



Notice

City Commission Regular Meeting

7:00 pm

Monday, April 4, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 03-31-2016

AMENDED 04-01-2016

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 meeting of March 21, 2016. (Approval recommended) (Marty Colburn, Katie Zeits)
- b. Consideration of authorizing a one-year extension to the contract for catch basin and storm treatment system cleaning. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- c. Consideration of approving the road salt order for the 2016/2017 winter. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- d. Consideration of adopting a resolution recommending approval of a request for a new Redevelopment Liquor License with Class C Privileges from Gaijin Restaurant, LLC, and authorizing the City Clerk to issue a registration for operation of the license at 136 E. Front Street, Suite A. (Adoption and approval recommended) (Marty Colburn, Katie Zeits)
- e. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- g. Consideration of authorizing a contract for the 2016 Larry C. Hardy Parking Garage Back Up Power Generator Project. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of authorizing a purchase order for the purchase of 14 multi-parking space pay stations and related signage, as recommended by the Downtown Development Authority Board of Trustees. (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 authorizing a contract for the 2016 Garland Street Reconstruction Project and authorizing a related inter-fund loan to fund a portion of the project. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- b. Consideration of authorizing a purchase and sale agreement to sell the City-owned property at 517 Wellington Street and 519 Franklin Street for the operation of an emergency shelter. (Marty Colburn) (5 affirmative votes required)

4. New Business

- a. Consideration of adopting a resolution authorizing the relocation of the Precinct 8 Polling Place from the Grand Traverse County Civic Center, to the Cafeteria of the Governmental Center, located at 400 Boardman Avenue, which has been determined by the City Clerk to be a suitable location for relocation of the polling place. (Adoption recommended) (Marty Colburn, Katie Zeits)

5. Appointments

- a. Consideration of approving an appointment to the Election Commission. (Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Commission Richard Lewis; Chair, and Katie Zeits)
- b. Consideration of establishing an ad hoc interview committee to make a recommendation regarding appointments to the TIF 2 Development Area Citizens Council. (Marty Colburn, Katie Zeits)
- c. Consideration of accepting the resignation of Metta Lansdale from the Traverse City Arts Commission and appointing an ad hoc interview committee to make a recommendation regarding appointment to the vacancy. (Marty Colburn, Katie Zeits)

- d. Consideration of appointment by the Mayor to the Traverse Area District Library Board. (Mayor Jim Carruthers, 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. Communication from the Traverse City Light and Power Executive Director regarding the direction of Traverse City Light and Power.
 - 3. 2014/2015 Annual Report from Traverse City Light and Power.
 - 4. Minutes of the United States Coast Guard Committee meeting of January 7, 2016.
- e. Reports and correspondence from non-City officials.

7. Public Comment

- a. Reserved.

None.

- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{mac}MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- March 21, 2016 Regular Meeting

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

that the minutes of the March 21, 2016, Regular Meeting, be approved.

MC/kez

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
March 21, 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 in attendance: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe.

The following Commissioner was absent: Tim Werner.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Moved by Howe, seconded by Lewis, that City Commission Rule 9(a) be suspended to add the following item as Old Business 3(d) to the agenda: "Consideration of a request from The Woda Group for the City Commission to extend the date by which construction must commence in connection with its PILOT at 520 Railroad Avenue.

CARRIED unanimously. (Werner absent)

As requested by City Manager Marty Colburn, Agenda Item 2(d) was removed from the Agenda.

As requested by Mayor Pro Tem Ross Richardson, Agenda Items 2(b), 2(i), and 2(m) were removed from the Consent Calendar for individual consideration by the Commission.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Items 2(c) and 2(g) were removed from the Consent Calendar for individual consideration by the

Commission.

2. Consent Calendar

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

- a. The minutes of the March 7, 2016, Regular Meeting and March 14, 2016, Study Session, be approved.
- b. Removed from the Consent Calendar.
- c. Removed from the Consent Calendar.
- d. Removed from the Agenda.
- e. 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.
- f. 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.
- g. Removed from the Consent Calendar.
- h. 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.

- i. Removed from the Consent Calendar.
- j. 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.
- k. 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 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.
- l. The competitive bidding process 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.
- m. Removed from the Consent Calendar.
- n. 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.

CARRIED unanimously. (Werner absent)

Items removed from the Consent Calendar

a.

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.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Haas, 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.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Werner absent)

b.

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.

Commissioner Richard Lewis indicated that a member of his family owns one of the properties that is part of this Special Improvement District; and while he does not have a direct financial or contractual interest in the property, there may be the appearance of a conflict of interest. He asked the Commission if they believed he should abstain; and no one responded affirmatively.

The following addressed the Commission:

Marty Colburn, City Manager

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

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

CARRIED unanimously. (Werner absent)

c.

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; and 16th Street from its east terminus to Lake Ridge Drive.

The following addressed the Commission:

Dave Green, Director of Public Services

Moved by Richardson, seconded by Howe, 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.

CARRIED unanimously. (Werner absent)

d.

Consideration of adopting a resolution recommending approval of a request for a new Redevelopment Liquor License with Class C Privileges from Olives & Wine, and authorizing the City Clerk to issue a registration for operation of the license at 201 East Front Street, suite A.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk

Rick Buckhalter, 932 Kelley Street

Moved by Howe, seconded by Shamroe, 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.

CARRIED unanimously. (Werner absent)

e.

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.

The following addressed the Commission:

Marty Colburn, City Manager
Rick Buckhalter, 932 Kelley Street

Moved by Lewis, seconded by Richardson, 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.

CARRIED unanimously. (Werner absent)

3. Old Business

3(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.

The following addressed the Commission:

Marty Colburn, City Manager

Tom Rockne, Bethlehem Lutheran Church Council President

Moved by Howe, seconded by Haas, 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.

CARRIED unanimously. (Werner absent)

3(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.

The following addressed the Commission:

Marty Colburn, City Manager

Rick Buckhalter, 932 Kelley Street

Moved by Shamroe, seconded by Haas, 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.

Roll Call:

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

No - Richardson.

CARRIED. (Werner absent)

3(c).

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

The following addressed the Commission:

Rick Buckhatler, 932 Kelley Street
Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, 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).

Roll Call:

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

No - None.

CARRIED unanimously. (Werner absent)

3(d).

Consideration of a request from The Woda Group for the City Commission to extend the date by which construction must commence in connection with its PILOT at 520 Railroad Avenue to March 17, 2017.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Richardson, that the Amended Resolution Granting Tax Exemption for the property at 520 Railroad Avenue to Depot Commons Limited Dividend Housing Association, LP, which extends the expiration date of the PILOT (as originally established by the City Commission on

September 21, 2015), to March 21, 2017, be adopted.

CARRIED unanimously. (Werner absent)

4. New Business

4(a).

Consideration of authorizing a contract for the Phase I Paving and Resurfacing Projects.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Haas, 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.

CARRIED unanimously. (Werner absent)

5. Appointments

5(a).

Consideration of approving an appointment to the Traverse City Light and Power Board.

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

Kate Madigan, 400 Boughey Street, Michigan Environmental Council
Policy and Energy Specialist
Rick Buckhalter, 932 Kelley Street

Chris Maxbauer, 503 West Eighth Street

Roll Call:

Yes - Lewis, Shamroe, Richardson, Carruthers.

No - Haas, Howe.

CARRIED. (Werner absent)

6. Reports and Communications

The following were received and filed:

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

Elizabeth Hart, CH2M

7. Public Comment

The following addressed the Commission:

- a. Reserved.

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.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County
Commissioner

Rick Buckhalter, 932 Kelley Street

Benjamin Marentette, City Clerk

- c. Mayor and City Commissioners.

Mayor Jim Carruthers

The City Commission entered into closed session at: 8:31 p.m.

The City Commission returned to open session at: 9:05 p.m.

Moved by Shamroe, seconded by Haas, to accept the settlement offer made by Hamilton Anderson, Nealis, Fleis and Vandenbrink and Fountain People collectively in the amount of \$300,000 and that the Mayor and City Clerk be authorized to execute the associated settlement agreement, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously. (Werner absent)

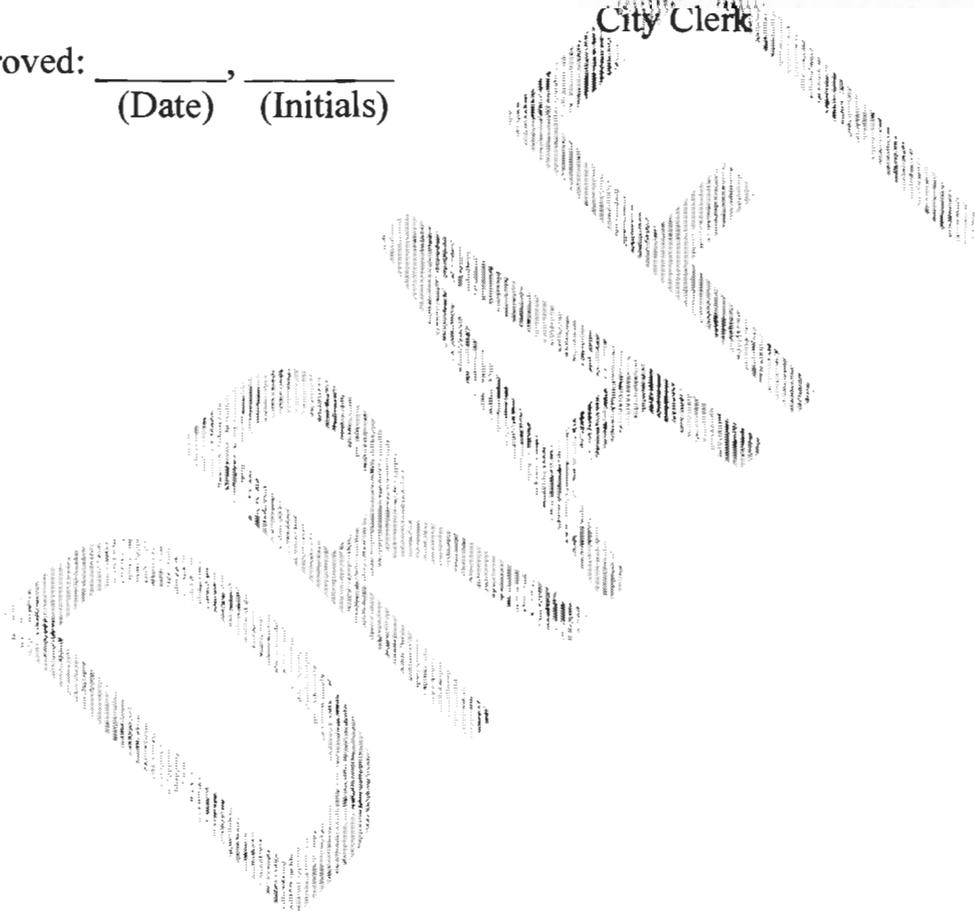
8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:07 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{max}MARTY COLBURN, CITY MANAGER

SUBJECT: 2016/17 CATCH BASIN AND STORM FILTER TREATMENT
SYSTEM CLEANING

Attached is a memo from Director of Public Services Dave Green recommending a one-year contract extension for catch basin and storm filter treatment system cleaning for the 2016/17 Fiscal Year. The contractor that we used last year, through a competitive bidding process, agreed to honor their prices from last year.

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

that the Mayor and City Clerk execute an amendment to the contract with B & B Environmental (contract originally authorized May 4, 2015), for catch basin and storm filter treatment system work in Fiscal Year 2016/2017, in the amount of \$59,550, more or less, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Local, Major and MDOT State Highway Funds.

MC/bcm

k:\tcclerk\city commission\agreements\catch basin cleaning 2016

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 28, 2016

SUBJECT: 2016/17 Catch Basin and Storm Treatment System Cleaning
Contract Extension

Attached is a request from Mark Jones, Street Superintendent, for approval to execute the second contract extension of a three year contract for the annual cleaning of our catch basins and storm water treatment systems located throughout the City. As Mark points out we have been satisfied with the work our contractor, B&B Environmental, LLC, completed for us last year and they have agreed to keep their prices at the 2015 low bid amounts.

Therefore, it is recommended that we extend our schedule with the low bidder B&B Environmental, LLC for the 2016/2017 fiscal year and that the proper City officials be authorized to execute a unit price contract with the above mentioned low bidder, in the amount of \$59,550.00, more or less, with funds available in the Local, Major and M-Dot State Highway Funds.

Memorandum

To: Dave Green, DPS Director
From: Mark Jones, Street Department Superintendent
Date: 3-23-16
Subject: Catch Basin and Storm Filter Cleaning



Last May, 2015 - B & B Environmental was awarded the contract for the cleaning of our Storm Filter Treatment System and Catch Basins for a period of one year. They have an option of renewal for two additional years, in one year increments, if the price remains the same.

I have contacted B & B Environmental and they have agreed to do this work for 2016/2017 fiscal year at the 2015 contracted price. They have sent their confirmation letter and their insurance is up to date at this time.

We have been very pleased with B & B Environmental's work and their price was very reasonable compared to the other vendors. (see vendors bid prices below).

Therefore if you would please ask City Commission approval to extend B & B Environmental's contract for the 2016 construction season. Funds are budgeted in Local and Major Street accounts.

<u>Vendors</u>	<u>Total</u>
B&B Environmental	\$59,550.00
Pollution Control Serv.	\$64,250.00
National Industrial Main.	\$81,350.00
United Resource LLC	\$142,388.00



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016
FROM: ^{cmsc} MARTY COLBURN, CITY MANAGER
SUBJECT: WINTER SALT ORDER

Attached are memos from Dave Green, DPS Director, and Mark Jones, Streets Superintendent, regarding the approval to order winter road salt for ice control for the winter of 2016-2017.

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

that the City Manager be authorized to approve ordering 500 tons of bulk salt and 400 tons of backup salt through the State of Michigan's MIDeal program.

MC/jd

cc: Dave Green, DPS Director
Mark Jones, Streets Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: March 28, 2016

SUBJECT: 2016-17 Salt Order

Attached is a memorandum from Mark Jones, Streets Superintendent, requesting approval to order winter road salt for ice control for the winter of 2016-2017.

We purchase road salt through the State of Michigan extended purchasing program, taking advantage of the lowest prices available to the State. We actually have to place our order now for next winter's salt because the State combines the demand from all of the State's municipalities into one large bid. The actual price that we will pay does not become available until the bid is awarded and the salt is ready for delivery. But by placing an order now, we are committed to paying for the salt in the fall. Because funds are being committed, we think it appropriate that the City Commission approve the order that is being placed now, and then approve the actual expenditure of funds in the fall.

Mark estimates the need for 500 tons of early delivery salt and 400 tons of backup salt. As Mark explains in his memo, we have some flexibility on how much of the backup salt we actually have delivered.

Please request City Commission approval to order 500 tons of bulk salt and 400 tons of backup salt through the State of Michigan's MIDEAL program.

Memorandum

To: Dave Green, DPS Director

From: Mark Jones, Street Superintendent

Date: 03-22-16

Subject: 2016/2017 MIDEAL Salt Commitment



As in the past, the City has arranged for the purchase of its yearly road salt supply through the State of Michigan extended purchasing service. The State of Michigan takes bids for bulk deliveries with drop points to various agencies. Every year in March all agencies are asked for the tonnage of salt they will need for the upcoming year. By doing this they can go out for bids and receive the lowest price for bulk salt, this commitment locks the agencies in for the purchase. (MIDEAL Road Salt Contract) Normally in August we receive the finalized contract with the lowest bid price for all agencies. By participating in the MIDEAL Road Salt Contract all agencies are guaranteed the quantity they requested. The salt vendor is required to keep 30% extra in case of a heavy winter and all agencies are only required to accept 70% of their backup salt commitment. As a rule, every year salt and delivery prices increase so it makes sense to accept the full amount contracted.

Please request City commission approval for a commitment order of 500 tons early delivery of bulk salt and 400 tons of seasonal back up salt.

Please see chart to follow which shows the last seven years of salt purchased by the City, this chart shows the year by year increases and may help to understand what we can expect for increases in the 2016/2017 season.

Necessary funds will be budgeted in the Street Division and Highway maintenance accounts for these purchases.

Salt Early Delivery and Backup Salt Delivery

	TONS ORDERED			Annual Total Cost
2008 Early Delivery	2000	\$48.14 per ton	\$96,280	
2009 Backup Delivery	300	\$49.32 per ton	\$14,796	\$111,076
2009 Early Delivery	2000	\$59.17 per ton	\$118,340	
2010 Backup Delivery	300	\$60.67 per ton	\$18,201	\$136,541
2010 Early Delivery	2000	\$61.24 per ton	\$122,480	
2011 Backup Delivery	300	\$62.79 per ton	\$18,837	\$141,317
2011 Early Delivery	1500	\$65.95 per ton	\$98,925	
2012 Backup Delivery	500	\$65.68 per ton	\$32,840	\$131,765
2012 Early Delivery	1000	\$65.61 per ton	\$65,610	
2013 Backup Delivery	300	\$65.35 per ton	\$19,605	\$85,215
2013 Early Delivery	1500	\$55.63 per ton	\$83,445	
2014 Backup Delivery	500	\$55.41 per ton	\$27,705	\$111,150
2014 Early Delivery	2000	\$70.78 per ton	\$141,560	
2015 Backup Delivery	500	\$71.05 per ton	\$35,525	\$177,085
2015 Early Delivery	1000	\$66.10 per ton	\$66,100	
2016 Backup Delivery	300	\$70.26 per ton	\$21,078	\$87,178



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – GAIJIN RESTAURANT, LLC (136 EAST FRONT
STREET, SUITE A)

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Gaijin Restaurant, LLC (Simon Joseph) to obtain a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 136 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 Gaijin Restaurant, LLC, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to Gaijin Restaurant, LLC, to operate such license at 136 East Front Street, Suite A.

MC/kez

K:\tcclerk\City Commission Communications\liquor
license_Redevelopment\liqlic_redevprojectarea_Gaijin_20160404.doc

copy: Simon Joseph, roamingharvest@gmail.com

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

FROM: Benjamin C. Marentette, City Clerk

DATE: March 31, 2016

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – GAIJIN RESTAURANT, LLC

Gaijin Restaurant, LLC (Simon Joseph), has applied for a Redevelopment Project Area Liquor License. The license would be operated at 136 East Front Street, Suite A, located downtown in the space that was previously Subway. 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 fifteenth application for a Redevelopment Project Area Liquor License in the Downtown to be recommended for City Commission approval, however this will be the thirteenth 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.)

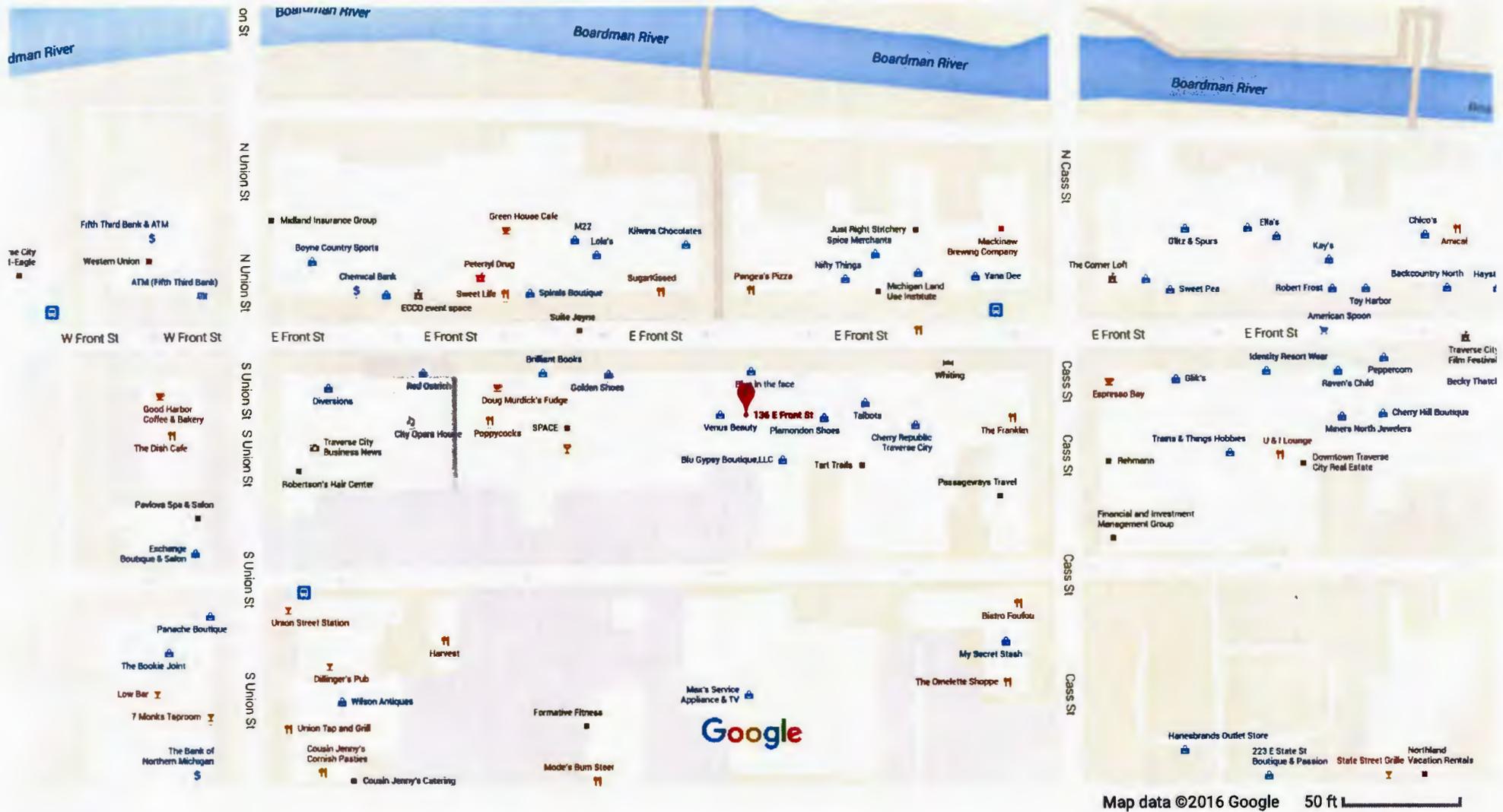
Finally, if the license is issued by the MLCC, it cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Gaijin Restaurant, LLC. I recommend that the City Commission authorize this registration.

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



136 E Front St

Proposed Redevelopment Liquor License - Gaijin Restaurant, LLC



Google Maps



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 Gaijin Restaurant, LLC, with the license to be located at 136 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, Katelyn Zeits, Deputy 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 April 4, 2016.

Katelyn Zeits, CMC
Deputy City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016
FROM: *MAC* MARTIN A. COLBURN, CITY MANAGER
SUBJECT: #2 DIESEL FUEL PURCHASE

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

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Lemmen Oil	Coopersville	\$1.39475
Fick & Sons	Grayling	\$1.4040
Crystal Flash	Traverse City	\$1.42185
Scotland Oil	Alma	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Blarney Castle	Traverse City	Did not bid
Brenner Oil	Mount Pleasant	Did not bid
Gilberts Service Oil	Traverse City	Did not bid

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

That the City Manager be authorized to issue a confirming purchase/service order in the amount of \$13,946.11 to Lemmen Oil Company for 9,999 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$1.39475 per gallon with funds available in the Garage Fund.

MAH/wb

The previous purchase price on 2/8/16 was \$1.17975 per gallon.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016
FROM: *mac* MARTIN A. COLBURN, CITY MANAGER
SUBJECT: UNLEADED GASOLINE PURCHASE

Telephone / fax bids were received for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Scotland Oil	Alma	\$1.320461
Crystal Flash	Traverse City	\$1.37405
Lemmen Oil	Coopersville	\$1.3790
Fick & Sons	Grayling	1.38000
Brenner Oil	Mount Pleasant	Did not bid
Blarney Castle	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilbert,s Service	Traverse City	Did not bid

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

that the acting City Manager be authorized to issue a confirming purchase order in the amount of \$12,544.38 to Scotland Oil Co. for 9,500 gallons of unleaded gasoline priced at \$1.320461 per gallon with funds available in the Garage Fund.

MAH/wb

The previous purchase price on 12/9/15 was \$1.1705per gallon.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: *mac*
MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 LARRY C. HARDY PARKING GARAGE BACK UP POWER
GENERATOR PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a contract for the 2016 Larry C. Hardy Parking Garage Backup Generator Project. This project includes replacement of the battery backup system for emergency lighting purposes and electricity backup for garage operational purposes, such as for the computer hardware that helps run the garage.

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

that the Mayor and City Clerk execute a unit prices contract with Shoreline Power Services, Inc. in the amount of \$53,989, more or less, at the unit prices indicated in its bid, for the 2016 Larry C. Hardy Parking Garage Backup Power Generator Project, 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\hardy parking garage backup generator

copy: Timothy Lodge, City Engineer

Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *Lodge*
DATE: March 24, 2016
SUBJECT: 2016 Hardy Deck Back Up Power Generator Project

Sealed bids were advertised for and were received on March 24, 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 four bids being received for this work as follows:

Contractor		Bid Amount
Shoreline Power Services, Inc	Williamsburg	\$ 53,989.00
Top Line Electric LLC	Traverse City	\$ 54,535.00
Windemuller	Traverse City	\$ 54,670.00
Feyen-Zylstra	Traverse City	\$ 84,201.00

The preliminary cost estimate from our consultant, Nealis Engineering is \$50,000. The project includes replacing the existing battery back-up system for emergency lighting with a gas fired back up generator which will improve reliability and operation of the parking deck during a power outage.

Therefore, it is recommended that this work be awarded to the low bidder, Shoreline Power Services, 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 \$53,989.00 more or less, with funds therefore available in the parking fund of the Capital Projects Fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016
FROM: *MC* MARTY COLBURN, CITY MANAGER
SUBJECT: LUKE II PAY STATIONS PURCHASE

Attached are memos from Nicole VanNess, Parking Administrator, regarding the approval to purchase a minimum of 14 pay stations for parking.

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

that the City Manager be authorized to issue a purchase order to T2 Systems, in the amount not to exceed \$184,417.00 for a minimum of 14 multi-space pay stations, with funds available in the Parking System fund, and recurring subscriptions billed monthly in the amount of \$75 per pay station with funds available in the Parking System fund.

MC/jd

cc: Nicole VanNess, Parking Administrator
Rob Bacigalupi, DDA Executive Director



Memorandum

To: Benjamin Marentette, City Clerk
From: Nicole VanNess, Parking Administrator
Date: March 28, 2016
Re: Luke II Pay Station Purchase

On March 18, 2016 the DDA Board unanimously approved the recommendation to purchase 14 multi-space pay stations in an amount not to exceed \$184,417, and recurring subscriptions billed monthly in the amount of \$85 per pay station.

Our equipment budget this year included the purchase of the multi-space and single space meters in order to continue upgrading our devices as started in October 2014. We initially replaced all of the single space meter housings with more secure housings in what we consider to be our "core" locations. This has significantly helped to decrease the tampering with and theft of our meter coin where we typically see higher revenues. At the time we implemented the pay stations in May of 2015, we increased our meter rates by 100% for our 4 hour and less meters and 20% for our more than 4 hour meters. The reporting capabilities have helped us confirm our meter revenue increases between 30-60% in winter months and 80-110% increase last summer.

