JAN-16			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 16,725.83	\$ 20,398.02	\$ (3,672.19)	\$ 200,710.00	\$ 184,993.85	\$ 15,716.15
CLIENT PLANT & EQUIP	\$ 9,583.33	\$ 12,079.30	\$ (2,495.97)	\$ 115,000.00	\$ 139,645.20	\$ (24,645.20)
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ 312.50	\$ 437.50
EDUCATION, TRAINING, MEETINGS	\$ 521.67	\$ 797.40	\$ (275.73)	\$ 6,260.00	\$ 9,643.42	\$ (3,383.42)
ELECTRICITY	\$ 40,400.00	\$ 39,234.53	\$ 1,165.47	\$ 484,800.00	\$ 520,616.50	\$ (35,816.50)
EMPLOYEE EXPENSE	\$ 789.21	\$ 98.16	\$ 691.05	\$ 9,470.55	\$ 13,444.67	\$ (3,974.12)
INSURANCE	\$ 2,902.28	\$ 3,128.97	\$ (226.69)	\$ 34,827.36	\$ 34,028.77	\$ 798.59
LABOR	\$ 71,154.78	\$ 71,321.06	\$ (166.28)	\$ 840,085.52	\$ 770,638.28	\$ 69,447.24
OPERATING EXPENSES	\$ 10,057.09	\$ 12,900.78	\$ (2,843.69)	\$ 119,995.58	\$ 139,180.12	\$ (19,184.54)
OUTSIDE SERVICES	\$ 2,166.67	\$ 1,177.38	\$ 989.29	\$ 26,000.00	\$ 42,453.18	\$ (16,453.18)
SOLIDS HANDLING	\$ 570.00	\$ 51,286.26	\$ (50,716.26)	\$ 168,340.00	\$ 224,653.14	\$ (56,313.14)
SUPPLIES	\$ 916.67	\$ 1,041.90	\$ (125.23)	\$ 11,000.00	\$ 14,259.54	\$ (3,259.54)
TELECOMMUNICATIONS	\$ 850.00	\$ 1,715.79	\$ (865.79)	\$ 10,200.00	\$ 10,054.81	\$ 145.19
TRAVEL COSTS	\$ 1,847.26	\$ 2,128.53	\$ (281.27)	\$ 22,167.08	\$ 29,461.64	\$ (7,294.55)
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 667.50	\$ 545.00	\$ 14,550.00	\$ 9,954.37	\$ 4,595.63
TOTALS	\$ 159,759.79	\$ 217,975.58	\$ (58,215.79)	\$ 2,064,156.10	\$ 2,143,340.00	\$ (79,183.90)
REPAIRS	\$ 9,583.33	\$ 10,123.96	\$ (540.63)	\$ 115,000.00	\$ 139,284.10	\$ (24,284.10)

Top Repair Expenses	Cost	Repair
Topline Electric	\$3,712.44	Installation of pressure transmitters on membrane trains 3 and 6
One Stop Resource	\$2,300.00	1 Spare processor card for the digester 5 building, and membrane master PLCs
Windemuller Electric	\$1,249.00	Repair and replace conduit at the Front Street Lift Station
Teledyne Instruments	\$1,341.74	Repair part for an auto sampler

