



Notice

City Commission Regular Meeting

7:00 pm

Monday, March 21, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 03-17-2016

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 March 7, 2016, and March 14, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)

- b. Consideration of authorizing a lease for use of City property located directly east of 439 East Front Street, as requested by Sparks Barbeque, for use of the space primarily for outdoor dining purposes. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required).
- c. Consideration of adopting a resolution recommending approval of a request for a new Redevelopment Liquor License with Class C Privileges from JES Holdings, LLC, and authorizing the City Clerk to issue a registration for operation of the license at 201 E. Front Street, Suite A. (Adoption and approval recommended) (Marty Colburn, Benjamin Marentette)
- d. Consideration of adopting a resolution authorizing the relocation of the Precinct 8 Polling Place from the Grand Traverse County Civic Center, to the Physical Education Building at the main campus of Northwestern Michigan College, located at 1701 East Front Street, which has been determined by the City Clerk to be the best location for relocation of the polling place. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- e. Consideration of approving an assignment of the agreement with the National Cherry Festival for the 2016 and 2017 events to The Festival Foundation, which is doing business as the National Cherry Festival, to reflect the new corporate structure of the Festival, which also affects the related permits to be issued by the City Clerk, which is a housekeeping matter. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)
- f. Consideration of clarifying the February 16, 2016, action of the City Commission authorizing a \$50,000 contract for the Bryan Crough Public Art Memorial with all funds to come from outside sources, to eliminate the maximum dollar amount of the contract, provided that all funds come from outside sources. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)

- g. Consideration of approving the recommendation from the Downtown Development Authority to limit free parking on evenings and weekends at the Larry C. Hardy Parking Garage to November 15 to January 15, effective November 15, 2016, as recommended by the Downtown Development Authority Board of Trustees. (Approval recommended) (Marty Colburn, Rob Bacigalupi)
- h. Consideration of re-adopting 401(a) Plans with the International City Managers Association, for existing retirement accounts, which poses no additional financial liability to the City, for compliance with Internal Revenue Service guidelines. (Adoption recommended) (Marty Colburn, Kristine Bosley)
- i. Consideration of adopting a resolution scheduling a public hearing for April 18, 2016, for a property-owner initiated special improvement district to install a snowmelt system in a portion of the 200 block of East Front Street. (Adoption recommended) (Marty Colburn, Timothy Lodge, Polly Cairns)
- j. Consideration of authorizing a purchase order for two replacement motors for the flocculation tank mixers at the Water Plant, which allow for the separation and filtering of particulate matter. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- k. Consideration of authorizing a contract for Hickory Hills site plan engineering design services and design and construction management services for a maintenance building at Hickory Hills, with the cost of site plan design services to be covered by funds raised privately by *Preserve Hickory*; and consideration of authorizing the related funding agreement for this and future funds provided by *Preserve Hickory*. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- l. Consideration of authorizing a purchase order for the replacement of two hydraulic lift cylinders on a bucket truck utilized by Traverse City Light and Power. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- m. Consideration of adopting a resolution certifying the following street segments as local streets so they are eligible for Act 51 funds from the State of Michigan:

- Station Street from Railroad Avenue to Franklin Street
- Lake Ridge Drive from 14th Street to 16th Street
- 14th Street from its east terminus to Lake Ridge Drive
- 16th Street from its east terminus to Lake Ridge Drive

(Adoption recommended) (Marty Colburn, Dave Green)

- n. Consideration of authorizing a confirming purchase order for a fire panel at the City Opera House. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
b.
c.

3. Old Business

- a. Consideration of enacting an amendment to the sign ordinance to allow message board signs to change their message every hour, with such content to be static. (Marty Colburn, Russell Soyering)
- b. Consideration of enacting an amendment to the Traverse City Code of Ordinances to allow running or blinking lights on marquee signs on buildings which are used solely as a theatre. (Marty Colburn, Russell Soyering)

- c. Consideration of entering into closed session to discuss an attorney-client communication regarding the Clinch Park Waterscape. (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required to enter into closed session)

4. New Business

- a. Consideration of authorizing a contract for the Phase I Paving and Resurfacing Projects. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

5. Appointments

- a. Consideration of approving an appointment to the Traverse City Light and Power Board. (Mayor Jim Carruthers, Commissioner Richard Lewis, and Commissioner Amy Shamroe, Chair; and 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 Traverse City Light and Power Board meeting of February 23, 2016.

3. Minutes of the Planning Commission meetings of February 2, 2016, and February 17, 2016.
- e. Reports and correspondence from non-City officials.
 1. Monthly Operations Report for the Wastewater Treatment Plant for February 2016 from CH2 M.

7. Public Comment

- a. Reserved.
 1. Tina Allen, representing Northwest Michigan Continuum of Care, to discuss "Collaboration of service to those experiencing homelessness in Traverse City and Grand Traverse County."
- 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 21, 2016

DATE: MARCH 17, 2016

FROM: ^{mc}MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- March 7, 2016 Regular Meeting
- March 14, 2016 Study Session

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

that the minutes of the March 7, 2016, Regular Meeting and March 14, 2016, Study Session, be approved.

MC/kez

k:\tcclerk\city commission\minutes



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

Regular Meeting

March 7, 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.

The following Commissioners were present: Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: Mayor Jim Carruthers.

The Pledge of Allegiance was recited.

Mayor Pro Tem Ross Richardson presided at the meeting.

2. Consent Calendar

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

- a. The minutes of the February 16, 2016, Regular Meeting, February 22, 2016, Study Session, and February 22, 2016, Special Meeting, be approved.
- b. 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.
- c. 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.

- d. 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.
- e. 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.
- f. 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.

- g. 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 gee of sanitary sewer system pip inventory cleaning and televising, with funds available in the Capital Projects Fund, to be reimbursed by the SAW Gran, such change order subject to approval as to its form by the City Attorney and it substance by the City Manager.
- h. 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.
- i. 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.
- j. 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).
- k. 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.
- l. 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.

CARRIED unanimously. (Carruthers absent)

Items removed from the Consent Calendar

None.

3. Old Business

3(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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, 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.

Carl Leahto, 15793 Smokey Hollow Road, Peninsula Township, Bethlehem Lutheran Church

Roll Call:

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

No - Richardson.

CARRIED. (Carruthers absent)

3(b).

Consideration of authorizing a property transfer and development agreement in connection with the realignment of Garland Street.

The following addressed the Commission:

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

Moved by Howe, seconded by Haas, that at 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.

Rick Buckhalter, 932 Kelley Street

Roll Call:

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

No - Werner.

CARRIED. (Carruthers absent)

3(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.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk

Moved by Haas, seconded by Shamroe, 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.

Chris Ameel, 1116 Hill Street
Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Carruthers absent)

4. New Business

None.

5. Appointments

5(a).

Consideration of establishing an ad hoc interview committee regarding one appointment to the Grand Traverse Commons Joint Planning Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Lewis, seconded by Haas, 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.

CARRIED unanimously. (Carruthers absent)

5(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.

Moved by Howe, seconded by Shamroe that Commissioner Lewis 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.

CARRIED unanimously. (Carruthers absent)

5(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.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Lewis, seconded by Shamroe, 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.

CARRIED unanimously. (Carruthers absent)

5(d).

Consideration of approving the Planning Commission's appointment of its representative to the Board of Zoning Appeals.

Moved by Howe, seconded by Haas, 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.

CARRIED unanimously. (Carruthers 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 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

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County
Board of Commissioners
Rick Buckhalter, 932 Kelley Street

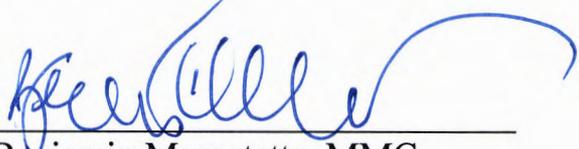
3. Mayor and City Commissioners.

Commissioner Gary Howe
Marty Colburn, City Manager

8. Adjournment

There being no objection, Mayor Pro Tem Ross Richardson declared the

meeting adjourned at 8:12 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



Minutes of the
City Commission for the City of Traverse City
Study Session
March 14, 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, and Amy Shamroe.

The following Commissioner was absent: Tim Werner.

Mayor Jim Carruthers presided at the meeting.

1.

Discussion regarding Eighth Street Charrette Stakeholder Group.

The following addressed the Commission:

Marty Colburn, City Manager
Russ Soyring, City Planning Director

Commissioners Brian Haas, Gary Howe and Amy Shamroe volunteered to participate in the Eighth Street Charrette Stakeholder Group; Commissioner Haas indicated he would forego his participation on the Stakeholder Group if Commissioner Tim Werner would prefer to serve.

2.

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

The following addressed the Commission:

Marty Colburn, City Manager

3.

Discussion regarding the upcoming evaluation of the City Manager and the City Attorney.

The following addressed the Commission:

Marty Colburn, City Manager
Lauren Tribble-Laucht, City Attorney

For the upcoming evaluation of the City Manager and the City Attorney, it was the consensus of the City Commission to utilize a similar process as in recent years for the evaluation of the City Manager and City Attorney, utilizing Mary Grover as a facilitator, if she is available.

4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

5.

Public comment.

The following addressed the Commission:

Marty Colburn, City Manager
Mayor Pro Tem Ross Richardson
Commissioner Gary Howe
Commissioner Richard Lewis
Rick Buckhalter, 932 Kelley Street

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:20 p.m.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: REQUEST FOR LEASE OF CITY-OWNED PROPERTY

Attached is a memo from City Clerk Benjamin Marentette recommending the City Commission authorize a lease with Sparks Barbeque for it to lease a piece of City-owned property adjacent to its business at 439 East Front Street.

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

that the Mayor and City Clerk execute a lease with Sparks BBQ LLC for it to lease City-owned property directly west of 439 East Front Street, with the terms and conditions as generally described in the City Clerk's March 14, 2016, communication, such lease 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\sparks barbeque lease

copy: Dave Green, Director of Public Services
Rob Bacigalupi, Downtown Development Authority Executive Director
Dean Sparks, Sparks Barbeque, dean@deansparks.com

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY: Lauren Tribble-Laucht, City Attorney
Dave Green, Director of Public Services
Rob Bacigalupi, Downtown Development Authority Executive Director

FROM: Benjamin Marentette, City Clerk *B. Marentette*

DATE: Monday, March 14, 2016

SUBJECT: LEASE OF CITY-OWNED PROPERTY – TO SPARKS BARBEQUE

We received the attached request from Dean Sparks of Sparks Barbeque, to lease City-owned property directly west to its location at 439 East Front Street (map also attached).

Essentially, Sparks Barbeque requests the following uses on the City-owned property:

1. Locate their smoker so they can prepare smoked meat products.
2. Locate waste/recycling receptacles adjacent to the City's pumphouse.
3. Have outdoor seating (for up to 10-14 customers)

I have vetted this request internally and discussed it with Mr. Sparks. I support this request for multiple reasons, including: 1) Providing outdoor dining adds to the street experience, and creates a sense of vibrancy to the street; 2) Sparks needs a location for waste/recycling receptacles; 3) The property currently isn't being used by the City, nor do we have a practical use for it at this time – Sparks presents a good use for property owned by us that we're currently not using. Finally, the property would be utilized by a business directly adjacent to it, which seems appropriate and is consistent with similar requests the City has granted, for example, to J&S Hamburg and Inside Out Gallery.

I recommend the City Commission authorize a lease with the following conditions:

1. Term of lease to be yearly, for up to three years, with either party having the right to cancel the lease for any reason with 30 days notice.
2. The lease is only valid provided Sparks is operating its business out of the building directly to the east of the property
3. Outdoor dining to be in compliance with the City's Sidewalk Café Ordinance, Section 1020.07, with the exception that the City does not require the items placed on City property to be removed when the café is not in operation. (Example of items to be in compliance with are: removing waste associated with the sidewalk

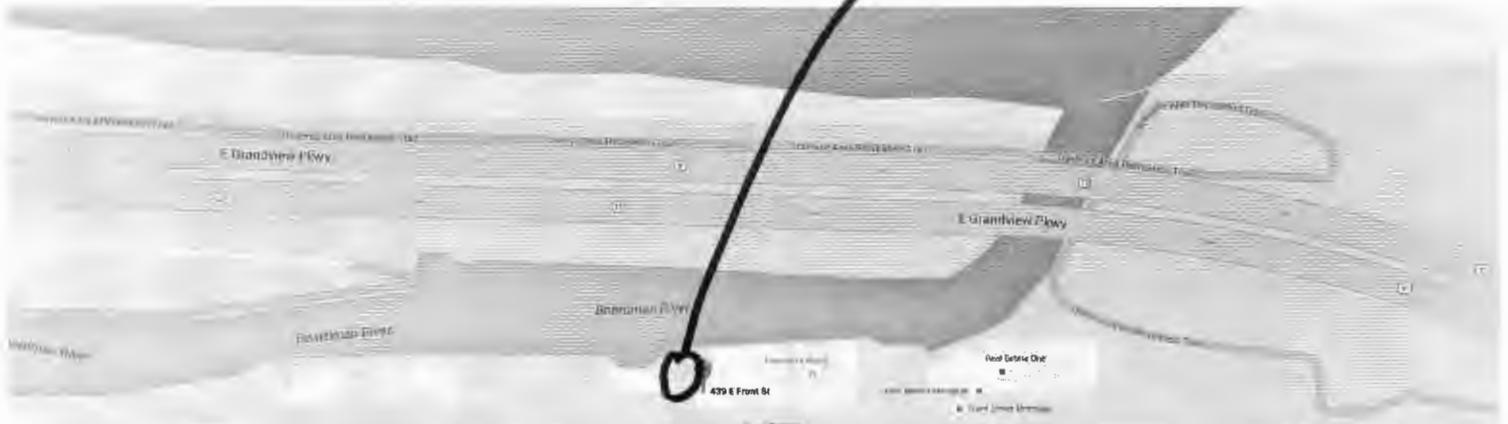
café each day, only operating the outdoor dining during the months of April 1 to November 1, compliance with the City's Sign Ordinance, etc.)

4. The smoker may only be placed on City property for a period of two months in 2016; and if the City Clerk receives legitimate complaints such that it is determined that the smoker should be removed from public property (or the use of the smoker altered) to ensure the public's enjoyment of the surrounding area, the City may require that the use of the smoker cease or its use be altered. Compliance with such request shall be within two (2) calendar days.
5. Fee of \$760 annually, to be paid April 1 each year; if lease is canceled, the City will refund a prorated amount for the residual term of the lease. (I'm recommending this fee based on ½ of the prevailing parking lease rate data determined by the City Assessor, which is \$1.66 per square foot, with the property area being 918 FT².)
6. If the City needs access to the property, or requires, for operational purposes, that any equipment be removed the property, that such be done immediately; and if not, the City will remove the equipment and charge the cost of removal to the lease holder.
7. Sparks Barbeque is responsible for lawn care.
8. Appropriate screening (i.e., tasteful fencing) of the trash totes to be installed to provide a visual buffer between the trash totes and the street and sidewalk traffic.

I have discussed this with Mr. Sparks; and he agrees with the terms of this lease. As always, please feel free to contact me if you would like to discuss or if I may be of additional assistance.

Google Maps 439 E Front St

Subject Area



Map data ©2016 Google 50 ft



Subject Area

439 E Front St
Traverse City, MI 49686





Kim Lautner <klautner@traversecitymi.gov>

RECEIVED

FEB 18 2016

CITY OF TRAVERSE CITY

CITY CLERKS OFFICE

Thu, Feb 18, 2016 11:41 AM

Sparks BBQ on Front Street

1 message

Dean Sparks <dean@deansparks.com>

To: "klautner@traversecitymi.gov" <klautner@traversecitymi.gov>

Good morning, I am attaching a site plan along with the following narrative to request using a minimal amount of city property to locate a smoker, seating and trash for a business I intend to launch in the very near future. Here is exactly what I am asking permission to do

Property: 439 E Front st. Currently Elsie's located on the north side of Front in between Boardman and Wellington.

Future use: Restaurant which incorporates smoked meats along with a full menu.

Hardships: The existing location has no available property to locate a smoker inside or outside. The building literally sits on the property lines and the existing deck behind is part of an adjacent lease space nor does it have enough space to locate a sidewalk cafe in the front

Requests:

1. Permission to locate our smoker adjacent to 439 E Front street so we can prepare our smoked meat products. Appropriate Health department approval would of course be needed
2. permission to locate trash and recycle bins adjacent to the existing pump house. Again, there is zero exterior space to locate these bins on the property
3. Permission to locate outside seating available to the PUBLIC and our CUSTOMERS. In concept similar to a sidewalk cafe. Seating can be limited to what ever capacity is requested and approved by the city (zero-14 seats).

Benefits:

1. Additional seating for public within the green space
2. We would be willing to maintain the green space that our equipment/tables/trash are located including but not limited to mowing, weeding, picking up litter, etc.
3. Creates a space that vibrant and clean on a piece of property that is currently underutilized

Any feedback would be appreciated so that I may obtain needed approvals to do what is described above.

Sincerely,

Dean Sparks

248-245-3326

6519 Mathison Rd S

Traverse City, MI 49686

Dean@deansparks.com

www.eatsparksbbq.com

BOARDMAN RIVER

EXISTING
EQUIPMENTS -
FUTURE
SPARKS BBQ

439 E. FRONT ST.

DEAN SPARKS
DEAN@DEANSPARKS.COM
248.245.3326

EXISTING DECK

EXISTING WALK

TRENCH & RECYCLE
BIN

SMOKER FOR
FOOD PREP: SERVED
INSIDE

SEATING FOR 10

EXISTING
Pump House

EXISTING SIDEWALK

FRONT STREET





Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

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

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – OLIVES & WINE, LLC – 201 EAST FRONT STREET,
SUITE A

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Olives & Wine, LLC (Jeffrey Schwartz, Marie Schwartz, James Nowland, and Ariel Mokdad) to obtain a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 201 East Front Street, Suite A, downtown Traverse City.

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 Olives & Wine, LLC, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to Olives & Wine, LLC, to operate such license at 201 East Front Street, Suite A.