As we get closer to the end of this budget year, we have determined our metered lots to be of higher risk than some of our on-street locations. Off-street locations are typically darker, and the meters are closer together which may be appealing for criminal activity. While we would like to purchase both secure single space housings and pay stations, we are choosing to move forward with a recommendation for pay stations. The pay stations offer expanded payment options and more reporting features which benefits both the public and our department. We are still evaluating the exact locations, but we have determined that 12 pay stations would be sufficient to cover at least 4 City owned lots and a minimum of 180 spaces. The pay stations offer expanded payment options and more reporting features.

Two pay stations will replace the existing Shelby devices on the ground level at Old Town Garage that are being decommissioned. T2 Systems is offering a trade-in credit for the Shelby units that may be used towards a decrease in the total purchase price of new units or towards monthly subscription fees. After the DDA Board approved our recommendation, and T2 Systems was made aware of our intent to add additional units, they have offered us a decrease in monthly fees from \$85 to \$75 per pay station per month.



Memorandum

I recommend the City Commission approve the recommendation of the DDA Board of Directors to approve a minimum purchase of 14 multi-space pay stations in an amount not-to-exceed \$184,417 with funds available in the Parking System fund equipment line item, and recurring subscriptions billed monthly in the amount of \$75 per pay station with funds available in the Parking System fund professional services line item. Upon final determination of placement, an additional expense estimated at \$35 per sign will be submitted in order to denote space number.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: March 14, 2016
Re: Luke II Pay Station Purchase

We installed 12 pay stations to replace coin only meters in May of 2015. The original proposal called for the pay stations to be installed on Front Street and 5 small lots. Prior to installation, I recommended that Front Street was not an ideal location to introduce this technology to our community, and determined an installation in 5 lots ranging in size would allow for easier adjustment. The device swap was met with both positive and negative feedback as we worked through the transition period. After initial implementation, there was continuous negative feedback within the first four months which consisted of difficulty seeing the display screen and on-screen prompts; learning curve on when and how to pay; refund complaints; wait time and lines; and overall dissatisfaction with the changeover. The complaints have significantly decreased. Parkers are more familiar with the locations of the pay stations and how they work. We have decreased our collection time with our enforcement staff, have the ability to track usage and view real-time occupancy counts, report on financial and usage data, and offer expanded payment methods.

We would like to continue to deploy multi-space meters to replace our single space meters. We would need 17 pay stations for city owned lots and 17 pay stations for leased lots. It would be a significant investment to purchase 34 pay stations. We are still evaluating the exact locations, but we have determined that 12 pay stations would be sufficient to cover at least 4 lots and at minimum 180 spaces.

We received an end-of-life notice for Shelby pay stations in May of 2015. These units were the first pay stations deployed by DPT. We have two of these units at Old Town Garage on the ground level. Hardware support ended on December 31, 2015 and both software and telephone support will end on December 31, 2016.

I recommend that the DDA Board of Directors approve the purchase of 14 multi-space pay stations in an amount not to exceed \$184,417 with funds available in the Traverse City Parking System fund, and recurring subscriptions billed monthly in the amount of \$85 per pay station. Upon final determination of placement, an additional expense of roughly \$35 per sign will be submitted in order to denote space number.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: GARLAND STREET RECONSTRUCTION PROJECT

Attached is a memo from City Engineer Timothy Lodge explaining the Garland Street Reconstruction Project. As mentioned by Mr. Lodge, it is important to note that the project scope includes reconstructing portions of Hall Street, adding sidewalk, curb and gutter to the west side, constructing a marked cross walk across Grandview Parkway and Union Street, reconstructing a portion of Union Street, environmental testing, monitoring and removal of contaminated material and repairing the existing sanitary sewer.

Considering the scope of this project has many aspects, and it is the recommendation that funding participation is requested from Traverse City Light and Power, the City Wastewater Fund and the Brownfield Grant. Additionally, City Treasurer/Finance Director William Twietmeyer has indicated a one-year interfund loan of \$400,000 from the TIF 2 Fund will be necessary to cover the costs.

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

that the Mayor and City Clerk execute a contract with Elmer's in the amount of \$1,639,379.15, more or less, with Bid Alternates 200, 201, and 202, for the 2016 Garland Street Reconstruction Project, with funds available in the Capital Projects Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney and further that funding participation in the amount of \$320,000 be requested from Traverse City Light and Power for street lights, in the amount of \$60,000 from the City's

-Motion continued on the following page-

Wastewater Fund for sanitary sewer, and in the amount of \$53,750 from the Brownfield Grant for eligible environmental related items; and further that the TIF 97 Fund receives an interfund loan from the TIF 2 Fund in the amount of \$400,000 for the period of one year at an interest rate of .61%, which is equivalent to the rate of a one-year treasury note in order to provide the funds necessary for TIF 97 to pay for this project.

MC/kez

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copy: Timothy Lodge, City Engineer
William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City
Engineering Department



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

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

DATE: March 28, 2016

SUBJECT: 2016 Garland Street Reconstruction Project

The City of Traverse City/DDA is planning improvements to Garland Street between Hall Street and the Grandview Parkway/Union Street. The project is anticipated to include total reconstruction of the street, streetscapes, utilities, drainage improvements and related work. A new alignment changing the east terminus from the Grandview Parkway to Union Street between the Visitor Center and the 5/3rd Bank Drive-Thru has been agreed to by TC Tourism and we are working with 5/3 to finalize this change.

In 2010 the City/DDA hired the consulting firm of Greenan and Associates, LLC to perform consulting services including schematic design and report, final design, bidding and construction administration for the project. They completed a public involvement process as part of the schematic design and delivered final plans to the City in October 2013. The project was reviewed and approved by the City Planning Commission on July 20, 2011.

Greenan and Associates, LLC ceased business operations in 2014 and we then hired the consulting firm of Fleis & Vandenbrink (F & V) to complete the design with updates, prepare bidding documents, assist with bidding and perform construction administration and construction engineering for the project.

While proceeding with the updates it became apparent that the additional public involvement was necessary to refine the design. Also, the electronic files that were provided by the previous consultant were not entirely usable in the form provided to merely update the design. Thus, we completed additional public involvement in 2014/15. Agreements with TC Tourism and 5/3 were being negotiated during much of this time. Select plan sheets of the final design are attached for reference.

So, after many years of discussion sealed bids for the above referenced project were received on March 28, 2016. Two bids were received for this work as follows:

Crawford Contracting, Inc	Mt. Pleasant	\$1,567,738.01
Elmer's	Traverse City	\$1,574,477.15

The bid amounts above include unit pricing for 107 individual work items. In addition we asked for Bid Alternates including:

- a. For Contractor to provide luminaire and post selected during the public involvement as Alternate Pay Items as an option to owner furnished materials. (Bid Alternate Item 98A)
- b. For Contractor recommended alternatives to the luminaire and post selected for the project. (Bid Alternate Item 98B)
- c. For Contractor to add a dimming system to the lighting circuits capable of 0-10V, DC dimming. (Bid Alternate Item 200)
- d. Clarified pay items for separating upper receptacle circuits and lower receptacle circuits from other pay items. The upper receptacle circuits provide power to the decorative string lights at each light pole. The lower receptacle circuit provides power to the event outlets at each light pole. (Bid Alternate Item 201 and 202)

We have attached the bid tabulation and analysis for reference showing the Engineer's Estimate and the bids of the two contractors. Our consultant, Fleis and Vandenbrink estimated the cost for the work to be \$1,321,653.41 plus any of the selected Bid Alternates. Both bids came in nineteen percent over the estimated costs but the two bids were within one half of one percent of each other. We attribute the additional costs to the work items for traffic control, environmental compliance and contaminated soil removal, earthwork and costs for decorative concrete which were underestimated in the Engineer's Estimate.

It is important to acknowledge that the project scope includes reconstructing portions of Hall Street, adding sidewalk, curb and gutter to the west side, constructing a marked cross walk across Grand View Parkway and Union Street, reconstructing a portion of Union Street, environmental testing, monitoring and removal of contaminated material and repairing the existing sanitary sewer. After reviewing the bids received including the Bid Alternatives we offer the following recommendations:

1. Accept the low bid of Elmer's with Bid Alternates 200, 201 and 202 for a total contract amount of \$1,639,379.15.

Crawford Contracting, Inc	Mt Pleasant	\$1,650,538.01
Elmer's	Traverse City	\$1,639,379.15

2. Request alternate light fixtures and poles from vendors with a direct purchase and installation by TCLP in an amount not to exceed \$5,000 per pole, or \$130,000, in accordance with the 2013 TCLP Policy on Decorative Street Lighting.
3. Request funding participation for the project from TCLP in an amount up to the cost of the lighting estimated to be \$320,000 (\$160,968+\$130,000+\$29,032) including an estimated 10% contingency and maximum cost of \$5,000 per pole and fixture for 26 street lights. Funding will need to comply with the 2010 Street Lighting and Operations Policy and the 2013 TCLP Decorative Lighting Policy.
4. Request funding participation for the project from the City's Wastewater fund in the amount of \$60,000.
5. Request funding participation for the project from the Brownfield grant in the amount of \$53,750 for eligible environmental related items.

A Special Downtown Development Authority Meeting will be held on April 1 to consider the project. If no additional funding other than TIF 97 Funds and Parking Funds are allocated to the project then we estimate the entire remaining project cost will be \$1,880,379.15. A breakdown follows:

Elmer's Base Bid	\$1,574,477.15
Sub Total Alternates 200, 201,202	\$ 64,902.00
Sub Total Base + Alternates	\$1,639,379.15
Budget for Light Fixtures	\$ 130,000.00
Total Construction Cost	\$1,769,379.15
Construction Engineering	\$ 65,000.00
Environmental Consultants	\$ 20,000.00
5/3 Easement	\$ 26,000.00
Total Project Cost	\$1,880,379.15

Assuming DDA concurrence with this recommendation on April 1, 2016 the final contract amount for Elmer's is \$1,639,379.15. *Therefore, it is recommended that this work be awarded to Elmer's and that the proper City officials be authorized to execute a contract with the above-mentioned low bidder, in the amount of \$1,639,379.15, more or less, with funds available in the Capital Projects Fund.*

2016 Garland Street Reconstruction Project

Location # 1
Garland St.

Item No.	Est Qty	Unit	Description of Items	Engineer's Estimate		Crawford Contracting, Inc.		Elmer's Crane and Dozer, Inc.		CONTRACTOR BID ANALYSIS				FUNDING CATEGORIES		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Crawford Contracting, Inc.		Elmer's Crane and Dozer, Inc.		Elmer's Crane and Dozer, Inc. Bid Amounts		
										% Over/Under	Total Price Difference	% Over/Under	Total Price Difference	Wastewater	Lighting	Environmental
1	1.00	Lsum	Mobilization (5%)	\$ 67,119.00	\$ 67,119.00	\$ 70,000.00	\$ 70,000.00	\$ 74,000.00	\$ 74,000.00	104%	\$ 2,881.00	110%	\$ 6,881.00			
2	1.00	Lsum	Traffic Control	\$ 15,000.00	\$ 15,000.00	\$ 190,000.00	\$ 190,000.00	\$ 35,000.00	\$ 35,000.00	1267%	\$ 175,000.00	233%	\$ 20,000.00			
3	1.00	Lsum	Erosion Control Devices	\$ 5,000.00	\$ 5,000.00	\$ 16,500.00	\$ 16,500.00	\$ 10,000.00	\$ 10,000.00	330%	\$ 11,500.00	200%	\$ 5,000.00			
4	1.00	Lsum	Contractor Requirements of Environmental Construction Management Plan	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00	400%	\$ 7,500.00	2000%	\$ 47,500.00			\$ 50,000.00
5	50.00	Cyd	Non Haz Contaminated Material Handling and Disposal, LM	\$ 40.00	\$ 2,000.00	\$ 100.00	\$ 5,000.00	\$ 75.00	\$ 3,750.00	250%	\$ 3,000.00	188%	\$ 1,750.00			\$ 3,750.00
6	9.00	Ea	Dr Structure, Rem	\$ 262.81	\$ 2,365.29	\$ 500.00	\$ 4,500.00	\$ 500.00	\$ 4,500.00	190%	\$ 2,134.71	190%	\$ 2,134.71			
7	3.00	Ea	Dr Structure, Abandon	\$ 214.69	\$ 644.07	\$ 400.00	\$ 1,200.00	\$ 600.00	\$ 1,800.00	186%	\$ 555.93	279%	\$ 1,155.93			
8	264.00	Ft	Sewer, Rem, Less than 24 Inch	\$ 9.43	\$ 2,489.52	\$ 15.00	\$ 3,960.00	\$ 14.00	\$ 3,696.00	159%	\$ 1,470.48	148%	\$ 1,206.48			
9	460.00	Ft	Sewer, Abandon, Less than 24 Inch	\$ 8.47	\$ 3,896.20	\$ 12.00	\$ 5,520.00	\$ 10.00	\$ 4,600.00	142%	\$ 1,623.80	118%	\$ 703.80			
10	1.00	Ea	Bulkhead, 15 Inch	\$ 138.87	\$ 138.87	\$ 300.00	\$ 300.00	\$ 250.00	\$ 250.00	216%	\$ 161.13	180%	\$ 111.13			
11	155.00	Ft	Sewer, CI IV RCP, 12 Inch, Tr Det B1	\$ 43.80	\$ 6,789.00	\$ 50.00	\$ 7,750.00	\$ 50.00	\$ 7,750.00	114%	\$ 961.00	114%	\$ 961.00			
12	719.00	Ft	Sewer, CI IV RCP, 18 Inch, Tr Det B1	\$ 48.42	\$ 34,813.98	\$ 60.00	\$ 43,140.00	\$ 65.00	\$ 46,735.00	124%	\$ 8,326.02	134%	\$ 11,921.02			
13	874.00	Ft	Video Taping Sewer Pipe	\$ 1.15	\$ 1,005.10	\$ 2.00	\$ 1,748.00	\$ 2.00	\$ 1,748.00	174%	\$ 742.90	174%	\$ 742.90			
14	11.00	Ea	Catch Basin, 24 Inch Dia, W/2' Sump	\$ 1,032.04	\$ 11,352.44	\$ 1,300.00	\$ 14,300.00	\$ 1,200.00	\$ 13,200.00	126%	\$ 2,947.56	116%	\$ 1,847.56			
15	10.00	Ea	Dr Structure, 48 Inch Dia	\$ 1,592.97	\$ 15,929.70	\$ 1,700.00	\$ 17,000.00	\$ 1,850.00	\$ 18,500.00	107%	\$ 1,070.30	116%	\$ 2,570.30			
16	1.00	Ea	Dr Structure, 84 Inch Dia	\$ 5,188.86	\$ 5,188.86	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	154%	\$ 2,811.14	154%	\$ 2,811.14			
17	13.00	Ea	Dr Structure Cover, EJ 1040 Casting (Storm)	\$ 435.30	\$ 5,658.90	\$ 900.00	\$ 11,700.00	\$ 665.00	\$ 8,645.00	207%	\$ 6,041.10	153%	\$ 2,986.10			
18	2.00	Ea	Dr Structure Cover, EJ 1040 Casting (Sanitary)	\$ 739.67	\$ 1,479.34	\$ 900.00	\$ 1,800.00	\$ 665.00	\$ 1,330.00	122%	\$ 320.66	90%	\$ (149.34)			
19	12.00	Ea	Dr Structure Cover, EJ 5105 Casting	\$ 420.67	\$ 5,048.04	\$ 800.00	\$ 9,600.00	\$ 740.00	\$ 8,880.00	190%	\$ 4,551.96	176%	\$ 3,831.96			
20	1.00	Ea	Dr Structure Cover, EJ 7045 Casting	\$ 540.81	\$ 540.81	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	185%	\$ 459.19	148%	\$ 259.19			
21	50.00	Ft	Dewatering System, Trench	\$ 195.00	\$ 9,750.00	\$ 100.00	\$ 5,000.00	\$ 40.00	\$ 2,000.00	51%	\$ (4,750.00)	21%	\$ (7,750.00)	\$ 2,000.00		
22	484.00	Ft	Sanitary Sewer, CIPP, Mainline	\$ 38.00	\$ 18,392.00	\$ 60.00	\$ 29,040.00	\$ 56.00	\$ 27,104.00	158%	\$ 10,648.00	147%	\$ 8,712.00	\$ 27,104.00		
23	4.00	Ea	Sanitary Sewer, CIPP, Long Lateral	\$ 8,300.00	\$ 33,200.00	\$ 1,600.00	\$ 6,400.00	\$ 5,000.00	\$ 20,000.00	19%	\$ (26,800.00)	60%	\$ (13,200.00)	\$ 20,000.00		
24	3.00	Ea	Sanitary Sewer, CIPP, Short Lateral	\$ 3,400.00	\$ 10,200.00	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 3,000.00	15%	\$ (8,700.00)	29%	\$ (7,200.00)	\$ 3,000.00		
25	330.00	Ft	Sanitary Sewer, CIPP, Short Lateral		\$ -		\$ -		\$ -		\$ -		\$ -			
26	480.00	Ft	Pipe Insulation	\$ 20.00	\$ 9,600.00	\$ 30.00	\$ 14,400.00	\$ 15.00	\$ 7,200.00	150%	\$ 4,800.00	75%	\$ (2,400.00)	\$ 7,200.00		
27	1.00	Ea	Hydrant and Valve, Rel, Case 2	\$ 2,586.74	\$ 2,586.74	\$ 3,000.00	\$ 3,000.00	\$ 4,950.00	\$ 4,950.00	116%	\$ 413.26	191%	\$ 2,363.26			
28	14.00	Ea	Tree, Rem, 6 Inch to 18 Inch	\$ 184.10	\$ 2,577.40	\$ 650.00	\$ 9,100.00	\$ 500.00	\$ 7,000.00	353%	\$ 6,522.60	272%	\$ 4,422.60			
29	4141.00	Syd	Pavt, Rem	\$ 8.00	\$ 33,128.00	\$ 8.00	\$ 33,128.00	\$ 10.00	\$ 41,410.00	100%	\$ -	125%	\$ 8,282.00			
30	134.00	Ft	Fence, Rem	\$ 5.00	\$ 670.00	\$ 4.00	\$ 536.00	\$ 10.00	\$ 1,340.00	80%	\$ (134.00)	200%	\$ 670.00			
31	8.00	Ea	Guard Post, Rem	\$ 30.00	\$ 240.00	\$ 200.00	\$ 1,600.00	\$ 100.00	\$ 800.00	667%	\$ 1,360.00	333%	\$ 560.00			
32	2595.00	Syd	Cold Milling HMA Surface	\$ 2.25	\$ 5,838.75	\$ 2.74	\$ 7,110.30	\$ 2.00	\$ 5,190.00	122%	\$ 1,271.55	89%	\$ (648.75)			
33	1.00	Lsum	Pavt, Cleaning [Union St & Hall St]	\$ 1,200.00	\$ 1,200.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	208%	\$ 1,300.00	208%	\$ 1,300.00			
34	18.00	Ea	Sign, Type III, Rem and Salv	\$ 10.00	\$ 180.00	\$ 25.00	\$ 450.00	\$ 25.00	\$ 450.00	250%	\$ 270.00	250%	\$ 270.00			
35	5.00	Ea	Parking Meter, Rem and Salv	\$ 25.00	\$ 125.00	\$ 300.00	\$ 1,500.00	\$ 150.00	\$ 750.00	1200%	\$ 1,375.00	600%	\$ 625.00			
36	1.00	Lsum	Elec Trans, Rel	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 15,000.00	\$ 15,000.00	40%	\$ (6,000.00)	150%	\$ 5,000.00			
37	1.00	Lsum	Equipment, HVAC, Rem, Salv, Install	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00	\$ 4,200.00	\$ 4,200.00	80%	\$ (3,000.00)	28%	\$ (10,800.00)			
38	1.00	Lsum	Heated Walkway, Connect to Ex	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	250%	\$ 6,000.00	625%	\$ 21,000.00			
39	1.00	Lsum	Fire Suppression, Rel	\$ 2,000.00	\$ 2,000.00	\$ 11,000.00	\$ 11,000.00	\$ 15,000.00	\$ 15,000.00	550%	\$ 9,000.00	750%	\$ 13,000.00			
40	1.00	Lsum	Backflow Prevention, Rel	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	250%	\$ 3,000.00	375%	\$ 5,500.00			
41	10.17	Station	Earthwork	\$ 600.00	\$ 6,102.00	\$ 2,500.00	\$ 25,425.00	\$ 5,000.00	\$ 50,850.00	417%	\$ 19,323.00	833%	\$ 44,748.00			
42	1701.00	Cyd	Subbase, LM	\$ 11.50	\$ 19,561.50	\$ 0.01	\$ 17.01	\$ 18.00	\$ 30,618.00	0%	\$ (19,544.49)	157%	\$ 11,056.50			
43	3021.00	Syd	Aggregate Base, 4 Inch	\$ 6.50	\$ 19,636.50	\$ 3.50	\$ 10,573.50	\$ 6.00	\$ 18,126.00	54%	\$ (9,063.00)	92%	\$ (1,510.50)			
44	657.00	Syd	Aggregate Base, 8 Inch	\$ 8.50	\$ 5,584.50	\$ 6.50	\$ 4,270.50	\$ 10.00	\$ 6,570.00	76%	\$ (1,314.00)	118%	\$ 985.50			
45	6.00	Ea	Dr Structure Cover, Adj, Case 2	\$ 454.66	\$ 2,727.96	\$ 400.00	\$ 2,400.00	\$ 500.00	\$ 3,000.00	88%	\$ (327.96)	110%	\$ 272.04			
46	3.00	Ea	Gas Shutoff, Adj	\$ 260.95	\$ 782.85	\$ 200.00	\$ 600.00	\$ 250.00	\$ 750.00	77%	\$ (182.85)	96%	\$ (32.85)			
47	5.00	Ea	Gate Box, Adj, Case 2	\$ 260.95	\$ 1,304.75	\$ 300.00	\$ 1,500.00	\$ 250.00	\$ 1,250.00	115%	\$ 195.25	96%	\$ (54.75)			
48	1.00	Ea	Water Shutoff, Adj, Case 2	\$ 245.00	\$ 245.00	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00	82%	\$ (45.00)	102%	\$ 5.00			
49	1.00	Ea	Monitoring Well Cover, Adj, Case 2	\$ 260.95	\$ 260.95	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	192%	\$ 239.05	96%	\$ (10.95)			
50	3.00	Ea	Structure Cover, Adj, Case 2	\$ 454.66	\$ 1,363.98	\$ 400.00	\$ 1,200.00	\$ 500.00	\$ 1,500.00	88%	\$ (163.98)	110%	\$ 136.02			
51	45.00	Ton	HMA, 13A (220 #/SYD)	\$ 70.00	\$ 3,150.00	\$ 98.15	\$ 4,416.75	\$ 96.85	\$ 4,358.25	140%	\$ 1,266.75	138%	\$ 1,208.25			
52	302.00	Ton	HMA, 13A (220 #/SYD) [Union St & Hall St]	\$ 70.00	\$ 21,140.00	\$ 71.10	\$ 21,472.20	\$ 78.80	\$ 23,797.60	102%	\$ 332.20	113%	\$ 2,657.60			
53	19.00	Ton	Hand Patching	\$ 101.09	\$ 1,920.71	\$ 135.00	\$ 2,565.00	\$ 196.00	\$ 3,724.00	134%	\$ 644.29	194%	\$ 1,803.29			
54	17.00	Ton	HMA Approach	\$ 80.87	\$ 1,374.79	\$ 98.15	\$ 1,668.55	\$ 120.00	\$ 2,040.00	121%	\$ 293.76	148%	\$ 665.21			
55	2489.00	Syd	Decorative Conc Pavt, Nonreinf, 9 Inch	\$ 73.00	\$ 181,697.00	\$ 120.00	\$ 298,680.00	\$ 130.50	\$ 324,814.50	164%	\$ 116,983.00	179%	\$ 143,117.50			
56	637.00	Ft	Curb and Gutter, Conc, Det F4 (Plain)	\$ 16.00	\$ 10,192.00	\$ 18.00	\$ 11,466.00	\$ 18.00	\$ 11,466.00	113%	\$ 1,274.00	113%	\$ 1,274.00			
57	76.00	Ft	Curb and Gutter, Conc, Det F4 (Colored)	\$ 21.00	\$ 1,596.00	\$ 29.00	\$ 2,204.00	\$ 27.00	\$ 2,052.00	138%	\$ 608.00	129%	\$ 456.00			
58	221.00	Ft	Curb and Gutter, Conc, Det F4-Mod Inverted (Colored)	\$ 22.00	\$ 4,862.00	\$ 29.00	\$ 6,409.00	\$ 27.00	\$ 5,967.00	132%	\$ 1,547.00	123%	\$ 1,105.00			
59	20.00	Ft	Curb, Conc, Det E4 (Colored)	\$ 35.00	\$ 700.00	\$ 31.00	\$ 620.00	\$ 41.50	\$ 830.00	89%	\$ (80.00)	119%	\$ 130.00			
60	134.00	Ft	Valley Gutter, Conc (Plain)	\$ 18.50	\$ 2,479.00	\$ 18.00	\$ 2,412.00	\$ 16.50	\$ 2,211.00	97%	\$ (67.00)	89%	\$ (268.00)			
61	1384.00	Ft	Valley Gutter, Conc (Colored)	\$ 23.50	\$ 32,524.00	\$ 29.00	\$ 40,136.00	\$ 24.50	\$ 33,908.00	123%	\$ 7,612.00	104%	\$ 1,384.00			