Grand Traverse County Septage Facility 2015-2016

EXPENSE CATEGORY	JAN-16			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 120.00	\$ 828.90	\$ (708.90)	\$ 1,440.00	\$ 3,217.29	\$ (1,777.29)
CLIENT PLANT & EQUIP	\$ 833.33	\$ 1,154.92	\$ (321.59)	\$ 10,000.00	\$ 12,365.46	\$ (2,365.46)
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ 36.86	\$ 18.14
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ 326.15	\$ 456.60
INSURANCE	\$ 317.05	\$ 146.21	\$ 170.84	\$ 3,804.62	\$ 2,978.04	\$ 826.58
LABOR	\$ 9,981.00	\$ 7,451.05	\$ 2,529.95	\$ 117,840.16	\$ 109,928.16	\$ 7,911.99
OPERATING EXPENSES	\$ 991.53	\$ 1,489.46	\$ (497.93)	\$ 11,814.56	\$ 18,082.42	\$ (6,267.86)
OUTSIDE SERVICES	\$ 5,700.00	\$ 634.60	\$ 5,065.40	\$ 68,400.00	\$ 69,143.00	\$ (743.00)
SOLIDS HANDLING	\$ 500.00	\$ 546.06	\$ (46.06)	\$ 30,300.00	\$ 33,228.58	\$ (2,928.58)
SUPPLIES	\$ 16.67	\$ 167.80	\$ (151.13)	\$ 200.00	\$ 1,172.05	\$ (972.05)
TELECOMMUNICATIONS	\$ 96.00	\$ 201.86	\$ (105.86)	\$ 1,152.00	\$ 1,060.64	\$ 91.36
TRAVEL COSTS	\$ 110.58	\$ -	\$ 110.58	\$ 1,327.00	\$ 552.92	\$ 774.08
UTILITIES-OPERATIONS	\$ 15.63	\$ 1,491.45	\$ (1,475.83)	\$ 187.50	\$ 1,569.58	\$ (1,382.08)
TOTALS	\$ 18,751.60	\$ 14,112.31	\$ 4,639.29	\$ 247,303.59	\$ 253,661.14	\$ (6,357.55)
REPAIRS	\$ 833.33	\$ 1,831.80	\$ (998.47)	\$ 10,000.00	\$ 15,008.81	\$ (5,008.81)

Repair Expenses
WINDEMULLER ELECTRIC INC

Cost
\$1,119.56

Repair
Lift Station 1 Control Panel Repair

January 2016 TCRWWTP DMR

ing Discharge

Parameter	Quantity at Loading	Units	Quality of Concentration	Sample Type
Total Phosphorus (as P)				
7160	4.350	mg/L	***	Report: Total Daily Flow
Pred. Effluent (%)	4.000	mg/L	***	Report: Total Daily Flow
Minimum Monthly Average	(Report)		***	Report: Total Daily Flow
Maximum Daily				
Total Suspended Solids (TSS)				
8020	4.36	mg/L	4.1	24 Hourly
Pred. Effluent (%)	4.000	mg/L	4.1	24 Hourly
Minimum Monthly Average	200	mg/L	4.1	24 Hourly
Maximum Daily Average	200	mg/L	4.1	24 Hourly
Orthomethane Nitrogen Demand (CODMn)				
8022	4.73	mg/L	4.2	24 Hourly
Pred. Effluent (%)	4.000	mg/L	4.2	24 Hourly
Minimum Monthly Average	100	mg/L	4.2	24 Hourly
Maximum Daily Average	100	mg/L	4.2	24 Hourly
Total Phosphorus (as P)				
8040	11	mg/L	0.3	24 Hourly
Pred. Effluent (%)	10	mg/L	0.3	24 Hourly
Minimum Monthly Average	10	mg/L	0.3	24 Hourly
Maximum Daily	(Report)		0.3	24 Hourly
Total Nitrogen				
7162	4.02	mg/L	4.02	Compliance
Pred. Effluent (%)	4.000	mg/L	4.02	Compliance
Minimum Monthly Average	(Report)		4.02	Compliance
Maximum Daily	(Report)		4.02	Compliance
Total Nitrogen				
8100	0.52	mg/L	0.50	24 Hourly
Pred. Effluent (%)	0.50	mg/L	0.50	24 Hourly
Minimum Monthly Average	(Report)		0.50	24 Hourly
Maximum Daily	(Report)		0.50	24 Hourly
Total Chlorine				
7042	4.1	mg/L	4.1	24 Hourly
Pred. Effluent (%)	4.000	mg/L	4.1	24 Hourly
Minimum Monthly Average	100	mg/L	4.1	24 Hourly
Maximum Daily	100	mg/L	4.1	24 Hourly
CODMn Minimum % Removal				
8001	99	%	99	Monthly
Pred. Effluent (%)	99	%	99	Monthly
Minimum Monthly % Removal	(Report)		99	Monthly
Maximum Daily % Removal	(Report)		99	Monthly
Total Suspended Solids (TSS) % Removal				
8101	7.0	%	7.3	24 Hourly
Pred. Effluent (%)	7.0	%	7.3	24 Hourly
Minimum Monthly % Removal	(Report)		7.3	24 Hourly
Maximum Daily % Removal	(Report)		7.3	24 Hourly
pH				
0040	8.0	mg/L	8.0	24 Hourly
Pred. Effluent (%)	8.0	mg/L	8.0	24 Hourly
Minimum Monthly	8.0	mg/L	8.0	24 Hourly
Maximum Daily	8.0	mg/L	8.0	24 Hourly
Dissolved Oxygen				
8040	8.3	mg/L	8.3	24 Hourly
Pred. Effluent (%)	8.3	mg/L	8.3	24 Hourly
Minimum Monthly	8.3	mg/L	8.3	24 Hourly
Maximum Daily	8.3	mg/L	8.3	24 Hourly