MC/kez

K:\tcclerk\City Commission Communications\liquor license_Redevlopment\liqlic_redevprojectarea_Olives & Wine_20160321.doc

copy: Jeffrey Schwartz, jeff@eqi.tc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

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

DATE: Thursday, March 17, 2016

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – OLIVES & WINE, LLC

Olives & Wine, LLC (Jeffrey Schwartz, Marie Schwartz, James Nowland, and Ariel Mokdad), have applied for a Redevelopment Project Area Liquor License. The license would be operated at 201 East Front Street, Suite A, located downtown on the corner of Cass Street and Front Street. 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 thirteenth application for a Redevelopment Project Area Liquor License in the Downtown to be recommended for City Commission approval, however this will be the eleventh 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 Olives & Wine, 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 Olives & Wine, LLC, with the license to be located at 201 East Front Street, Suite A, 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 21, 2016.

Benjamin C. Marentette, MMC
City Clerk



201 E Front St

Proposed Redevelopment Project Area Liquor License



Map data ©2016 Google 20 ft



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{ymc}MARTY COLBURN, CITY MANAGER

SUBJECT: VOTING PRECINCT 8 – CIVIC CENTER

Attached is a memo from City Clerk Benjamin Marentette indicating the need to relocate Traverse City Voting Precinct 8, along with his determination on what would be an appropriate new location.

I recommend the following motion:

that the relocation of the Polling Place (Voting Precinct) for Precinct 8 from the Grand Traverse County Civic Center at 1125 West Civic Center Drive to the Physical Education Center at the main campus of Northwestern Michigan College at 1701 East Front Street, which has been determined by the City Clerk as a suitable location for a polling place as outlined in his March 17, 2016, communication, be approved.

MC/bcm

k:\tcclerk\city commission\polling place precinct 8 relocation

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Benjamin Marentette, City Clerk

DATE: Thursday, March 17, 2016

SUBJECT: VOTING PRECINCT 8 – GRAND TRAVERSE COUNTY CIVIC CENTER

Grand Traverse County recently entered into a lease agreement with the Grand Traverse Bay YMCA (the Y) for the Y to occupy the Grand Traverse County Civic Center. The meeting room of the Civic Center, for several years, has served as a polling place for Traverse City Precinct 8 voters. There are 2,442 registered voters within this voting precinct.

The Y agreed to allow the City to utilize a small portion of the room we have historically used for the March 8 Presidential Primary. However, unfortunately, they have indicated that we cannot continue to use that facility as a polling place and the lease agreement between Grand Traverse County and the Y does not provide for our continued use.

Therefore, beginning with the August 2016 Statewide Primary, we need a new polling location for this voting precinct. Based upon the criteria established by the State of Michigan for polling locations and the available facilities (of which many were explored), I have determined that the gymnasium within the Physical Education Center at the main campus of Northwestern Michigan College is the best alternative location for this polling place. While this will not be the map we send to the affected voters, attached is a map of the main campus of Northwestern Michigan College at 1701 East Front Street. Most voters will park in the Maple Lot across College Drive; and those voters with disabilities will park adjacent to the building in designated handicap parking spaces.

The following is a picture of the front of the building:



Northwestern Michigan College has agreed to allow us to utilize this location at no charge, which I very much appreciate.

I will note that this new voting location (at NMC) is not within the actual borders of the precinct itself; however, it is approximately 1/2 mile from the current location (at the Civic Center). We are not required to locate a polling place within the precinct's actual borders; and no suitable buildings were so located.

Upon approval by the City Commission, my office will do the following to assist with providing a smooth transition (some of which is required by law):

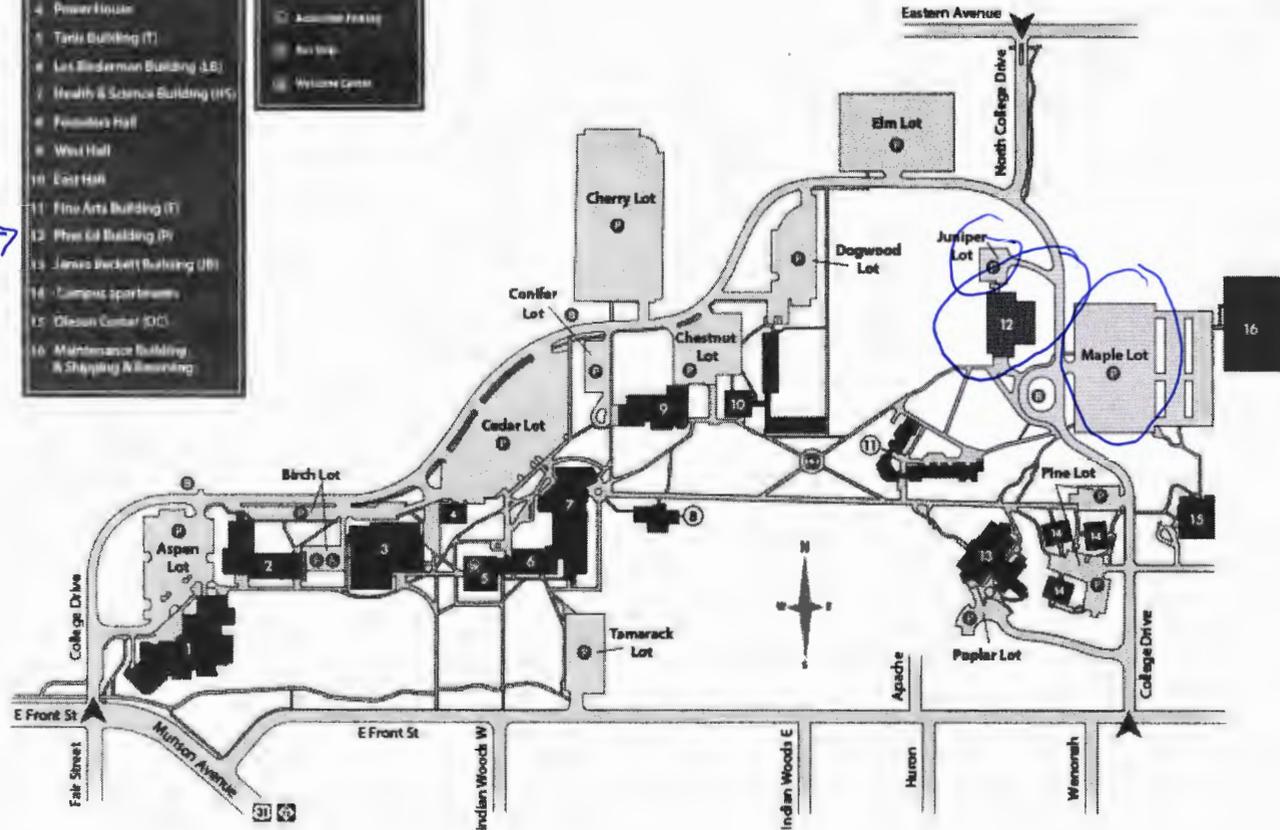
- Mail a new voter registration card to all voters within Precinct 8, which will feature their new polling place – we will also include a letter explaining that the only reason they are receiving a new voter registration card because their voting location has moved, starting with the August 2, 2016, Statewide Primary. We'll make it clear that their voting status has not changed and no action is needed on their part. We will include a map that clearly shows where the new facility is, featuring parking locations, etc.
- We will send a reminder to all voters within Precinct 8 in advance of the November election that their voting location has moved to the Physical Education Center at the main campus of Northwestern Michigan College
- We will post adequate wayfinding signage on the college's campus

As I mentioned above, Precinct 8 has 2,442 registered voters. As a side note, I intend to rearrange the boundaries of Precinct 8 and Precinct 9, because Precinct 9 has 1,451 registered voters and it would be helpful to 'equalize', to the extent possible, the number of registered voters at these precincts in an effort to process voters as quickly as possible. However, we are not able to do that this year because of state deadlines.

Thank you; and as always, please feel free to contact me with any questions.

NMC Main Campus
1701 E Front Street
Traverse City, MI 49686

- | | |
|---|---------------------|
| 1. Devens Museum Center | Map Legend |
| 2. Scholars Hall (SH) | ○ Campus Entrance |
| 3. Olcott Library (OL) | ○ Parking lot |
| 4. Power House | ○ Academic Building |
| 5. Tank Building (TB) | ○ Bus Stop |
| 6. Lee Biederman Building (LB) | ○ Welcome Center |
| 7. Health & Science Building (HSB) | |
| 8. Facilities Hall | |
| 9. West Hall | |
| 10. East Hall | |
| 11. Fine Arts Building (F) | |
| 12. Physical Building (P) | |
| 13. James Beckett Building (JB) | |
| 14. Campus sports areas | |
| 15. Odeon Center (OC) | |
| 16. Maintenance Building & Shipping & Receiving | |





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ^{MAC} 2016 AND 2017 NATIONAL CHERRY FESTIVAL – CHANGE IN
LEGAL NAME OF FESTIVAL ENTITY

Attached is a memo from City Clerk Benjamin Marentette recommending that the City Commission authorize the execution of an assignment of the agreement with the National Cherry Festival for the 2016 and 2017 events to The Festival Foundation, which is a housekeeping matter.

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

that the Mayor and City Clerk execute an assignment of the letter of agreement with the National Cherry Festival (NCF) to The Festival Foundation (d/b/a National Cherry Festival), which outlines the terms and conditions of its use of City resources in connection with the 2016 and 2017 National Cherry Festival, such assignment subject to approval as to its substance by the City Manager and its form by the City Attorney; and that City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits to The Festival Foundation; and finally, that the portion of the City Commission action of January 19, 2016, authorizing the City Clerk to issue the related Street Use and Park and Public Land Use Permits to the National Cherry Festival, be superseded.

MC/bcm

k:\ccclerk\city commission\parks and public land use permits\2016 2017 national cherry festival assignment of agreement

copy: Trevor Tkach, National Cherry Festival Executive Director
Department Heads

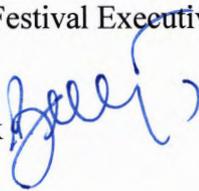
Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY: Trevor Tkach, National Cherry Festival Executive Director
Department Heads

FROM: Benjamin Marentette, City Clerk 

DATE: Tuesday, March 15, 2016

SUBJECT: 2016 AND 2017 NATIONAL CHERRY FESTIVAL – CHANGE IN LEGAL
NAME OF FESTIVAL ENTITY

On January 19, 2016, the City Commission authorized the letter of agreement with The National Cherry Festival for the 2016 and 2017 events and authorized my office to issue the related permits. The letter of agreement articulates the Festival's use of City resources for their events both years.

Trevor Tkach, National Cherry Festival Executive Director, has indicated that the Festival intends to restructure its organization. That restructuring would have The Festival Foundation (d/b/a National Cherry Festival), holding all agreements and insurance policies.

Therefore, Mr. Tkach has requested that the City Commission authorize the agreement to be assigned to *The Festival Foundation (d/b/a National Cherry Festival)*. All terms and conditions of the agreement would remain the same as would the eventual conditions my office applies to the related permits. The insured on the required insurance policies would be *The Festival Foundation*.

I recommend the City Commission authorize the assignment of this agreement; and as always, please feel free to contact me if you would like to discuss this matter in greater detail.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{MAL} MARTY COLBURN, CITY MANAGER

SUBJECT: BRYAN CROUGH MEMORIAL

Attached is a memo from City Clerk Benjamin Marentette recommending the Commission amend the action taken on February 16 to eliminate the maximum contract amount/Memorial cost for the Bryan Crough Memorial, provided that all funds are secured from outside sources.

I recommend the following motion:

that the portion of the City Commission action of February 16, 2016, providing that the Bryan Crough Memorial budget of \$50,000, be rescinded; and that the City Commission approves the project without a limit in dollar amount, provided all funds for the project come from outside sources.

copy: Mary Bevans-Gillett, Arts Commission Chairwoman
Rob Bacigalupi, Downtown Development Authority Executive Director
Katie Zeits, Deputy City Clerk

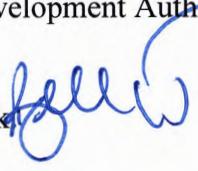
Memorandum

The City of Traverse City



To: Marty Colburn, City Manager

Copy: Mary Bevans-Gillett, Arts Commission Chairwoman
Rob Bacigalupi, Downtown Development Authority Executive Director
Katie Zeits, Deputy City Clerk

From: Benjamin Marentette, City Clerk 

Date: Tuesday, March 15, 2016

Subject: BRYAN CROUGH MEMORIAL – DOLLAR AMOUNT ASSOCIATED WITH APPROVAL

At the February 16, 2016, Regular Meeting, the City Commission approved the conceptual plan for the Bryan Crough Memorial in the amount of \$50,000 and authorized the appropriate City officials to execute the related agreements. All funds associated with the memorial are being secured from outside sources; no City funds will be used.

In speaking with Downtown Development Authority Executive Director Rob Bacigalupi, there is potential that additional funds could be raised, increasing the dollar amount associated with the memorial such that it is above \$50,000. Therefore, I recommend that the City Commission rescind the portion of its action that established a maximum dollar amount, but stipulate that all funds are to come from outside sources.

Going forward, in keeping with the spirit of the Public Arts Ordinance, we will not establish a maximum dollar amount, except with respect to the amount of City funds that would be used, if any.

As always, please feel free to contact me if you would like to discuss this matter.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: FREE PARKING AT LARRY C. HARDY PARKING GARAGE

Attached is a memo from Parking Administrator Nicole VanNess regarding free parking offered at the Larry C. Hardy Parking Garage, which is currently offered from November 1 – April 30 each year. The free parking is currently offered after 5 p.m. on weekdays and all day on Saturdays and Sundays.

The proposal is to limit free parking in the Larry C. Hardy Parking Garage to after 6 p.m. on weekdays and all day on Saturdays and Sundays, for the period of November 15 to January 15, effective November 15, 2016.

I recommend the following motion:

that the City Commission approves a revised free parking program for the Larry C. Hardy Parking Garage, effective November 15, 2016, for free parking after 6 p.m. on weekdays and all day on Saturdays and Sundays, for the period of November 15 to January 15 each year, as outlined in the Parking Administrator's March 3, 2016, communication.

MC/bcm

k:\tcclerk\city commission\parking rates\larry c hardy parking garage rates

copy: Rob Bacigalupi, Downtown Development Authority Executive Director
Nicole VanNess, Parking Administrator



Memorandum

To: Benjamin Marentette
From: Nicole VanNess, Parking Administrator
Date: March 3, 2016
Re: Amend Hardy Parking Free Parking Program

In October 2015, we put forth a recommendation to amend the free parking program at Hardy Parking Garage. Currently, this program offers free parking on evenings and weekends at Hardy Garage from November 1-April 30. The DDA Board decided to take no action, and instead requested a communication plan to simplify the hours of paid parking.

In January, the Parking & Access Committee met, discussed, and decided on a new and simple set of paid parking hours. The proposed changes were taken back to the Board in February and included:

- Metered Parking - Monday-Saturday 8 AM-6 PM
- Surface Lot Permit Parking – Monday – Friday 8 AM-6 PM
- Garage Permit Parking – 7 days a week, 24 hours a day
- Garage Transient Parking – 7 days a week, 24 hours a day with daily maximum

The DDA Board unanimously approved the staff recommendation to reduce free parking at the Hardy Garage.

While garage parking is more desired in the winter months, it is expensive to operate and maintain. Our parkers will still have access to free parking year round after 6 PM in our permit lots.

I recommend the City Commission approve the recommendation to limit free parking on evenings and weekends offered at the Hardy Garage to November 15-January 15 starting November 15, 2016.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: February 10, 2016
Re: Aligning Parking Hours

In October 2015, we put forth a recommendation to amend the free parking program at Hardy Parking Garage that would reduce the number of months currently offered. The Board decided to take no action, and instead requested a communication plan to simplify the hours of paid parking.

The Parking & Access Committee met at the end of January. We reviewed the metered parking hours as written in the existing Ordinances. There was no desire to change the metered parking times to extend past 6 PM. We then used the Monday-Saturday 8 AM-6 PM as a base time for permit and garage parking discussions. For consistency, we considered the effects of changing permit parking from 7 AM-4 PM Monday-Friday to 8 AM-6 PM Monday-Saturday. When we reviewed permit rates in December of 2014, the approved rates were based on \$2.00 a day for a 5 day workweek. There have been complaints from permit parkers who have purchased a valid permit, and could not find parking in the permit lots on Saturdays. This has been an infrequent occurrence that does not appear to be an ongoing issue at this time. Since the majority of permits are used during weekdays, there was a concern of eliminating the use of permit lots for free parking on the weekends since these lots would appear underutilized and vacant. Also, we promote these areas as an option for patrons who are downtown on the weekends which allows them to choose the free off-street lots or paying the meters. We do acknowledge the concerns of Saturday permit users, and will continue to monitor. During the free parking months at the garage, we determined that we would align paid hours with metered parking with the exception of Saturday.

Our plan to simplify paid parking hours is as follows:

- No changes will be made to meter parking. We will continue to enforce the ordinance as Monday-Saturday 8 AM-6 PM.
- The hours of permit parking will change from 7 AM-4 PM to 8 AM-6 PM, but we will keep Monday-Friday as the days permits are honored in surface lots.



Memorandum

- The hours of free parking in garages during free parking months will change from starting after 5 PM to after 6 PM weekdays, and we will continue to offer all day free parking on Saturdays and Sundays.

We will begin to operate under the simplified hours as of May 1, 2016. This will allow us to avoid confusion on free parking in the garage, update our signage, and communicate the changes with the public.

When this item was originally brought forth, it was to reduce the free parking on evenings and weekends at Hardy Garage from November 1-April 30 to the Holiday Season. **I recommend the DDA Board of Directors concur with staff's recommendation and limit free parking on evenings and weekends offered at the Hardy Garage to November 15-January 15 starting November 15, 2016.**



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{mc} MARTY COLBURN, CITY MANAGER

SUBJECT: HOUSEKEEPING MATTER -- 401 PLAN ADOPTION --
INTERNATIONAL CITY MANAGERS ASSOCIATION

Attached is a memo from Human Resources Director Kristine Bosley indicating that the 401 plan document (retirement account) for a former City Manager and Traverse City Light and Power Executive Director has been updated as required by the Internal Revenue Service. As soon as the holders of these accounts have exhausted the funds, the plan will close.