2016 Garland Street Reconstruction Project

			Engineer's Estimate		Crawford Contracting, Inc.		Elmer's Crane and Dozer, Inc.		CONTRACTOR BID ANALYSIS				FUNDING CATEGORIES			
62	36.00	Ft	Driveway Opening, Conc, Det M (Plain)	\$ 18.00	\$ 648.00	\$ 18.00	\$ 648.00	\$ 18.00	\$ 648.00	100%	\$ -	100%	\$ -			
63	876.00	Ft	Driveway Opening, Conc, Det M (Colored)	\$ 23.00	\$ 20,148.00	\$ 29.00	\$ 25,404.00	\$ 30.00	\$ 26,280.00	126%	\$ 5,256.00	130%	\$ 6,132.00			
64	1457.00	Syd	Decorative Sidewalk, Conc, 9 Inch	\$ 73.00	\$ 106,361.00	\$ 135.00	\$ 196,695.00	\$ 173.00	\$ 252,061.00	185%	\$ 90,334.00	237%	\$ 145,700.00	Wastewater	Lighting	Environmental
65	3227.00	Sft	Sidewalk, Conc, 4 Inch	\$ 3.08	\$ 9,939.16	\$ 3.25	\$ 10,487.75	\$ 4.25	\$ 13,714.75	106%	\$ 548.59	138%	\$ 3,775.59			
66	362.00	Sft	Sidewalk, Conc, 6 Inch	\$ 4.22	\$ 1,527.64	\$ 4.25	\$ 1,538.50	\$ 5.00	\$ 1,810.00	101%	\$ 10.86	118%	\$ 282.36			
67	937.00	Sft	Sidewalk Ramp, 6 Inch	\$ 5.75	\$ 5,387.75	\$ 6.25	\$ 5,856.25	\$ 5.75	\$ 5,387.75	109%	\$ 468.50	100%	\$ -			
68	212.00	Ft	Detectable Warning Surface	\$ 37.55	\$ 7,960.60	\$ 80.00	\$ 16,960.00	\$ 86.00	\$ 18,232.00	213%	\$ 8,999.40	229%	\$ 10,271.40			
69	251.00	Ft	Decorative Brick Banding	\$ 7.48	\$ 1,877.48	\$ 40.00	\$ 10,040.00	\$ 30.00	\$ 7,530.00	535%	\$ 8,162.52	401%	\$ 5,652.52			
70	20.00	Ft	Joint, Plane-of-Weakness, D	\$ 15.00	\$ 300.00	\$ 25.00	\$ 500.00	\$ 22.00	\$ 440.00	167%	\$ 200.00	147%	\$ 140.00			
71	14.00	Ft	Handrail	\$ 75.00	\$ 1,050.00	\$ 250.00	\$ 3,500.00	\$ 250.00	\$ 3,500.00	333%	\$ 2,450.00	333%	\$ 2,450.00			
72	1.00	Lsum	Steps, Conc	\$ 1,200.00	\$ 1,200.00	\$ 3,700.00	\$ 3,700.00	\$ 4,350.00	\$ 4,350.00	308%	\$ 2,500.00	363%	\$ 3,150.00			
73	324.00	Ft	Post, Steel, 3lb	\$ 5.01	\$ 1,623.24	\$ 6.50	\$ 2,106.00	\$ 6.50	\$ 2,106.00	130%	\$ 482.76	130%	\$ 482.76			
74	10.00	Ea	Post Hole Through Conc For Steel Post	\$ 34.40	\$ 344.00	\$ 125.00	\$ 1,250.00	\$ 125.00	\$ 1,250.00	363%	\$ 906.00	363%	\$ 906.00			
75	104.00	Sft	Sign, Type IIIB	\$ 13.17	\$ 1,369.68	\$ 20.00	\$ 2,080.00	\$ 20.00	\$ 2,080.00	152%	\$ 710.32	152%	\$ 710.32			
76	500.00	Ft	Pavt Mrkg, Regular Dry, 4 Inch, White	\$ 0.25	\$ 125.00	\$ 1.25	\$ 625.00	\$ 1.25	\$ 625.00	500%	\$ 500.00	500%	\$ 500.00			
77	35.00	Ft	Pavt Mrkg, Thermopl, 4 Inch, White	\$ 0.95	\$ 33.25	\$ 2.00	\$ 70.00	\$ 2.00	\$ 70.00	211%	\$ 36.75	211%	\$ 36.75			
78	256.00	Ft	Pavt Mrkg, Thermopl, 4 Inch, Yellow	\$ 0.95	\$ 243.20	\$ 2.00	\$ 512.00	\$ 2.00	\$ 512.00	211%	\$ 268.80	211%	\$ 268.80			
79	128.00	Ft	Pavt Mrkg, Thermopl, 6 Inch, White	\$ 1.27	\$ 162.56	\$ 2.95	\$ 377.60	\$ 2.95	\$ 377.60	232%	\$ 215.04	232%	\$ 215.04			
80	27.00	Ft	Pavt Mrkg, Thermopl, 24 Inch, Stop Bar	\$ 9.19	\$ 248.13	\$ 11.80	\$ 318.60	\$ 11.80	\$ 318.60	128%	\$ 70.47	128%	\$ 70.47			
81	368.00	Ft	Pavt Mrkg, Ovly Cold Plastic, 24 Inch, Crosswalk	\$ 11.48	\$ 4,224.64	\$ 12.50	\$ 4,600.00	\$ 12.50	\$ 4,600.00	109%	\$ 375.36	109%	\$ 375.36			
82	1.00	Ea	Pavt Mrkg, Ovly Cold Plastic, LT Turn Arrow	\$ 128.84	\$ 128.84	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	120%	\$ 26.16	120%	\$ 26.16			
83	1.00	Ea	Pavt Mrkg, Ovly Cold Plastic, RT Turn Arrow	\$ 128.84	\$ 128.84	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	120%	\$ 26.16	120%	\$ 26.16			
84	2.00	Ea	Pavt Mrkg, Ovly Cold Plastic, Only	\$ 135.72	\$ 271.44	\$ 155.00	\$ 310.00	\$ 155.00	\$ 310.00	114%	\$ 38.56	114%	\$ 38.56			
85	246.00	Sft	Traffic Scapes, Running Bond Pattern w/Border	\$ 40.00	\$ 9,840.00	\$ 25.00	\$ 6,150.00	\$ 25.00	\$ 6,150.00	63%	\$ (3,690.00)	63%	\$ (3,690.00)			
86	338.00	Syd	Turf Establishment	\$ 3.25	\$ 1,098.50	\$ 7.00	\$ 2,366.00	\$ 12.00	\$ 4,056.00	215%	\$ 1,267.50	369%	\$ 2,957.50			
87	56.00	Ft	Vinyl Fence	\$ 25.00	\$ 1,400.00	\$ 30.00	\$ 1,680.00	\$ 25.00	\$ 1,400.00	120%	\$ 280.00	100%	\$ -			
88	8.00	Ea	Trash Receptacle	\$ 1,000.00	\$ 8,000.00	\$ 2,000.00	\$ 16,000.00	\$ 2,040.00	\$ 16,320.00	200%	\$ 8,000.00	204%	\$ 8,320.00			
89	4.00	Ea	Bench	\$ 1,200.00	\$ 4,800.00	\$ 2,000.00	\$ 8,000.00	\$ 2,040.00	\$ 8,160.00	167%	\$ 3,200.00	170%	\$ 3,360.00			
90	8.00	Ea	Bicycle Rack	\$ 1,000.00	\$ 8,000.00	\$ 600.00	\$ 4,800.00	\$ 600.00	\$ 4,800.00	60%	\$ (3,200.00)	60%	\$ (3,200.00)			
91	42.00	Ft	Segmented Masonry Retaining Wall, 0' to 20' High	\$ 125.00	\$ 5,250.00	\$ 60.00	\$ 2,520.00	\$ 100.00	\$ 4,200.00	48%	\$ (2,730.00)	80%	\$ (1,050.00)			
92	3.00	Ea	Light Std Assembly, Rem and Salv	\$ 434.40	\$ 1,303.20	\$ 575.00	\$ 1,725.00	\$ 775.00	\$ 2,325.00	132%	\$ 421.80	178%	\$ 1,021.80		\$ 2,325.00	
93	4.00	Ea	Light Std Assembly, Relocate	\$ 2,316.71	\$ 9,266.84	\$ 825.00	\$ 3,300.00	\$ 2,950.00	\$ 11,800.00	36%	\$ (5,966.84)	127%	\$ 2,533.16		\$ 11,800.00	
94	1664.00	Ft	Conduit, DB, 1, 1 1/2 Inch	\$ 9.16	\$ 17,074.24	\$ 9.50	\$ 17,708.00	\$ 3.00	\$ 5,592.00	104%	\$ 633.76	33%	\$ (11,482.24)		\$ 5,592.00	
95	60.00	Ft	Conduit, DB, 1, 2 Inch	\$ 12.74	\$ 764.40	\$ 13.00	\$ 780.00	\$ 3.50	\$ 210.00	102%	\$ 15.60	27%	\$ (554.40)		\$ 210.00	
96	60.00	Ft	Conduit, DB, 2, 3 Inch	\$ 5.04	\$ 302.40	\$ 25.00	\$ 1,500.00	\$ 6.00	\$ 360.00	496%	\$ 1,197.60	119%	\$ 57.60		\$ 360.00	
97	14357.00	Ft	DB Cable, 600V, 1/C#8	\$ 1.50	\$ 21,535.50	\$ 2.50	\$ 35,892.50	\$ 1.80	\$ 25,842.60	167%	\$ 14,357.00	120%	\$ 4,307.10		\$ 25,842.60	
98	20.00	Ea	Light Std Fdn	\$ 1,202.26	\$ 24,045.20	\$ 975.00	\$ 19,500.00	\$ 1,000.00	\$ 20,000.00	81%	\$ (4,545.20)	83%	\$ (4,045.20)		\$ 20,000.00	
99	6.00	Ea	Light Shallow Foundation	\$ 1,000.00	\$ 6,000.00	\$ 1,800.00	\$ 10,800.00	\$ 4,800.00	\$ 28,800.00	180%	\$ 4,800.00	480%	\$ 22,800.00		\$ 28,800.00	
100	26.00	Ea	Hh, Polymer Conc	\$ 794.77	\$ 20,664.02	\$ 950.00	\$ 24,700.00	\$ 500.00	\$ 13,000.00	120%	\$ 4,035.98	63%	\$ (7,664.02)		\$ 13,000.00	
101	26.00	Ea	Install Light Std Shaft, Arm, Luminaire	\$ 5,000.00	\$ 130,000.00	\$ 725.00	\$ 18,850.00	\$ 425.00	\$ 11,050.00	15%	\$ (111,150.00)	9%	\$ (118,950.00)		\$ 11,050.00	
102	1075.00	Ft	String Lighting	\$ 50.00	\$ 53,750.00	\$ 20.00	\$ 21,500.00	\$ 5.50	\$ 5,912.50	40%	\$ (32,250.00)	11%	\$ (47,837.50)		\$ 5,912.50	
103	2.00	Ea	Service Cabinet, Secondary Type L1	\$ 10,000.00	\$ 20,000.00	\$ 10,500.00	\$ 21,000.00	\$ 6,750.00	\$ 13,500.00	105%	\$ 1,000.00	68%	\$ (6,500.00)		\$ 13,500.00	
104	2.00	Ea	Elec Service Allowance	\$ 3,000.00	\$ 6,000.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	50%	\$ (3,000.00)	100%	\$ -		\$ 6,000.00	
105	5.00	Ea	Hh, Polymer Conc, 13" x 24" x 18", Communications	\$ 794.77	\$ 3,973.85	\$ 2,100.00	\$ 10,500.00	\$ 500.00	\$ 2,500.00	264%	\$ 6,526.15	63%	\$ (1,473.85)		\$ 2,500.00	
106	1020.00	Ft	Conduit, DB, 1, 4 Inch	\$ 6.00	\$ 6,120.00	\$ 13.00	\$ 13,260.00	\$ 6.60	\$ 6,732.00	217%	\$ 7,140.00	110%	\$ 612.00		\$ 6,732.00	
107	1020.00	Ft	Conduit, DB, 1, 6 Inch	\$ 8.00	\$ 8,160.00	\$ 15.00	\$ 15,300.00	\$ 7.20	\$ 7,344.00	188%	\$ 7,140.00	90%	\$ (816.00)		\$ 7,344.00	
BASE BID Subtotal				\$ 1,201,503.10		\$ 1,567,738.01		\$ 1,574,477.15		\$ 366,234.91		\$ 372,974.05	\$ 59,304.00	\$ 160,968.10	\$ 53,750.00	
10% Contingency				\$ 120,150.31										\$ 29,031.90		
Total				\$ 1,321,653.41		\$ 1,567,738.01	119%	\$ 1,574,477.15	119%	\$ 366,234.91		\$ 372,974.05	\$ 59,304.00	\$ 190,000.00	\$ 53,750.00	

Location # 1

ALTERNATE ITEMS

Item No.	Est Qty	Unit	Description of Items	Engineer's Estimate		Crawford Contracting, Inc.		Elmer's Crane and Dozer, Inc.		CONTRACTOR BID ANALYSIS		FUNDING CATEGORIES				
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price			
98A	26.00	Ea	Valmont Shaft, Stenberg Arm & Luminaire Per Project Specifications	\$ 8,000.00	\$ 208,000.00	\$ 10,500.00	\$ 273,000.00	\$ 13,185.00	\$ 342,810.00	131%	\$ 65,000.00	165%	\$ 134,810.00			
98B	26.00	Ea	Contractor Shaft, Arm & Luminaire Alternate	\$ 6,000.00	\$ 156,000.00	\$ 7,095.30	\$ 184,477.80	\$ 11,875.00	\$ 308,750.00	118%	\$ 28,477.80	198%	\$ 152,750.00		\$ 130,000.00	
200	2.00	Ea	Dimming Systems	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 9,350.00	\$ 18,700.00	100%	\$ -	187%	\$ 8,700.00			
201	26.00	Ea	Upper Receptacles and Circuits	\$ 1,500.00	\$ 39,000.00	\$ 1,400.00	\$ 36,400.00	\$ 897.00	\$ 23,322.00	93%	\$ (2,600.00)	60%	\$ (15,678.00)			
202	26.00	Ea	Lower Receptacles and Circuits	\$ 1,500.00	\$ 39,000.00	\$ 1,400.00	\$ 36,400.00	\$ 880.00	\$ 22,880.00	93%	\$ (2,600.00)	59%	\$ (16,120.00)			
TOTAL BASE BID WITH ITEMS 200, 201 and 202				\$ 1,409,653.41		\$ 1,650,538.01		\$ 1,639,379.15		\$ 366,234.91		\$ 372,974.05	\$ 59,304.00	\$ 190,000.00	\$ 53,750.00	



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: SALE OF 517 WELLINGTON STREET AND 519 FRANKLIN STREET TO SAFE HARBOR FOR OPERATION OF AN EMERGENCY SHELTER

Attached is a communication from me that describes my analysis regarding the proposal from Safe Harbor for the purchase of the City-owned property at 517 Wellington Street and 519 Franklin Street for the operation of an emergency shelter facility. Additionally, attached is the proposed agreement.

The following are key terms of the agreement:

- Safe Harbor to pay the City \$50,000 upon execution of the agreement; as I articulate in my attached analysis, we have determined that this is a fair value for the parcels in addition to the consideration in the form of services being provided by Safe Harbor
- Safe Harbor to have the emergency shelter in operation within two years and maintain such operation for a minimum of ten years or the property reverts back to the City
- Safe Harbor to provide emergency shelter services for a minimum of ten years at the property or it reverts back to the City
- The City will continue to dump snow at 519 Franklin Street unless Safe Harbor constructs and operates a facility consistent with the SLUP
- Should the operations of Safe Harbor cease, the City is not obligated to assume operations of it as an emergency shelter

After much careful deliberation, I recommend the motion on the following page (5 affirmative votes required).

that the Mayor and City Clerk execute an agreement that authorizes the sale of 517 Wellington Street and 519 Franklin Street to Safe Harbor for \$50,000 and additional consideration including emergency shelter services for the operation of an emergency shelter facility, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and any related necessary documents to effect this transfer.

MC/bcm

k:\ccclerk\city commission\agreements\safe harbor 517 519 wellington

copy: Peter Starkel, Safe Harbor

Memorandum

The City of Traverse City



TO: CITY COMMISSION
FROM: ^{MAC} MARTY COLBURN, CITY MANAGER
DATE: MARCH 31, 2016
SUBJECT: SAFE HARBOR

Each community has its holes within the social fabric. For some it may be substantial poverty, others addictions or mental health issues. Traverse City and the surrounding area have held to a number of homeless citizens, many having lived in the immediate area for years. The community has worked diligently over decades to assist by creating a safe harbor for them to spend the night during cold winter nights. This has met the needs for many years, but the wide variety of church facilities has a varied type and amount of resources to house the local population of homeless during the coldest parts of winter. The logistics of maintaining the operation which travels from church to church (map and schedule attached) typically every week, is not an economical or sustainable approach.

Through years of experience and out of an act of necessity, a non-profit was created, also known as "Safe Harbor." Their goal was to continue to meet the most dire of needs for safe sleeping quarters during the winter months. The current utilization of services provided is an average of 43 people per night this season and 47 people per night last season.

When proposed by Safe Harbor to negotiate for the City-owned property located at 517 Wellington, staff researched past history of the property, current conditions, values, liabilities, uses and potential uses and need of services. Staff took the opportunity to discuss the issues of homelessness, community social services needs with service providers within the community, community leaders, citizens, neighborhood committees, and community organizations. We also met with, and spoke about, the many service providers who are a collaboration of agencies and individuals working on issues of homelessness, known as Continuum of Care (COC). Ms. Tina Allen, Coordinator, addressed the City Commission and the community providing an update of the many ongoing efforts (attached). The Safe Harbor operation is providing a component of temporary winter emergency shelter in an attempt to keep homeless citizens safe from the winter elements which can be detrimental to one's health or even deadly.

I have conversed with the City emergency operations to include Police and Fire. They have previously provided cost saving analysis and discussion in the social and real costs linked to services of both police and fire through emergency calls, both medical and law enforcement, as well as addressing contacts linked to related incidences. It is believed that this shelter would be beneficial to the community for this service to proceed. It is also logistically valued since the large amount of churches needs to have safety inspections annually to provide the current service, which is a burden for some as they don't always have the size of facilities to fully and

adequately serve this population. It is also challenging for City emergency services to easily track where the services are at a given time since they rotate routinely.

The Joint Housing Task Force Report dated April 16, 2015 was presented to the Traverse City City Commission on June 22, 2015 (attached). On page 7 is a defining diagram of the housing continuum illustrated. It starts with Emergency Shelters & Temporary housing. The recent outcomes of the current City Commission "Goals & Objectives" ranked Health/Welfare issues second in focus areas with housing and emergency housing ranking at the top of that priority (attached).

The "Purchase Agreement" for 517 Wellington consists of two parcels: (1) 517 Wellington (property tax identification number 28-51-634-002-00); and (2) 519 Franklin (property tax identification number 28-51-634-017-00) (map attached). Key elements for the City Commissions for the consideration of the purchase are listed.

- Purchaser pays the Seller Fifty Thousand dollars (\$50,000)
- The premises are to be used for emergency shelter for 10 years after receiving their Certificate of Occupancy
- If any part of Premises used for any purpose inconsistent with that purpose, then the property will revert to the City
- It is acknowledged by the parties that the emergency shelter services provided by the Purchaser benefit the health, safety and welfare of the community
- The City is entitled to continued use of the eastern portion of the premises as traditionally used including snow and other storage at no additional cost
- Purchaser must be responsible for managing storm water on the Premises

A \$10,000 escrow account must be established by the purchaser. The City shall provide purchaser at closing an owner's policy of title insurance with standard exceptions. The purchaser must pay for, and make arrangements for, the performance of an ALTA/ASCM Land Title Survey. The document, in total, allows Safe Harbor to proceed and perform within two years. If not, the City has a reversion clause. It is not the intent that the City in any way performs emergency shelter services if the purchaser fails to perform.

In addition to the \$50,000 purchase price, additional consideration is provided to the City and community which includes the provision of emergency shelter services, over a 10 year period. Ultimately, the community which has been providing these services in an ongoing consortium, has continued to serve by getting more efficient to improve services and maintain costs and logistical efficiency. This agreement places the responsibility on them to continue to perform the valued services they have committed themselves. To meet the community needs, staff is recommending that this agreement be approved by the City Commission.

PURCHASE AGREEMENT

This Purchase Agreement (the "Agreement") is entered into on _____, 2016 by and between the **City of Traverse City** a Michigan municipal corporation of 400 Boardman Ave., Traverse City, Michigan 49685 (the "Seller"), and **Safe Harbor of Grand Traverse, Inc.**, a non-profit Michigan corporation of P.O. Box 403, Traverse City, Michigan 49685 (the "Purchaser"), upon the terms and conditions set forth below.

WHEREAS, the Purchaser is a nonprofit corporation dedicated to "the relief of the poor" within the meaning of IRC Section 501(c)(3); and

WHEREAS, the Purchaser is dedicated to preserving the health and enhancing the welfare of persons experiencing homelessness in the region, in part by providing shelter during winter months; and

WHEREAS, the Home Rule City Act empowers the Seller to provide for the public peace and health and for the safety of persons and property. In providing for the public peace, health, and safety, a city may expend funds or enter into contracts with a private organization, for services considered necessary by the legislative body (MCL 117.3(j)); and

WHEREAS, Section 127 of the Traverse City Charter provides the City shall have the power to acquire, own, establish, maintain, operate and administer, either within or without its corporate limits, parks, boulevards, cemeteries, hospitals, almshouses, buildings and all works which involve the public health or safety; and

WHEREAS, Seller and Buyer acknowledge that providing safe sleeping arrangements for persons experiencing homelessness during winter months is a matter of public concern that provides a service to the City and its residents; preserves the safety of persons experiencing homelessness during winter months; and reduces the demand upon public emergency services and other public services.

NOW THEREFORE, the parties agree as follows:

1. **Premises.** Seller is the owner of two parcels of real property located in the City of Traverse City (the "City"), Grand Traverse County (the "County"), Michigan, commonly known as 517 Wellington (property tax identification number 28-51-634-002-00) and 519 Franklin (property tax identification number 28-51-634-017-00) which are more particularly described on the attached **Exhibit A** (the "Premises").

2. **Purchase and Sale.** The Seller agrees to sell the Premises to the Purchaser and the Purchaser agrees to purchase the Premises from the Seller, together with all easements, rights, hereditaments, and appurtenances, upon the terms and conditions set forth below.

3. **Consideration.** At Closing (as defined in this Agreement), the Purchaser shall pay the Seller a purchase price for the Premises of Fifty Thousand (\$50,000) Dollars ("Purchase Price"). The entire Purchase Price shall be paid in immediately available funds at Closing. From the amount to be paid to Seller at Closing there shall first be deducted and paid all then-existing liens, mortgages, and other debts and encumbrances of record so that the title to the Premises is free and clear of liens and debt as of Closing.

4. **Additional Consideration.** The parties acknowledge that the Purchase Price in addition to the following additional consideration, including the services covenanted to be provided, constitute fair value for this transaction:

4.1. The deed conveying the Premises to the Purchaser shall contain a reversion provision or restrictive covenant providing, during the first ten years after the Purchaser has received a certificate of occupancy at the Premises, the Premises shall be used as an emergency shelter pursuant to the provisions of 14-SLUP-03, as it may be amended from time to time, and incidental and related uses. If that part of the Premises subject to 14-SLUP-03 is not used and maintained for the purpose of an emergency shelter pursuant to the provisions of 14-SLUP-03, or if any part of the Premises is used for any purpose inconsistent with that purpose, then all the right, title, and interest in and to the Premises and to the improvements will revert to and revest in the Seller or its heirs or assigns as full and completely as if the deed transferring the Premises to the Purchaser had not been executed. It is specifically acknowledged and agreed that use of the Premises by the City as contemplated in Paragraph 4.2, below, shall not cause the Premises to revert and revest to the Seller. Should the Premises be used as an emergency shelter for ten years from issuance of the certificate of occupancy as herein provided, the reversion provision or restrictive covenant shall terminate and be of no further force and effect. In the event the Premises reverts to ownership of the Seller, Seller shall have no obligation, and does not intend to continue the use of the Premises as an emergency shelter. It is acknowledged by the parties that the emergency shelter services provided by the Purchaser benefit the health, safety and welfare of the community.

4.2. The Seller shall be entitled to continued use of the eastern portion of the Premises [519 Franklin (property tax identification number 28-51-634-017-00)], including access to that portion of the Premises over the western portion of the Premises [517 Wellington (property tax identification number 28-51-634-002-00)] for the purposes it has traditionally been used for by the Seller, including snow and other storage at no cost to the Seller until such time that Sellers use is incompatible with Purchaser's use of the portion of the Premises that is currently vacant for purposes consistent with this Agreement.

4.3. Purchaser shall be responsible for managing stormwater that originates on the Premises in a manner consistent with all applicable laws and regulations.

4.4. The provisions contained in this Paragraph shall survive closing.

5. **Earnest Money Deposit.** Within two (2) business days of the Effective Date, the Purchaser shall deposit with the title insurance company providing the title insurance for this transaction, as escrow agent (the "Escrow Agent"), the sum of Ten Thousand and No/100 Dollars (\$10,000.00) (the "Escrow Deposit"). The Escrow Agent shall hold and disburse the Escrow Deposit as provided below. The Escrow Deposit, together with any interest, shall constitute a credit against the Purchase Price at Closing. Seller and Purchaser agree to execute an Escrow Agreement if required by the Escrow Agent. Should this transaction not close as a result of the default by the Seller or Purchaser then the Escrow Deposit shall be distributed by the Escrow Agent pursuant to paragraphs 22 or 23.

6. **Title Insurance.** Seller shall, at Seller's expense, provide Purchaser at closing with an owner's policy of title insurance with standard exceptions insuring the Premises in the amount of the purchase price. The commitment for title insurance shall be issued by a title company mutually agreed upon by the parties.

6.1. *Title Commitment.* Within fourteen (14) days of the Effective Date Seller shall cause to be issued and delivered to Purchaser a commitment (referred to as the "Commitment") for an ALTA 2006 owner's policy of title insurance, with standard exceptions, (referred to as the "Title Policy") in the full amount of the purchase price. The Commitment shall disclose marketable title to be vested in the name of the Seller. The Commitment shall be recertified and updated at the closing as of the most recent date through which the County Register of Deeds has completed the recording and indexing of real estate documents in order to eliminate the gap period between the date of the Commitment and the date of the Closing.

6.2. *Objections to Title.* Purchaser shall have fourteen (14) days from the date it receives the Commitment to notify Seller, in writing, of Purchaser's opinion that the condition of title is other than required by this paragraph. If Purchaser timely notifies Seller that title is not in the condition required by this paragraph, Seller shall have thirty (30) days after receiving written notice of the objection to either: (1) remedy the defects such that title is in the condition as required by this paragraph, or (2) obtain a commitment for title insurance "insuring over" the defects in title (acceptable to Purchaser) and which will insure in Purchaser marketable title. If Seller fails or refuses to remedy the defects, or fails or refuses to obtain a commitment for title insurance "insuring over" the defects (without reduction of the purchase price) then Purchaser may terminate this Agreement in writing and receive a full refund of the Earnest Money. In this event neither party shall have any further rights or obligations under this Agreement. Alternatively, Purchaser may elect to waive such defects and proceed to Closing, accepting the status of title "AS IS."

6.3. *Permitted Exceptions.* The parties agree that the Commitment and title conveyed may contain the following Permitted Exceptions:

- (a) Those exceptions which are affirmatively approved by Purchaser in writing or exceptions typical of any owner's policy of title insurance;
- (b) Those exceptions which the title insurer will "insure over" with affirmative coverage acceptable to Purchaser or which will be released or discharged at closing;

- (c) Easements for water, sanitary sewer, storm sewer, electricity, telephone, and any other utility purposes, if any, which do not interfere with Purchaser's intended use of the Premises; and
- (d) Real estate taxes subject to the tax proration provisions of this Agreement.