General Report Comments

Township and City Loadings 2015-2016

^a We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Twp BOD concentration.

BOD Loadings in pounds per day	Limit owned	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
	Blair	404	45	45	37	36	35	28	28	0	0	0	0
Garfield Twp	3624	3204	3186	3323	3096	3205	2784	2884	0	0	0	0	0
Elmwood Twp	780	476	473	482	351	419	359	416	0	0	0	0	0
East Bay Twp	1309	684	764	671	645	562	583	830	0	0	0	0	0
Acme Twp	1557	627	531	498	443	409	342	358	0	0	0	0	0
Peninsula Twp	406	103	86	76	61	69	86	66	0	0	0	0	0
Septage	0	14	11	11	15	8	7	2	0	0	0	0	0
City	12120	3976	4769	3722	2942	3003	3187	2682	0	0	0	0	0
Total		9130	9867	8820	7589	7739	7387	7247	0	0	0	0	0

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City.

Concentrations (mg/L) Used to Calculate Loadings 2015-2016

Average BOD Concentration	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Plant	224	231	219	206	216	200	203	0	0	0	0	0
Garf 1 Lift Station	261	296	305	299	284	304	299	0	0	0	0	0
Garf US 31 meter	328	278	305	314	324	263	278	0	0	0	0	0
Garf 6th St meter	194	243	194	198	171	162	173	0	0	0	0	0
Elmwood LS	274	283	281	241	250	209	263	0	0	0	0	0
East Bay LS	285	297	270	308	280	289	291	0	0	0	0	0
Bunker Hill	264	229	220	246	214	201	206	0	0	0	0	0
Acme	245	218	226	198	246	202	226	0	0	0	0	0
Peninsula LS	182	172	144	147	144	169	143	0	0	0	0	0

Grand Traverse Septage Facility Loadings (lbs/day) 2015-2016

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Septage	14	11	11	15	8	7	2	0	0	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings.

Hart, Elizabeth/TRA

From: Riley, Jacob (DEQ) <RileyJ6@michigan.gov>
Sent: Wednesday, February 03, 2016 12:14 PM
To: Hart, Elizabeth/TRA
Subject: NPDES Recon Inspection on 2-2-16

Hi Elizabeth,

- This email is a follow-up to the NPDES Reconnaissance Inspection that was performed on 2-2-16. During the inspection, we took conducted a walkthrough of the facility's treatment processes, with an emphasis on checking for Industrial Storm Water exposure, which was conducted as a concurrent inspection. The results of that inspection showed that an NEC was appropriate for the facility and you will receive a formal letter when that is approved through our permits section. I also conducted a walkthrough of the facility's laboratory and performed a check on equipment temperatures and calibrations. Overall, I found the facility to be clean and organized and that it was in full compliance with permit# MI0027481.
- To expand on what we discussed related to MiWaters, Julie Lowe informed me that there isn't a Schedule of Compliance currently created for the evaluation of the local limits for the IPP program that would be due on 7/1/16. She informed me that you would submit this as a "NPDES Various Unscheduled" SOC submittal. This is found in the same area as the other reports that are due and is usually always at the top. The form would just be an area to attach files, so you would be able to attach the appropriate report in there.
- I also talked to Dave Schipper today about the Biosolids plans and he informed me that the Suttons Bay and Traverse City plans look good and are approved. He just needs to get the approval letters out and plans on doing that in the next week or so.

Please let me know if you have any questions or concerns and know that we appreciate your commitment to stay in compliance with your permit requirements.

Jake Riley



Environmental Quality Analyst
Water Resources Division, Cadillac District
☎ **New Phone Number: 231-429-3159**