Re-adoption of these plans is simply a housekeeping matter and poses no financial obligation or expenses to the City.

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

that the Mayor and City Clerk execute the adoption agreement for the 401 Plan with the International City Managers Association for Plans 109157 and 108209, which is a housekeeping matter as required by the Internal Revenue Service.

MC/bcm

k:\tcclerk\city commission\agreements\401 plan adoption ICMA

copy: Kristine Bosley, Human Resources Director

Memorandum

The City of Traverse City

Office of Human Resources



TO: Martin Colburn, City Manager

COPY: Benjamin Marentette, City Clerk

FROM: Kristine Bosley, Human Resource Director

DATE: March 15, 2016

SUBJECT: 401 Plan Document Adoption

The communication is to inform you that our retirement vendor International City/County Management Association (ICMA) has announced that their 401 plan document has been reviewed and approved by the Internal Revenue Services (IRS). The IRS has a six-year review schedule for the type of 401 plan ICMA offers. There have been many small amendments made in the last six-years. The IRS requires an amendment for each change and for each plan to be submitted. In lieu of having each separate attachment approved, per the instructions from the IRS, each plan sponsor using the ICMA-RC plan documents will be required to execute a new adoption agreement.

The City has two existing 401 Plans, 109157 and 108209. These plans were utilized by former City Managers and TC Light and Power Administrators. There are no active employees on these plans. There is one former City Manager and one former TC Light and Power Administrator. Once the funds are exhausted, these accounts will close. There are no additional expenses or risk to the City of Traverse City. I have attached the adoption plans that will need to be approved. There are no changes being made to these plans.

Please place this on the next City Commission Regular Meeting Agenda. Please feel free to contact me should you have any additional questions



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{mc}MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2016-002, 200 BLOCK OF EAST FRONT STREET (INSTALLATION OF SNOWMELT SYSTEM)

Attached is a memo from City Assessor Polly Cairns explaining a special improvement district relating to the installation of a snowmelt system on the north side of the 200 block of Front Street.

City ordinance requires that a minimum of 50% of the property owners within the district support the special improvement. As of today, the City has received five supportive responses and one opposed response, with seven awaited responses coming. If by Monday, the City has not received a total of 50% supportive response, I will request that this item be pulled from the agenda.

If a 50% 'in favor response' is obtained and it is the desire of the Commission to move forward, then the next step is to adopt a resolution scheduling a public hearing for April 18, 2016.

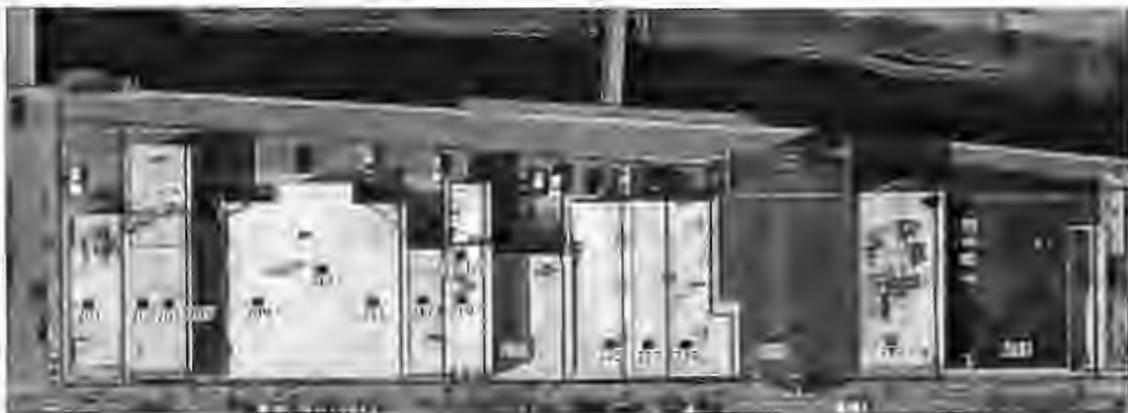
The following motion would be appropriate:

that the Resolution Scheduling Public Hearing on Special Improvement District No. 2016-002, be adopted, scheduling the public hearing for April 18, 2016.

MC/kez

K:\tcclerk\city commission\special improvement districts\schedule ph_Snowmelt East Front_20160321.doc

copy: Polly Cairns, City Assessor
Timothy Lodge, City Engineer



Front Street - 200 Block
 Excluding 101 North Park Bldg

Total Parcels	19
Total Project Fr Ft	2,244 (Front & Side yard combined)
Total Cost Spread	\$376,159.92
City Share/DDA	50.00%
City's Cost/DDA	\$188,079.96
Own's Cost	\$188,079.96
Fr Ft Rate	\$83.80
Annual Int.	2.50%
Period (Yrs.)	10

	Percent Response		Response
	Petitioned	Survey	
	X		
Parcel Ct.	100.00%		21.05%
Frontage	100.00%		35.70%
	Survey	Survey	
	Y	N	
Parcel Ct.	15.79%	5.26%	78.95%
Frontage	23.68%	10.89%	65.43%

	Total Percent - Petition & Survey		Response
	Total Yes	Total No	
Parcel Ct.	0.00%	0.00%	100.00%
Frontage	0.00%	0.00%	100.00%

Parcel No.	Owner	Address	Estimate (Front Yard)	Estimate (Side Yard)	Response	Appl/Utilities	Assess	Assessable	Frontage	Classify	Unit	Estimate Annual Payment	
1	SMITH PROPERTY INVESTMENT LLC	217 E FRONT	32	95	27		21.87	2,071.88	X			5	1,872
2	LANEWOOD PARTNERSHIP LLC	219 E FRONT	21	126	27		28.51	1,278.44	X			5	851
3	CFI FRONT LLC	221 E FRONT	41	122	48		27.00	14,374.42	X			5	1,741
4	203 FRONT LLC	225 E FRONT	31	102	37		27.54	10,821.89	X			5	1,217
5	LCA REAL ESTATE HOLDINGS LLC	226 E FRONT	52	125	30		41.84	7,188.32	X			5	1,294
6	HTC REAL ESTATE LLC	227 E FRONT	33	125	20		25.11	8,103.21	X			5	933
7	TRAVERSE CITY FILM FESTIVAL	228 E FRONT	84	126	70		91.92	25,991.74	X	Y	Y	5	3,855
8	HEPMAN VICTOR V TRUST	243 E FRONT	51	116	56		158.25	29,125.27	X			5	3,330
9	BES HOLDINGS LLC	306 E FRONT	51	207	32	Dep Gns & Fret	82.01	7,100.07	X	Y	Y	5	1,278
10	DOUBRAN LINDA W TRUST	200 E FRONT	25	116	32		43.12	11,802.02	X			5	1,348
11	BRADFORD PHYLIS	207 E FRONT	18	115	10		70.42	1,840.83	X			5	678
12	BEY LAN CO	209 E FRONT	34	150	84		125.57	31,507.11	X	N	N	5	3,525
13	GAP HOLDING COMPANY LLC	231 E FRONT	42	119	30	48.10%	38.17	7,952.16	X			5	521
14	DWP HOLDING COMPANY LLC	231 E FRONT	40	119	5	100%	7.28	286.25	X			5	225
15	DWP HOLDING COMPANY LLC	237 E FRONT	42	118	5	100%	8.87	383.96	X			5	273
16	BINKERT LEROCH & JANICE	237 E FRONT	42	119	4	100%	4.84	362.54	X			5	145
17	KEMLER JAMES E & PAULA J	237 E FRONT	42	119	7	100%	8.81	2,478.00	X			5	216
18	KEMLER JAMES E & PAULA J	237 E FRONT	42	119	0	100%	6.20	386.42	X			5	110
19	BINKERT LEROCH AND JANICE	237 E FRONT	42	118	0	100%	8.42	35.42	X	Y	Y	5	70

Total 50% Assessment: 33,507.11
 Max: 33,507.11
 Min: 86.42



**Resolution Scheduling Public Hearing
On Special Improvement District No. 2016-002**

Because, the City Commission of the City of Traverse City, has determined to make an improvement known as Special Improvement District Number 2016-002, which would cause the installation of a snowmelt system on the north side of the 200 Block of East Front Street, at the following locations:

Parcel #	Owner	Address
28-51-698-001-00	SMITH PROPERTY INVESTMENT LLC	2 17 E FRONT
28-51-698-002-00	LAKEWOOD PROPERTIES MGT LLC	219 E FRONT
28-51-698-003-00	221 FRONT LLC	221 E FRONT
28-51-698-004-00	225 FRONT LLC	225 E FRONT
28-51-698-005-00	LCA REAL ESTATE HOLDINGS LLC	229 E FRONT
28-51-698-005-10	NTG REAL ESTATE LLC	227 E FRONT
28-51-698-007-00	TRAVERSE CITY FILM FESTIVAL	235 E FRONT
28-51-698-010-00	HERMAN VICTOR W TRUST	243 E FRONT
28-51-798-186-00	JES HOLDINGS LLC	201 E FRONT
28-51-798-187-00	JOUBRAN LINDA W TRUST	203 E FRONT
28-51-798-188-00	BRADFORD PHYLLIS	207 E FRONT
28-51-798-200-00	BEY LAN CO	209 E FRONT
28-51-848-001-00	D&P HOLDING COMPANY LLC	237 E FRONT
28-51-848-002-01	D&P HOLDING COMPANY LLC	237 E FRONT
28-51-848-003-03	D&P HOLDING COMPANY LLC	237 E FRONT
28-51-848-004-00	BINKERT ULRICH & JANICE	237 E FRONT
28-51-848-005-00	KEMLER JAMES E & PAULA J	237 E FRONT
28-51-848-006-00	KEMLER JAMES E & PAULA J	237 E FRONT
28-51-848-007-00	BINKERT ULRICH AND JANICE	237 E FRONT

Because, the City Commission has determined that the cost of this improvement shall be defrayed by special assessment and that 50% shall be paid for by city funds; it is further

Resolved, that the City Commission of the City of Traverse City approves the preliminary plans for the improvement, determined the estimated cost, which is \$376,159.92 and that the city shall pay for 50% of the improvement, and the benefited property owners shall pay 50%; be it further

Resolved, that the Special Improvement District is established as indicated in this resolution and that the City Assessor be directed to prepare a special assessment roll in

accordance with this determination and to report the same to the City Commission for confirmation; be it further

Resolved, that the City Engineer is directed to proceed with the preparation of final plans and specification for the improvement and to proceed with the advertising and taking of bids in accordance with city purchasing requirements; be it further,

Resolved, that a public hearing shall be held on April 18, 2016 at 7:00 p.m., in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, where the City Commission shall meet to review the roll and hear all persons interested in the necessity for improvement, and the City Clerk is directed to give notice of this hearing as outlined in city ordinance.

I hereby certify that this resolution was adopted by the City Commission at its regular meeting held on March 21, 2016, in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016
FROM: ^{MPZ} MARTY COLBURN, CITY MANAGER
SUBJECT: WATER TREATMENT PLANT FLOCCULATION TANK
MIXER UNIT REPLACEMENTS

Attached are memos from Dave Green, DPS Director, and Art Krueger, Water Treatment Plant Superintendent, requesting that a purchase order be issued to SEW-Eurodrive, Inc., for two Flocculation Tank Mixer Motors for use by the Water Treatment Plant.

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

that the City Manager be authorized to issue a purchase order to SEW-Eurodrive, Inc., in the amount of \$8,214.30 for the purchase of two Flocculation Tank Mixer Motors for use at the Water Treatment Plant, with funds available in the Water Fund for these needed replacements.

MC/jd

cc: Dave Green, DPS Director
Art Krueger, Water Treatment Plant Supervisor

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: March 14, 2016
SUBJECT: Water Treatment Plant Flocculation Tank Mixer Unit Replacements

Attached is a memorandum from Art Krueger, Water Treatment Plant Superintendent, requesting approval to purchase two replacement motors for the Water Plant Flocculation Tank Mixer Units. As Art states, the mixers are critical to the safe operation of the plant and the motors that drive the mixer blades have reached their useful service life and need replacing.

Please request that the City Commission waive the competitive bid process and also approve a purchase order in the amount of \$8,214.30 to the sole source vendor, SEW-Eurodrive, Inc. for the purchase of two Flocculation Tank Mixer Motors with funds available in the Water Fund for these needed replacements.

Memorandum

City of Traverse City
Water Treatment Plant

TO: Dave Green, DPS Director
FROM: Art Krueger, Water Treatment Plant Superintendent
DATE: March 11, 2016
SUBJECT: Replacement of Flocculation Tank Mixing Units



The two (2) existing Flocculation Tank Mixer units were originally installed in 1994 at the Water Treatment Plant (WTP). Their proper function is critical to gently mix the Alum coagulant with the water being treated as it flows through the flocculation tank. This operation is critical to the flocculation process as required by Act 399, The Safe Drinking Water Act and enforced by the MDEQ. After 22 years of nearly continuous operation, the Flocculation Tank Mixer motors have become worn out and have reached the end of their useful life cycle. These particular mixer motors have become obsolete per the manufacturer making it nearly impossible to find replacement parts. The existing shaft and mixer blades on each unit will be reused, but the motor driving the mixing blades needs to be replaced. The current WTP staff has the ability to remove and install these new motors.

Therefore, we request the City Commission's approval to purchase two (2) new Flocculation Tank Mixer motors equipped with variable frequency drives in order to restore reliability at the Water Treatment Plant and protect the health, safety and welfare of the public. The anticipated product delivery timeframe is 7 to 10 days from order date.

Recommendation: Approval for the purchase of two (2) Flocculation Tank Mixer motors from the sole source vendor, SEW-Eurodrive, Inc. in the amount of \$4,107.15 each for a total purchase price of \$8,214.30 including delivery to the Water Plant.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{MCB}MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 HICKORY HILLS SITE PLAN DESIGN SERVICES AND
CONSTRUCTION MANAGEMENT SERVICES FOR THE
MAINTENANCE BUILDING

Attached is a memo from Director of Public Services Dave Green recommending a contract for construction management services for the Hickory Hills Maintenance Building (\$38,750); and site plan design services for the Phase I project (\$25,000). The cost of the site plan design services (\$25,000), will be covered by funds raised by Preserve Hickory; and such funds will be considered part of the match toward the \$1.5 million pledge from the Brown Bridge Trust Parks Improvement Fund. The site plan design services will provide us with a more refined budget for these improvements, which will be helpful for the City Commission as well as all parties involved. (Attached is the current summary of planned activities and related costs – noted as Concept A, with a total of nearly \$3 million.)

We have discussed with Preserve Hickory the need for the City to enter into funding agreements for each project to be funded by Preserve Hickory. Therefore, part of the motion below authorizes the execution of funding agreements “as necessary”, so we have the flexibility to execute those as funds are raised and construction contracts are authorized.

Additionally, attached is a

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

that the Mayor and City Clerk execute an agreement with Beckett-Raeder in the not-to-exceed amount of \$63,750 for site plan design services for Phase I Hickory Hills Improvements and construction management services for the

-Motion continued on following page-

February 17, 2015

Hickory Hills Maintenance Building, with the cost of the site plan design service (\$25,000) to be provided by Preserve Hickory and regarded as a match toward the \$1.5 million in pledged Brown Bridge Trust Parks Improvement Fund dollars, and the remaining balance to be paid from the Capital Projects Fund; and finally,

that the Mayor and City Clerk be authorized to execute funding agreements with Preserve Hickory as necessary to acknowledge funds to be provided by it for projects at Hickory Hills, such agreements subject to approval as to their form by the City Attorney and their substance by the City Manager.

MC/bcm

k:\tcclerk\city commission\agreements\hickory hills

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: March 21, 2016

SUBJECT: **2016 Hickory Hills Site Plan Engineering Design Services and Maintenance Building Design and Construction Management Services**

The City of Traverse City, in conjunction with community partners including the Charter Township of Garfield, Preserve Hickory and the Grand Traverse Ski Club, developed the Hickory Hills Recreation Area Master Plan, a progressive, community based, sustainable approach for expansion and improvement. Located at the western end of Randolph Street in neighboring Garfield Township, Hickory Hills is a beautiful property that has significant opportunities for enhanced recreational and multi-seasonal uses of the 125-acre parkland.

The Master Plan includes the construction of a new, 2-level, 7,200 square foot Lodge with comprehensive guest services together with a new 3,200 square foot Maintenance Building and a new, approximately 210-space Parking Lot. The total cost of Phase 1 in the Master Plan is estimated at \$3.3 million.

The City Commission approved a \$1.5 million pledge from the Brown Bridge Recreation Trust Fund and fundraising is underway to raise the required \$1.5 million, as well as an additional \$300,000 for Phase 1 of the overall project. The timeframe to raise the matching funds is June 2017.

As part of the on-going operation of Hickory Hills as a winter sports facility, the City recently purchased two new groomers. In order to protect this significant investment in equipment, one of the first goals in Phase 1 included the construction of a maintenance building to be built in the 2016/2017 fiscal year as well as developing the overall site design. The location of the maintenance building needed to be determined in the context of the overall site plan and location of the proposed Lodge and infrastructure improvements.