7. **Survey.** Within fourteen (14) days of the Effective Date and the payment of the Escrow Deposit, Purchaser shall make arrangements for the performance of an ALTA/ACSM Land Title Survey with minimum standard detail requirements (effective 2/23/2011). The survey shall be certified to the Purchaser and the Purchaser shall be considered the client for purposes of the survey. The cost of the survey shall be paid for by the Purchaser. If the survey discloses an encroachment, easement or other matter which interferes with the Purchaser's intended use of the Premises, Purchaser may object to such matter by following the procedures set forth in section 6.2 above. If Purchaser makes an objection to the survey within seven (7) days of the delivery of the survey in the manner required by section 5(b) above, then Seller shall have thirty (30) days after receiving the written notice to remedy the defects in the same manner provided in section 6.2 above, and with the same consequences if Seller fails or refuses to remedy the defects.

8. **Purchaser's Contingencies to Closing.** The Purchaser's obligation to proceed to closing and consummate this sale is conditioned upon: (a) The title to be delivered to Purchaser is in the condition required by this Agreement; (b) The survey which is referenced in paragraph seven (7) shall not disclose any matters which are objectionable to Purchaser; (c) Completion of environmental inspection and assessment to the Purchaser's satisfaction. Within forty-five (45) days of the Effective Date Purchaser shall advise Seller as to whether or not contingencies (a), (b) and (c) have been satisfied. In the event that any contingency has not been satisfied and Purchaser notifies the Seller of such, the Purchaser's Earnest Money Deposit shall be returned to it and it shall have no further liability to Seller under this Agreement. In the event that the Purchaser fails to provide such a notice, and provided that Seller has satisfied its contingency below, it may retain the Earnest Money Deposit as its liquidated damages.

9. **Restrictions.** Purchaser acknowledges that the title conveyed to Purchaser at the time of closing shall be subject to those restrictions as described in the attached **Exhibit B**.

10. **Purchaser's Access to Premises.** During any time prior to Closing the Purchaser and its employees, agents, contractors, and invitees shall have access to the Premises for the purpose of inspecting and evaluating the Premises. Access shall be provided upon 48-hour notice. Purchaser shall return to the individual granting access, any keys or other means of access to the Premises at the end of business each day on which Purchaser has conducted its due diligence review. During such time as the Purchaser, its employees, agents, contractors, or invitees are on the Premises or have access to any related tangible personal property: (1) such employees, agents, contractors, or invitees shall not unreasonably interfere with any use of the Premises by the Seller, (2) the Seller shall not be liable for any damage, loss or injury caused by Purchaser or its employees, agents, contractors, or invitees, and (3) the Purchaser shall indemnify and hold the Seller harmless from any damage, loss, or injury, including, without limitation, costs and expenses of investigating, defending, and settling or litigating any claim, including reasonable attorneys' fees, arising out of the presence of such persons on the Premises prior to the date of Closing. Upon completion of all such inspections and evaluations, the Purchaser shall

return the Premises and related tangible personal property substantially to its prior condition.

11. **Closing Date and Possession.** The Purchaser and the Seller shall close the sale and purchase of the Premises from the Seller to the Purchaser (the "Closing") on a date mutually agreed upon by the parties but no later than 45 days from the date Purchaser advises Seller as to whether or not contingencies in Paragraph 8 have been satisfied. The Closing shall take place at the office of the title insurance company involved in the transaction or at such other location as shall be mutually agreeable to the Seller and the Purchaser. Possession shall be delivered to Purchaser at Closing. At the closing Seller shall deliver to Purchaser a good and sufficient quitclaim deed conveying title to the Premises to Purchaser, in recordable form, subject only to the Permitted Exceptions.

12. **Foreign Persons Under IRC.** Seller shall furnish Purchaser with an affidavit stating that Seller is not a "Foreign Person" within the meaning of IRC Section 1445(f)(3). If such affidavit shall not be provided, Purchaser shall withhold and deliver the amount required under IRC Section 1445.

13. **Closing Statement.** Seller and Purchaser shall execute and deliver to each other a closing statement showing the amounts by which the purchase price shall be adjusted as of the closing date. The following transactions shall be shown on the closing statement:

13.1. All property taxes and any assessments including special assessments which are due and payable, or a lien or both, on the Premises on or before the date of closing, shall be paid by Seller without pro-ration. Current taxes, meaning those assessed during the year of closing, shall be prorated as of the date of closing in the following manner: county taxes, including township and school, shall be prorated on a calendar year basis, as if paid in arrears, so that Seller will be charged with the portion thereof from January 1 to the date of closing and Purchaser with the balance of the year. City taxes will be prorated on a fiscal year basis (July 1 to June 30) and be deemed to be paid in advance, so that Seller will be charged with that portion from July 1 to the date of closing and the Purchaser for the balance of the year. Summer, school taxes shall be prorated on a calendar year basis, as if paid partially in arrears and partially in advance, so that Seller will be charged with the portion thereof from January 1 to the date of closing and Purchaser with the balance of the year.

13.2. Seller shall pay all transfer taxes which are payable upon the delivery and/or recording of the deed.

13.3. All gas, electricity, water, and other utility charges which have accrued prior to closing shall be paid by Seller. Such charges accrued but unbilled prior to closing shall be prorated between the parties and appropriate credits and debits given.

13.4. The Escrow Deposit shall be paid to the Seller and credited against the Purchase Price.

13.5. The net amount of the Purchase Price (net of any charges paid by the Purchaser which are the obligation of the Seller under this agreement) shall be paid by the Purchaser to the Seller.

14. **Additional Required Documents.** Seller shall furnish Purchaser with copies of such other documents as shall reasonably satisfy Purchaser that Seller and the parties executing the documents have the authority to enter into this Agreement, consummate the sale contemplated hereby, and execute and perform all documents contemplated hereby, which shall include a certified copy of the action of the City Commission for the City of Traverse City approving and authorizing the sale and its terms and conditions.

15. **Delivery of Documents.** Purchaser acknowledges it has previously been provided with certain documents relevant to the Premises such as environmental reports from mold abatement companies. Upon request of the Purchaser the Seller shall deliver to Purchaser any and all documents in its possession within a reasonable time, which may be relevant to the Premises.

16. **Inspection Acknowledgment and Waiver.**

16.1. Except as otherwise provided herein, Purchaser has examined the Premises and agrees to accept same in its present condition and agrees that there are no other additional written or verbal understandings. Seller has made no representations or warranties about the Premises or its condition not set forth herein, and Seller assumes no responsibility as to (i) possible contamination of the Premises or any of its components (ii) structural, plumbing, heating, electrical and mechanical components of the Premises (iii) building code requirements (iv) requirements of any applicable laws, ordinances and regulations. Specifically, Purchaser represents and warrants to Seller that it has been given adequate opportunity to inspect the Premises (or cause it to be inspected) and evaluate its condition. Purchaser hereby agrees to assume, and does assume, all responsibility and liability that is or may be asserted, claimed or determined in respect of the Premises from any cause whatsoever on or after the date of Closing. Purchaser likewise recognizes and assumes full responsibility for compliance with all requirements of federal, state and local laws and regulations pertaining to the Premises and Purchaser's intended use of the Premises. Purchaser shall indemnify and save harmless Seller its officers, agents and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses arising from or as a result of its purchase, ownership, use, possession or sale of the Premises or any of its activities thereon. The Purchaser shall not be obligated to indemnify the City for the City's own negligence, or liability arising out of the acts of the City or its agents. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the Seller in an action against it.

The City hereby reserves the right to select its own counsel, in defense of any matter arising hereunder, and no payment or acknowledgment of liability, loss, fine, penalty or charge shall be made against the City without its express written consent. This indemnity shall survive the Closing or termination of this Agreement. However, this survival shall be no longer than the expiration of the applicable statute of limitation.

The Purchaser expressly acknowledges and agrees that this indemnification provision is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This provision shall survive the Closing or termination of this Agreement

16.2. The purchase price for the Premises has been negotiated by Purchaser to reflect the present condition of the Premises as well as Purchaser's acceptance of the conditions and obligations imposed hereby.

17. **Condemnation.** In the event that all or any portion of the Premises shall be taken by the exercise of eminent domain or condemnation proceedings prior to Closing, the Purchaser may, at its option, terminate this Agreement by giving written notice to the Seller and a copy to the Escrow Agent. In the event of a condemnation proceeding as a result of which the Purchaser elects to terminate this Agreement, any deposit paid by the Purchaser that has not become non-refundable pursuant to the terms hereof shall be returned to the Purchaser. In the event of such a termination, this Agreement shall be null and void and the parties shall have no further rights or obligations under this Agreement. If the Purchaser does not elect to terminate this Agreement in the event of the exercise of eminent domain or condemnation, the Purchaser shall accept title to the Premises without any reduction of the Purchase Price and the Seller shall assign to the Purchaser at Closing all of Seller's right, title, and interest in and to any resulting condemnation award.

18. **Risk of Loss.** In the event that the Premises shall be damaged or destroyed by fire, storm, or other casualty on or before the closing date, Purchaser shall have the right to rescind this Agreement by written notice to Seller given within seven (7) business days after receiving notice of such casualty and to receive a refund of the earnest money. In the event Purchaser shall not elect to rescind this Agreement, Purchaser shall be entitled to receive an absolute assignment from Seller of any interest Seller may have otherwise had in the proceeds of any insurance on the Premises (including any rent loss insurance proceeds allocable to the period from and after the closing date).

19. **Land Division Act.** Seller warrants that while it has been in the chain of title it has not "divided" the property as that term is defined in the Land Division Act, Public Act 288, as amended and that the sale of the Premises to Purchaser does not need prior municipal approval as set forth under the Act. Seller grants to Purchaser the right to make all available divisions under the Act. In addition, the deed transferring the Premises to Purchaser shall contain all necessary statutory language under the Act. However, Seller does not warrant that all of the statutory divisions are available or possible under local zoning ordinance.

20. **Seller's Warranties and Covenants.** Unless otherwise disclosed to Purchaser, Seller represents, warrants to the best of its knowledge and, to the extent applicable, covenants with Purchaser as follows:

20.1. That the officers who sign this Agreement on behalf of the Seller have the authority to sign this Agreement and authority to bind the Seller to this Agreement.

20.2. There are, except as disclosed herein, no other leases, contracts, or other

agreements, of any nature, affecting the Premises, nor, to the best of Seller's information and belief, any unrecorded easements, security interests, mortgages, liens, or encumbrances on or affecting the Premises.

20.3. During the period between the date hereof and the closing date, Seller will not execute any lease or enter into any rental agreement pertaining to the Premises without the prior written consent of Purchaser.

20.4. Until the closing date, the Premises will be maintained in its current condition and repair.

20.5. As of the date hereof, except for matters to be addressed at closing, Seller is the owner of title to the Premises in the condition required for performance hereunder and will not cause any modification thereof through, to, and including the closing date.

20.6. Except as referenced herein, there is no assessment presently outstanding or unpaid for local improvements, or otherwise, which has or may become a lien against the Premises. Further, Seller knows of no public improvements which have been ordered to be made and/or which have not heretofore been completed, assessed, and paid for, including, but not limited to, for the installation of water or sewer mains or conduits at the road and/or made on the Premises.

20.7. Neither the execution and delivery of this Agreement nor Seller's performance hereof are restricted by or violate any contractual or other obligation of Seller.

20.8. All of the representations and warranties of Seller as set forth in this Agreement shall be true at, and as of, the closing date in all respects, as though such representations and warranties were made at, and as of, the closing date.

20.9. There is direct access from the Premises to an adjacent roadway. There shall be no (and Seller warrants that there is no) regulation, ruling, or restriction of any governmental agency which would prevent direct access from the Premises to such roadway.

20.10. Except as is specifically provided herein, there are no attachments, executions, assignments for the benefit of creditors, outside of the ordinary course of business or voluntary or involuntary proceedings in bankruptcy or under any other debtor relief laws contemplated by, pending, or threatened against Seller or the Premises.

20.11. Seller shall not transfer after the Effective Date any of the Premises or create on the Premises any easements, liens, mortgages, encumbrances, or other interests which would affect the Premises or Seller's ability to comply with the terms of this Agreement.

20.12. Seller shall not enter into any contracts or other commitments regarding the Premises, other than in the ordinary and usual course of business, without the prior written consent of Purchaser.

20.13. Seller shall keep in effect Seller's existing policies of public liability and hazard and extended coverage insurance insuring the Premises up to, and through, the day of

Closing.

20.14. Seller shall promptly (within seven (7) business days) furnish Purchaser with a copy of all notices of violation of laws or municipal ordinances, regulations, orders, or requirements of departments of housing, building, fire, labor, health, or other state, city, or municipal departments, or other governmental authorities having jurisdiction against or affecting the Premises or the use or operation thereof.

21. **Purchaser's Warranties and Covenants.** Except as otherwise provided or acknowledged in this Agreement, Purchaser represents and warrants to Seller as follows:

21.1. That the officers who sign this Agreement on behalf of the Purchaser have the authority to sign this Agreement and authority to bind the Purchaser to this Agreement.

21.2. Purchaser acknowledges that it is aware that inspection services of building components and systems are commercially available at a reasonable fee, and that Purchaser and/or inspectors hired by Purchaser may inspect the Premises as fully as it desires at its sole cost.

21.3. The performance of the obligations of Purchaser under this Agreement will not violate any contract, indenture, ordinance, judicial, or administrative order, or judgment applicable to Purchaser.

22. **Seller's Default.** In the event of any default by the Seller which continues without cure for a period of ten (10) days after delivery by the Purchaser of notice of default to the Seller, the Purchaser shall have the right (but not the obligation) to terminate this Agreement. The notice of default shall particularize the nature of Seller's alleged default. The Purchaser shall have the right to specific performance of this Agreement as the sole remedy. Notwithstanding anything in this Agreement to the contrary, in the event of such termination by Purchaser because of Seller's default, at the election of the Purchaser, the Escrow Agent shall promptly return the Escrow Deposit paid by the Purchaser to the Purchaser.

23. **Purchaser's Default.** In the event of any default by the Purchaser which continues without cure for a period of ten (10) days after delivery by the Seller of notice of default to the Purchaser, the Seller shall have the right (but not the obligation) to terminate this Agreement. The notice of default shall particularize the nature of Purchaser's alleged default. The Seller shall have the right to specific performance of this Agreement as the sole remedy. Notwithstanding anything in this Agreement to the contrary, in the event of such termination by Seller because of Purchaser's default, at the election of the Seller, the Escrow Agent shall promptly return the Escrow Deposit paid by the Purchaser to the Seller.

24. **Closing Costs.** The Seller shall prepare the closing documents and deliver them to the Purchaser for review and approval at least 10 days prior to Closing. At Closing, the Seller shall be responsible for the payment of the state and county transfer taxes, the title insurance premium to issue a policy pursuant to the title commitment referenced above and the costs of any recording fees to record any documents to clear title. The Purchaser shall pay the fees necessary to record the deed and any other documents to transfer title. The Purchaser and the Seller shall each pay their own attorneys and other professional fees and one-half of any closing costs

charged by any closing agent.

25. **Real Estate Broker.** Both Seller and Purchaser represent that they are not represented by real estate brokers in this matter and as such no real estate commission is due.

26. **Notices.** Except as otherwise provided, all notices required under this Agreement shall be effective only if in writing or facsimile transmission, and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement on their customary e-mail address; provided, however, that notices to the Escrow Agent shall be delivered to the Escrow Agent at its address provided above. Either party, as well as the Escrow Agent, may change its address by giving notice of the change or a facsimile transmission number to the other two as provided in this Section.

27. **Entire Agreement.** This Agreement and all exhibits constitute the entire agreement between the parties with respect to the subject matter of this Agreement, and all prior agreements with respect to the Premises between the parties, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by the Seller and the Purchaser.

28. **Applicable Law.** This Agreement shall be applied, construed, and enforced in accordance with the laws of the State of Michigan, without giving effect to conflicts of laws principles. Venue for any disputes under this Agreement shall lie in Grand Traverse County, Michigan.

29. **Binding Effect and Assignment.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns. The Seller and the Purchaser are permitted to assign this Agreement to affiliated business entities which are owned in total by either the Seller or the Purchaser; but neither party shall assign nor otherwise transfer its interest under this Agreement to any other third party without the prior approval of the other party to this Agreement, which approval shall not be unreasonably withheld.

30. **Effective Date.** The Effective Date of this Agreement shall be the date upon which the last party to sign this Agreement has signed this Agreement.

31. **Counterparts.** This Agreement may be executed in one or two counterparts, each of which will be an original, and all of which together shall constitute one and the same document.

Dated: _____

PURCHASER
Safe Harbor

By:
Its: Chairperson

SELLER
City of Traverse City

Dated: _____

James C. Carruthers, Mayor

Benjamin C. Marentette, City Clerk

Approved as to Form

Martin A. Colburn, City Manager

Approved as to Substance

Lauren Tribble-Laucht, City Attorney

EXHIBIT A

LEGAL DESCRIPTION

EXHIBIT B

DEED RESTRICTION LANGUAGE (OR FORM DEED)

Presented @ 3/21/16
City Comm. Mtg.

Northwest Continuum of Care (NWCOC)

Report to TC City Commission

Tina Allen, Coordinator

Continuum of Care (COC) is Collaboration of agencies and individuals working on issues of homelessness

10 county NWCOC-Greater Grand Traverse Local Work Group-IST (Interagency Services Team)-HYI (Homeless Youth Initiative)-various sub-committees to work on specific issues/projects

COCs first mandated by US Dept Housing & Urban Development (HUD) for communities to receive federal and state dollars. Because COC exists, member organizations have access to about 1.2 million in fed & state funding.

Using HUD/Michigan State Housing Development Authority funding limitations, COC membership makes decisions about how dollars are spent and which agencies provide which services.

Agencies receiving HUD/MSHDA funding through COC: Goodwill Inn and Street Outreach (GW), Northwest Michigan Community Action Agency (NMCAA), Northwest Michigan Supportive Housing (NMSH), Women's Resource Center (WRC) (serves specific Domestic Violence population with Emergency Shelter, Transitional Housing)

General Homelessness-Most of what discussing is Literal Homelessness-shelter or places not meant for human habitation. Most of these described services are not available to those living with others (doubled up) or couch surfing.

Have Coordinated Homelessness Response System. Most often enter system through Centralized Intake Line at NMCAA, Goodwill Inn or Safe Harbor shelters, Goodwill Street Outreach

All agencies work together to:

- Help identify own resources to divert crisis-Shelter Diversion-help talk them down from crisis
- Provide temporary shelter (GW Inn, Safe Harbor, Pete's Place, Motel voucher or WRC)
- Provide a vulnerability assessment

Most vulnerable will be provided with a Housing Navigator. Others are provided the needed information and referral tools or short-term help based on need

Each temporary shelter option is different. GW secures a specific bed, provides on-site Housing Navigation services, and folks are expected to work or volunteer in the community during the day. Their time at the Inn is limited so guests must be looking for their own housing solutions unless they score high on the acuity scale which provides an individual Navigator. Serves both individuals and families.

Children & Family Services' Third Level Pete's Place shelter works the same way as the Goodwill Inn, but serves the youth population.

Safe Harbor is a seasonal, overnight shelter. It is a place to stay for the night and the number of stays is not limited. It's what we call a low-barrier shelter which means that folks who may not be able to deal with rules at the Goodwill Inn are given an option to staying on the streets. Housing Navigation for folks

who are most vulnerable and staying at Safe Harbor is provided by Goodwill's Street Outreach program. Serves only adult individuals.

NMCAA, through Michigan Dept Health & Human Services/Salvation Army, provide motel vouchers for up to 3 days when there is no other community option. Beyond Goodwill Inn, this is the only other shelter option for families.

There is no duplication of services within this system. Each option is different and serves a unique sector of the population of folks experiencing homelessness.

Most folks need only temporary shelter and are able to use other local resources throughout the community to get the financial help they need to move forward in attaining their own housing solutions. Others will need further Housing Navigation services.

++++++

There are a variety of rent subsidy programs that are specific to those experiencing homelessness in Grand Traverse County to serve those with the greatest financial need and least able to develop their own housing solutions.

The first opportunity-MSHDA Housing Choice Vouchers that prioritize those experiencing homelessness. Put on waiting list through NMCAA, coordinated through all COC members, when first present with homelessness.

NMCAA provides Rapid-Rehousing rental assistance for up to 6 months in scattered site housing that helps to transition folks from homelessness to a more permanent housing option during the process for acceptance into those programs.

Goodwill either owns or is Lead Agency for Project Based Vouchers (Keystone, Brookside, Carson Square) that are permanent solutions and prioritize homelessness with some prioritizing those who are most chronic. Also provides transitional and permanent housing for families in scattered site housing and Transitional Housing for Veterans at Patriot Place in Gaylord.

NMSH provides both Project Based and scattered site permanent housing solutions to those with mental health issues; commonly those with the highest acuity or chronically homeless.

Dann's House provides transitional housing to those with substance abuse issues.

All of these programs provide Housing-Based Case Management supports along with the rental subsidies. This Case Management is directed at supports that help to keep folks housed and to move them toward housing sustainability.

++++++

CoC members work together to prioritize folks for these programs in a number of ways:

- Housing Locator who works to identify housing possibilities: low cost, pass inspections, will accept vouchers, will take a chance with folks who probably have past evictions and/or criminal records. Important to note that since October 1st of 2015, 4 1 bedroom units were identified as available for this population in the City of Traverse City.

- Housing prioritization-Housing Navigators and Permanent Supportive Housing staff from all agencies have a created list based on vulnerability scores and meet at least twice per month to match those clients to available housing. In Cadillac, Petoskey, Manistee Local Work Groups, there are never more than 1-2 folks with the highest acuity. In TC, there are over 50 folks considered Housing First, meaning they are least likely to be able to acquire and maintain housing on their own. Don't have the variety of resources we have here, but they also don't have the same need.
- Part of matching is the identification of which programs, if any, are available to fund the rental subsidy and provide the Housing Based Case Management supports once housed. Key piece of matching process.

++++++

Homelessness Response System was designed through Continuum of Care discussion with the help of OrgCode Consulting which has been a part of several communities in the US and Canada that have ended chronic and episodic homelessness.

Although described services to those currently experiencing literal homelessness, CoC members are also active in Eviction Diversion Court, prevention services, student homelessness, unaccompanied youth, and those that provide food, transportation, and utility assistance to name a few.

++++++

What is keeping this system from housing everyone who is most vulnerable and needs the most help? Lack of housing. Described housing was most scattered site. That means rentals with different landlords all over the county. Losing state voucher dollars because there are not places to rent.

Transportation is an issue. Those without transportation aren't able to live in areas outside of public transportation options. If people are housed away from their support system and have no way to continue that interaction they become isolated and are less likely to maintain housing.

We have over 50 people who we know are not able to maintain housing without help. We've had 4 housing options in TC since October. The math is clear.

Capacity of local non-profits who are able to build housing is not where we would like it. It can take 3-4 years from start of MSHDA tax credit application to approval...then the building. It's expensive and cumbersome so, not an excellent option for this area's smaller non-profits since it's not their expertise.

++++++

What can the City do to help?

- Support PILOT applications and per unit tax abatements when the project includes a prioritization of homelessness and Housing-based Case Management options.
- Require that all housing developments include some percentage of housing that is economically available to those at the lower end of the economic scale.
- Support the addition of a preference for homelessness through the TC Housing Commission.
- Become active in both the regional Housing Solutions Network and the Continuum of Care
- Support the efforts of local organizations

+++++

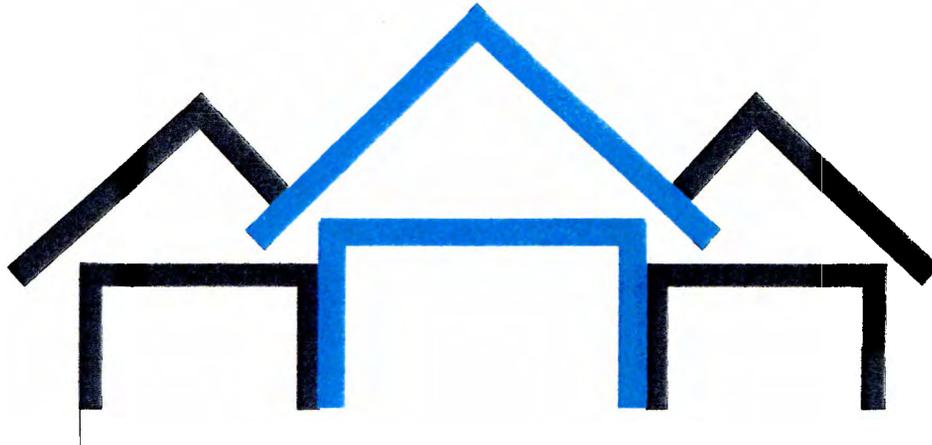
Yes, there is a coordinated Homelessness Response System in Traverse City. The members of this Continuum of Care provide Shelter, Housing Navigation, housing subsidies, support services to maintain housing, and services that prevent homelessness.

Any duplication, although very little, of services among agencies is purposeful and needed.

We truly have a system in place that will end chronic and episodic homelessness in our region IF we can all work together to figure out how to provide substantially more rental housing that will fit the needs of this most vulnerable segment of our population.

Beyond that, we also have to keep in mind that homelessness is a fact of society. There will always be folks who are experiencing housing crisis or who are not ready or able to reach out for help during their crisis.

In our CoC world, our goal is to get to a Functional Zero which means that we have a Homelessness Response System in place that will have the ability to house folks within 30 days of homelessness. So, at best, we will continue to need shelter, rent subsidy programs, and Case Management once those folks are housed, but those needs will be lessened; not ended.



JOINT HOUSING TASK FORCE REPORT

**Grand Traverse County ■ City of Traverse City
Garfield Charter Township ■ East Bay Charter Township
Traverse City Housing Commission**

April 16, 2015

Joint Housing Task Force

East Bay Charter Township

Sue Courtade, Clerk

Tracey Bartlett, Treasurer

Garfield Charter Township

Jeane Blood Law, Treasurer

City of Traverse City

Michael Estes, Mayor

Gary Howe, Commissioner

Grand Traverse County

Christine Maxbauer, Chairperson

Sonny Wheelock, Commissioner

Traverse City Housing Commission

Andy Smits, Chairperson

Staff

Grand Traverse County

John Sych, Planning & Development Director

Jean Derenzy, Planning & Development Deputy Director

City of Traverse City

Penny Hill, Acting City Manager

Russ Soyring, Planning Director

Garfield Charter Township

Rob Larrea, Planning Director

East Bay Charter Township

Leslie Couturier, Planning & Zoning Administrator

Traverse City Housing Commission

Tony Lentych, Executive Director

The communities of Grand Traverse County have long recognized a significant unmet demand for a variety of housing choices in and near job centers. Many residents are aware of the issue from their own experiences. If you or someone you know has moved recently into or around the community, then you may know of this issue firsthand. Even businesses recognize that housing impacts their ability to attract and retain employees. This challenge is expected to compound as the county population has been increasing at a rate of approximately 1,000 new residents every year.

While there have been efforts from local units of government and the private sector to address lack of housing options, what has been lacking to date in addressing the housing issue is a coordinated effort amongst units of government and organizations. The 2013 County Housing Strategy outlines objectives to address the issues. A key objective is to coordinate efforts and improve capacity to address housing issues. By setting a common agenda based on a partnership, the County, local units of government and housing organizations can maximize staff resources, financing and incentive mechanisms, and funding resources to develop and complete housing projects. In many cases, this partnership would work with private developers where public resources are leveraged to create a more desired housing product.

A joint housing task force was formed including representatives from the communities most often faced with this issue. The task force met several times between October, 2014 and April, 2015. This report summarizes information presented and discussed at the meetings along with four key actions for the task force communities and others to move forward.

Four Key Actions

▶ **Market Development Opportunities**

Locations throughout the communities have been identified for housing development by each community. All of the communities have a host of planning and zoning incentives for housing development and will be making these readily available to developers. Consideration should be made to improve community policies that expand flexibility in permitting housing developments. Development opportunities should include improvement and upgrading of existing rental housing stock. An array of building types are desired for development including duplexes, triplexes, fourplexes, cottage courts, townhomes, live/work units, courtyard apartments, and mid-rise apartments.

▶ **Partner with Non-Profit and Private Developers**

Together, communities in the region have recognized the value of working collaboratively and should continue in this effort. Taking their collaboration to the next level, the best opportunity for action is for communities to partner with local non-profit developers and private developers. HomeStretch and Traverse City Housing Commission are two potential non-profit developers capable of providing resources to build projects that meet community goals. To be successful, non-profits need to recognize communities as true partners in projects while communities need to shepherd projects through review and approval processes. Private developers bring the much needed investment to the project. Three party partnerships are the ideal scenario for success by engaging a private developer, non-profit developer and a community.

▶ **Unite Housing Resources**

By uniting resources, communities will see greater results that match their goals. Developing a common policy for PILOT projects will provide consistency and recognize the value that communities afford to projects. The Affordable Housing Trust Fund provides a great mechanism to provide a leveraged, primary resource for projects.

▶ **Maintain Awareness**

Community leadership is essential to make housing projects happen. Informing the public and supporting viable, well-designed projects will result in increasing success to achieving community goals.

Summary

Elements of a Successful Community

- Jobs
- ▶ **Housing choices**
- Marketplace
- A variety of ways to travel
- Gathering places
- Municipal services
- Public safety
- Community character

Local Housing Studies and Strategies

- Local studies and strategies focused on housing include the 1996 Grand Traverse County Housing Needs Study, the 2003 and 2009 Grand Traverse County Housing Needs Assessments, the 2008 Regulatory Framework for Workforce Housing in Traverse City, the 2012 Grand Traverse County Housing Inventory, the 2013 Grand Traverse County Housing Strategy, and the 2014 Framework for Housing Choices in Northwest Michigan.
- Key takeaways from the studies include:
 - Renters make up 23.3% of all households
 - 98% occupancy rate for rentals
 - Nearly half of all rental households live in unaffordable housing, including 80% of those earning \$20,000 or less
 - Housing appreciation is rising faster than income appreciation
 - 32% of renter households suffer from overburden
 - Shortages of accessible housing, small rental units
 - 40% of owner-occupied households are “low income”
 - Average household spends 57% of income on combined housing and transportation — over 60% in rural areas
 - 800 homes in the county are in “poor” condition
- Key strategy goals include:
 - Expand location and energy-efficient housing choices
 - Target housing activities toward existing communities
 - Develop greater financial and programmatic capacities to support and enhance housing efforts of existing nonprofits
 - Coordinate planning and zoning policies that encourage greater housing choices
 - Raise awareness and support of affordable housing among the public

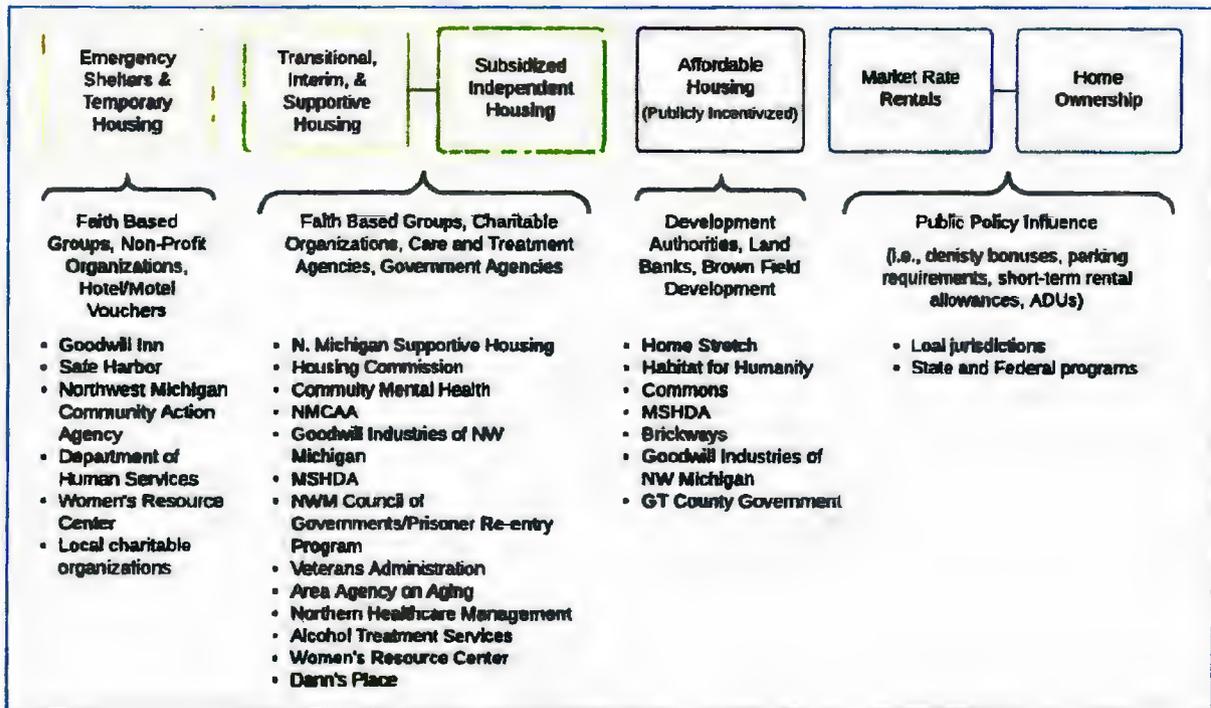
- **What is Affordable?**
 - **Income.** A housing unit is considered affordable to a household if housing costs total 30% or less of that household's income—with "costs" referring either to rent, or, for ownership units, mortgage interest and principal, taxes, and insurance. When households pay more than 30% of their income for housing, they are considered cost overburdened, a financial strain that creates a higher risk of foreclosure or homelessness.
 - **Income+Transportation.** A housing unit is considered affordable to a household if housing and transportation costs total 45% or less of that household's income.
 - **Income+Transportation+Energy.** Home energy costs, including electricity and heating costs, can account for 20% or more of a household's budget. Low income households spend a greater percentage of their income on energy costs, and are more likely to experience housing instability due to energy costs.
 - The typical household in Grand Traverse County spends 57% of their income on housing and transportation costs combined. In rural areas, home to the County's more "affordable" housing, combined housing and transportation costs total well over 60% of a typical household budget.

Current Housing Development Trends

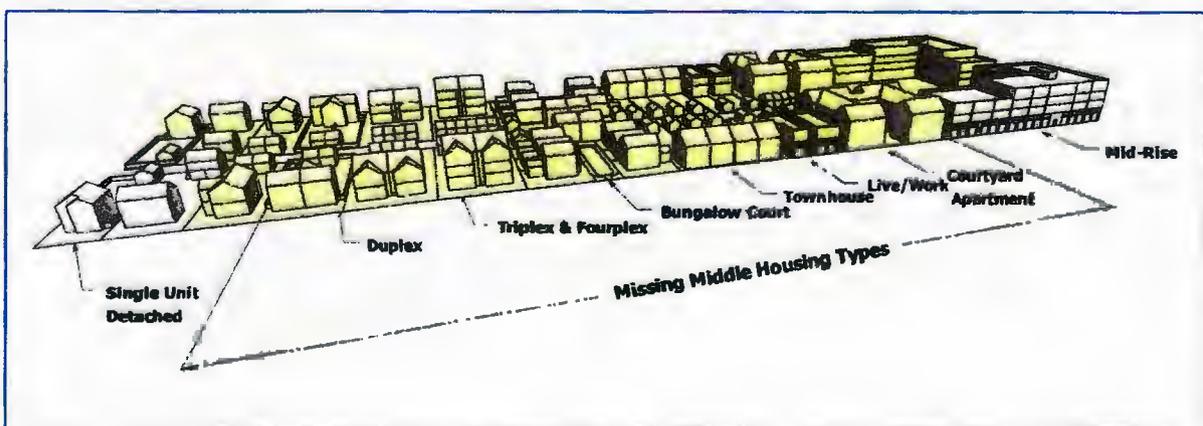
- City of Traverse City has several housing units under construction, but most of them are high-end developments. Accessory dwelling units are now allowed.
- East Bay Township is working on changing its "growth boundary" area by looking to increase density within it; however, most of the development is happening outside the boundary line. There are two new apartment complexes and another one recently approved.
- Garfield Township has mapped active housing development projects. All levels of income are represented in the projects. Projects include new apartments, some MSHDA funded, single family, mixed-use commercial, duplexes and residential.

Defining Housing Types and Building Types

- The housing continuum illustrates the variation of housing types in our community:



- The variety of building types for housing need to expand to meet market demand. These often missing building types are called the "missing middle."



- Key elements that make successful “middle missing” housing areas include:
 - Medium density development but good design makes it feel like lower density
 - Small footprint and blended densities
 - Smaller, well-designed units
 - Off-street parking does not drive the site plan
 - Simple construction
 - Creating community
 - Marketability
- There are many developments that have successfully blended market rate housing with affordable housing, i.e. Midtown development in Traverse City. A strong non-profit housing developer is often needed to make such developments work. The Dwelling Place in Grand Rapids is a model for a non-profit housing developer (www.dwellingplacegr.org).

Available Housing Incentives and Tools

- Traverse City’s housing incentives and flexible regulations include:
 - Accessory Dwelling Units (ADU)
 - Neighborhood Enterprise Zone (NEZ)
 - Affordable Housing Density Bonus
 - No minimum dwelling size
 - Narrower lots (35 feet wide)
 - Smaller lots (4,000 to 5,000 square feet)
 - Height bonus (extra floor if residential is incorporated in a mixed use building)
 - Low Parking Requirements (1 per dwelling, 0 for dwellings over commercial/downtown)
- Garfield Charter Township’s housing incentives and flexible regulations include:
 - Permits PILOT projects throughout the Township
 - Encouraging more development closer to the urban core
 - Planned Unit Development (PUD) to allow for flexibility in development
- East Bay Charter Township:
 - New master plan is underway
 - Potential redevelopment sites include: Old Ball World site; northwest corner of Vanderlip and Hammond; the Avenues area; 10-acre ridge east of ice rink; the Clous property on Three Mile Road. The township is interested in alternative approaches to housing development, including cottage housing development.
- Grand Traverse County’s housing incentive tools include:
 - The Land Bank Authority
 - The Brownfield Redevelopment Authority
 - The Affordable Housing Trust Fund. Public-private partnerships need to be improved to complete projects. Items to consider: assign a developer fee or percentage to be put towards the Housing Trust Fund; issue a request for proposal (RFP) for developments; and, market our area for housing projects with these tools as incentives.
- The Traverse City Housing Commission:
 - Housing Choice Voucher Program
 - TCHC offers public housing developments: Riverview Terrace and Orchardview
 - The TCHC is in a reorganization process and has a new Executive Director

Recommended Improvements to Housing Incentives and Tools

- Establish criteria to determine when affordable housing projects receive public incentives
 - Tie to affordable housing trust fund
- Continue to explore use of Accessory Dwelling Units
- Establish common PILOT policy, unified criteria, and ordinance
 - Including provision for emergency services
- Continue to reduce zoning barriers by providing greater flexibility for housing developments

Target Market Analysis

- In 2014, 10 target market analyses were developed by LandUseUSA of Lansing and funded by Michigan State Housing Development Authority (MSHDA) and Networks Northwest as part of the Regional Prosperity Initiative. There is one target market analysis (TMA) for each county in Northwest Michigan.
- What is the difference between a traditional housing market study and a target market analysis?
 - Traditional Housing Market Study. Supply and demand based on the housing choices that existing residents have already made the local market. This approach is limited because it a) relies on the behavior of residents who might not be on the move; and b) fails to consider that demographic groups would make other choices if they had the option. It can also contribute to redundancy in the housing market, and blandness in neighborhoods and communities.
 - Target Market Analysis (TMA). A study of populations that are migrating or moving, and that also have a clear preference for city living and urban housing formats (rather than rural living and suburban formats). A study of their lifestyle preferences and of the types of housing formats that they are choosing in other markets throughout the Upper Midwest.
- What is a lifestyle cluster?
 - For a TMA, consumers are defined by demographics, buying preferences, and other factors into a cluster. LandUseUSA utilized the privately developed MOSAIC Lifestyle database. The MOSAIC Lifestyle database is a geodemographic segmentation system developed by Experian and AGS consisting of 71 Lifestyle Clusters.
 - For Northwest Michigan, 12 of the 71 clusters were targeted for the purpose of each TMA. These 12 target clusters were identified as they are the lifestyle clusters primarily interested in higher density areas and tend to be interested more in attached residential units (i.e., apartment complexes, duplexes, townhomes, etc.).
- What are the results of the TMA?
 - The conservative scenario for the 12 targeted clusters in Grand Traverse County indicates **there is an annual demand through the year 2020 for 1,215 housing units (219 owner units and 996 rental units).**

Utilizing Private/Public Partnerships

- Why form a public/private partnership? A partnership...
 - Reduces risk
 - Draws on each other's strengths
 - Provides additional financial resources
 - Increases access to market based information
 - Encourages private developers to build affordable housing
- What is the role of local government
 - Identify expectations (i.e. duration of participation)
 - Identify incentives available (i.e. Housing Trust Fund, TIF, Brownfield, Land Bank, PILOT)
 - Identify process (Who does the developer work with? What committee(s)? What approvals are needed meaning duration?)
- Why would a private developer partner with local government?
 - Provides for alternative investments
 - Lowers risk
 - Offers reward
 - Affords personal gratification
- Project pro formas identify opportunities and include...
 - Sources and uses
 - Duration of project
 - Return on investment
- How do you encourage partnership
 - Identify gap funding sources
 - Identify process
 - Work with what Committee – If you meet % of units approval
 - Identify obstacles
 - Start Identifying potential private partners
 - Is there agreement/understanding on Boards that public is not going to solve housing crisis – partnerships with private can assist
- How do you reach success?
 - Every partner and every funding source in this community effort — public, private, and nonprofit— is an essential piece of the puzzle

Additional Information available at:

www.grandtraverse.org/planning (Click on "Joint Housing Task Force" on the left)

- JHTF Meeting Agenda Packets and Minutes
- Housing Studies and Reports
 - 1996 Housing Study for Grand Traverse County
 - 2008 A Regulatory Framework for Traverse City
 - 2009 Housing Needs Assessment
 - 2012 Housing Inventory & 2013 Housing Strategy
 - 2014 Northwest Michigan Regional Prosperity Plan - A Framework for Housing Choices
- Meeting Presentations and Handouts
 - Public Private Partnership PowerPoint Presentation
 - Garfield Charter Township Active Development Project Map UPDATED
 - November 20, 2014 JHTF Meeting PowerPoint Presentation
 - Traverse City Housing Incentives and Regulations/Potential Housing Sites PowerPoint Presentation
 - Housing Incentives in Grand Traverse County PowerPoint Presentation
 - Traverse City Housing Commission PowerPoint Presentation
 - Housing Innovations Memorandum from East Bay Township
 - October 23, 2014 JHTF Meeting PowerPoint Presentation

Prioritization of Focus Areas - Results of Paired Comparisons
City Commission

2/21/2016

Focus Area	Average	Rank
A. Community Development	1.86	4
B. Economic Development	1.71	5
C. Environment	3.86	1
D. Health/Welfare	2.71	2
E. Infrastructure	2.71	2
F. Public Safety	2.14	3

Rank	Focus area by Rank
1	Environment
2	Health/Welfare
2	Infrastructure
3	Public Safety
4	Community Development
5	Economic Development

}

Focus on Community Development	Average	Rank
A. City Master Plan Updates	3.43	3
B. G.T. Commons Master Plan	1.29	7
C. Corridor Improvements	4.43	2
D. Transportation Planning	4.29	1
E. Development Regulations	2.71	5
F. West Boardman District	3.00	4
Engaging Schools, Institutions, Non-Profits	1.86	6

Rank	Focus area by Rank
1	Transportation Planning
2	Corridor Improvements
3	City Master Plan Updates
4	West Boardman District
5	Development Regulations
6	Engaging Schools, etc.
7	G.T. Commons Master Plan

Focus on Economic Development	Average	Rank
A. DDA TIF Plan Update	5.00	3
B. Redev. Ready Communities	3.14	5
C. Brownfield Activities	4.43	4
D. Economic Dev. Fund Policy	5.43	1
E. Regional Strategies/Partnerships	1.57	7
F. Placemaking	5.14	2
G. NMC Campus	2.00	6
H. Airport	1.29	8

Rank	Focus area by Rank
1	Econ. Dev. Fund Policy
2	Placemaking
3	DDA TIF Plan Update
4	Brownfield Activities
5	Redev. Ready Communities
6	NMC Campus
7	Regional Strategies/Partner
8	Airport

Prioritization of Focus Areas - Results of Paired Comparisons
City Commission

2/21/2016

Focus on Environment	Average	Rank	Rank	Focus area by Rank
A. Stormwater	4.14	2	1	Parks
B. Trees	3.71	3	2	Stormwater
C. Parks	4.43	1	3	Trees
D. Invasive Species	1.14	5	3	Solar/Green Energy
E. Solar/Green Energy	3.71	3	4	Union Street Dam
F. Keystone Composting Site	1.00	6	5	Invasive Species
G. Union Street Dam	2.86	4	6	Keystone Composting Site

Focus on Health/Welfare	Average	Rank	Rank	Focus area by Rank
A. Housing	4.29	1	1	Housing
B. Emergency Housing	3.86	2	2	Emergency Housing
C. PILOT Policy	2.50	6	3	Property Maintenance
D. Property Maintenance	3.00	3	4	Active Living
E. Active Living	2.86	4	5	Munson/Comm. Health
F. ADA/Universal Access	2.29	7	6	PILOT Policy
G. Munson/Community Health	2.57	5	7	ADA/Universal Access

Prioritization of Focus Areas - Results of Paired Comparisons
City Commission

2/21/2016

Focus on Infrastructure	Average	Rank	Rank	Focus area by Rank
A. Streets	7.57	3	1	Sidewalks
B. Bridges	6.86	4	2	Stormwater System
C. Trails	5.57	6	3	Streets
D. Sidewalks	8.71	1	4	Bridges
E. Facilities/Public Buildings	5.14	7	5	Fiber System
F. Stormwater System	8.00	2	6	Trails
G. Wastewater System	5.14	7	7	Facilities/Pub.Buildings
H. T.C. Light & Power	3.57	9	7	Wastewater System
I. Fiber System	5.71	5	8	Dams
J. Technology	3.00	10	9	T.C. Light & Power
K. Parking Decks/Parking	2.29	11	10	Technology
L. Dams	4.43	8	11	Parking Decks/Parking

Focus on Public Safety	Average	Rank	Rank	Focus area by Rank
A. Community Policing	5.57	1	1	Community Policing
B. Animal Control	1.14	8	2	Traffic Management
C. Fire Code Inspections	3.43	6	3	Code Enforcement
D. Traffic Management	5.00	2	4	Medical Transport
E. Medical Transport	3.14	4	5	Fire Code Compliance
F. Code Enforcement	4.14	3	6	Fire Code Inspections
G. Fire Code Compliance	3.71	5	7	Fire/Life Safety Education
H. Fire/Life Safety Education	1.86	7	8	Animal Control

Safe Harbor Schedule 2016

Shelter will open each night at 6:00 p.m., 5:45 p.m. is the earliest you may arrive at designated church. The Shelter will lock its doors at 7:00 p.m. each night.

Shelter Schedule (As of 2-2-2016)

2016 Week Of:

12/26 - 1/1 First Congregational* 6105 Center Road

1/2 - 1/8 St. Francis 1025 South Union

1/9 - 1/15 St. Francis

1/16 - 1/22 Central UMC 222 Cass Street

1/23 - 1/29 Central UMC

1/30 - 2/5 Bethlehem Lutheran 1050 Peninsula Drive

 2/6 - 2/12 Northern Lakes* 5444 Herkner Road

 2/13 - 2/19 Bay Pointe* 6880 Secor Road

 2/20 - 2/26 Bay Pointe*

 2/27 - 3/4 Redeemer Lutheran in Interlochen* US 31 & Rogers Road

3/5 - 3/11 Grace Episcopal 341 Washington

3/12 - 3/18 Faith Reformed 1139 East Front Street

3/19 - 3/25 Bayview Wesleyan 720 Wayne St

3/26 - 4/1 Presbyterian** 701 Westminster Road

 4/2 - 4/8 Christ United Methodist 1249 3 Mile Rd S, Traverse City*

4/9 - 4/15 Traverse Bay UMC 1200 Ramsdell Street

*TRANSPORTATION PROVIDED, BUS/VAN PICK UP LOCATION IN FRONT OF GOV'T CENTER, 400 BOARDMAN AVE. DOWNTOWN TRAVERSE CITY @ 5:45 P.M.

(**Presbyterian Church, Sundays Only)

 - on map (churches in town)

 - on schedule (churches out of town, not on this map)

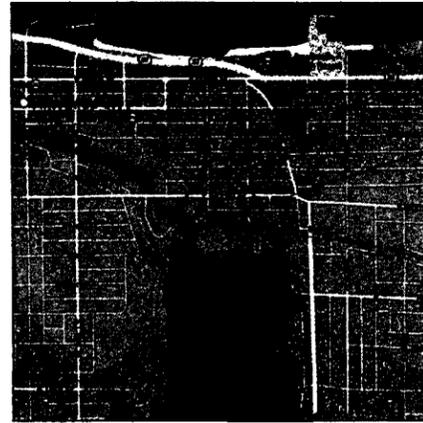


Legend



1 inch = 183 feet

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.



Key Area Map
Not to scale

Subject property zoning: D2
 Property to north: D2
 Property to east: D2
 Property to west: D2
 Property to south (across RR tracks): G/P
 (Government Public)

Attachment "A" Legal Description

517 Wellington Street, Traverse City, Michigan, more fully described as follows:

That part of Government Lot 1, Section 8, T27N, R11W, described as:

Commencing at the NW corner of Lot 42, Block 2, Hannah, Lay & Co's Fifth Addition to the City of Traverse City; thence West 33 feet to the centerline of Wellington Street; thence South on the centerline of Wellington Street extended, to the northerly line of the right-of-way of the Chesapeake & Ohio Railway; thence easterly along the northerly line of said right-of-way to a point where the East line of Lot 31 of said Fifth Addition projected South intersects the Northerly line of said right-of-way; thence North on said projected line and East line of Lot 31 to South line of alley running East and West through said Block 2; thence West along South line of said alley to point of beginning; and together with joint access to and use of a sidetrack as reserved by the first party in a deed to Herman Cox and Clinton Cox dated August 10, 1945, recorded in Liber 153 of Deeds, Page 124.

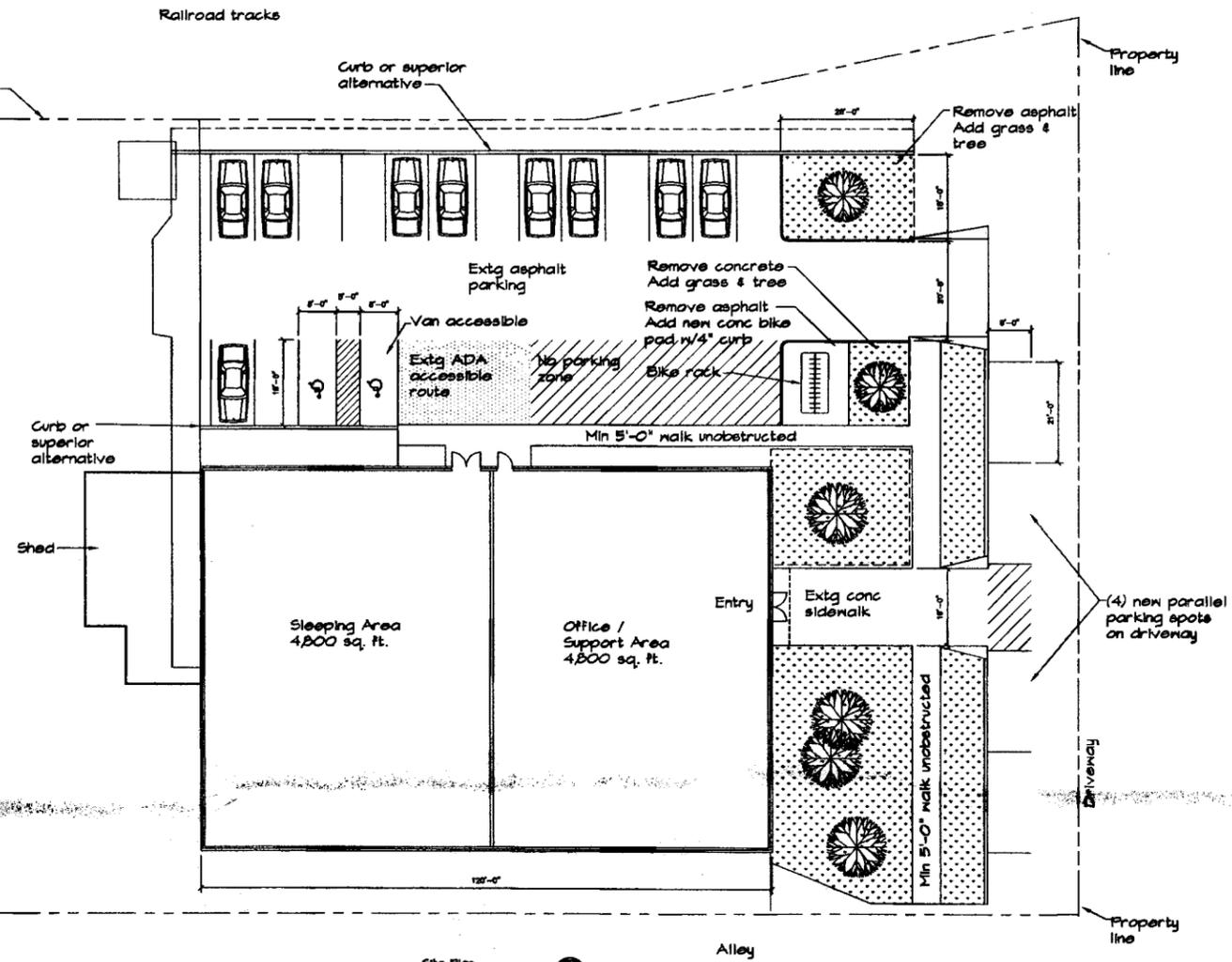
Subject property

Property line

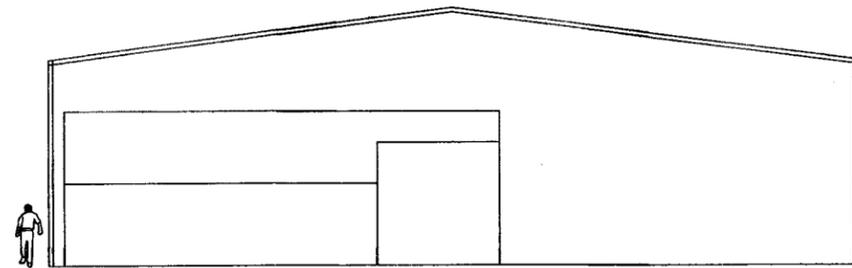
Property line

NOTES:

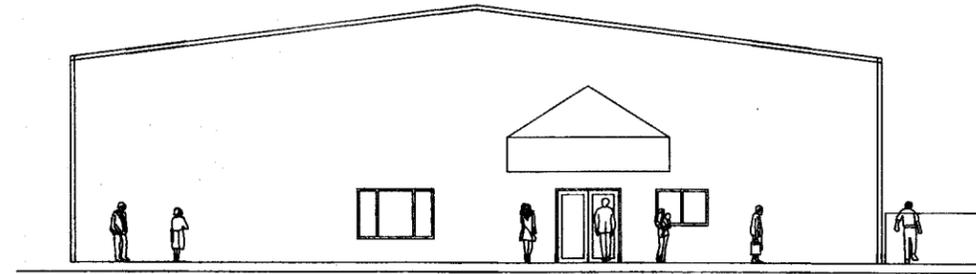
- A. Total building area: 9,600 sq. ft.
 Total building area for each guest, at 90 maximum: 106.67 sq. ft.
- B. Sleeping area: 4,800 sq. ft.
 Sleeping area for each guest, at 90 maximum: 53.33 sq. ft.
- C. Number of parking spaces: 21
 17 in lot, 4 on driveway



Site Plan
 Scale: 1/16" = 1'-0"



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



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

OWNER:
 CITY OF TRAVERSE CITY
 400 BOARDMAN AVE.
 TRAVERSE CITY, MI 49684

APPLICANT:
 SAFE HARBOR OF GRAND TRAVERSE, INC.
 P.O. BOX 403 - 701 WESTMINSTER RD.
 TRAVERSE CITY, MI 49686

ATTACHMENT B
 SITE PLAN
 517 WELLINGTON
 TRAVERSE CITY, MI 49686

PREPARED BY:
 SAFE HARBOR OF GRAND TRAVERSE, INC.