On January 11, 2016 we advertised for Requests for Proposals to determine who we felt would be the most qualified consultant available to start the implementation of Phase 1. We received five responses to the RFP to provide these professional services as follows:

Memorandum

The City of Traverse City
Department of Public Services



Memorandum
Hickory Hills Phase 1 Design Award
March 14, 2016
Page 2 of 2

Influence Design Forum	Traverse City	\$43,500.00
Beckett-Raeder	Ann Arbor	\$63,750.00
Fitzhugh, Prince-Lund	Traverse City	\$66,800.00
GFA, Hobbs & Black	Traverse City	\$71,100.00
Sidock Architects	Gaylord	\$91,000.00

A Review Committee consisting of the City DPS Director, Assistant City Manager, Parks & Recreation Department Superintendent, Hickory Hills Manager and Zoning Administrator as well as one member of the Charter Township of Garfield and two members of the Preserve Hickory Organization reviewed the material submitted and unanimously selected the firm of Beckett-Rader as the overall firm that best met all of our requirements using the following criteria:

- Management (15%)
- Tasks (30%)
- Prior Experience and Personnel (30%)
- Cost and Price Analysis (25%)

Therefore it is recommended that the proper City Officials be authorized to prepare a Consultant Agreement with Beckett- Rader, Inc., Ann Arbor for the not to exceed fee of \$63,750.00 with funds available in the Capital Projects Fund and also with \$25,000.00 of said fee to be reimbursed to the City by the Preserve Hickory Organization. Preserve Hickory's contribution will be for the portion of the work dedicated to the Hickory Hills Master Plan Final Site Plan Design with said match to be credited to their Brown Bridge Trust Fund Parks Improvement Pledge outside match.

Financial Modeling

OVERVIEW

The financial analysis was used throughout the duration of the planning process to gauge various opportunities and provide important financial input to the planning evaluation. Upon completion of the planning process, the financial model was further refined to begin assessing the overall potential performance of the planned projects.

Subsequently, the model was used to evaluate two possible planning concepts. It was determined that both Concept A and Concept B should be taken through the evaluation and presented in the final analysis. A final iteration of the financial analysis was created for both concepts to determine the anticipated financial performance of the master plan and proposed projects.

CAPITAL IMPROVEMENTS

As with all financial analyses and modeling, key inputs to the evaluation are frequently, and necessarily, based upon informed assumptions and the establishment of key parameters. For the preparation of this analysis, SE Group utilized its proprietary industry database to determine each necessary input. Examples of this include: capital costing requirements for planned projects, anticipated operating expenses, evaluation of revenue potential, etc. In the interest of conservatism, all assumptions were carefully evaluated to ensure that the model produced was real, accurate and conservatively biased toward understating anticipated revenue and over estimating operations expenses where possible.

In conjunction with the planning of new infrastructure and amenities, a conceptual estimate of anticipated capital expenditures was prepared for both concepts. This evaluation was derived from well-established costing for recently constructed projects, as well as in conjunction with facility and amenity manufacturers to ensure accuracy. Care was taken to include all anticipated and associated costs such as parking area improvements, wayfinding, and rental equipment.

Capital Improvements

Hickory Hills Master Plan - Capital Expenditures	
Concept A	
New Facilities & Infrastructure	
Category	Total Cost
Infrastructure	
Upgrade to Existing Lodge	\$1,485,600
Lodge Utilities	\$50,000
Parking Drop-Off Improvements	\$278,239
Maintenance/Storage Building	\$112,000
Snowmaking	\$289,000
Grooming	\$120,000
Ski Terrain Expansion	\$89,715
Ski Terrain Lighting	\$25,299
Lift Expansion	\$120,000
Play Space for Kids	\$7,000
Nordic Trails	\$64,500
Wayfinding	\$10,000
Picnic Area	\$49,610
MTB Trails	\$65,000
Fitness Stations	\$24,000
Nordic/Snowshoe Rentals	\$20,000
Alpine Rental Equipment	\$50,000
Infrastructure Total	\$2,859,963
Activities	
Tubing	\$983,000
Sledding	\$7,000
Climbing Wall	\$80,000
Challenge Course/Ropes Course	\$350,000
Activities Total	\$1,420,000
Total Improvements	\$4,279,963

Hickory Hills Master Plan - Capital Expenditures	
Concept B	
New Facilities & Infrastructure	
Category	Total Cost
Infrastructure	
New Lodge	\$1,857,500
Parking Drop-Off Improvements	\$433,092
Lodge Utilities	\$145,000
Maintenance/Storage Building	\$208,000
Snowmaking	\$327,500
Grooming	\$120,000
Ski Terrain Expansion	\$111,607
Ski Terrain Lighting	\$43,034
Lift Expansion	\$320,000
Play Space for Kids	\$7,000
Nordic Trails	\$64,500
Wayfinding	\$10,000
Picnic Area	\$49,610
MTB Trails	\$65,000
Fitness Stations	\$24,000
Nordic/Snowshoe Rentals	\$20,000
Alpine Rental Equipment	\$50,000
Infrastructure Total	\$3,855,843
Activities	
Tubing/Sledding	\$977,500
Sledding	\$7,000
Climbing Wall	\$80,000
Challenge Course/Ropes Course	\$350,000
Activities Total	\$1,414,500
Total Improvements	\$5,270,343

Summary of Current Planned Activities

As detailed in tables above, total anticipated capital expenditures for Concept A and Concept B are approximately \$4.3 million and \$5.3 million, respectively. The key difference between the capital programs is primarily attributable to the construction of a new lodge under Concept B, which includes 1,220 square feet more guest service space than Concept A. Additionally, Concept B provides enhanced skiing and terrain opportunities, which would improve the overall appeal and enjoyment of the facility but demand more capital. Development of the planned tubing facility is essentially the same under both concepts.

While the total anticipated capital expenditures for Concept A and Concept B are approximately \$4.3 million and \$5.3 million, respectively, it should be noted that smaller projects requiring less capital could be phased and implemented to work towards the goals of master plan. The nordic and mountain bike trail systems, general park improvements, snowmaking upgrades, and terrain park expansion are examples of these smaller projects.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016
FROM: ^{MC} MARTY COLBURN, CITY MANAGER
SUBJECT: EMERGENCY REPAIR FOR LIGHT & POWER BUCKET TRUCK

Attached are memos from Dave Green, DPS Director, and Dave Courtad, Garage Superintendent, requesting that a purchase order be issued to Altec Industries, Inc., for two hydraulic cylinders for use by Traverse City Light & Power.

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

That the competitive bidding price be waived, and that the City Manager be authorized to issue a purchase order to Altec Industries, Inc., in the amount of \$16,797.50 for the purchase of two hydraulic lift cylinders for Truck #122, a 2007 TCL&P Freightliner/Altec Aerial Bucket Truck, with funds available in the Garage Fund for this needed repair.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent
Tim Arends, TCL&P Executive Director

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: March 14, 2015
SUBJECT: Emergency Repair for Light & Power Bucket Truck

Attached is a memo from Dave Courtad, Garage Superintendent, explaining his request for City Commission approval for a purchase order to cover an emergency repair needed on the one of Traverse City Light & Power's bucket trucks.

As Dave states, both of the hydraulic cylinders that lift the bucket on the truck are leaking hydraulic fluid and need to be replaced. Since the cylinders work in pairs and per safety requirements, both must be replaced due to potential wear issues.

Please request City Commission approval to waive the competitive bid process and to approve a purchase order to Altec Industries, Inc. of Birmingham, Al., the sole source supplier for these cylinders, in the amount of \$16,797.50 for two hydraulic lift cylinders for Truck # 122, a 2007 TCLP Freightliner/Altec Aerial Bucket Truck with funds available in the Garage Fund for this needed repair.

Cc: Tim Arends, Traverse City Light & Power Executive Director

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: March 14, 2016

SUBJECT: Equipment repair

Please find attached a copy of the required annual Maintenance and Inspection sheet, along with an estimate for replacement of the Upper Hydraulic Boom Cylinders for Garage Equipment #122 a 2007 Freightliner/Altec Aerial Bucket Truck. I have inspected and both are leaking, and the internal bypass valves are bleeding down causing the bucket to drift down during use causing a potentially dangerous situation.

Would you please request of the City Commission permission to issue a Service Order to Altec Industries of Birmingham, Al. in the amount of \$16,797.50 for the repairs.

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

Altec Service Estimate

1730 Vanderbilt Road
Birmingham, AL 35234
US

Customer				Service Request	
Estimate #	287626			Service Request #	2526102
Customer	CITY OF TRAVERSE CITY			Unit Information	
Account #	26579	Payment Terms	NET 30	Customer Vehicle #	122
Contact	DAVE CORTADE			Model	AM55E
Email				Chassis VIN #	1FVDC3DJ37HX80489
Phone	231-642-0302	Fax		Mileage	
Mobile				Unit Serial #	1106DM1405
Altec Representative				Assy Serial #(FA)	047-6602177
Contact	Greg Jessen			In-Service Date	09-Mar-2007
Email	Greg.Jessen@altec.com				
Phone	205-307-2040	Fax	205-458-3839		
This Estimate Expires: 09-MAY-2016					
Notes:					
970032901 \$7,759.63 HYDRAULIC CYLINDER;6.00 IN;45.75 IN;2.75 IN;;					
970014642 \$7,626.29 HYDRAULIC CYLINDER;UPPER BOOM;LIFT-BOTTOM;6.00 IN BORE;50.00 IN STROKE;2.75 IN ROD;;BY-PASS RELIEF ON RETRACT;					

Item	Description	Hours	Labor	Material	Expenses	Total
1	REPLACE BOTH OF THE UPPER BOOM CYLINDERS	8.00	\$912.00	\$15,675.50	\$0.00	\$16,587.50
2	ESTIMATED FREIGHT	0.00	\$0.00	\$0.00	\$210.00	\$210.00
Totals		8.00	\$912.00	\$15,675.50	\$210.00	\$16,797.50

*This estimate is provided with the understanding that items may be discovered during the repair process that may require additional labor and/or materials to repair. Examples would include, but are not limited to, hidden damages or items that were not clearly visible or known at the time of estimate, damaged internal components, fasteners and pins that may be rusted, seized or broken.

**This estimate does not include City, County, State or Federal taxes.

***Transportation or towing of the vehicle is not included in the estimate unless specified.

****Freight charges are estimated and may be adjusted to reflect the actual cost incurred on the invoice.

Please sign below to authorize this estimate		
Printed Name:	P.O.	Date:
Signature:		Would you like to keep salvageable parts removed from the unit?
		Yes No

Altec Service Group Limited Warranty

Products rebuilt or repaired by Altec Service Group are warranted to be free from defects in material and workmanship at the time of rebuild/repair subject to the following provisions:

- § Labor Coverage: For a period of six (6) months following the date of repair, no charge for labor shall be made for a repair or replacement by the Altec Service Group.
- § Travel Coverage: For a period of thirty (30) days following the date of repair, no charge for travel shall be made for a repair or replacement at the customers location by the Altec Service Group.
- § Parts Coverage: For a period of one (1) year following the date of repair, Altec will at its option, repair or replace any part found to be defective in material or workmanship at the time of repair.
- § This warranty is limited to parts that are repaired or replaced by the Altec Service Group. Authorization and coverage of this warranty will be at the discretion of the Altec Service Group.
- § Accessory items are excluded from this warranty and will be warranted from the original manufacturer.

This limited warranty is expressly in lieu of any other warranties, express or implied, including, but not limited to, any warranty of merchantability or fitness for a particular purpose. Except as specified above, no associate, agent or representative of Altec is authorized to extend any warranty on Altec's behalf. Remedies under this limited warranty are expressly limited to the provision and installation of parts and labor, as specified above, and any claims for other loss or damages of any type (including, but not limited to, loss from failure of the product to operate for any period of time, other economic or moral loss, or direct, immediate, special, indirect, incidental or consequential damage) are expressly excluded.

Ser War 2-10 Altec Industries, Inc.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{mpc} MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 ACT 51 MAP CORRECTIONS

Attached is a memo from Director of Public Services Dave Green regarding corrections to the Act 51 map. The City receives funding based on streets we maintain that are included in the Act 51 map.

As a housekeeping matter, to ensure we are receiving funding only for streets we are maintaining, the following segments should be added:

- Station Street, from Railroad Avenue to Franklin Street
- Lake Ridge Drive from 14th Street to 16th Street
- 14th Street, from its east terminus to Lake Ridge Drive
- 16th Street, from its east terminus to Lake Ridge Drive

I recommend the following motion:

that the Resolution Certifying Local Street Segments, which adds certain local street as described in the March 21, 2016 City Commission packet communications, to the official Act 51 map, be adopted.

MC/kez

k:\tcclerk\city commission\resolutions\2016 ACT 51 Changes.doc

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: March 15, 2016

SUBJECT: 2016 Act 51 Map Additions and Corrections

Every spring the Michigan Department of Transportation (MDOT) Data Inventory and Integration Division sends out a request to local Street Administrators to review and edit the official MDOT Act 51 Annual Mileage Certification Report for the fiscal year. The certified mileage as recorded on the report dictates how much maintenance money the City gets back from the State per mile of Major Streets and Local Streets we have in our system.

This year we would like to add 4 new street segments to our map:

- Station Street, from Railroad Avenue to Franklin Street
- Lake Ridge Drive, from 14th Street to 16th Street
- 14th Street, from its east terminus to Lake Ridge Drive
- 16th Street, from its east terminus to Lake Ridge Drive.

In order to edit or change the official Act 51 map the City Commission needs to adopt a resolution for each street stating whether the street will be added or deleted from the local street system thereby adding or subtracting money from the maintenance funding overall. We have started plowing and maintaining these segments of local road and should begin to receive maintenance dollars for the work.

Please have the City Commission adopt a resolution to declare these Local Street segments certified and added to the official Act 51 map. After the resolution is adopted, it will be sent to MDOT to complete the process to edit the map.

2016 ACT 51 ADDITIONS



WEST GRAND TRAVERSE BAY

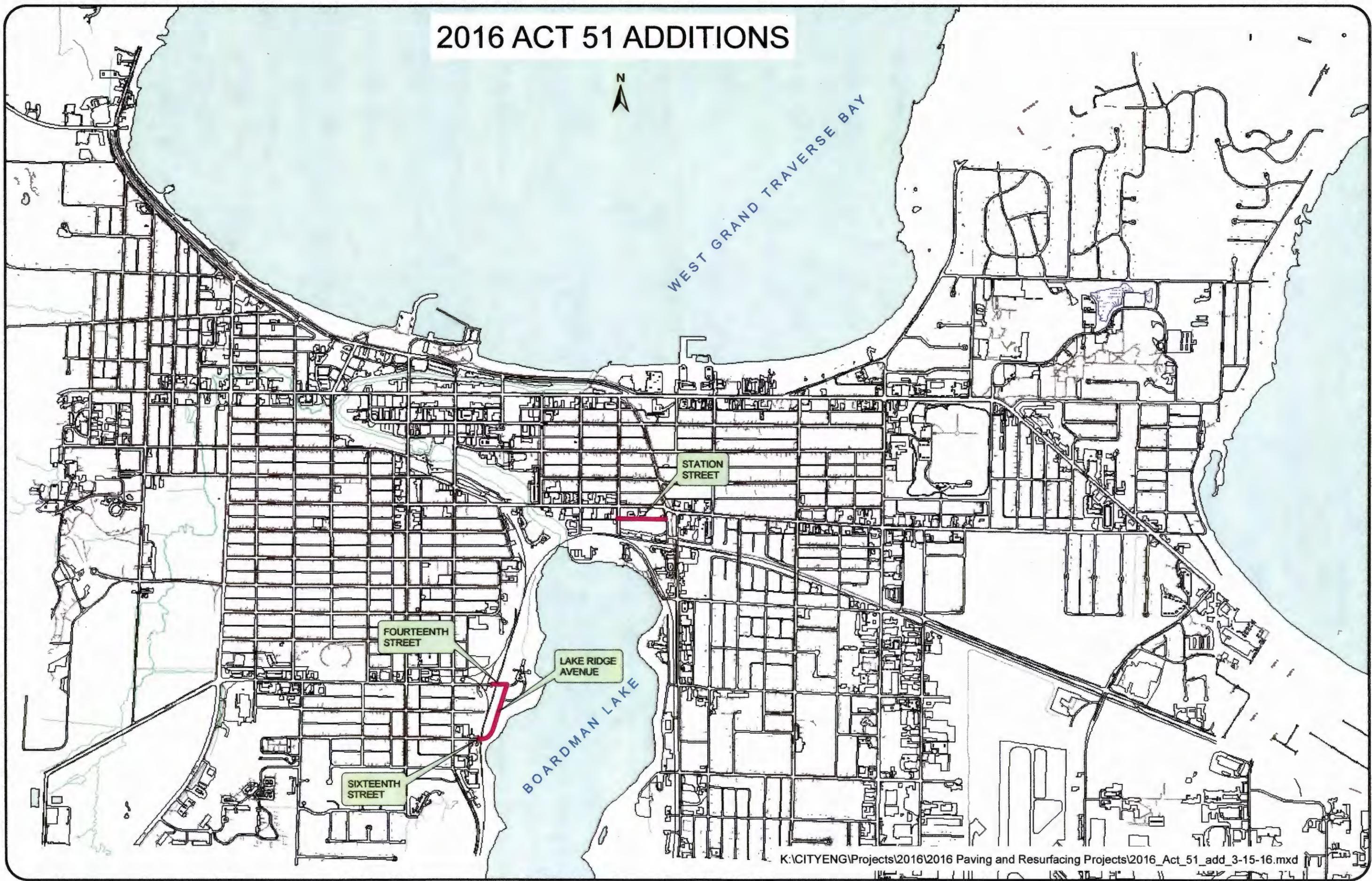
BOARDMAN LAKE

STATION STREET

FOURTEENTH STREET

LAKE RIDGE AVENUE

SIXTEENTH STREET





RESOLUTION CERTIFYING LOCAL STREET SEGMENTS

- Because, the City of Traverse City wishes to certify certain portions of local streets to be added to the official Act 51 map; and,
- Because, A public right-of-way in parts of Block 5, Hannah, Lay & Co.'s Fifth Addition to Traverse City, being part of Section 10, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows: Commencing at the Northwest corner of Lot 53, Said Block 5, thence N01 degree 59 minutes 10 seconds W, 16.5 feet along the Easterly right-of-way of Franklin Street of Said Block 5 to the POINT OF BEGINNING; thence N 88 degrees 06 minutes 07 seconds E, 683.68 feet to the Westerly right-of-way of Railroad Avenue of Said Block 5 and the POINT OF ENDING for Station Street; commonly known as Station Street, from Railroad Avenue to Franklin Street is being maintained by the City of Traverse City; and,
- Because, A public right-of-way in parts of Hannah, Lay & Co.'s Sixteenth Addition to Traverse City and being part of Section 10, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows: Commencing at the Southwest corner of Lot 8, of Block 5, Hannah, Lay & Co.'s Fourteenth Addition to Traverse City, thence south along the extension of the west lot line of Lot 8 and the East line of the platted alley, 33 feet to the centerline of Fourteenth Street; thence S 88 degrees 43 minutes 55 seconds E, 617.98 feet to the POINT OF ENDING for Fourteenth Street and the POINT OF BEGINNING for Lake Ridge Drive; thence S 17 degrees 24 minutes 47 seconds W, 445.33 feet; thence S 17 degrees 25 minutes 02 seconds W, 293.30; thence along a 201.65 feet radius curve with a chord bearing of S 53 degrees 58 minutes 14 seconds W, 243.93 feet to the POINT OF ENDING for Lake Ridge Drive; commonly known as Lake Ridge Drive from 14th Street to 16th Street is being maintained by the City of Traverse City; and,
- Because, A public right-of-way in parts of Block 5, Hannah, Lay & Co.'s Fourteenth Addition to Traverse City, Block 3, Wilhelm's Addition to Traverse City, and Hannah, Lay & Co.'s Sixteenth Addition to Traverse City and being part of Section 10, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows: Commencing at the Southwest corner of Lot 8, Said Block 5, thence south along the extension of the west lot line of Lot 8 and the East line of the platted alley, 33 feet to the POINT OF BEGINNING; thence S 88 degrees 43 minutes 55 seconds E, 617.98 feet to the POINT OF ENDING for Fourteenth Street; commonly known as 14th Street, from its east terminus to Lake Ridge Drive is being maintained by the City of Traverse City; and,

Because, A public right-of-way in parts of, Block 6, Wilhelm's Addition to Traverse City, and Steele and Spencer's Addition to Traverse City and being part of Section 10, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows: Commencing at the Southwest corner of Lot 18, Said Block 6, thence south along the extension of the west lot line of Lot 18 and the East line of the Cass Street, 33 feet; thence S 88 degrees 52 minutes 04 seconds E, 236.86 feet to the POINT OF BEGINNING; thence S 88 degrees 52 minutes 04 seconds E, 168.58 feet to the POINT OF ENDING for Sixteenth Street; commonly known as 16th Street, from its east terminus to Lake Ridge Drive is being maintained by the City of Traverse City; now, therefore, be it,

RESOLVED, the City Commission of the City of Traverse City hereby authorizes the certification of the aforementioned street segments as part of the official Act 51 map.

I certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on March 21, 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 CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016
FROM: MARTY COLBURN, CITY MANAGER
SUBJECT: CITY OPERA HOUSE – FIRE PANEL

Rob Bacigalupi

Attached is a memo from Rob Bacigalupi, DDA Executive Director, requesting a confirming service order to Northern Fire & Safety for a fire panel at the City Opera House.

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

that the City Manager be authorized to issue a confirming service order to Northern Fire & Safety in the amount of \$9,560.00, for a fire panel at the City Opera House, with funds available in the City Opera House Fund.

MC/jd

cc: Rob Bacigalupi, DDA Executive Director



To: Marty Colburn, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: City Opera House Fire Panel

Date: Wednesday, March 16, 2016

Enclosed is an invoice from Northern Fire & Safety for \$9,560 for replacing the fire panel at the City Opera House. This was done to resolve a life safety issue at the building and allow the facility to remain open. Please pay this out of account 296-296-930 in the City Opera House fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{mac} MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – ELECTRONIC MESSAGE
BOARD SIGNS

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

As explained by Mr. Soyring, this amendment would allow electronic message board signs to have more than one message per day as requested by the Bethlehem Lutheran Church; however such messages should be static.

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, which was introduced on March 7, 2016, be enacted with an effective date of March 31, 2016.

MC/kez

K:\tcclerk\city commission\ordinance amendments\Sign Ordinance_Enact_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~~ **an 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.
- (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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

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

SUBJECT: ORDINANCE AMENDMENT – MARQUEE SIGNS

Attached is a previously distributed memo from City Planning Director Russell Soyring explaining an ordinance amendment to the Sign Ordinance which would modify regulations for marquee signs on buildings solely used as a theatre.

As explained by Mr. Soyring, this amendment would allow running or blinking lights on marquee signs as previously discussed by the City Commission.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Section 1476.11, Sign Illumination Regulations which would allow running or blinking lights on marquee signs on buildings solely used as a theater, which was introduced on March 7, 2016, be enacted with an effective date of March 31, 2016.

MC/kez

K:\tcclerk\city commission\ordinance amendments\Sign Ordinance_Enact_201603067_Part 2.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.
- (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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CLOSED SESSION – CLINCH PARK WATERSCAPE

An attorney-client privileged communication will be sent to you under separate cover. The City Attorney and I recommend that you enter into closed session following the public comment portion of the agenda.

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

that the City Commission enter into closed session to discuss an attorney-client privileged communication in connection with the Clinch Park Waterscape as authorized by MCL 15.268(h).

MC/bcm

k:\tcclerk\city commission\closed session\clinch park waterscape 20160321



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{amc}MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 PAVING AND RESURFACING PHASE I PROJECTS

Attached is a memo from City Engineer Timothy Lodge recommending a contract for the 2016 Paving and Resurfacing Phase I Projects. Also attached is a related map for the project areas. This is a significant amount of paving and resurfacing work that would be accomplished this coming 'construction season' for our community.

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

that the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer in the amount of \$1,115,686.73, more or less, at the unit prices indicated in its bid, for the 2016 Paving and Resurfacing Phase I Projects, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.

MC/bcm

K:\tcclerk\city commission\agreements\paving and resurfacing projects 2016 phase one

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *TJ Lodge*
DATE: March 15, 2016
SUBJECT: 2016 Paving and Resurfacing Phase I Projects

Sealed bids were advertised for and were received on March 15, 2016 for the above referenced project. Plans and specifications were available to contractors through The Builders Exchange of Northwest Michigan. Contractors inquired and viewed the plans and specifications online with two bids being received for this work as follows:

Contractor		Bid Amount
Elmer's Crane and Dozer, Inc.	Traverse City	\$ 1,115,686.73
Crawford Contracting	Mt Pleasant	\$ 1,268,177.52

The Engineering Department's preliminary estimate for this work is \$1,400,500. The project includes street reconstruction, watermain replacement, sanitary sewer replacement, curb and gutter replacement, sidewalk replacement and related restoration work on State Street between Boardman Avenue and Railroad Avenue. This location was reviewed and approved by the Planning Commission on September 3, 2014 and recently discussed at the February 17, 2106 Planning Commission Study Session.

The project also includes the reconstruction of Franklin Street between E. Front Street and Washington Street. The work includes street reconstruction, sanitary sewer replacement, curb and gutter replacement, sidewalk replacement and related restoration work. This location was reviewed and approved by the Planning Commission on August 5, 2014.

Finally the project includes the reconstruction of W. Ninth Street between Union Street and Pine Street. The work includes street reconstruction, watermain replacement, curb and gutter replacement, sidewalk replacement and related restoration work. This location was reviewed and approved by the Planning Commission on August 5, 2014.

Therefore, it is recommended that this work be awarded to the low bidder, Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder, in the amount of \$1,115,686.73, more or less, with funds therefore available in the various funds of the Capital Projects Fund.

Memorandum

The City of Traverse City
Engineering Department



TO: Timothy J. Lodge, P.E., City Engineer

FROM: Jessica L. Carpenter, E.I.T., Engineering Technician *JL*

DATE: March 16, 2016

SUBJECT: Complete Streets: 2016 State St, Franklin St, and W Ninth St Reconstruction Projects

State St:

State St, from Boardman Ave to Railroad Ave, is scheduled for reconstruction and is to accommodate multiple modes of transportation as a Complete Street. The work for reconstruction includes a sidewalk bump-out, parking chicanes, marked crosswalks, updated underground utilities, new curb and gutter, a narrowed street width, sidewalk replacement, and new pavement with adjusted parking and travel lane configurations.

The existing configuration of this section of State St has a road width of 32 feet (face-of-curb to face-of-curb) with parking only on the north side. The existing sidewalk is in need of repair in many locations and varies in width from 5 feet to 6 feet. On average, about 2,300 vehicles drive down this section of State St per day at a speed of 22 miles per hour. This section of State St is a part of the local in-town transit route, has street trees and pedestrian scale lighting lining the road, and bicycles and vehicles share the traffic lanes.

The proposed design of this section of State St narrows the roadway by 2 feet and, pending property owner concurrence, uses parking chicanes (parking on alternating sides of the street) to help reduce speeds. The proposed design also includes the addition of marked crosswalks at the intersection of State St and Wellington St, as well as the intersection of State St and Franklin St to help draw the attention of drivers to the intersections and potential pedestrians wishing to cross. Sidewalk improvements include the replacement of damaged sidewalk and sidewalk that requires removal for utility installation with 6 foot wide sidewalk and the installation of ADA detectable warning tiles at pedestrian crossings. A sidewalk bump-out is proposed at the intersection of State St and Railroad Ave as a way to shorten the crossing distance for pedestrians, provide greater visibility of pedestrians wishing to cross, and neck down State St to help calm traffic, reduce turning speeds, and provide more green space at the intersection. The proposed traffic calming elements are intended to slow traffic speeds, make the street more bike friendly, and improve the livability of the neighborhood.

Franklin St:

Franklin St, from Front St to Washington St, is scheduled for reconstruction and is to accommodate multiple modes of transportation as a Complete Street. The work for reconstruction includes marked crosswalks, updated underground utilities, new curb and gutter, sidewalk replacement, and new pavement.

Memorandum

The City of Traverse City
Engineering Department



The existing configuration of this section of Franklin St has a road width of 30 feet (face-of-curb to face-of-curb) with parking on both sides of the street. The existing sidewalk is in need of repair in many locations and varies in width from 5 feet to 6 feet. On average, about 800 vehicles drive down this section of Franklin St per day with a speed limit of 25 miles per hour. This section of Franklin St has street trees, with bicyclists and drivers sharing the traffic lanes.

The proposed design of this section of Franklin St maintains the existing roadway width and parking configuration to help keep speeds low. Allowing parking on both sides of the 30 foot wide road creates instances where, in the event that two cars are parked directly across the street from each other, opposing drivers must take turns to travel between the parked cars. With the relatively low daily traffic volume, this is a useful traffic calming technique that does not take away valuable parking adjacent to downtown. The proposed design also includes the addition of marked crosswalks at the intersection of Franklin St and State St to help draw the attention of drivers to the intersection and potential pedestrians wishing to cross. Sidewalk improvements include the replacement of damaged sidewalk and sidewalk that requires removal for utility installation with 6 foot wide sidewalk and the installation of ADA detectable warning tiles at pedestrian crossings.

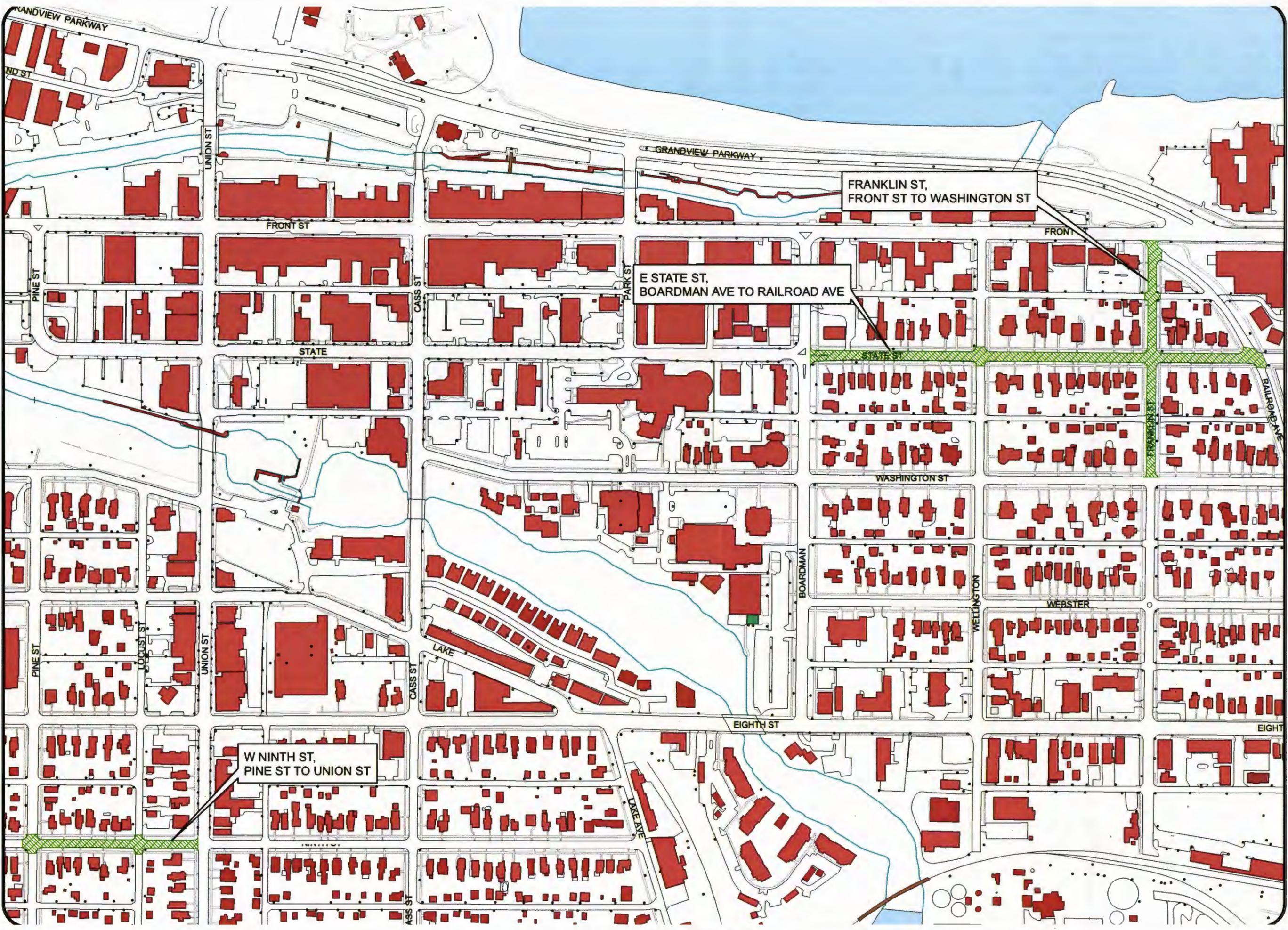
W Ninth St:

W Ninth St, from Pine St to Union St, is scheduled for reconstruction and is to accommodate multiple modes of transportation as a Complete Street. The work for reconstruction includes a marked crosswalk, updated underground utilities, new curb and gutter, sidewalk replacement, and new pavement.

The existing configuration of this section of W Ninth St has a road width of 30 feet (face-of-curb to face-of-curb) with parking on both sides of the street. The existing sidewalk is in need of repair in many locations and varies in width from 5 feet to 6 feet. On average, about 950 vehicles drive down this section of W Ninth St per day at a speed limit of 25 miles per hour. This section of W Ninth St has street trees, with bicyclists and drivers sharing the traffic lanes.

The proposed design of this section of W Ninth St maintains the existing roadway width and parking configuration to help keep speeds low. Allowing parking on both sides of the 30 foot wide road creates instances where, in the event that two cars are parked directly across the street from each other, opposing drivers must take turns to travel between the parked cars. With the relatively low daily traffic volume, this is a useful traffic calming technique that does not take away valuable parking in the neighborhood. Sidewalk improvements include the replacement of damaged sidewalk and sidewalk that requires removal for utility installation with 6 foot wide sidewalk, the installation of ADA detectable warning tiles at pedestrian crossings, and the addition of an ADA ramp at the southeast corner of W Ninth St and Locust St to improve the connectivity of the sidewalk network.

2016 PHASE I PROJECT LOCATIONS
E State St, Franklin St, and W Ninth St



1 inch = 300 feet
3/9/2016
JLC

This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

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

SUBJECT: TRAVERSE CITY LIGHT AND POWER BOARD –
APPOINTMENT

Attached is a memo from Deputy City Clerk Katie Zeits regarding one expiring term on the Traverse City Light and Power Board. The ad hoc interview committee consisting of Commissioners Shamroe; Chair, Lewis and Mayor Carruthers have interviewed all interested applicants and have made a recommendation. This is a City Commission appointment.

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

that Patrick McGuire be reappointed to one five-year term expiring April 5, 2021, on the Traverse City Light and Power Board.

MC/kez

K:\tcclerk\city commission\appointments\TCLP_20160321.doc

copy: Karla Myers-Beman, Controller
Tim Arends, Executive Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Katie Zeits, Deputy City Clerk *KZ*
Date: March 17, 2016
Subject: Traverse City Light and Power Board – Appointment

There is one expiring term on the Traverse City Light and Power Board, seat currently held by Patrick McGuire. An ad hoc interview committee consisting of Commissioner Shamroe; Chair, Commissioner Lewis and Mayor Carruthers as convened and interviewed all interested candidates for this expiring term and have made its recommendation.

The City Clerk's Office advertised for this board on the city's website, Facebook and Twitter pages and two local publications. As a result, there were three eligible applicants for this board, Patrick McGuire (incumbent), Mike Grant, and Mary VanValin.

The Committee by consensus would like to recommend Patrick McGuire be reappointed to the Traverse City Light and Power Board.

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

Thank you!

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



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

Board/Committee you are interested in serving (indicate up to three): _____
Traverse City Light & Power Board

Name: Patrick McGuire

Residential Address: 308 N Elmwood Ave, Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: patmcguire.tc@gmail.com

Preferred Phone No.: 231-883-2087 Additional Phone No.: _____

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

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

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

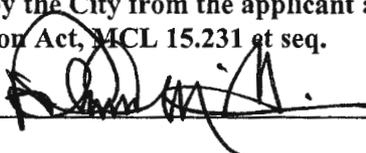
While it is not required, a resume is helpful in the recruitment process for City boards and committees.