DATE:
 OCTOBER 2, 2014

SITE PLAN



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{ma} MARTY COLBURN, CITY MANAGER

SUBJECT: VOTING PRECINCT 8 – CIVIC CENTER

You will recall that this item was removed from the agenda at the March 21 meeting at the request of the City Clerk to further review the best-suitable location for this voting precinct. City Clerk Benjamin Marentette has concluded that review; and attached is a memo from him with his determination on what would be an appropriate 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 Cafeteria in the lower level of the Governmental Center at 400 Boardman Avenue, which has been determined by the City Clerk as a suitable location for a polling place as outlined in his March 29, 2016, communication, be approved.

MC/bcm

k:\ccclerk\city commission\polling place precinct 8 relocation 20160404

copy: Tom Menzel, Grand Traverse County Administrator
Vicki Cook, Northwestern Michigan College Vice President of Finance
and Administration – vcook@nmc.edu
Elizabeth Whelan, Boardman Neighborhood Association President –
elizwhel@chartermi.net

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY: Elizabeth Whelan, Boardman Neighborhood Association President
Vicki Cook, Northwestern Michigan College Vice President of Finance and Admin.
Katie Zeits, Deputy City Clerk

FROM: Benjamin Marentette, City Clerk 

DATE: Tuesday, March 29, 2016

SUBJECT: VOTING PRECINCT 8 – GRAND TRAVERSE COUNTY CIVIC CENTER

As you are aware, the City Commission was originally scheduled to consider this item at the March 21 meeting; however, I requested that it be removed from the agenda in order to further explore our options for polling place relocation.

As you are aware, 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 is now using that room to operate a workout facility; they allowed us to use a portion of it for the March 8 Presidential Primary. However, unfortunately, they have indicated we cannot continue to use that facility as a polling place.

I initially proposed the Physical Education Center on the main campus of Northwestern Michigan College (NMC) as a new polling place. I appreciate that NMC officials embraced the opportunity to work with the City and would have reserved parking spaces in the nearby parking lot for voter's use; however, the facility can be difficult to locate. While we would have sent mailings with maps that clearly delineated the location and placed adequate signage, I remained concerned that it would be difficult for voters to locate the facility.

My top priority is to find a location that is easy for voters to find and access. The Governmental Center is easy to find – nearly everyone knows where it is; it is a public building owned in part by the City (and therefore, controlled in part by the City); and is connected to the neighborhood, allowing voters who wish to walk or bicycle to the polling place a relatively easy trip. Parking will be a challenge at the Governmental Center; and this voting precinct is the second largest in terms of number of voters. However, parking at two of our other largest voting precincts by the same definition (number of voters), Fire Station #1 on West Front Street, and the Carnegie Building on Sixth Street, is not readily available, yet they function well. However, those locations are easy to find and are nicely-connected to the neighborhood. This location meets Department of State guidelines.

We have examined other options for the new polling place, including the building commonly known as Oak Park Elementary School, The Senior Center and Fire Station #2 on East Eighth Street. I am required to locate voting precincts in 'publicly-owned buildings' if at all possible; and therefore, only those such buildings were considered.

As you know, because the City and the County jointly-own the Governmental Center, in anticipation of City Commission approval of my recommendation, we have entered into an agreement with Grand Traverse County that provides the City with exclusive use of the Cafeteria for election-related purposes; we also extended that agreement to include two conference rooms we use for absentee ballot processing by both of our absent voting counting boards. I appreciate the County's collaboration with the City on finding a suitable alternative.

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 is 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 located.
- 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 cafeteria in the lower level of the Governmental Center.
- We will post adequate signage.

Additionally, because of the influx of voters and the impact this will have on employees of the Boardman campus (Governmental Center, jail, courts), we will have the EOC room, also in the basement of the Governmental Center, available for employees to use as a cafeteria. We will also communicate with the staff in advance of each election reminding them of the influx of traffic and ask that, in support of the voting process and making it easier for voters, that they park further away, carpool, bicycle, etc.

As I shared previously, this voting precinct has 2,442 registered voters. 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 cannot do that this year because of state deadlines.

Thank you; and as always, please contact me with any questions or if you would like to discuss further.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{msc} MARTY COLBURN, CITY MANAGER

SUBJECT: ELECTION COMMISSION – APPOINTMENT

Attached is a memo from Deputy City Clerk Katie Zeits regarding one unexpired term on the Election Commission. The ad hoc interview committee consisting of Commissioners Lewis; Chair, Mayor Carruthers, and Mayor Pro Tem Richardson 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 Heather Halt be appointed to one unexpired three-year term (seat previously held by John Walton), expiring December 11, 2017 on the Election Commission.

MC/kez

K:\tcclerk\city commission\appointments\Election Comm_20160404.doc

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Katie Zeits, Deputy City Clerk *KZ*
Date: March 31, 2016
Subject: Election Commission – Appointment

There is one unexpired term available on the Election Commission, seat previously held by John Walton. An ad hoc interview committee consisting of Commissioner Lewis; Chair, Mayor Carruthers and Mayor Pro Tem Richardson as convened and interviewed all interested candidates for position and have made their 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 two eligible applicants for this board, Heather Halt and Caroline Gersch.

The Committee by consensus would like to recommend Heather Halt be appointed to the Election Commission.

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

Thank you!

RECEIVED

City of Traverse City
Application to Become Involved

FEB 26 2016



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

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

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

Name: Heather Halt

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

E-Mail Address: haltfamilytc@gmail.com

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

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

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

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

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

- YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.
- YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____
- YES NO Did you attach the required letter outlining the items requested above?

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

Heather C. Halt
Signature

2/26/2016
Date

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

February 26, 2016

To the committees of Traverse City:

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

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

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

Sincerely,

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

Heather C. Halt

HEATHER C. HALT

HALTFAMILYTC@GMAIL.COM 704.575.8954

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

Strong communicator
Effective networker

CORE STRENGTHS AND SKILLS

Creative
Resourceful

Organized
Driven

SUMMARY OF WORK

Consultant- Social Media Management

February 2012- Present

Cleaning Technician-

Office Pride- Traverse City, MI

July 2015 - Present

B&B Maintenance- Traverse City, MI

December 2015 - Present

- Key holder for facility that is cleaned nightly
- Regularly clean bathrooms, vacuum, trash removal and any other staging
- Conduct cleaning audits for all facilities in Traverse City area (Office Pride Only)

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

October 2014 - February 2015

- Assisted all customers with any questions or sales transactions, filled bottles and product stock
- Maintained stores cleanliness and organization of product on store floor and in downstairs storage

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

July 2012- September 2014

- Organize everyday business tasks, such as email correspondence, accounting, answering phones and personnel issues.
- Compose and electronically send all business estimates and invoices, file all client paperwork.
- Handle all business marketing management and office supply purchases.

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

January 2009- Dec. 2011

- Developed strong, relevant relationships with trade professionals- architects, designers, contractors, builders, etc. creating return customers and referrals.
- Strived to achieve an individual monthly sales goal of at least \$20,000/month of opportunities won by following up with potential customers and retrieving signed quotes.
- Educated potential clients through face-to-face meetings, email and phone conversations about the capabilities and benefits of natural stone products.
- Provided seminars to local industry groups on topics including but not limited to natural stone products, social networking and trends in the design industry.
- Created brand awareness through social media networking, by managing Charles Luck Facebook page and supporting Twitter, blog and marketing campaigns.

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

April 2007- December 2009

- Maintained studio's professional appearance by keeping up with organization of cleaning schedule, sample storage and exterior care.
- Communicated with all center employees about daily schedule, upcoming events and important division notices. This extended to keeping a detailed schedule of each consultants appointments and daily schedule.
- Directed all clients walking in to the studio to the appropriate person or product they were seeking. Diagnosed the client's needs and answered all initial phone calls, email and face-to-face studio visits.

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

May 2006-November 2006

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

EDUCATION

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

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

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

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

December 1, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

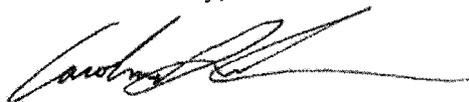
Re: Brown Bridge Advisory Committee Application

Dear Sir or Madam:

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

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

Sincerely,



Caroline N. Gersch

CNG/

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

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

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

PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

Challenge Detroit Detroit, MI
Fellow September 2012 – July 2013

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

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

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

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

Various Student Attorney Positions

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

Wentworth and Associates, P.C.

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

EDUCATION

Wayne State University Law School

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

Michigan School of Professional Psychology

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

University of Michigan – College of LS&A

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

Outward Bound - Wilderness

- Leadership Semester in Patagonia Temuco, Chile
Winter 2003

PROFESSIONAL AFFILIATIONS & COMMUNITY ACTIVITIES

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

Election Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Benjamin Marentette - City Clerk Chair/Secretary 922-4480	09/19/11	Continuous
Kris Elliott 619 Monroe St, TC, 49684 360-0183 (Res) 421-8505 (Bus) kris-elliott@sbcglobal.net	12/16/13	12/12/16
Chris Campbell 116 N. Monroe St, TC, 49684 935-1873 (Res) 941-5109 (Bus) ccampbell@lsnm.org	07/06/99	12/10/18
John Walton 228 W. Seventeenth St, TC, 49684 633.2298 (Res) tcjohn@ameritech.net	07/17/06	12/11/17 12/11/17

Resigned - Appointed as Election Inspector

Established December 17, 1998

Resolution No. 469; Chapter 280 Codified Ordinances of the City of Traverse City.

ELECTION COMMISSION: is a neutral body and has no policy decision making authority. City Charter, ordinances and state law mandate election procedures. The Election Commission consists of three registered voters and the City Clerk who serves as Chair and Secretary and calls all meetings. The Election Commission meets approximately twice a year. Examples of duties: to appoint election inspectors and to approve printing of City election ballots. All appointments are for three years with the first appointments being staggered.

All appointments expire the second Monday in December.

The City Commission shall appoint the three registered voter members of the Election Commission. In order to be eligible for appointment, these persons shall not be in default to the city, meaning that they do not owe any delinquent bill or back taxes to the City. No member shall be appointed or continue to sit on the Elections Commission if they or any member of their immediate family are a candidate to be voted on at the upcoming election. Upon discovering such candidacy, an Elections Commissioner shall immediately notify the City Clerk.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{mar} MARTY COLBURN, CITY MANAGER

SUBJECT: TIF 2 DEVELOPMENT AREA CITIZEN'S COUNCIL

Attached is a memo from Executive Director Robert Bacigalupi regarding the TIF 2 Development Area Citizens Council. As mentioned by Mr. Bacigalupi, the members of this council, who would be residents of the established TIF 2 district, would serve the for the purpose making comment on the proposed TIF 2 development plan prior to a public hearing scheduled for October.

The following motion would appoint an ad hoc committee:

that an ad hoc interview committee be established to make recommendation regarding a minimum of nine appointments to the TIF 2 Development Area Citizens Council; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kez

K:\tcclerk\city commission\appointments\DACC_20160404.doc

MEMORANDUM



TO: Marty Colburn, City Manager
FROM: Rob Bacigalupi, DDA Executive Director
DATE: March 29, 2016
SUBJECT: Development Area Citizens Council

The DDA Board of Directors has initiated a new Tax Increment Financing Plan to Replace TIF 2. Since there are now more than 100 residents in the proposed TIF development area, it is recommended that we form a Development Area Citizens Council, made up of at least nine residents of the district must be formed.

In 2012, when amendments were made to the TIF 2 plan, a similar council was created to provide "findings and recommendations concerning a proposed development plan" within 20 days after the City Commission holds its public hearing". This council served as a helpful tool in the implementation of the TIF 2 Plan and played an integral role in voicing the needs and desires of the residents.

Before anything is done with this new TIF district, we recommend that the City Commission at their April 4, 2016 Regular Meeting form an ad-hoc committee to make recommendations for appointment. If they take that action, DDA staff will help coordinate recruiting TIF 2 residents to apply. The Clerk's office would handle applications as with any City Commission or Committee.

The only official role for the Council is to comment on the development plan prior to a public hearing, which is planned for October.

If there are any further questions, please contact me directly.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 4, 2016

DATE: MARCH 31, 2016

FROM: ^{mc} MARTY COLBURN, CITY MANAGER

SUBJECT: TRAVERSE CITY ARTS COMMISSION – APPOINTMENT

Attached is a memo from Deputy City Clerk Katie Zeits regarding one term on the Traverse City Arts Commission previously held by Metta Lansdale. As mentioned by Ms. Zeits, Ms. Lansdale has resigned from the Commission.

This is a City Commission appointment and there are four applications on file.

The following are sample motions:

1 – to establish an ad hoc interview committee

that the resignation of Metta Lansdale be accepted, and that an ad hoc interview committee be established to make recommendation regarding one three-year term expiring April 4, 2019 on the Traverse City Arts Commission, seat held by Metta Lansdale; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

2 – to appoint an applicant

that the resignation of Metta Lansdale be accepted, and that _____ be appointed to one three-year term, expiring April 4, 2019, on the Traverse City Arts Commission.

MC/kez

K:\tcclerk\city commission\appointments\Arts Comm_20160404.doc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *KZ*
DATE: March 31, 2016
SUBJECT: Traverse City Arts Commission – Appointment

Ms. Metta Lansdale has resigned from the Traverse City Arts Commission. Therefore, there is one term available on this Commission.

When the Arts Commission was initially formed and citizen appointments were made, term expirations were not staggered, therefore causing half of the Commission to expire at one time. In effort to stagger term expirations, I recommend that the person being appointed to Ms. Lansdale's previously seat be appointed to a full three-year term expiring April 4, 2019.

Appointments to the Arts Commission are made by the City Commission.

The City Clerk's Office previously advertised for this board on the city's website, Facebook and Twitter pages. As a result, there are currently four applications on file, Michael Libby, Jeanne Haynes, Alexander Moore, Jr., and Tom Mair. Additional advertising can be done if the City Commission desires.

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

Thank you!

RECEIVED

FEB 24 2015

City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE



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

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

Arts Commission

Name: Michael Libby

Address: 310 W. 11th St. Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: michaellibby310@yahoo.com

Preferred Phone No.: 231-922-0013 Additional Phone No.: 231-313-7534

Occupation: Special Ed. Teacher/Art Teacher (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 2-19-2015

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

To Whom it May Concern,

I was very pleased recently to learn that the city is taking steps to create a committee that will be responsible for acquiring or commissioning art works for display in the city's public spaces. I am also glad to see that the proposed arts commission will not only be made up of appropriate city organizations including representatives from the Downtown Development Authority, city commission, planning commission and parks and recreation commission, but also members of our community that are not connected to city government. I feel that this inclusion of members of the public is an important aspect of the commission as the art will be placed in the public domain and paid for by a proposed public arts trust fund with taxpayer dollars. With such a diverse community I am sure you will be able to find members that will possess the experiences, skills and interest in the arts, promotion and planning that will allow them to work with and help guide this committee and its decisions.

I also read a statement in the Record Eagle by Marcia Bellinger, a former downtown gallery owner, regarding the city's lack of public art. She mentioned how we have "so much room, so much space and so much need." Though this may be true, I also remember when there was a proposal to put a large sculpture in the "open space" (hence making it no longer an open space) and how that was such a topic of concern for the community. Although I'm in favor of more public art, I do not want to see the community have to face that type of controversy again. Hopefully with the creation of this commission this type of situation can be avoided and any proposed public art works will be well chosen and presented to the community in a more open and inclusive way.

I have been involved in the arts for over 25 years as an artist, teacher, performer and volunteer both in the US, UK and in Europe, and I am interested in being considered for one of the arts commission openings that will be granted to the public. I believe that my teaching and administrative experiences as well as my arts background make me a good candidate for joining the city's arts commission.

If chosen, I look forward to the opportunity to play a part in creating an arts master plan to enhance the city and offer its residents as well as our visitors art works to enjoy and be proud of.

I hope to have the opportunity to further discuss this with members of the city commission ad hoc committee who will be making these appointments.

Regards,

Michael Libby

A handwritten signature in cursive script that reads "Michael Libby". The signature is written in dark ink and is positioned to the right of the typed name.

Michael Libby
310 W. 11th Street
Traverse City, MI. 49684
H – 231-922-0013 C – 231-313-7534
michaellibby310@yahoo.com

EDUCATION

- 2009 – 2011 **Ferris State University, University Center, Traverse City MI**
Endorsement in Teaching Students with Cognitive Impairments
- 1994 **Loyola University, Chicago, IL.**
M. Ed. Curriculum and Instruction
Certification in K-12 Art Education
- 1988 **Wayne State University, Detroit, MI.**
BFA – Photography and Graphic Design
- 1999 **University of Alaska, Fairbanks, AK**
Certification Course work - Northern Studies
- 2004 **University of Alaska, Fairbanks, AK**
Re-certification course work – Theatrical Lighting

EMPLOYMENT

ADMINISTRATIVE EXPERIENCE

- 2011 – present **TASIS American School, Lugano Switzerland**
Assistant Director, Tasis Summer Program
Assistant program director responsible for assisting with all aspects of the summer program age 14 - 18. Responsible for supervising and scheduling a staff of over twenty teachers and program facilitators and coordinating all travel reservations and accounting.
- 2003 - 2004 **TASIS American School, Lugano, Switzerland**
Dean of Students, Upper School Summer Program
Responsible for supervising all aspects of boarding student life grades 9-12 including, activity scheduling and discipline
- 2002 – 2003 **TASIS American School, Lugano Switzerland**
Assistant Director, Middle School Summer Program
Assisted program director in all aspects of the summer program grades 5-8. Responsible for supervising and scheduling a staff of over twenty teachers and program facilitators

- 2001 – 2002 **TASIS American School, Lugano Switzerland**
Summer Program Art Instructor / Administrative Assistant , Middle School
 Supervised and instructed in summer arts curriculum and assisted overall operations at the middle school
 Duty team member
- 1998 - 1999 **Fairbanks Very Special Arts**
Festival Coordinator
 Responsible for coordinating, scheduling and supervising 20 artists, over 30 volunteers and the teachers and students of 15 area schools.
 Including the preparation of facilities, materials, and transportation necessary to conduct a regional special education arts festival.

TEACHING EXPERIENCE

- 20011 -- present **TBAISD – ACE II Program**
Adult Community Experience – Special Education Teacher
 Teacher for Cognitively Impaired students. Program focused upon preparing young adults with special needs to enter the community more independently.
- 2006 – 2011 **The Leelanau School, Glen Arbor, Michigan**
Head of Visual Arts
 Organized and expanded general art curriculum - grades 9-12.
 Maintained and displayed student art displays
 Instituted visiting artist program
 Re-established and expanded photography program
 Art History/Humanities lecturer
 Established stop animation/film program
 ISAC accreditation Fine Arts team member
 Student art/photography placed and exhibited in NMC HS art competition
 Student photography placed and exhibited in TACC Photography contest
 Dorm parent / Head of House duty team member
 Study hall supervisor
 Sports coach / Activities sponsor
- Summer 2008 - 2010 **TBA – Intermediate School District**
Summer Instructor/Classroom Assistant
 Classroom Teacher/Assistant for severely multiply disabled/autistic students at the Adult Work Center and Traverse Heights Elementary School
- Summer 2008 **NMC – College for Kids**
Summer Instructor
 Facilitator for “Acting Up” drama class grades 1-5
- 2004 – 2006 **TASIS American School, Thorpe, Surrey, England**
Head of Middle and Lower School Drama / Photography
 Instituted curriculum for the Middle School Drama - grades 6&7
 Expanded and enhanced the Middle School photography curriculum

- Created a "digital darkroom"
 Created Drama Technician program for Middle School students
 Assisted in the production of the Middle School musical
 ISAC accreditation team Fine Arts department
 Duty team leader
 Study hall and activity supervisor
- 1999 – 2003 **TASIS American School, Thorpe, Surrey, England**
Head of Lower School Art/Middle School Photography
 Expanded and perpetuated existing art / theatre education program
 Instituted standard art curriculum for ECIS accreditation
 Participated in boarding program
 Mentored local and international community service programs
 Member of faculty benefits committee
 ISAC accreditation team Fine Arts department
 Duty team member
 Study hall and activity supervisor
- 1999 – 2000 **TASIS American School, Lugano Switzerland**
Summer Program Art Instructor, High School
 Supervised and instructed in summer arts curriculum and assisted overall operations at the upper school
 Duty team member
- 1997 - 1999 **Austin E. Lathrop High School, Fairbanks, AK**
Photography / Yearbook Department Head
 Updated and enhanced existing photography program
 Initiated the use of student work in all inter school publications
 Received recognition for student success in various local and national art competitions
 Produced school yearbook
 Initiated student-created photography web sites
 Northstar Borough Percent for Art Committee – Public art selection member
 Fairbanks Northstar Borough Art Education Standards Committee Member
- 1994 -1997 **William E. Dever Elementary School, Chicago, IL.**
Art / Drama / Photography Department Head
 Developed a comprehensive art curriculum
 Created after school art / photography program
 Initiated a journalism / yearbook program
 Supervisor , stage and technical director for all student theatrical performances
 Assisted / accompanied music teacher in musical productions
- 1998 - 1999 **Fairbanks Drama Association, Fairbanks, AK.**
Drama Project Instructor
 Instructor for summer theatre workshops for students age 7-15

- 1998 -1999 **Mary Saih Community Center, Fairbanks, AK.**
Adult Education – Photography Instructor
 Created and supervised photography program for senior adults
- 1993 - 1995 **Old Town School of Folk Music, Chicago, IL.**
Program Instructor/Facilitator
 Musical instructor for children's program Pre - K – grade 3
 Stage Tech for children's theatre program

MISCELLANEOUS EMPLOYMENT

- 1993 - 1997 **Chicago Childrens Museum, Chicago, IL.**
Museum Floor Supervisor/Activity Instructor
 Member of interactive personnel team for museum functions
- 1992 - 1994 **K&S Photographics, Chicago IL.**
Lead Photographic Supervising Technician
 Responsible for commercial photographic production and services
- 1991 - 1992 **Second City Children's Theatre, Chicago, IL.**
Performer / Stage Technician
 Cast member and stage crew for children's theatre performances
- 1991 - 1992 **National College of Chiropractic, Lombard, IL.**
Staff Photographer
 Responsible for all school related photographic publication

ACTIVITIES AND ACHIEVEMENTS

MTSA member 2011 - present
 TBACU School Grant – Recipient 2009
 ECIS visiting team member 2001 conference (UK)
 Mentor for international student service program - Tasis Serves (UK)
 2007 Land Information Access Assoc. photography awards
 Photography Exhibit – Of Light and Shadow Fleming Gallery, England
 KUAC Public Radio Host (AK) - Celtic Aire - Weekly Celtic music program
 Warner Brothers Television – The New Aventures of Robin Hood – TV series troupe actor
 Globe Theatre / National Theatre - Drama Instructor workshops (UK)
 Detroit Art Film and Television – Animation workshop
 KUAC Public radio Celtic music festival (AK) – MC for various visiting musical groups
 Dealing with difficult people – Staff development workshop
 Race and Healing – Staff development workshop
 National Art Education Association member
 Michigan Art Education Association member
 Second City Training Center - Student/Performer
 Traverse City Art Center Member
 Alaska Special Olympics - Volunteer / coach

Graduate of Second City Players Workshop
The American Hour -- Ex-patriot entertainment program radio host (UK)
Fairbanks Drama Association -- Community theatre performer / instructor
Michigan Renaissance Festival Performer -- King George
Community theatre performer - The Leelanau Players
Victory Gardens Theatre -- Drama course work
Community meal / Safe Harbour volunteer -- Traverse City
"Good On Paper" Improv troupe -- Old Town Playhouse, Michigan
Exhibiting Artist -- Art and Soul Gallery, Michigan

INTERESTS

Photography, art, theatre, travel, music, reading, outdoor activities.

REFERENCES

Supplied upon request

City of Traverse City
Application to Become Involved

FEB 20 2015



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): Arts Commission

Name: Jeanne Hynes (Sirotkin)

Address: 422 N. Madison St TC MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: genie49@aol.com

Preferred Phone No.: 231 421-8109 Additional Phone No.: 248 914-0395

Occupation: Writer (former teacher) (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

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!

Jeanne Haynes (Sirotkin)
422 N. Madison St.
Traverse City, MI 49684 (231) 421-8109

Traverse City is a community that values the arts. I would like to help public art reflect those values through service on the Art Commission.

Although a newcomer to Traverse City (2011) I've organized block parties, volunteered for the TC Film Fest and participated in the Slabtown Neighborhood Assn. I am a member of the T C Community Garden and the Botanic Garden at Historic Barns Park.

Currently I am the Writer Next Door on the NWS website. My most recent book is a collection of short stories, "Wrestling the Bear" that won the SFA prize in fiction and was published by the Stephen F Austin State University in Texas, 2013.

Formerly I worked as an editor of San Francisco Gallery Magazine (featuring literature and art).

I was a member of Parachute Salon, a collective of writers and arts.

I have worked as a poet and fiction writer collaboratively with both dancers and visual artists.

Previously I worked in the art and music department of SF Public Library and the San Francisco Art Institute

From 1992-2002 I taught at The Roeper School where I founded their high school creative writing program and edited their literary magazine (selection and layout).

I have extensive experience both text editing and creative editing.

As a presenter, I participated in the Picture Lady Program in the Berkley Schools and The Roeper School, bringing art to elementary school children.

I have served on the Berkley School Board Curriculum Committee.

I was the chairperson of Providence Hospital Medical Staff annual dinner dance during husband's two-year tenure as the President of the Medical Staff.

Additionally, I was a member of the board of Children's International Summer Villages for four years, and chaired several large fundraisers.

I've had a varied career in the arts and have a good visual sense that I feel would be an asset to the Commission. I am a team player, able to work collaboratively and to delegate when needed.

RECEIVED

FEB 26 2015

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



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

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

Commission on public art

Name: Alexander W. Moore, Jr.

Address: 245 Midtown, Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: canoeboy01@gmail.com

Preferred Phone No.: 935-1443 Additional Phone No.: _____

Occupation: Managing Editor (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.

Alexander W. Moore, Jr.
Signature

Feb. 26, 2015
Date

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

February 26, 2015

To: Traverse City Public Art Commission

An art philistine once sued the railroad company because the plaster cast he had ordered of the Venus de Milo was delivered without arms. Art is a matter of acquaintance and temperament.

Humanity classes exposed me to art history, and proved an impetus to study further. Appreciating the precision of the Erechtheum's graceful caryatids, the intricate arabesques in Chartres Cathedral's rose window, the colorful harmonization of opposites in Titian's *Venus and the Organ Player*, has taught me art sensibility that I can bring to the art commission. Perspective.

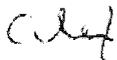
As *ForeWord* magazine's managing editor, I would receive books of all genres, but art books were the jewels. Enclosed are examples of art that I selected for the magazine's cover, and articles, for example, "Revisiting the Masters of the Past," and an editorial, "Artful Books."

My resume notes my involvement in the community serving twice as a member of the Traverse City Parks and Recreation Commission. For the last five years I have been a Probate Court Family Division volunteer as a Learning Partner.

My interest in art and service to the city are my reasons for applying.

Oh, the railway company lost the case and paid damages.

Sincerely,



Alexander W. Moore, Jr.
245 Midtown Drive
Traverse City, Michigan 49684
935-1443

Alexander W. Moore, Jr
245 Midtown Dr.
Traverse City, MI 49684
231-935-1443

BUSINESS

1998-2008. Managing Editor of *ForeWord* magazine (Traverse City). Responsibilities included the selection of sixty books from nine hundred for review per issue (books from independent publishers and university presses), recruitment of quality reviewers, coordination of feature articles, editorial organization (book map, editorial arrangement, etc.), editing, and each issue's editorial. Presentations have been made at Independent Book Publishers Association and Book Expo America (panel member and moderator); three editorial awards from *Folio* magazine.

1990-1998: Book Packager at Jenkins Group (Traverse City). Responsibilities included editing and proofreading of manuscripts, managing text layout and cover design, estimating and project accounting, as well as print management for independent publishers.

1990. Prepared and marketed *Concord Authors: Biographical Notes*, a booklet for tourists of Concord, Massachusetts, about Emerson, Thoreau, Alcott, and Hawthorne. It has been available ever since at such places as Concord Chamber of Commerce, Orchard House, Colonial Inn, Concord Bookshop, and The Shop at Walden Pond.

1974-1990: Customer relations and assistant credit manager at Burwood Products (Traverse City), a manufacturer of clocks and home décor.

1967-1969: Ford Motor Company (Dearborn). Cooperative and Graduate Management Trainee programs. Dearborn Engine plant: intake and exhaust manifold supervisor; Labor Relations and Safety departments.

EDUCATION

MBA -- Central Michigan University (Management) (1969-1972)

BS -- Ferris State University (Management / Business) (1964-1968)

Associate of Arts -- Ferris State University (Humanities) (1964-1966)

ACTIVITIES

U.S. Army, Military Police, Republic of Vietnam (1969-1971). Member of the Parks and Recreation Commission of Traverse City (1994-2000; 2002-2006) -- later as chairman. President of the Traverse City Chess Club (1978-1982). Drum Major of the Grand Traverse Highlanders (1980-1988). Contributing writer to *Northern Express* (1997) and *The Grand Traverse Business News* (1992-1996). Presbyterian Church session member, administrative committee chairman, Sunday school teacher (1978-1998). Toastmasters (1989-current) -- president twice; example topics: The Brontës, Russian writers, Gothic literature, Emily Dickinson, Honore de Balzac, Salem Witchcraft trials, Oscar Wilde, Madama Butterfly, Aida; newsletter editor.

Palette and Panache:

Revisiting the Masters of the

by Alex Moore

Flourishmasters, artists who succeed by their distinct manner of impart an enduring influence that time mantles with immortality. These expressions seem divinely drawn, whether by palette, as by colorists Monet or Titian with his glittering necklaces of ruby and gold; by brushstroke, as in Renoir's trowelled swaths or Tintoretto's bejewelment by impasto; or by architecture, with steeples that soar and gargoyles that glitter. Masters of panache with purpose are always worthy of being revisited, not merely for appreciation, but for inspiration. These books are alive with sumptuous presentations and intelligent observation.

Renaissance

"The true Italy is to be found by patient observation," Miss Lavish tells Lucy Honeychurch in E.M. Forster's *A Room With a View*. They set off to explore the art that festooned the city of Florence, and Lucy is charmed. Readers will fall under a similar spell when perusing *Art of Renaissance Florence: 1400-1600* (8 x 10, softcover, 150+ color and b/w illustrations, University of California Press, 978-0-520-25774-0). Loren Partridge, professor of Arts of the Italian Renaissance at the University of California, Berkeley, presents a panorama of Florentine art whose subjects include architecture, sculpture, and paintings. The Renaissance is a cultural and artistic style characterized by the revival of classical Greek and Roman ideals, and if there were an Olympics for beauty, the Renaissance artists would have won the gold. Florence, the city of flowers, is credited with its beginnings in the fourteenth century.

Partridge's detailed observations make his text exciting. He describes Sandro Botticelli's *Primavera* (ca.1482), which depicts Chloris being grasped by Zephyr, the god of the winds, with his sharply angled body and "massive wings slicing through the trees." This book would make an excellent supplement to art history classes.

To the northeast of Florence lies Venice, the "city of bridges." In *Venice 697-1797: A City, A Republic, An Empire* (10 x 11½, hardcover, 340+ color illustrations, Overlook Press, 978-1-58567-132-



8). Alvise Zorzi tells the story of "the Queen of the Adriatic" through its art. Zorzi, chairman of the Committee for the Publication of Source Material on the History of Venice, chronicles the Reatine Islands, the lagoons, and the "amphibious population who lived like marsh-birds." The book traces the history of Venice from its beginnings in 697, when it became independent from the Byzantine Empire, to the Napoleonic era. The pinnacle was the Venetian Renaissance. The book is awash with details on popes, palaces, and paintings.

Wearing a ceremonial robe of silk fabric with raised patterns of filigreed gold and a matching *il corno d'uso*, or horned-shaped cap, a magistrate looks out from the *Portrait of Doge Leonardo Loredan*. Zorzi includes this image of the Renaissance doge as an example of the artwork of Giovanni Bellini (1430-1516), whose use of clear oil paints created luxurious tints.

Three more Venetian painters are detailed in *Titian, Tintoretto, Veronese: Rivals in Renaissance Venice* (10 x 11½, hardcover, 200 color and b/w illustrations, MFA Publications, 978-0-87846-739-6). Frederick Hchman, assistant curator of painting at the Museum of Fine Arts, Boston, presents the art and lives of these virtuosos.



Lucas. *Portrait of Men Holding a Book*, about 1740.
Oil on canvas. Museum of Fine Arts, Boston
(Charles P. Taylor, *Lucas*, 43-3)

capture the region's boats, beaches, and buildings. The painters were aware of this new medium and debated whether technology had any place in the artistic sphere.

Carole McNamara, senior curator of Western art at the University of Michigan Museum of Art, "explores the dialogue between the two media and the backdrop against which both evolved" in *The Lens of Impressionism: Photography and Painting along the Normandy Coast, 1850-1874* (10 x 12, hardcover, 200 color and b/w illustrations, University of Michigan Museum of Art/Hudson Hills Press, 978-1-55595-325-6).

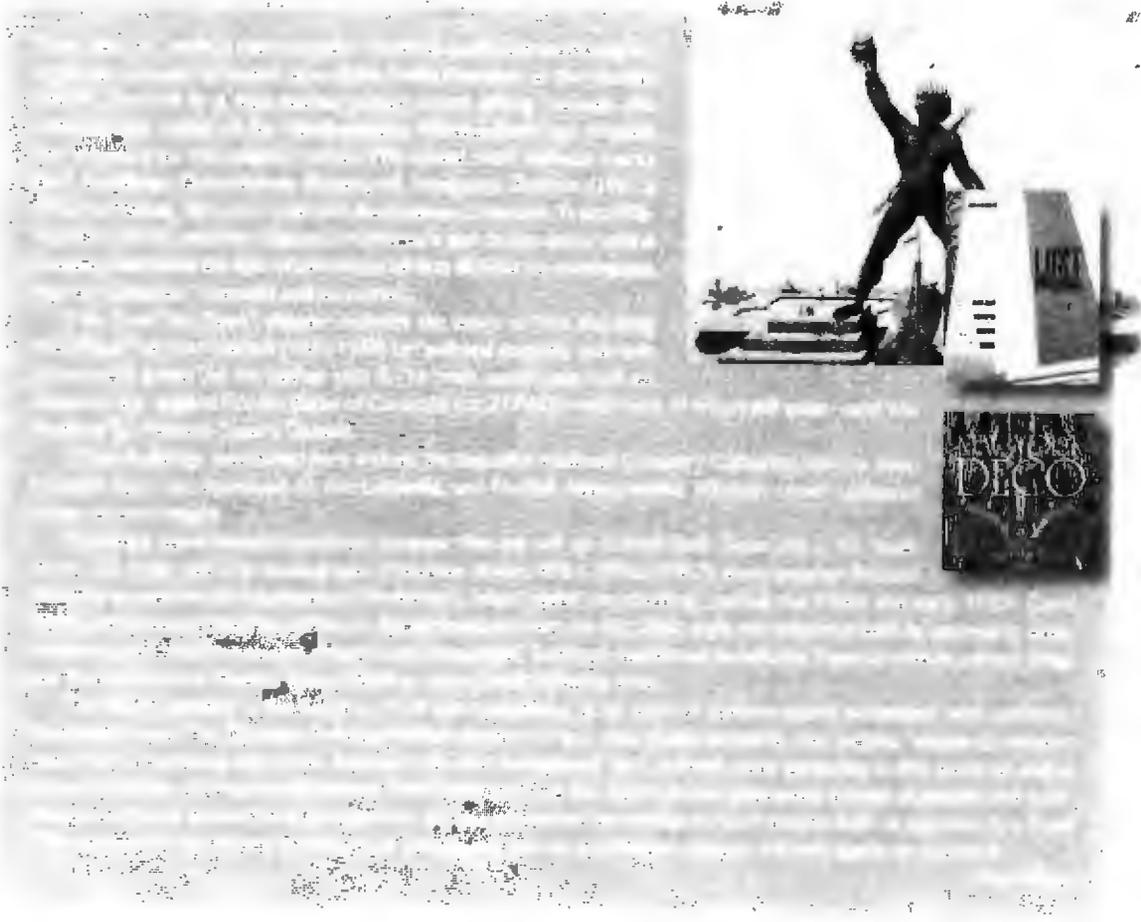
Painters discovered that photographs could be used as a starting point to their art. Monet's *The Jetty at Le Harve in Bad Weather* (ca. 1867) depicts a three-masted vessel churning ahead of dark clouds. An anonymous photo of the same features suggests that Monet used it as inspiration. This is a book for photographers.

Also worthy of consideration is a unique book about the portraits of the wife of Paul Cezanne (1839-1906) by the artist, who painted her twenty-four times

in twenty years. In *Cezanne's Other: The Portraits of Hortense 1812 x 10*, hardcover, 100 color and b/w illustrations, University of California Press, 978-0-520-25745-0, Susan Sidlauskas, graduate director of the department of art history at Rutgers University, writes that the "Other" is Cezanne's wife to his ever-evolving "self." The author covers themes that include changing looks, "the psychology of color," and mask-like faces. In *Portrait of the Artist's Wife* (ca. 1880), Hortense's "dark irises swell to fill the narrow ellipses" in an expressionless, chalky face.

In the golden age of art, Renaissance artists and artisans created masterpieces with panache that influenced the Impressionists. New observations in these books reflect on the palettes of these artists and expand our own imaginative lives with the use of image and color. ■

Alex Moore, editor emeritus, is former managing editor of *ForeWord Reviews*. Among his interests are art and literature.



Artful Books

BY ALEX MOORE

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Only the ornate frames remain. Green brocade-covered walls and seventeenth-century Italian brown velvet show through their ravaged openings. Gone are Vermeer's *The Concert*, an exquisite example of photographic preciseness; Rembrandt's *The Storm on the Sea of Galilee*, a tumultuous burst of color on a raging sea; Manet's *Chez Torton*, a man in black with vibrant background; and others. Stolen late Saint Patrick's Day night 1990, when the Irish town of Boston was woozy with green, two men dressed as policemen entered the fifteenth-century Venetian palazzo-styled Isabella Stewart Gardner Museum, executing the biggest art heist in U.S. history.

Isabella Stewart Gardner, known as the Serpent of the Charles for her pagan allure, first threw open the doors to her museum-house on New Year's Day 1903 to the Brahmins of Boston. Inside, while the Boston Symphony played Mozart's Symphony No. 25, masterpieces were displayed from Bellini and Botticelli to Rubens and Rembrandt. She was Boston's patron saint of art.

All of the museum's art losses were painted by men. No woman was represented. Isabella would've supported women artists, if there were any of that stature centuries ago. Karen McCarthy in her ForeSight Art article, "Women Artists: Mothers, Transformers, Rebels," addresses this difference in fame between men and women artists. "Only recently," writes McCarthy, "have larger numbers of women had the freedom to fully engage in more creative pursuits, to combine motherhood or religious life with artistic endeavors and scholarly interpretive works, to offer art as a way to transform the world, to rebel against society's constraints."



Three Spotlight reviews concern art. In *The Foundations of Christian Art*, Beth Hemke Shapiro highlights sacred art; in *Watercolor by Design*, Bobbye Middendorf reflects on the concept of creativity; and Aimee Sabo reviews *Stolen Masterpiece Tracker*, an account of an FBI agent tracking purloined art (the author devotes a chapter to the Gardner loss).

Seth McEvoy, in his ForeSight Mind/Body/Spirit article, "The MBS Mind-Set: Moving Beyond Monikers," avoids pretentious terms while discussing the art of one's self: the trinity of kindness, healthy living, and looking inward. He explores titles from small presses that offer guidance.

The *pièce de résistance* of this issue is ForeWord's Ninth Annual Look at the Big Ten: Outstanding Books from University Presses by ForeWord's Praetor of Prose, Peter Skinner. He presents books that "celebrate humankind's energies and achievements, and the quest for new horizons." His criteria for selection were "intrinsic interest, broad accessibility, and superior production qualities—with layout, typography, and illustration considered." In *Sensuous Seas: Tales of a Marine Biologist*, for example, Peter notes that the author "moves on to squid, known for the vigorous multi-tentacular embraces that enhance their copulatory rituals (essential to meet the ever-growing demand for fried calamari)." More than fifteen other university press titles are also cited.

ForeWord occasionally publishes special sections that examine subjects in a more specific way. One *Comique* feature discusses the history of the graphic novel, beginning with Egyptian hieroglyphs, and how this art form is an important chariot for learning and entertainment.

Independent publishers and university presses continue to offer books that are masterful in their subject area and worthy of book collections.



\$10.00

ForeWord

Reviews of
Good Books

Independently Published

JANUARY / FEBRUARY 2005 ■ VOLUME 8 ■ NUMBER 1



HIGHLIGHTS

RELIGION

Redux or a New Age

HEALTH

An Ounce of Prevention

HOME & GARDEN

D-I-Y Home Design

AFTERWORD

How Soon Is Now?

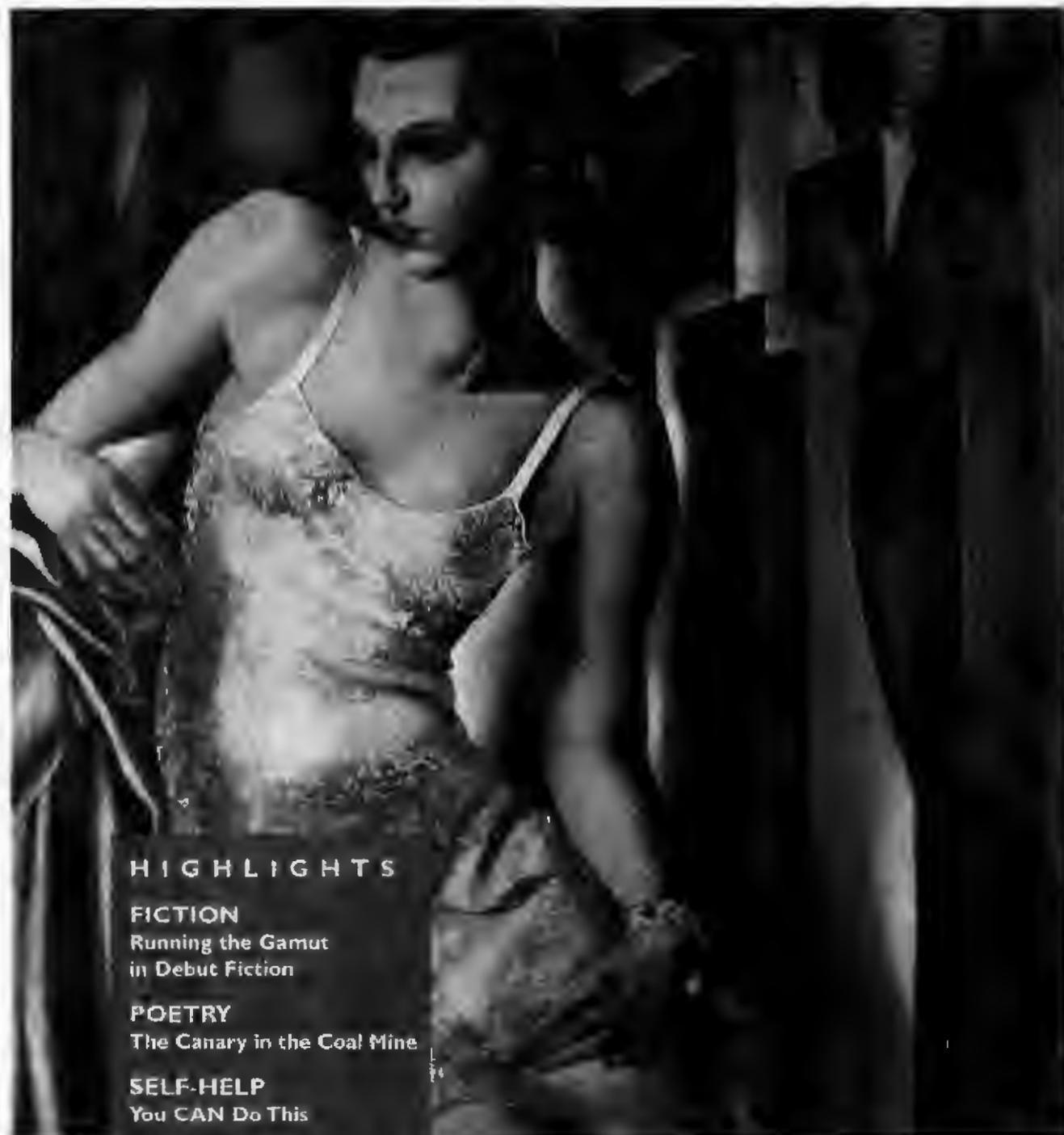
www.forewordmagazine.com

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ForeWord

Reviews of
Good Books
Independently Published

MAY / JUNE 2007 ■ VOLUME 10 ■ NUMBER 3



HIGHLIGHTS

FICTION

Running the Gamut
in Debut Fiction

POETRY

The Canary in the Coal Mine

SELF-HELP

You CAN Do This

AFTERWORD

Discovering Books Through
Authors' Readings

www.forewordmagazine.com

MAY 5, 2015

City of Traverse City
Application to Become Involved



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

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

Name: MAIR, THOMAS

Address: 612 15TH ST W TRAVERSE CITY MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: TRVERSEGREEN@ATTN.COM

Preferred Phone No.: 231 392 6121 Additional Phone No.:

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

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

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

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

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

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

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Signature _____

5.1.15
Date

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

MAY 05 2015
CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

Thomas A. MAIR
612 Fifth St W
Traverse City MI 49684

May 4, 2015

Department of City Clerk
City of Traverse City
400 Boardman Av
Traverse City MI 49684
Attn: Arts Commission

Dear City Clerk Ben Marentette ,

I wish to be seated on the City of Traverse City Arts Commission. I have a life-long background in arts management.

Recently, I started a new discussion group here in Traverse City that is examining the professional opportunities of the arts scene and setting the goal of strengthening the area's performing arts economy. The idea to include leaders in the performing arts.

A government arts commission tasked with overseeing the selection and funding of public art installations is not a new idea. We can learn from communities such as Ann Arbor, Michigan .

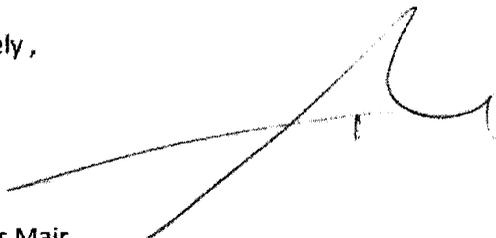
I served two terms for a total of six years on the City of Traverse City Parks & Recreation Commission. I also worked for the US Department of Transportation. I know how to work within government .

While a member of the Parks Commission I studied and voted for the installation of public art. Bartnick's "Time to Let Go" located along the TART Trail is a fine example of art made by a local artist and has a perfect placement .

I hope that the composition of the arts commission includes both artists and arts management people .

Feel free to ask me any questions about my background and about my vision for the arts commission .

Sincerely ,

A handwritten signature in black ink, appearing to read 'Thomas Mair', with a long horizontal stroke extending to the left.

Thomas Mair
traversemedia@yahoo.com
231 392-6121

**the
artist
development
agency**

TOM MAIR
AGENT/MANAGER

231.709.5329
traversemedia@yahoo.com

Traverse City Arts Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Amy Shamroe (City Commission Rep) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traversecitymi.gov	11/09/15	11//12/19
Rick Korndorfer (DDA Rep) 602 W. 9th St, TC, 49684 590-9006 (Res) rickkorndorfer@gmail.com	04/20/15	09/15/16
Brooke DiGiacomo (Parks & Rec Rep) 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) brookedigiacomo@gmail.com	01/19/16	09/01/17
Janice Warren (Planning Rep) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com	04/20/15	11/09/15
Deb Lake 1022 Lake Ridge Dr. #1, TC, 49684 944-4117 (Cell) 392-1134 (Bus) lake.deb@gmail.com	05/18/15	05/18/18
Mary Gillett, Chair 1800 Wayne St, TC, 49684 883-8388 (Res) mgillett03@gmail.com	05/18/15	05/18/18
Metta Lansdale, Jr., Vice Chair 209 Midtown Dr, TC 49684 313-8698 (Res) metta.lansdale@gmail.com	05/18/15	05/18/18 04/04/19
	Resigned	
Christiaane Minervini 800 Cottage View Dr. #219, TC, 49684 218-4421 (Res) 932-0775 (Bus) christie@galleryfifty.com	05/18/15	05/18/18
Jackie Shinnors (City Manager Designee)	03/01/16	05/18/18

410 Seventh St, TC, 49684
941-8667 (Res)
jackieshinnners@gmail.com

Staff Liaison - Katie Zeits, Deputy City Clerk
922-4480 (Bus) kzeits@traversecitymi.gov

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

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

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

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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF APRIL 6, 2016

DATE: MARCH 31, 2016

FROM: MARTY ^{MAC} COLBURN, CITY MANAGER

SUBJECT: TRAVERSE AREA DISTRICT LIBRARY BOARD – MAYORAL
APPOINTMENT

Attached is a memo from City Clerk Benjamin Marentette indicating Mayor Carruthers' appointment to the Traverse Area District Library Board, which requires City Commission approval.

The following motion would approve the Mayor's appointment:

that the resignation of Geoff Streit from the Traverse Area District Library dated January 27, 2016, be accepted; and that the Mayor's appointment of Emma Moyer to an unexpired four-year term (seat previously held by Geoff Streit) expiring December 31, 2018, on the Traverse Area District Library Board, be approved.

MC/bcm

K:\tcclerk\city commission\appointments\TADL 20160404

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager

From: Benjamin Marentette, City Clerk

Copy: Katie Zeits, Deputy City Clerk

Date: March 31, 2016

Subject: Thursday, March 31, 2016

Attached is the resignation of Geoff Streit from the Traverse Area District Library Board. Mr. Streit held a four-year seat on the board which expires December 31, 2018.

Also attached are the applications from those interested in serving on this Board; and they are from:

Greg Pash
Caroline Gersch
Michael Vickery
Emma Moyer
Marilyn Jaquish

This is a Mayoral appointment which requires City Commission approval. Mayor Carruthers has indicated he is appointing Emma Moyer to the Traverse Area District Library Board.

As always, please feel free to contact me if you would like any further information.



Benjamin Marentette <bmarente@traversecitymi.gov>

Board Position

1 message

Geoff Streit <gstreit@tadl.org>

Wed, Jan 27, 2016 at 1:57 PM

To: Gail Parsons <gparsons@tadl.org>, Jason Gillman <jgillman@tadl.org>, bmarente@traversecitymi.gov

Jason, Gail, Ben,

I have moved out of Traverse City proper and changed my address to Garfield Township. That coupled with my absences at recent board meetings (although 100% attendance at committee meetings but who's counting?) prompt me to step down from my position on the board. I enjoyed serving and would look forward to the opportunity to serve again, however I cannot be a good representative when I no longer live in the area I represent. Should you at any time need my insight related to any items or help with any transition please let me know.

Sincerely,

Geoff Streit

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 Area

District Library Board

Name: Emma Moyer

Residential Address: 516 1/2 E Front St. #8 Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: emma.nmsh@gmail.com

Preferred Phone No.: 281-734-7845 Additional Phone No.: 231-929-1309

Occupation: Executive Director, Northwest Michigan Supportive Housing (non profit org) (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.

RECEIVED
FEB 22 2016
CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

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.

Emma Moyer
Signature

2.22.16
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!