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

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

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

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

Signature 

Date 3/2/2016

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!

Patrick McGuire
308 N Elmwood Ave
Traverse City, MI 49684

City Clerk's Office
City of Traverse City

Re: Application for Reappointment to Traverse City Light & Power Board

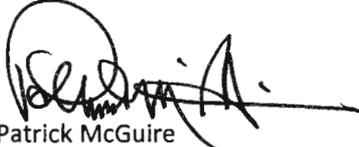
I am applying for reappointment to a second term on the Traverse City Light & Power Board. I believe it's important to be involved in the local community, and continuing to serve on the Light & Power Board allows me to apply the experience and knowledge I gained during my first term on the Board having also served two years as Board Chair.

In addition to my position on the Board of Light & Power I currently serve on the Board and as Treasurer of Dann's House. Dann's House is a residence for people suffering from chronic alcoholism and long-term homelessness. Not only does Dann's House improve the quality of life of its residents it also substantially reduces the burden this population would otherwise place on the local criminal justice system, and our emergency medical services.

I'm also President of the local division of the Ancient Order of Hibernians. This organization brings people together who wish to share their common Irish heritage, and act in concert to build a better community. Our local AOH has raised over one-million dollars for Father Fred, which provides a lifeline to so many of the needy in our community.

TCLP is not large by electric utility standards, but it is nonetheless a complex and important asset to the City. The electric utility industry is facing dizzying changes brought on by statute, regulations, technology, environmental concerns and commodity pricing. As a utility it's important TCLP maintains and strengthens its relations with neighboring utilities and industry associations. In that regard it also serves the City to retain experienced Board members who have proven their level of engagement and commitment to the ongoing success of our municipal utility.

Thank you for considering my reappointment to the Board of Traverse City Light & Power.



Patrick McGuire

March 2, 2016

RECEIVED

City of Traverse City
Application to Become Involved

FEB 17 2016



CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

Thank you for your interest in serving on one of Traverse City's boards. Our 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): Light & Power

Name: Mike Grant

Residential Address: 619 Webster Street 49686
(Street) (City) (State) (Zip)

E-Mail Address: grant.mikec@gmail.com

Preferred Phone No.: 231-714-9427 Additional Phone No.: _____

Occupation: Patent Examiner (if retired, please provide your career)

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

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

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

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

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

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

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

Michael Grant
Signature

2/17/16
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!

Michael C. Grant

619 Webster Street
Traverse City, Michigan, 49686
231/714-9427
grant.mikec@gmail.com

EDUCATION

WAYNE STATE UNIVERSITY School of Law

Detroit, Michigan

Juris Doctor, graduated *cum laude* May 2005, 3.53 GPA

- Attended with full scholarship as a William D. Traitel scholar after scoring in the 98th percentile on the LSAT.

PORTLAND STATE UNIVERSITY June 1998 to June 1999, 4.00 GPA

Portland, Oregon

- Pursued a pre-medical science curriculum for a calendar year as a full-time student.

THE UNIVERSITY OF MICHIGAN College of Engineering

Ann Arbor, Michigan

BSE (computer), graduated *summa cum laude* May 1992, 3.82 GPA

- Pursued a software-focused curriculum with an emphasis on artificial intelligence.
- Member of Tau Beta Pi honor society.

EXPERIENCE

UNITED STATES PATENT AND TRADEMARK OFFICE Patent examiner

Traverse City, Michigan

October 2010 to present

Examined patent applications through all phases of patent prosecution. Hired as GS7 and achieved promotion to GS14 in shortest possible time. Named as point of contact for all internal art unit inquiries in regard to subject matter eligibility in the wake of *Alice* decision.

LAW OFFICES OF MICHAEL C. GRANT Attorney

Alexandria, Virginia

August 2009 to October 2010

Co-counsel for a plaintiffs group of Michigan sheriff's deputies in a federal civil rights lawsuit. Co-authored Criminal Justice Act appeals in the 6th Circuit Court of Appeals. Co-counsel for a pro bono real property case handled through the Neighborhood Legal Services Program in Washington, D.C. Contract attorney doing document review.

LAW OFFICES OF OLSON, BZDOK & HOWARD Attorney

Traverse City, Michigan

December 2005 to August 2009

Represented municipalities, corporations, and individuals in regard to environmental and land use issues, including litigation, regulatory and transactional matters. Responsibilities included client intake; investigation; researching a wide variety of legal topics; drafting memos, pleadings, motions, and briefs; conducting all aspects of discovery; preparing and examining expert and lay witnesses; motion and trial practice; drafting original documents including contracts, ordinances, real estate documents; and negotiating on behalf of clients.

LAW OFFICES OF OLSON, BZDOK & HOWARD Law clerk

Traverse City, Michigan

June 2000 to December 2005

Assisted counsel with all aspects of litigation, transactional and regulatory practice, in environmental, land use, and real estate law. Duties included researching legal issues (including state and federal case law, statutes, and administrative regulations); investigating factual matters; drafting memos, motions, and pleadings.

Why are you applying for a city board or committee seat?

I am applying for the Light and Power Board because I would like to serve my community. I am interested generally in energy production and distribution, as well as interested specifically in exploring what opportunities there may be for Light and Power to help its customers save energy as well as employ more renewables.

How do you believe your appointment would benefit the city?

I believe that my diverse background would benefit the City by my appointment to the Light and Power Board. I have a technical background in terms of my engineering training, as well as I have experience practicing law.

Involvement in the community on a board/committee or in another volunteer capacity.

I have served formerly on the City's BZA, as well as I have volunteered with TBAYS as a soccer coach.

RECEIVED

MAR 02 2016



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

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

Board/Committee you are interested in serving (indicate up to three): Traverse City Light and Power Board

Name: Mary Van Valin

Residential Address: 871 Webster Traverse City, MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: mgvv77@yahoo.com

Preferred Phone No.: 231-342-1605 Additional Phone No.: 231-421-5243

Occupation: Retired educator (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.

Mary Van Valin
Signature

March 2, 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!

City Clerk
400 Boardman Avenue
Traverse City, MI 49684
March 2, 2016

871 Webster St
Traverse City, MI 49686

To Whom It May Concern:

I write today to apply for a position on the Traverse City Light and Power Board. Serving on the TCL&P Board interests me on several different levels. First, I believe having a local public utility offers a unique opportunity because it can be lean and flexible and responsive to the community. One of the strengths of TCL&P is the excellence with which it serves its customers. A culture of strong community is evident any time you interact with an employee of TCL&P. Service and safety are high priorities, both internally and in the wider community. As we transition from fossil fuels to more sustainable energy, these strengths of Traverse City Light and Power will serve our city well, if we are smart enough to take full advantage of them.

There are huge questions to be pondered in our community about how to approach cleaner, renewable energy, now and in the future. How do we include everyone, and have renewables affordable to all? How do we continue to promote increased energy efficiency, not only in homes, but in schools, businesses, and churches? How do we keep the strong economic value of reasonably priced electricity while we also participate as global citizens in the effort to reduce carbon and other destructive emissions? Where is the balance the public desires in considering reasonable electric rates versus health and environmental costs of "cheaper energy"? What is Traverse City Light and Power's renewable energy vision for 5 years out? 10 years? And how do we make sure we have customer buy-in for that vision?

I'm applying to serve on the board because community involvement in these big questions is critical and that excites me. I'd like to help a board seek input and develop a way forward that builds long term energy resilience for our city. My background is in education, and right before I retired, I worked as a math consultant for elementary teachers. That was an occupation full of change! Since retiring, I have served on the board of Groundwork Center for Resilient Communities, and I've continued to work in math education as a volunteer, locally and in Guatemala. I have helped initiate local community projects such as the Traverse Heights Solar on Schools, Pelizzari Natural Area, and early bike paths in Traverse City

If appointed, I would hope my service would maximize the current strengths of our public utility, while we carefully transition to a more renewable energy future. I am a solar energy enthusiast, and one of TCL&P's solar residential customers. I would work long and hard to achieve the goals of the TCL&P board.

Thank you for the opportunity to apply for this position!

Sincerely,



Mary Van Valin

Traverse City Light & Power Board

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jeff Palisin (City Resident Elector) 975 Pine Ridge Dr, TC, 49686 929-6666 (Res) 499-7655 (Bus) jeffpc@normicind.com	03/18/13 (Eff. 4/2/13)	04/02/18
John Taylor (City Resident Elector) 307 W 12th St, TC, 49684 922-1187 (Res) 617-532-0944 (Bus) 617-899-1769 (Cell) john.a.taylor@gmail.com	05/03/10	04/06/20
Bob Spence (City Resident Elector) 307 W, 11th St, TC, 49684 645-4222 (Cell) 947-7824 (Bus)	05/07/12	04/03/17
Jan Geht (City Resident Elector) 715 Quail Ridge Dr, TC, 49686 205-255-1516 (Res) 941-8048 (Bus) geht@traverselaw.com	06/17/13	04/01/19
Patrick McGuire (City Resident Elector) 308 N. Elmwood Ave, TC, 49684 883-2087 (Cell) 995-7896 (Bus) paddymcguire@me.com	11/10/11	04/04/16 04/05/21
- Seeking Reappointment		
Commissioner Tim Werner (Ex Officio/Full Voting Authority) 400 Boardman Ave, TC, 49684 313-6903 (Res) twerner@traverscitymi.gov	11/09/15	11/13/17
Commissioner Amy Shamroe (Ex Officio/Full Voting Authority) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traverscitymi.gov	11/09/15	11/13/17

Executive Director and Secretary (Tim Arends – Executive Director) - staff

Non-Commissioner Board members shall be appointed to serve terms of five (5) years from the first Monday of April. The Commission Board members shall be appointed for a two-year term bi-annually at the City Commission organizational meeting.

This Board consists of 7 members nominated and appointed by the City Commission. Unexpired term vacancies shall be filled by the Mayor with approval of the City Commission. Not less than one and no more than two of these members shall be City Commissioners selected by the City Commission and shall be ex-officio members with full voting authority.

Members must be resident elector of City, except that one member may be non-resident if he resides within current actual service area of the Department (current actual service area is defined as an address that could receive service from TCL&P; it is not required that the address is currently receiving service from TCL&P).

Non-Commission Board Members cannot hold any other City office nor can they be an employee of the City.

The City Manager or the City Manager's designee shall be an ex-officio member without voting authority and shall not be counted for purposes of establishing a quorum.

Purpose: "shall have exclusive jurisdiction, control and management of the Light and Power Department and all its operations and facilities, except as herein provided. Unless specifically allocated to the City Commission or to a City official, the Board shall have all the powers and duties possessed by the City to construct, acquire, expand and operate the Light and Power system, etc., etc.," (See Charter provisions).

Creation of the Light & Power Board required by City Charter.

Meets 2nd and 4th Tuesday of each month at 5:15

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, February 23, 2016

Board Members -

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

Absent: Bob Spence, Jan Geht

Ex Officio Member -

Present: Marty Colburn, City Manager

Others: Tim Arends, Scott Menhart, Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Stephanie Tvardek

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

5:16 p.m. Tim Werner joined the meeting.

Tim Arends requested item 2d be removed from the Consent Calendar for full discussion.

Marty Colburn, requested item 2e 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 February 9, 2016.
- b. Declare capital asset items surplus.
- c. Fiber fund budget.
- d. *Removed from the Consent Calendar.*
- e. *Removed from the Consent Calendar.*

CARRIED unanimously. (Spence, Geht absent)

Items Removed from the Consent Calendar

- a. Consideration of authorizing an additional \$50,000 for the energy efficiency revolving loan fund held with Venture North.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by McGuire, seconded by Palisin, that the Board authorizes the Executive Director to transfer an additional \$100,000 to Venture North to increase the TCL&P Energy Efficiency Revolving Loan Fund Program to a balance of \$200,000 and that the revolving loan fund be capped at \$200,000, and modify the current letter of understanding with Venture North to reflect that cumulative loan balance (reflected as a long term receivable on TCL&P balance sheet) with a Fourth Letter of Understanding subject to General Counsel review.

CARRIED unanimously. (Spence, Geht absent)

- b. Consideration of adopting a Capital Improvement Decision Sequence Policy.

The following individuals addressed the Board:

Marty Colburn, City Manager
Tim Arends, Executive Director

It was the consensus of the Board to create an executive order instead of a policy for the Capital Improvement Decision Sequence.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

1. Consideration of solar avoided cost rate tariff and setting of a Public Hearing.

The following individuals addressed the Board:

Karla Myers-Beman, Controller
Mark Beauchamp, Utility Financial Solutions
Tim Arends, Executive Director
Marty Colburn, City Manager

Moved by McGuire, seconded by Shamroe, that the Board authorizes the Secretary to set a public hearing for the proposed solar avoided cost rate tariff to be held at the March 8, 2016 regular meeting; and further that a notice of the public hearing be posted on the utility's website and placed in the Traverse City Record Eagle.

The following individuals from the public addressed the Board:

Mary Van Valin, 871 Webster, Ratepayer
Dan Worth, Glen Arbor, Non-ratepayer
Jim Dulzo, Groundwork Center, Ratepayer
Marcia Curran, 800 Cottageview Drive, Ratepayer

Roll Call:

Yes – McGuire, Palisin
No – Shamroe, Werner, Taylor

Motion failed. (Spence, Geht absent)

2. Consideration of Pole Replacement Project Authorization request.

The following individuals addressed the Board:

Pete Schimpke, Manager of Operations & Engineering
Tim Arends, Executive Director

Moved by McGuire, seconded by Werner, that the Board approve as presented the Pole Replacement Project and directs staff to solicit material quotes for the Board's consideration of approval.

CARRIED unanimously. (Spence, Geht absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

None.

b. From Staff.

1. Karla Myers-Beman presented the December 31, 2015 financial statements.

The following individuals addressed the Board:

Tim Arends, Executive Director

2. Pete Schimpke presented a system study proposal.

The following individuals addressed the Board:

Tim Arends, Executive Director

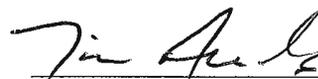
c. From Board.

None.

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 7:10 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, February 2, 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, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Jan Warren and Camille Weatherholt

ABSENT: Commissioner Gary Howe

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

3. **ANNOUNCEMENTS-** Chairperson Serratelli announced that Item 5B is removed from the agenda and will be added to a future agenda.

Mr. Soyryng announced that the City received bids for the 8th Street Charrette from six firms. Three firms were interviewed. A recommendation will go before the City Commission on February 16 for the preferred firm. As a reminder to the Planning Commission, the 8th Street Charrette will take place May 16-20 and the Planning Commission will be encouraged to participate.

4. **APPROVAL OF MINUTES**

- A. January 5, 2016 Regular Meeting, January 12, 2016 Special Meeting and January 20, 2016 Special Meeting minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner Richardson, to approve the minutes of January 5, 2016 Regular Meeting, January 12, 2016 Special Meeting and January 20, 2016 Special Meeting.

Motion carried 8-0 (Commissioner Howe absent.)

5. **OLD BUSINESS**

- A. Master Plan Review Committee Update (Discussion)

Commissioner Dow explained the outcome of recent discussion by the Master Plan Review Committee to move forward with the revisions to the Master Plan. The planned approach is to review the goals, intensity levels, Master Plan Elements and Future Land Use Map with public input. It is expected that the proposed edits to the Master Plan will be complete by the end of the year.

Commission discussion. The Commission supports the proposed strategy set forth by the Master Plan Review Committee.

- B.** Presentation regarding Open Meetings Act, Freedom of Information Act, Boardmanship, Conflicts, Incompatible Offices and Ethics by Benjamin Marentette and Lauren Tribble-Laucht (Discussion)

This item was removed from the agenda.

- C.** Conditional rezoning request initiated by Kevin Klein, Airport Director of Northwestern Regional Airport Commission to rezone part of the property located at 727 Fly Don't Drive from T (Transportation District) to C-3 (Community Center District) with conditions (For introduction and possibly scheduling a Public Hearing for March 1, 2016)

Mr. Soyring summarized his January 29, 2016 memo to the Commission. Previously, the airport was planning on seeking a conditional rezoning; however, after meeting with airport representatives and further discussion, it no longer seems to be the best approach. Staff does not recommend scheduling a public hearing for conditional rezoning, but to instead discuss the possibility of amending the Transportation (T) District.

Kevin Kline, Airport Director for Northwestern Regional Airport Commission, presented to the Commission.

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

The Commission concurred that a possible text amendment to the T District should be explored.

- 6. NEW BUSINESS- None.**

- 7. CORRESPONDENCE**

- A.** Draft Capital Improvement Program 2016/17-2021/22 (Distribution Only)

Mrs. Luick explained some of the changes to the Capital Improvement Program (CIP) and explained the approval schedule. If Planning Commissioners have projects requested for more information/presentation, we need those projects by Monday, February 8.

B. Capital Improvement Program Committee

Mrs. Luick explained that the CIP Committee is a staff-led committee that guides the CIP process. Its makeup includes the City Manager, Public Services Director, City Engineer, Planning Director, Downtown Development Authority Executive Director, Light and Power Director and three Planning Commissioners, one of which is also a City Commissioner. Currently, there is a Planning Commissioner/City Commissioner representative vacancy.

Commissioner Richardson volunteered to serve on the committee.

C. 2015 Annual Report for Code Enforcement- The report was distributed for information.

8. REPORTS

- A.** City Commission - Commissioners Richardson reported.
- B.** Board of Zoning Appeals – Commissioner Koebert reported.
- C.** Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.
- D.** Arts Commission- Commissioner Warren reported.
- E.** Planning Commission
 - 1. Master Plan Review Committee—Commissioner Dow reported earlier in the meeting.
 - 2. Parking Regulation Committee- Commissioner Serratelli reported
- F.** Planning Department
 - 1. Traverse City Place Plan Committee- Mr. Soyring reported.
 - 2. Public Engagement Plan Committee- No report.
 - 3. Community Development/Economic Development- No report.
 - 4. Capital Improvement Program- Mrs. Luick reported earlier in the meeting.

9. PUBLIC COMMENT

- John Hasken, 10100 Council Oak Drive, city business owner, made comments regarding possible Garfield Avenue rezoning from C1 to C3.
- Roxan Fall, 10100 Council Oak Drive, city business owner, also spoke about the same topic.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 8:58 p.m.

Date: March 1, 2016

Respectfully submitted,

Janet Fleshman _{RS}
Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Study Session

WEDNESDAY, February 17, 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 7:33 p.m.

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

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

ABSENT: Commissioner Michael Dow

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

3. **STATE STREET TRAFFIC CALMING (Discussion)**

Mr. Soyring indicated that the Planning Commission found that State Street reconstruction project was approved from a Master Plan level in terms of location, character and extent in September 2014. At that time, the approval was based on the project incorporating traffic calming elements. The Engineering Department designed the street reconstruction with narrower street width (32' wide to 30' wide), proposed traffic calming at the intersections including a neck down at Railroad Avenue and traffic circles at Franklin and Wellington Streets; however, upon review by the Fire Department and Streets Department, the traffic circle designs were altered due to emergency response and maintenance vehicle concerns.

Draft Engineering drawings of the proposed street reconstruction project were distributed.

Mr. Soyring wanted the Planning Commission to be aware of the changes.

Mr. Lodge addressed the Commission.

Commission discussion.

**PLANNING COMMISSION
STUDY SESSION MINUTES
FEBRUARY 17, 2015
Page 2**

Commission discussion included that the proposed raised traffic islands likely would not calm traffic and their use was questioned.

Commission consensus is to have a future study session discussion related to traffic calming. Discussion should be related to constraints, possible "menu" of traffic calming elements and possible policy recommendation. In addition, any metrics available for comparison data related to "before and after" traffic calming implementation. Where have we implemented traffic calming techniques and is it working?

4. CAPITAL IMPROVEMENT PROGRAM PRESENTATION (Discussion)

Mr. Soyring announced that the Capital Improvement Program (CIP) was distributed to each Commissioner at the February 2, 2016 regular meeting. He noted that we do not have the available funding to do all of the projects in the plan and shifting of projects based on funds available will take place as the City Treasurer's Office and City Manager's Office critically review the CIP over the next several weeks.

Mr. Soyring presented to the Commission.

Tim Lodge, Rob Bacigalupi, Marty Colburn and Missy Luick presented projects to the Commission.

Commission discussion and comment.

The following made public comment on the topic:

- Carol Hale, 240 Washington Street #12, made comments regarding adding the Boardman River embankment improvement to CIP

The CIP will be on the Planning Commission's agenda on March 1, 2016 to set a public hearing and April 5, 2016 to hold a public hearing for consideration of its approval.

5. PUBLIC COMMENT- None.

6. ADJOURNMENT- Meeting was adjourned at 9:48 p.m.

Respectfully submitted,

Date:

March 1, 2016

Janet Fleshman
Janet Fleshman, Secretary ^{RS}



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

DATE: March 15th, 2016

SUBJECT: Monthly Operations Report for February 2016

Attached to this report are the following items: a financial summary of the TCRWWTP and the Septage Facility, February's report to the state which has been electronically submitted. The monthly loadings for February 2016 for each Township within Grand Traverse County, the Septage facility and the City.

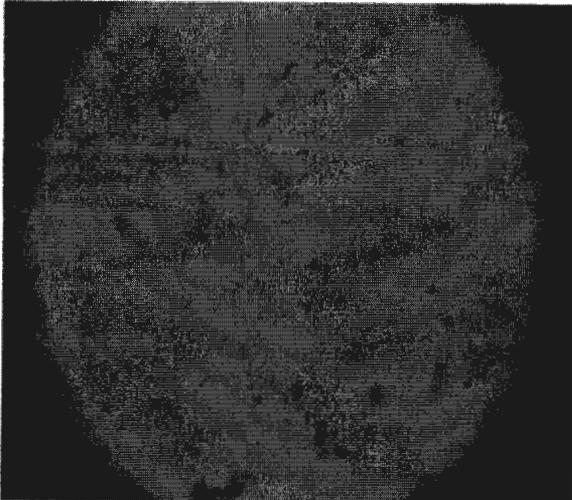
TRAVERSE CITY

OPERATIONS AND PROJECTS

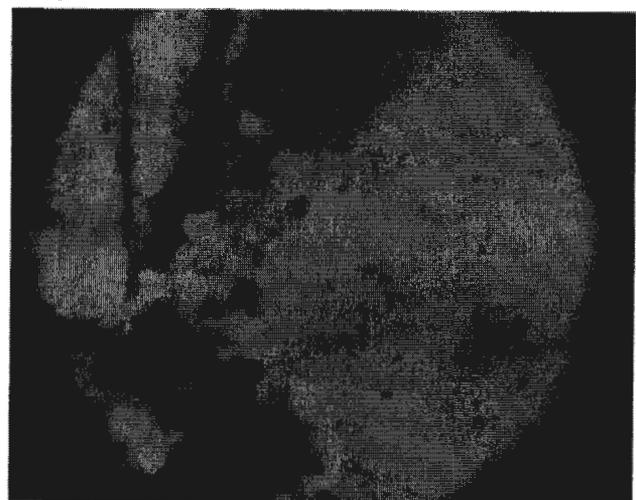
The Treatment Plant was in full compliance through the month of February. The plant is operating well. We have not observed the comma shaped Gram positive bacteria in the biomass since mid-December. (Please refer to the photos below)

Microscope Pictures of Treatment Plant Biomass

2-9-16

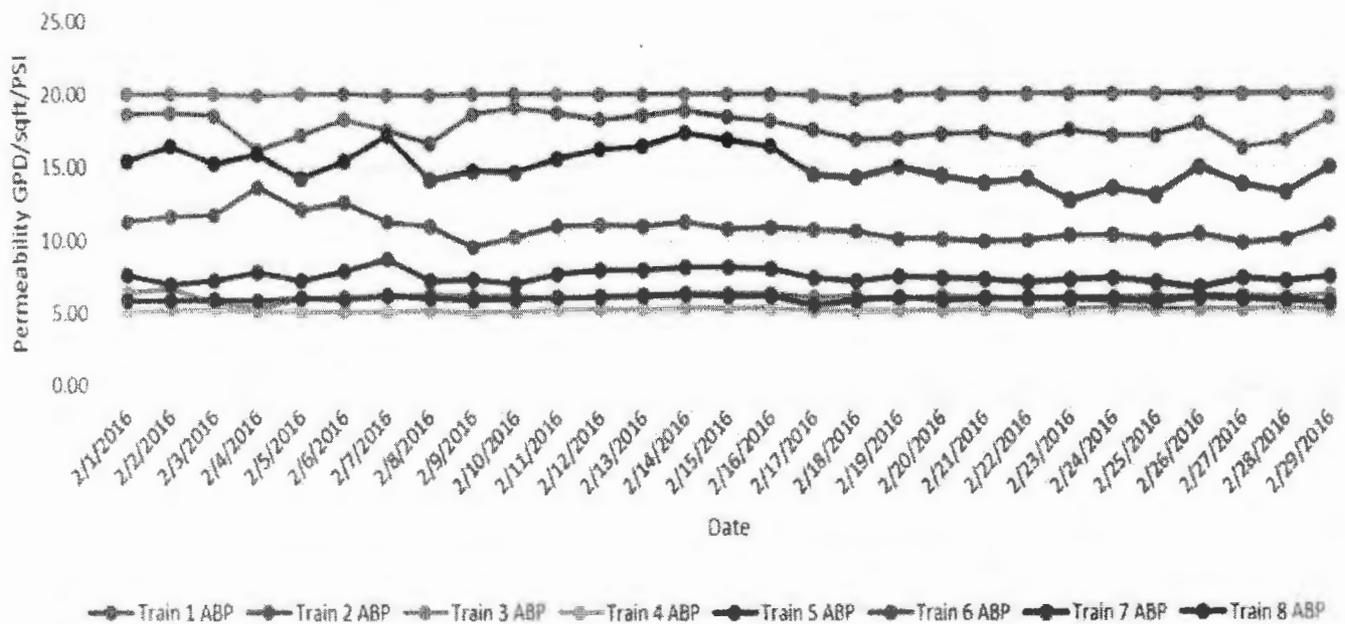


2-23-16



Membrane train permeabilities were relatively constant through the month of February. 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)

Average Permeability for February 2016



The table below contains the diagnostic flow test results for trains tested in February. 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.

February'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	1533	-3.01	52	2/04/2016
2	1448	-4.78	52	2/09/2016
3	1540	-4.83	51	2/11/2016
4	DNT	DNT	DNT	DNT
5	1538	-5.88	51	2/17/2016
6	1551	-1.56	51	2/19/2016
7	1525	-4.77	51	2/23/2016
8	1556	-5.78	52	2/2/16

We modified the facility's SCADA programming so that the equipment that operates based on flows provided by the primary effluent flow meters, will be able to operate based on flows provided by the plant influent flow meter should the primary effluent flow meters fail. We basically added programming redundancy.

Elmer's removed the old screw body, approved for replacement as part of this year's screw pump upgrade. (CIP #893) We have had the screw and the trough surveyed to confirm the dimensions of the new screw body. Demolition of the old trough is complete. We are now going to review Lakeside's (the vendor supplying the new screw body) drawings of the new screw body and trough. Once the drawings are approved Elmer's will begin construction of the new screw body trough, and Lakeside will begin constructing the new screw body.

We detected a leak in the cap of Digester #3. A local engineering firm inspected the cap, and was of the opinion that there are signs that the digester is structurally compromised and thus unsafe to be in operation. We have taken the digester out of service, and recommend that the condition assessment and related action items for refurbishing Digester #3 be addressed in the 2016/2017 project year. (#966, and #948 respectively)

Maintenance

- We repaired train #6's effluent gate.
- We replaced the orifice buttons on all membrane train ARV's.
- Springfield Roofing repaired leaks in the administrative building and sieve drum concentrator building roofs.
- Michigan Switch Gear inspected the old yard breaker that was thought to be faulty, and found it to be in good condition. We will not be paying the \$10,000 for the replacement yard breaker, but we will be keeping it and will store the old breaker in the spare parts inventory for a backup.
- Michigan Switch Gear inspected the membrane building generator and utility breakers.
- We replaced the valve for 1 north primary tank.
- We pulled a gas cap out of pump #2 at the Clinch Park Lift Station. We sent the pump to Graham's for inspection. We have two pumps in this lift station. We have obtained multiple quotes for a backup pump for this lift station. We have purchased the least expensive pump quoted for the lift station's critical spare parts inventory.
- The PLC for the unit that makes up polymer for the Sieve Drum Concentrators failed last week. (This PLC is obsolete.) Topline was able to install a new upgraded PLC to get the unit operating.
- We installed containment structures around the US Filter Polymer Unit.
- We scaled the pressure transmitter for Digester #4.
- We replaced the hour meter on the north air compressor.
- We repaired both ferric lines on the aeration basin.

TCRWWTP Items of Importance		
TCRWWTP Action Items	Status	Estimated Total Cost
Membrane Replacement (890)	The City has decided to replace 1 train of membranes per year until all 8 trains are replaced. We recommend budgeting to replace trains at 8yrs of life. 4 trains replaced 4 more trains remain	2,500,000/train
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 given to the City by April of 2016. Study to tentatively begin in the fall of 2016.	\$125,000
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)	\$220,000
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)	\$125,000/Digester
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)	\$75,000
The Membrane Gates need Replacing	8 membrane gates and 2 aeration basin gates replaced as of Spring 2016 (Please refer attachment A's map of gates replaced to date) 8 additional membrane gates to replace.(786)	\$44,874/ 4 gates installed

TCRWWTP Items of Importance Continued		
TCRWWTP Action Items	Status	Estimated Total Cost
Front Street Lift Station and Main Plant Programmable Logic Controls (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)	\$152,640
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. (Capital Improvement #893) The screw pump project was approved, and CH2M has ordered the screw pump-Arrival is 16 weeks out.	\$200,000/Screw Pump
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)	\$104,411

Note: Attachment A-offers a summary of each project recommended for 2016/2017.

IPP

We still have not received a response from Copper Falls Steakhouse in relation to a Notice of Violation(NOV) and corresponding letter we sent them as a result of their discharge of high levels of grease to the sewer. In February, we called and reminded the general manager of the requirement to respond.

We issued an NOV to Alco Tech for discharging oil into the sewer.

We inspected the Workshop Brewery Company and Brewery Ferment as part of the Light Industrial user's program. We found no major issues at either establishment.

GTCSF ITEMS OF IMPORTANCE		
GTSF Action Items	Status	Estimated Cost
Bio-Filter Media Replacement	Completed	
ATAD Tank Cleaning	Completed	
Pump Pulling Capabilities Needed	Completed	
SNDR Pump Seal is Leaking-2016	New Rotating assembly needed-CH2M to install	\$14,696.00
Pumps are Aging-2016,2018,2020	Pump Replacement Included in 5 Year Capital Improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations. 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)	\$7,500/pump
Modification to Foul Air-2017	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.	\$30,000
Grit Removal -2018	CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	TBD
Fine Screens Modification Needed to remove rags and not impede forward flow-2018	CH2M has developed a modification strategy/included in 5 yr. capital plan	\$18,000
Rock Trap for Grease Pump-Needed to protect pump from large debris-2018	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.	\$18,000
Bio-solids Load Out Pipe Needed-2020	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.	\$7,500
Sludge Storage Capacity-2020	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.	TBD

GTSF Reoccurring Projects		
Project	Frequency	Estimated Cost
Bio-Filter Media Replacement	Work completed in 2014 and should be budgeted for on a 7 year basis.	\$130,000
ATAD Tank Cleaning	Completed in 2015 and should be budgeted for every 7 years.	\$46,000
Grit Removal	Cleaning of the Unloading Bay Rock Traps and floor drains as needed.-	\$1,200 each cleaning-estimated \$14,400/year
	Annual Cleaning of the Influent Equalization Basin	\$36,000
	Annual Cleaning of the Post Equalization Basin (note 2016 is the first year this tank will be cleaned out, it maybe that this tank needs to be cleaned out every 5 years, but for budgeting purposes I would count on every year)	\$10,000
MBR Tanks Cleaned	First to be done in 2017	TBD

Operations

The daily average effluent BOD loading for the month of February was 5.16 lbs/day.

We observed the average unloading time for the haulers in February to be 15.6 minutes, with an average unloading rate of 153 gpm. The picture below depicts the general condition of the unloading bays. We clean the bays twice a day.

Unloading Bays (3-11-16)



Maintenance

We cleared rags out of the piping for the unloading bays several times last month.

We painted the curbs around the rock traps in the unloading bays.

We calibrated the ORP probe for the ATAD tank and the pH probe for the Storage Nitrification Denitrification Reactor (SNDR).

We sent the sludge storage recirculation pump, or SNDR pump, out for inspection before we installed the new seal and bearings. The inspection revealed that a new rotating assembly was needed for the pump. We are purchasing the new rotating assembly from Sunsource, who was the lowest of the bids we obtained. The rotating assembly is scheduled to arrive in 6 weeks.

Consumer's Energy installed a smart meter at the facility.

We replaced the airflow sensor on blower #2.

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 March 2016.

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	
2017	MBR Tank Cleaning	TBD
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

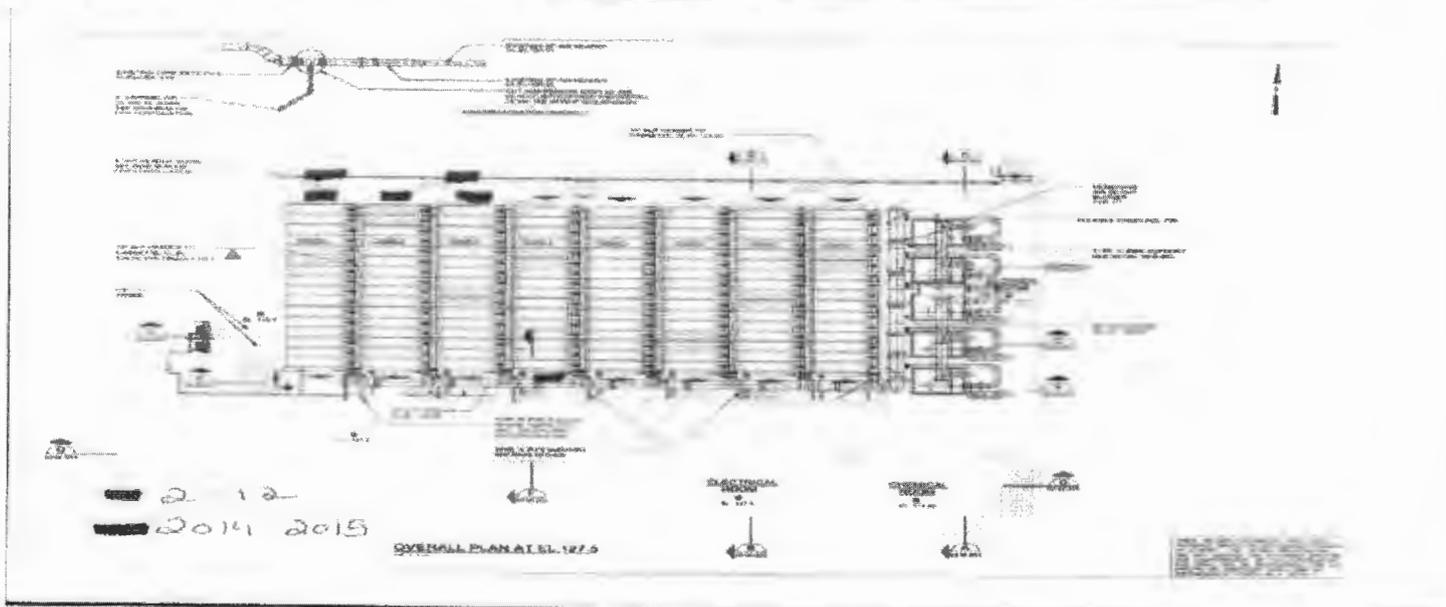
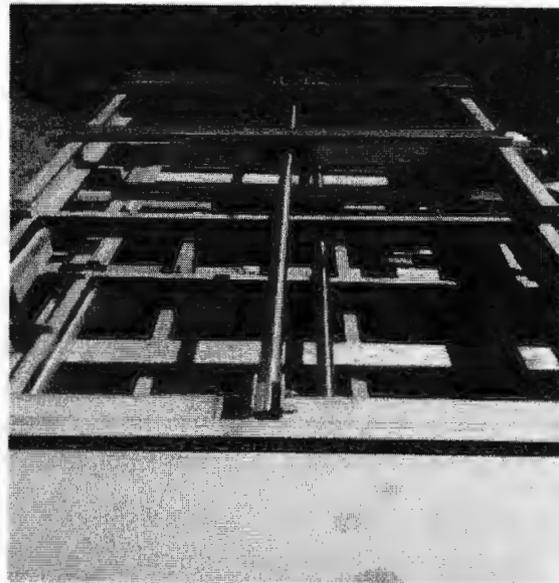
Attachment A-TCRWWTP 2016/2017 Capital Improvement Summary

Membrane Gate Replacement (786) – The originally installed aluminum membrane gates are failing. Failing inlet and outlet gates on the membrane trains interferes with the normal operation of the trains, as well as, the ability to properly recovery clean the trains. Capital Improvement Project #786 replaces the original aluminum gates with stainless steel gates. (Please refer to the pictures and replacement map below)

Old Gate

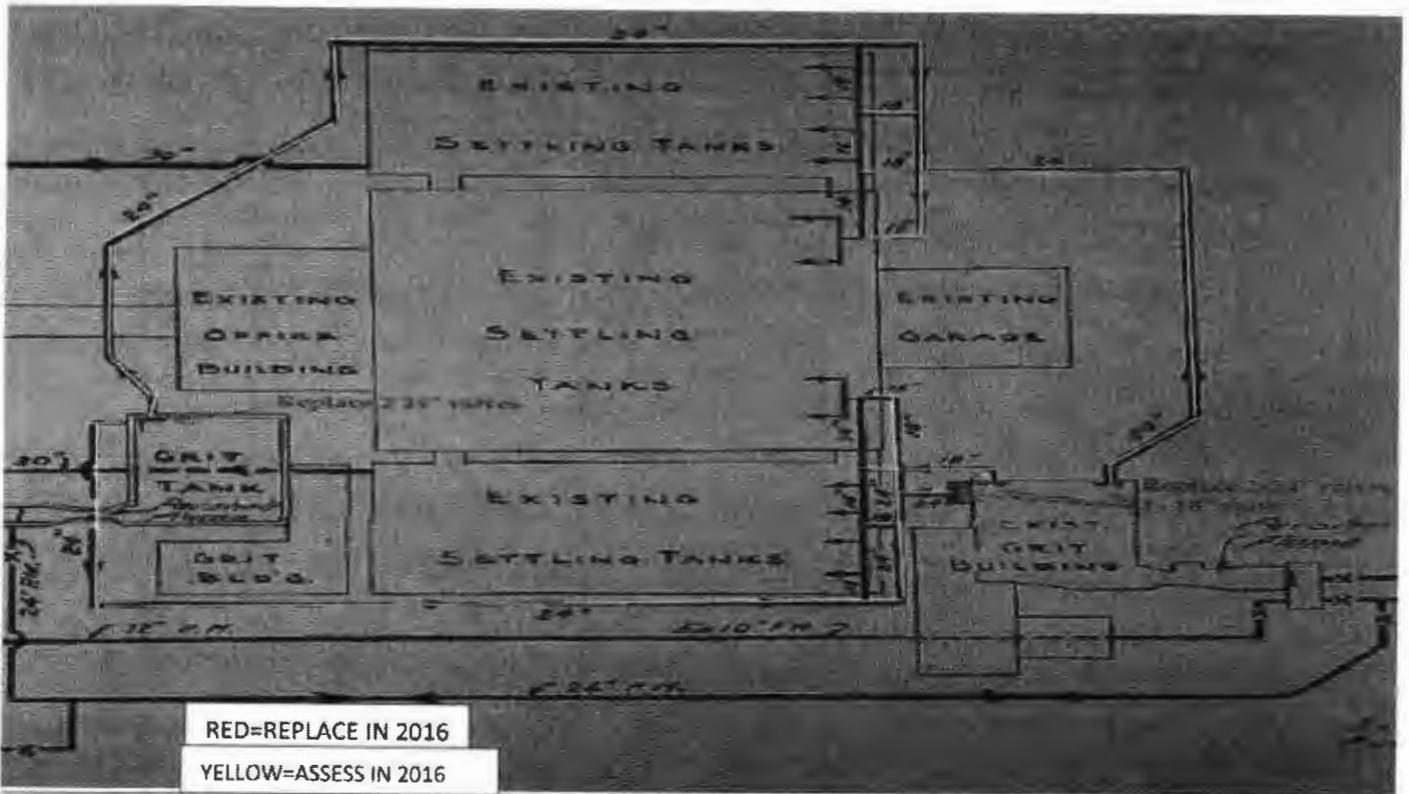


New Gate



Primary Header/Isolation Valve Replacement (902) – The primary header piping has not been upgraded since 1970 and has corrosion at both the north and south ends of the header in the primary pipe gallery. (Please refer to the picture below) Capital Improvement Project #902 will replace the piping in the primary pipe gallery, and related isolation valves, and assess the condition of the remaining primary header piping. (Please refer to the drawing below)

Primary Header



Digester #3 Condition Assessment/Reconditioning (966/948) - The condition assessment/reconditioning of digester #3 was moved up to the 2016-2017 capital improvement year when the crown of the digester, pictured below, began deteriorating rapidly. We had the crown assessed by an engineering firm, which advised us that the digester was in need of a complete condition assessment, and unsafe for use until it was reconditioned. We have taken the digester out of service, and have begun the process of obtaining quotes for the digester's condition assessment. Reconditioning will be performed per the findings that result from the condition assessment. As part of the reconditioning of the digester, a new gas mixer and gas mixer housing will be purchased and installed.



PLC 5 Upgrades Main Plant/Front Street (899) - We are using a PLC 5 at the Front Street Lift Station, and at the Treatment Plant (for a portion of the older part of the plant's automated controls). PLC 5s are obsolete, as a result, they are becoming increasingly difficult to support and reliably maintain. Capital Improvement Project #899 would upgrade both the PLC5 at the Front Street Lift Station and at the Main Treatment Plant to a modern PLC. (Please refer to the picture below of the PLC 5 at the Main Plant)



Traverse City Regional Waste Water Treatment Plant 2015-2016

EXPENSE CATEGORY	Feb-16			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 16,725.83	\$ 28,968.80	\$ (12,242.97)	\$ 200,710.00	\$ 197,236.81	\$ 3,473.19
CLIENT PLANT & EQUIP	\$ 9,583.33	\$ 8,024.03	\$ 1,559.30	\$ 115,000.00	\$ 138,085.89	\$ 23,085.89
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ 250.00	\$ 500.00
EDUCATION, TRAINING, MEETINGS	\$ 521.67	\$ 3,898.04	\$ (3,376.37)	\$ 6,260.00	\$ 13,019.80	\$ (6,759.80)
ELECTRICITY	\$ 40,400.00	\$ (4,886.95)	\$ 45,286.95	\$ 484,800.00	\$ 440,329.55	\$ 44,470.45
EMPLOYEE EXPENSE	\$ 789.21	\$ 3,501.08	\$ (2,711.87)	\$ 9,470.55	\$ 16,156.54	\$ (6,685.99)
INSURANCE	\$ 2,902.28	\$ 2,525.83	\$ 376.45	\$ 34,827.36	\$ 33,652.32	\$ 1,175.04
LABOR	\$ 66,564.15	\$ 57,863.15	\$ 8,701.00	\$ 840,085.52	\$ 744,409.60	\$ 95,675.92
OPERATING EXPENSES	\$ 9,206.87	\$ 13,809.54	\$ (4,602.67)	\$ 112,275.58	\$ 134,093.74	\$ (21,818.16)
OUTSIDE SERVICES	\$ 2,166.67	\$ 2,621.32	\$ (454.65)	\$ 26,000.00	\$ 60,435.52	\$ 34,435.52
SOLIDS HANDLING	\$ 570.00	\$ 12,129.63	\$ (11,559.63)	\$ 168,340.00	\$ 236,212.77	\$ 67,872.77
SUPPLIES	\$ 916.67	\$ 1,564.52	\$ (647.85)	\$ 11,000.00	\$ 14,907.40	\$ (3,907.40)
TELECOMMUNICATIONS	\$ 850.00	\$ 945.01	\$ (95.01)	\$ 10,200.00	\$ 10,149.82	\$ 50.18
TRAVEL COSTS	\$ 1,847.26	\$ -	\$ 1,847.26	\$ 22,167.08	\$ 27,614.38	\$ (5,447.29)
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 4,505.73	\$ (3,293.23)	\$ 14,550.00	\$ 13,247.60	\$ 1,302.40
TOTALS	\$ 154,318.94	\$ 135,469.73	\$ 18,849.21	\$ 2,056,436.10	\$ 2,079,801.74	\$ (23,365.64)

Grand Traverse County Septage Facility 2015-2016

EXPENSE CATEGORY	Feb-16			Year End		
	Budget	Actuals	Variance	Budget	Forecast	Variance
CHEMICALS	\$ 120.00	\$ -	\$ 120.00	\$ 1,440.00	\$ 3,097.29	\$ (1,657.29)
CLIENT PLANT & EQUIP	\$ 833.33	\$ 3,387.74	\$ (2,554.41)	\$ 10,000.00	\$ 14,919.86	\$ (4,919.86)
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ 157.41	\$ (152.83)	\$ 55.00	\$ 189.68	\$ (134.68)
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ 260.92	\$ 521.83
INSURANCE	\$ 317.05	\$ 162.29	\$ 154.76	\$ 3,804.62	\$ 2,823.28	\$ 981.34
LABOR	\$ 9,337.06	\$ 7,361.39	\$ 1,975.67	\$ 117,840.16	\$ 107,952.49	\$ 9,887.66
OPERATING EXPENSES	\$ 963.59	\$ 2,104.72	\$ (1,141.13)	\$ 11,814.56	\$ 17,778.32	\$ (5,963.76)
OUTSIDE SERVICES	\$ 5,700.00	\$ 8.40	\$ 5,691.60	\$ 68,400.00	\$ 63,451.40	\$ 4,948.60
SOLIDS HANDLING	\$ 500.00	\$ 2,660.82	\$ (2,160.82)	\$ 30,300.00	\$ 35,389.40	\$ (5,089.40)
SUPPLIES	\$ 16.67	\$ 353.49	\$ (336.82)	\$ 200.00	\$ 1,508.88	\$ (1,308.88)
TELECOMMUNICATIONS	\$ 96.00	\$ 102.94	\$ (6.94)	\$ 1,152.00	\$ 1,067.58	\$ 84.42
TRAVEL COSTS	\$ 110.58	\$ -	\$ 110.58	\$ 1,327.00	\$ 442.33	\$ 884.67
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ 1,553.95	\$ (1,366.45)
TOTALS	\$ 18,079.72	\$ 16,299.20	\$ 1,780.52	\$ 247,303.59	\$ 250,435.38	\$ (3,131.79)

Repairs

Expenses

Windemuller Replaced Cartridges and
Sensors Operating the Unloading Bays'
Exhaust Fans

\$2,455.72

Township and City Loadings 2015-2016

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

	Limit	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
	owned												
Blair	404	45	45	37	36	35	28	28	31	0	0	0	0
Garfield Twp	3624	3204	3186	3323	3096	3205	2794	2884	3219	0	0	0	0
Elmwood Twp	780	476	473	482	351	419	359	416	315	0	0	0	0
East Bay Twp	1309	684	764	671	645	592	583	830	549	0	0	0	0
Acme Twp	1558	627	531	498	443	409	342	358	437	0	0	0	0
Peninsula Twp	408	103	88	76	61	69	86	66	67	0	0	0	0
Septage	0	14	11	11	15	8	7	2	5	0	0	0	0
City	12122	3976	4769	3722	2942	3003	3187	2662	2394	0	0	0	0
Total		9130	9857	8820	7589	7739	7387	7247	7017	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

	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	185	0	0	0	0
Garf 1 Lift Station	261	296	305	299	284	304	299	269	0	0	0	0
Garf US 31 meter	328	278	305	314	324	263	278	298	0	0	0	0
Garf 6th St meter	194	243	194	198	171	162	173	211	0	0	0	0
Elmwood LS	274	283	201	241	250	209	263	166	0	0	0	0
East Bay LS	285	297	270	308	280	269	291	266	0	0	0	0
Bunker Hill	264	229	220	246	214	201	206	231	0	0	0	0
Acme	245	218	226	198	246	202	226	186	0	0	0	0
Peninsula LS	182	172	144	147	144	169	143	128	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	5	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. Please note that for the month of February, Garfield US 31 Meter and East Bay LS BOD concentrations were averages of the seven previous monthly concentrations, as representative samples were not collected at these locations.

No Discharge

TCWWTP DMR SUMMARY

February 2016

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type		
Flow 50050 Final Effluent (1)	Sample Measurement	4,548	4,890	****	****	****	Daily	Report Total Daily Flow
	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily	****	****	****	Daily	Report Total Daily Flow
Total Suspended Solids 00530 Prior to Disinfection (B)	Sample Measurement	<39	<40	****	<1	<1	3X Weekly	24-Hr Composite
	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average	****	30 Maximum Monthly Average	45 Maximum 7-Day Average	3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80082 Prior to Disinfection (B)	Sample Measurement	<79	<87	****	3	<2	3X Weekly	24-Hr Composite
	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average	****	25 Maximum Monthly Average	40 Maximum 7-Day Average	3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00665 Prior to Disinfection (B)	Sample Measurement	13	17	****	0.3	0.4	3X Weekly	24-Hr Composite
	Permit Requirement	36 Maximum Monthly Average	(Report) Maximum Daily	****	0.5 Maximum Monthly Average	(Report) Maximum Daily	3X Weekly	24-Hr Composite
Total Mercury 71900 Final Effluent (1)	Sample Measurement	*G	*G	****	*G	*G	Quarterly	Calculation
	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily	****	(Report) Maximum Monthly Average	(Report) Maximum Daily	Quarterly	Calculation
Total Silver 01077 Prior to Disinfection (B)	Sample Measurement	0.02	0.02	****	0.50	0.50	Weekly	24-Hr Composite
	Permit Requirement	0.38 Maximum Monthly Average	(Report) Maximum Daily	****	5.3 Maximum Monthly Average	(Report) Maximum Daily	Weekly	24-Hr Composite
Fecal Coliform 74055 Final Effluent (1)	Sample Measurement	****	****	****	<1	<1	3X Weekly	Grab
	Permit Requirement	****	****	****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean	3X Weekly	Grab
CBOD5 Minimum % Removal 80091	Sample Measurement	****	****	99	****	99	Monthly	Calculation
Percent Removal (K)	Permit Requirement	****	****	85 Minimum Monthly % Removal	****	(Report) Minimum Daily % Removal	Monthly	Calculation

				TCWWTP DMR SUMMARY		February 2016		Monthly	Calculation
Total Suspended Solids Minimum % Removal 81011	Sample Measurement	****	****	99	****	99			
Percent Removal (K)	Permit Requirement	****	****	85 Minimum Monthly % Removal	****	(Report) Minimum Daily % Removal		Monthly	Calculation
pH 00400	Sample Measurement	****	****	7.1	****	7.7		3X Weekly	Grab
Final Effluent (1)	Permit Requirement	****	****	6.0 Minimum Daily	****	9.0 Maximum Daily	SU	3X Weekly	Grab
Dissolved Oxygen 00300	Sample Measurement	****	****	9.4	****	****		3X Weekly	Grab
Final Effluent (1)	Permit Requirement	****	****	4.0 Minimum Daily	****	****	mg/L	3X Weekly	Grab

General Report Comments

*G entered for Mercury, not required this reporting period.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF MARCH 21, 2016

DATE: MARCH 17, 2016

FROM: ^{MA} MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC COMMENT REQUEST – TINA ALLEN – NORTHWEST
MICHIGAN CONTINUUM OF CARE

Attached is a reserved public comment request from Tina Allen, representing the Northwest Michigan Continuum of Care. Ms. Allen intends to address the City Commission regarding the collaboration of services to those experiencing homelessness in the City and Grand Traverse County. of his presentation, Mr. Schmidt will be presenting two videos.

City Commission Rules allows fifteen (15) minutes for this presentation.

MC/bcm

k:\tcclerk\city commission\public comment\public comment_tina allen 20160321

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov



Request
Public Comment - Reserved
(at end of meeting)
City Commission of Traverse City
Regular Meeting

Please Print or Type

I, Tina Allen, representing Northwest Michigan Continuum of Care, pursuant to City Commission Rule 13 (see reverse side), request to be placed under "Public Comment - Reserved" on the Agenda of the Regular Meeting scheduled for Monday, March 21, 2016.

I understand that 15 minutes is allowed for my presentation at the end of the meeting under 7(a) of the Agenda

I wish to address the Commission regarding the following matter:

Collaboration of services to those experiencing homelessness in TC & GT County.

3/1/16
Date

231-499-1213
Daytime Phone

cofcare@gmail.com
E-mail

Tina Allen
Signature

10120 Deepath S.
Address

Seng Lake
City/Township

Regular meetings are held the 1st and 3rd Mondays of each month at 7:00 pm.
Please return to the City Clerk no later than Monday, 5:00 pm, the week prior to your requested date.

Thank you for your interest!
Benjamin C. Marentette, MMC
City Clerk