2/22/2016

Traverse Area Distric Library
ATTN: Board of Directors

To whom it may concern,

I am writing to express my interest in joining the Traverse Area District Library Board of Directors. I believe my professional background and passion for not only the growth and sustainability of the public library, but for Traverse City as a whole make me an excellent candidate for a seat on the Board of Directors. I believe my personal and professional lives coincide on many issues, one being the utilization of the public library.

Though I have only lived in the area for two years, I am among so many who grew up frequenting this beautiful Region. Upon graduation from Michigan State University, I moved to Traverse and worked downtown at a local shop for five months before I started a contracted position with a local non-profit organization. I learned firsthand the challenges this city faces attracting young people and talent to the area. I have grown up utilizing public libraries, and continue to do so today. From an early age, my parents fostered a love for reading and sharing literature within our family. I see the value the library provides young families, young professionals, retirees and everyone in between.

Today I am the director of the nonprofit I began my career working with in Traverse City, Northwest Michigan Supportive Housing (NMSH). NMSH provides permanent supportive housing to homeless individuals and families that struggle with homelessness and mental illness. Currently NMSH serves 65 households, close to 120 people. The role the TADL plays in the lives of NMSH tenants is extraordinary, and in many cases can be the key to success. NMSH tenants use the library to pick out books with their children in order to practice and hone their reading skills. NMSH tenants use the library to search and apply for jobs, work on their resumes and build important skills they would otherwise not have. The library is a constant for so many that has the ability to foster education, hope and purpose for each person that walks through their doors, free of judgment or stereotypes.

I believe my background as a young professional living and working in Traverse City, combined with my knowledge of and passion for those that are experiencing homelessness and struggle with mental illness makes me an asset for the Traverse Area District Library's Board of Directors. I would be honored to represent those populations, and to work to sustain a public service that does so much more for city residents than may meet the eye. Thank you for your time and consideration.

All my best,



Emma Moyer
Executive Director
Northwest Michigan Supportive Housing

Emma Moyer

(281) 734-7845 • moyer.emma@gmail.com

EXPERIENCE

Northwest Michigan Supportive Housing, Traverse City, MI

Executive Director

Interim Executive Director

Americorps VISTA

250 E Front St. Traverse City, MI -

Executive leadership of non-profit organization of 120 clients and 4 staff that provides permanent supportive housing to homeless individuals and families with little or no income that struggle with mental illness with an annual operating budget of roughly \$700,000 and reporting directly to an independent board of directors, responsible for all fund-development, event planning and capacity building, developing new operating systems and procedures, refreshing fundraising campaigns to reach multiple markets, and educating community and city officials on the crucial need for affordable housing

March 2015-Present
February 2015-March 2015
August 2014-February 2015

Ingham County Prosecuting Attorney, Lansing, MI

Domestic Violence Prevention Unit- Intern

303 W Kalamazoo St. Lansing, MI – Maria Valayil, Domestic Violence Prevention Coordinator

Provided hands on services and assistance to domestic violence victims through court advocacy. Responsible for ensuring victims of domestic violence are aware of their rights and help them navigate through the legal proceedings

May 2013-August 2013

Capital Area Literacy Coalition, Lansing, MI

Family School Partnership Program- Site Supervisor

1028 E Saginaw St. Lansing, MI – Amanda Levengood, Family School Partnership Coordinator

Supervised an after school program two days a week through CALC, a non-profit organization dedicated to teaching children and adults to read, write and speak English. Trained and supervised teens employed by CALC to operate an after school program in the community center in a low-income neighborhood, provided children with creative and productive opportunities after school hours.

February 2013-May 2013

EDUCATION

Michigan State University, James Madison College, East Lansing, Michigan

BA in Social Relations and Policy, James Madison College

BA in History, College of Social Science

- Course work included: Social policy and the welfare state in the United States; theories and case studies of social movements globally; social history of immigrants and minorities in the United States; social theory and social structure focusing on class, ethnicity, race, gender, and social mobility; Public affairs in the United States and internationally

August 2010- May 2014

Université Libre de Bruxelles, Brussels, Belgium

International Relations Study Abroad Program

- Course work included: Regional politics, cooperation and conflict in Europe; European security and the evolution of challenges facing Europe in the post-cold war period
- Participated in briefings and visits to the European Parliament, European Council, NATO, SHAPE, strengthening an understanding of the structure and challenges facing Europe

June - July 2012

ACTIVITIES

Traverse Clubhouse, Northern Lakes Community Mental Health (2014-present) Traverse City, MI

- Advisory Board Member, Wellness Committee Chair

Traverse City Rotary Club (2014-present) Traverse City, Michigan

- District Conference Planning Committee, Events Committee, Rotary Show Production Committee and chorus member

Grand Traverse Michigan State University Alumni Club (2014-present) Traverse City, Michigan

- Membership and Events Committee: plan events and outreach opportunities for Michigan State Alumni in the Grand Traverse Region

James Madison Research Showcase honoree (2014) Michigan State University, East Lansing, Michigan

- Selected to present personal senior thesis: "Keeping up with the Joneses: How Consumerism and Homeownership have Dictated the American Dream" to college faculty, students, and community members

James Madison College Mentor (2011-2012) Michigan State University, East Lansing, Michigan

- Acted as a mentor and guide to freshmen James Madison students; provided homework and study help as they navigated their first year as Madison students

Member of Kappa Alpha Theta Sorority (2010) Michigan State University, East Lansing, Michigan

- Executive Board member of Kappa Alpha Theta Sorority, Chief Education Officer (2012)
- Member Development Committee member (2012)

RECEIVED

FEB 05 2016

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



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

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

Name: Greg Pash

Residential Address: 503 W. 8th, Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: gregpash@hotmail.com

Preferred Phone No.: 231-421-1417 Additional Phone No.: _____

Occupation: Retired (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.

Greg Pash
Signature

2-5-16
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!

503 W. Eighth
Traverse City, MI 49684
February 5, 2016

Mr. Benjamin Marentette
City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Marentette:

Subject: TADL Appointment

The City of Traverse City's appointment application requests responses to specific questions. My responses are as follows:

Why are you applying for a city board or committee seat? I am applying specifically for the TADL board. I believe there is no greater gift a community can give their residents than an opportunity for lifelong learning. One of the cornerstones of lifelong learning is an excellent library system.

How do you believe your appointment would benefit the city? TADL will be asking voters to renew a millage in the near future which is extremely important to the city because the city hosts the main library branch. I have the time and energy to support passing the millage.

Describe your involvement in the community on a board/committee or in another volunteer capacity. I was a member and active participant in Traverse City's COFAC.

I appreciate and thank city commissioners for their consideration.

Greg Pash

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

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

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

December 1, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Re: Brown Bridge Advisory Committee Application

Dear Sir or Madam:

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

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

Sincerely,



Caroline N. Gersch

CNG/

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

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

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

PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

Challenge Detroit Detroit, MI
Fellow September 2012 – July 2013

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

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

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

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

Various Student Attorney Positions Metro Detroit, MI

Michigan Unemployment Insurance Project (MIUI) January 2011 – April 2011

- Represented and advocated for Michigan unemployment benefit claimants

Kresch Oliver PLLC October 2010 – January 2011

- Reviewed facts and law related to action against MDOC for inadequate medical care of prisoners

Great Lakes Environmental Law Center September 2010 – April 2011

- Researched permit decisions related to local coal plants, the July 2010 Enbridge oil discharge and 2010 FREIGHT Bill

Wentworth and Associates, P.C. Utica, MI

Clinical Therapist September 2008 – November 2009

- Provided individual, couples and family psychotherapy

EDUCATION

Wayne State University Law School Detroit, MI

Juris Doctor May 2012

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

Michigan School of Professional Psychology Farmington Hills, MI

Master of Arts in Clinical Psychology July 2009

- Master's Thesis: How DSM diagnoses shape adolescent identity formation
- Invited to present thesis at 2009 Humanistic Psychotherapies Conference

University of Michigan – College of LS&A Ann Arbor, MI

Bachelor of Arts in Psychology August 2007

Outward Bound - Wilderness Temuco, Chile

Leadership Semester in Patagonia Winter 2003

PROFESSIONAL AFFILIATIONS & COMMUNITY ACTIVITIES

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

RECEIVED

FEB 19 2016

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



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

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

Library Board, Broad Bridges Advisory, DDA

Name: MICHAEL VICKERY

Residential Address: 319 Washington TC MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: VICKERY@ALMA.EDU

Preferred Phone No.: 989.400.3229 Additional Phone No.: 989.400.3223

Occupation: Professor of Communication, Public Affairs, and Environmental Studies (ALMA College) (if retired, please provide your career) Retirement 8/31/16

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? Planning Commission

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

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 Vickery
Signature

2/19/16
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!



Katelyn Zeits <kzeits@traversecitymi.gov>

Application for Library Board

Micheal R. Vickery <vickery@alma.edu>

Fri, Feb 19, 2016 at 3:43 PM

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

Dear Katie,

Please accept my application to serve on the Traverse Area District Library Board. I submitted the application form to Kim this afternoon and wanted to forward a brief resume and this letter to complete my application. The brief resume is attached.

I have owned a home in Traverse City since 2009 and am deeply in love with the city and the region. As I finish my final semester as an Alma College professor and make the final transition to full-time year-round residency, I am eager to become more directly involved with and to serve the community.

I have significant experience teaching and developing educational programming in areas of communication, media literacy, and the impact of information technology. I believe my long career in education indicates that I would bring relevant experience and helpful attitudes to the work of the Library Board. In my opinion, the library is one of the crown jewels of the community and I would welcome the opportunity to discuss my suitability to ensure that it and the community it serves both continue to flourish and make each other stronger.

I also indicated on the application form that am interested in other service opportunities if my experience seems relevant.

Regards,

Micheal Vickery

319 Washington St.

Traverse City, MI 49684

Dr. Micheal Vickery
Professor of Communication & Public Affairs
Alma College
Alma, MI 48801

 **MV even briefer CV update Feb 2016.doc**
48K

Micheal R. Vickery

319 Washington St.
Traverse City, MI 49684
989.400.3229
vickery@alma.edu

PERSONAL & PROFESSIONAL INTERESTS

I have pursued an integrated professional and personal life of engaged scholarship and community involvement. I want to continue working on issues and opportunities that live in the nexus between sustainable and "smart" community development, environmental stewardship, and civic responsibility. My work has focused on environmental and health communication, strategic organizational communication, and participative democracy. My service interests have focused on strategic public and organizational communication, effective policy deliberation, and good governance.

EDUCATION

- Ph.D. The University of Texas at Austin, 1988. (Communication)
- B.S. The University of Alabama, Tuscaloosa, 1975. (Psychology)

EXPERIENCE

Recent Volunteer Experience

- Strategic Communication Volunteer, FLOW, Traverse City, MI 2013-2016
- Gratiot County (MI) Free Health Clinic, Advisory Board 2012- 2014
- Traverse City Film Festival, Box Office Volunteer, Traverse City, MI 2009- 2015

Current Professional Experience, Alma College, Michigan

- Emeritus Professor of Communication 2016 -
- Professor of Communication, Public Affairs & Environmental Studies 1999-2016
- Founding and former Chair, Department of Communication 1992-2010
- Co-Director, Center for Responsible Leadership 2008-2012
- Associate Professor of Communication 1992-1999

Other Selected Administrative & Service Experience

- Educational Technology Committee (2011-2014; 2002 -2005) (Chair, 2002-03, 2004-05)
- Educational Policies Committee (Chair, 2006 – 2008; 1994 - 1998)
- Environmental Studies Program Committee (1995 - present)
- Public Health Program Steering Committee (1998-present)
- Alma College Presidential Task Force on the Future (2006-2007)
- Council of Department Chairs (1992-2005; 2007-2010)
- Faculty Personnel Committee (1999 - 2002)
- Alma College Strategic Planning Team (2001-2003)
- Board of Trustees Advancement Committee (2001-2002)
- Board of Trustees Finance and Property Committee (1999-2001)
- Alma College Associate Trustee (1995 - 2000)
- Alma College Evergreen Planning Taskforce (1997 - 1999)
- President's Advisory Committee (1993 - 1994)
- Chair, Communications Committee. United Way of Gratiot County (1995 - 1996)

REFERENCES

Available on request

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 District

Library, Human Rights Commission

Name: MARILYN JAQUISH

Residential Address: 502 Sixth St Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: mjaquish@nmc.edu

Preferred Phone No.: 231 929-0740 Additional Phone No.: —

Occupation: Retired, Adjunct Instructor (if retired, please provide your career)
NMC NMC

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

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

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

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

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

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Signature Marilyn S. Jaquish Date 2/22/2016

RECEIVED

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 OF TRAVERSE CITY
CITY CLERKS OFFICE

Marilyn Jaquish
502 Sixth Street
Traverse City, MI 49684

Feb. 22, 2016

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

Mr. Mayor:

I am applying to be a member of the Traverse City District Library Board because I believe that library services are vital to an educated constituency.

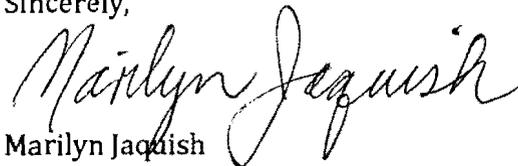
The current programs and services at the library are certainly outstanding, particularly for the preschool and elementary school ages. As a retired NMC instructor and newspaper adviser, I would be a good addition to the Board because I have an understanding of the older students in our community.

I recently served nine years on the board of The Watershed Center Grand Traverse. During my three, three-year terms, I gained tremendous insight into the community and its desire to be a thriving, yet compassionate and responsible, entity. As a member of the NMC community, I served on the BBQ Board, working closely with many members of this community for over 15 years.

I currently volunteer at the Eastern Elementary School library, witnessing regularly the power of students' interaction with reading.

Please consider my application for a position on the TADL board. Thank you.

Sincerely,



Marilyn Jaquish
Resident

Traverse Area District Library Board
Bi-Governmental Unit Board

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jerry Beasley 437 W. Eighth St, TC, 49684 935-3752 (Res) jbeasley@udel.edu	12/01/08	12/31/16
Geoff Streit 515 Highland Park, TC, 49686 492-0328 (Res) 995-4227 (Bus) gdswrknghrd@gmail.com	01/06/14	12/31/18 12/31/18

Resigned

*Pursuant to Resolution, City agrees to reappoint both members to temporary terms expiring 12-31-13

City appointments are for 4 years and expire on December 31.

This Board consists of 7 members appointed by each of the Governmental Units, as follows:

- Two are appointed by City of Traverse City (City residents)
- Five are appointed by Grand Traverse County Board of Commissioners and may include a city resident.
- Traverse City Commissioners are ineligible for appointment.

City appointments are made by Mayor and approved by City Commission

"Voters of Grand Traverse County and Traverse City on November 8, 1983, voted in favor of the establishment and operation of a district library."

The Joint Memorandum of Understanding to appoint 2 appointees from City and 5 appointees from County was adopted by City Commission on January 7, 2013 and an agreement codifying the Joint Memorandum of Understanding was adopted by the City Commission on December 16, 2013.

Purpose: To formulate policy and set budget for the Traverse Area District Library.

Meets 3rd Thursday of the Month.



**TRAVERSE CITY
LIGHT & POWER**

To: City Commissioners and Utility Owners
From: Tim Arends, Executive Director
Date: March 23, 2016
Subject: Traverse City Light & Power ("TCL&P") Direction

In reviewing your meeting of March 21, 2016, I heard comments from Commissioner's and the public as it relates to the direction of the public utility. Specifically, the areas of economic development, energy efficiency efforts, and renewable energy were highlighted as areas of concern. I thank you for bringing these issues to the surface and view the comments as an opportunity to educate and inform the public. While TCL&P does have a Strategic Plan, which was developed to provide the public with a transparent document of the direction of the utility, I will focus this memo on just those areas of concern raised at your meeting.

ECONOMIC DEVELOPMENT: TCL&P has played a major role in economic development activities historically in Traverse City. Many years ago the utility, at the request of the City, absorbed the cost of economic development efforts into its budget by working with the Chamber of Commerce. In recent years the Chamber changed its program to no longer require that financial contribution, however, the utility continues to meet with the new Venture North on economic development issues and opportunities. Currently, TCL&P is the majority funder of the Market Survey being conducted by the DDA. TCL&P believes that the results of that survey will help guide it as to electric rates and service offerings, as well as what additional services it can provide to help retain and attract businesses to the area. Further, the utility is investigating the opportunity to provide a Distributed Antennae System, along with Fiber To The Premises (high speed internet) to its customers.

ENERGY WASTE REDUCTION: Also referred to as Energy Efficiency, Energy Optimization, and Energy Conservation. TCL&P is required by state law to achieve 1% of gross kWh sales reduction annually since 2008. The utility has more than achieved those reduction requirements each year by providing customer incentives or rebates for energy efficiency improvements. In past years, the utility achieved more than the required savings utilizing less than the funds budgeted for that effort. However, the program has been so successful this year that the program funds are nearly depleted. On April 12 the Board will see a presentation by Franklin Energy, the utility's contractor, on the entirety of the program and the process. There may be an opportunity for the Board to amend its budget to increase funding in this area to continue the program's success through 2016. In addition to the efforts described above, the Board also has partnered with Venture North to provide zero interest loan funding to businesses that want to invest in energy efficiency upgrades. The program has been so successful that the Board approved doubling the funding for this effort.

RENEWABLE ENERGY: The state also has required all utilities in Michigan to achieve 10% renewable energy in their portfolio's by 2015. TCL&P currently is at just over 11%. There are various organizations in the community that would like TCL&P to be leaders in this area with

the goal of a certain percent (100%) renewable. This is not a reality for the utility in the short-term. TCL&P is committed to contracts that were entered into decades ago for coal generation that provides 43% of the baseload power to the utility. These life-of-plant contracts cannot simply be canceled.

TCL&P is committed to renewable energy! The Strategic Plan states that renewable energy will be sought in a fiscally responsible manner. Within the next few months I will be presenting the Board with the opportunity to join many other municipal utilities in a contract for renewable wind energy. If approved by the Board, the cost is very competitive; the utility will be more than 15% renewable. As well, there are a few other renewable energy agreements we are pursuing through the Michigan Public Power Agency, but they are not ready for discussion with the Board at this point.

Solar: There have been articles and forums recently somewhat attacking the local utilities for not supporting solar generation. It's simply untrue. TCL&P, along with the Grand Traverse Band, were major contributors of the Solar on Schools that put panels on Traverse Heights Elementary School. We are proud of this initiative and look forward to more school deployments that can mix renewable energy with early childhood learning. In addition, TCL&P in partnership with Cherryland Electric created the first Community Solar project in the State of Michigan. The utility has a net metering agreement for its customers and has seen a slight increase in customer interest in that area, however, only slight at this point. In addition, the utility is in recent talks with two different business owners regarding large solar projects in its service territory. Plans are still in the early stages without enough details for presentation.

In summary, please know that your utility has heard your concerns and we are proactively moving forward. I wish we could solve some of these issues overnight, but as you know it takes months or even years for some of these energy issues to be resolved, specifically energy generation plants. Please let us know of any concerns you may have going forward.

In my opinion, you have a very dedicated Board at TCL&P that is committed to making the best informed decisions for the benefit and betterment of the utility, city, and the community as a whole.



**TRAVERSE CITY
LIGHT & POWER**

2014-2015 Annual Report

Traverse City Light & Power is focused on providing Public Power benefits of safety, lower rates, high reliability, local control and exceptional customer service to the City and its residents and all Traverse City Light and Power customers.



South Substation

Our Message

As we write this piece the U.S. Supreme Court recently placed the Environmental Protection Agency's ("EPA") Clean Power Plan ("CPP") legislation on hold. The CPP is a set of regulations that will limit carbon emissions from existing power plants. The underlying issue with this legislation is the unprecedented legal authority the EPA is expressing over regulating greenhouse gases. The legislation provides building blocks of how the reduction in carbon emissions should be achieved. They are 1) heat rate improvements at existing plants 2) conversion from coal to lower emitting natural gas power plants 3) increased deployment of renewable energy and 4) energy waste reduction efforts. The largest legal question over the CPP is if the EPA has legal authority to impose these regulations on the states. Regardless of the legislative/legal wrangling, Michigan utilities are planning to reduce their carbon footprint through the retirements of several aged coal fired plants, deploying renewable energy, reducing energy waste, and switching to lower carbon emitting natural gas fired power plants.



John Taylor
Board Chairperson

At the local level, TCL&P has made great strides in providing safe and reliable electricity to its customers. After several community meetings with various community stakeholders the utility Board approved the West Side Transmission Line Upgrade Project, which commenced during the summer of 2015. This project required vast community input as the transmission line is located through one of Traverse City's natural preserves, Hickory Meadows, and a residential neighborhood. Community members questioned if there were viable alternatives to its current location. The Board ultimately approved upgrading the line in its current location. This project is one of the last steps in creating a fully looped system to allow for continuous service to the utility's customers if there was a single contingency event with one of the utility's other transmission lines.



Timothy Arends
Executive Director

As for power supply, the utility completed an Integrated Resource Plan authored by RTD Consultants, LLC that provided several recommendations. However, the overall arching recommendation was for the utility to work in collaboration with the Michigan Public Power Agency ("MPPA"), an agency created for the benefit of all of the state's municipal utilities in creating opportunities for joint action that enable them to competitively provide reliable, cost effective and environmentally responsible electric utility services to their communities. Over this past year the utility has worked with MPPA in securing purchase power contracts for the coming years at a lower cost than is being purchased today. However, the expected increase in generating capacity costs for TCL&P will likely offset those savings.

Technology is the future of electric utilities! That is the reason that technology is a high strategic priority of TCL&P. The utility is gaining operating efficiencies through instantaneous data access and updates, and the ability to provide up to date accurate information through various channels that in the end will benefit the utility's customers. The utility completed implementing Milsoft Outage Management System, a key to customer communication by providing a pictorial view of where the outages are and locations of crews working on restoring power outages. This software system also provides efficiencies for staff in managing the outage by enabling faster, more accurate detection and analysis of response to individual and system wide disturbances. This was evident during the August 2015 wind storm in Traverse City. The utility is continually improving the outage management system with the implementation of IVR (Integrated Voice Response), an automated call handling system. Simultaneously with the outage management system, the utility continues to research Automated Metering Infrastructure for consideration of future implementation.

TCL&P continues to create a long-term plan designed to implement programs and/or incentives that will manage load growth aimed at reducing peak demand. These programs will be implemented to achieve maximum energy efficiency outcomes for the financial benefit of all rate payers. Simply put, the lowest cost energy is the energy that is not needed.

Please know TCL&P is committed to the community by providing the public power benefits of safety, lower rates, high reliability, local control and exceptional customer service.

Our Year

Safety

The 2014-15 fiscal year was another good year which included the implementation of the Storm Restoration Manual and a complete review by the Safety Committee of the 2015 APPA Safety Manual. The Safety Committee continually reviews the Safety Manual in an effort to include any necessary updates of safety practices performed by the utility. In addition, only one lost time accident occurred, remaining the same as the prior year.

The utility continues to make safety a priority and is proud of the efforts the employees put into creating and maintaining a culture of safety.

Reliability

The utility invested in approximately \$150,000 in tree trimming which was 26 road miles and responded to 182 customer generated requests. A properly maintained right of way significantly reduces the length and occurrence of an outage. The utility's ASAI index (total of customer hours available divided by total customer hours demanded) in 2014 was 99.989%.

During the year, public meetings were held to discuss options and receive community input regarding the upgrade of the West Side Transmission Line. This upgrade was one of the final pieces the utility needed to have a complete looped transmission system, along with additional reliable sources of electrical power to the utility's distribution system, two from the south, one from the east and one from the west. After much community participation and discussion the Board agreed to upgrade the line to current day standards with the commencement of the construction occurring in July 2015.

In January 2015 the Utility substantially completed the construction of the South Substation. The South Substation was constructed to shorten distribution circuits and offload significant load in that area from the existing four distribution substations to improve system reliability. The substation is fully operational as of this writing.

Financial

As a result of a cost of service study, the utility had its first base rate increase since 2008 which equated to an overall 1.5% increase that was implemented July 1, 2014. This action starts the gradual move to eliminate subsidization between the customer classes.

Technology

TCL&P finished the construction of the WIFI project in the Downtown Development Authority ("DDA") district. This project was in collaboration with TCL&P and the Downtown Development Authority. This will allow community members and tourists the ability to connect to an open air Wi-Fi while enjoying what Traverse City's Downtown has to offer: beautiful beaches, parks and shops.

Generation

The utility completed an Integrated Resource Plan that provided several recommendations for the utility to consider in the future. The overarching recommendation was for the utility to work in conjunction with the Michigan Public Power Association (MPPA) on seasonal purchases, firm energy contract purchases, development of a long-term capacity purchase and a renewable energy program, and acquire mid-range capacity.

During the summer of 2015, the sale of the M-72 wind turbine was finalized. This was the first utility grade wind turbine in the United States when constructed in 1996. It was sold to Heritage Sustainable Energy LLC through a purchase contract in concert with a purchase power agreement allowing the energy to be sold back to the utility.

Employees

TCL&P employs thirty-eight full-time employees. In fiscal year 2014-15 the utility had seven employees who were recognized for their years of service, whether it was 5, 10, 15, 20, 25 or 30 years. We also wished three employees a happy retirement.

Energy Optimization

Through its customers engaging in energy optimization programs, TCL&P saved an additional 3 million in kWh's. This exceeded the state-mandated goal by 22%, saving enough electricity to power approximately 526 Traverse City area homes for an entire year! The savings were through free LED light bulbs and coupons for discounted LED and holiday light sets, incentives for purchasing ENERGY STAR® appliances, high efficiency HVAC systems, recycling old inefficient refrigerators, freezers, room air conditioners and dehumidifiers. In addition, business customers were offered incentives for upgrading equipment with greater energy efficiency including lighting, motors, air systems, refrigeration, HVAC units and building management systems. TCL&P was also a proud partner in the Habitat for Humanity net-zero Depot Housing Project and provided LED lighting and rebates for high efficiency appliances, HVAC systems and solar generation systems in all three homes. This project was a finalist of the Governor's Energy Efficiency Innovator Award.



Balance Sheet

Current assets

Cash and cash equivalents	\$ 9,098,003
Investments	13,220,402
Receivables	
Customer, less allowances of \$312,927 for uncollectible accounts (Light and Power Fund)	3,324,609
Accrued interest	50,681
Taxes	18,663
Other	1,074,010
Inventories	1,736,452
Due from other funds	19,441
Prepaid expenses	17,808

Total current assets 28,560,069

Non-current assets

Other postemployment benefit asset	1,149,539
Long-term advances - due from primary government	3,000
Asset held for sale	980,900
Land and land improvements	1,395,691
Construction in progress	5,043,136
Capital assets being depreciated, net	45,812,710

Total non-current assets 54,384,976

Total assets 82,945,045

Deferred outflows of resources - Pensions 640,900

Current liabilities

Accounts payable	\$ 1,982,595
Accrued expenses and other liabilities	219,098
Customer deposits	98,386
Unearned revenue	34,840
Compensated absences	3,150
Due to other funds	19,441
Due to primary government	376,047

Total current liabilities 2,733,557

Long-term liabilities

Compensated absences	153,528
Net pension liability	10,458,719

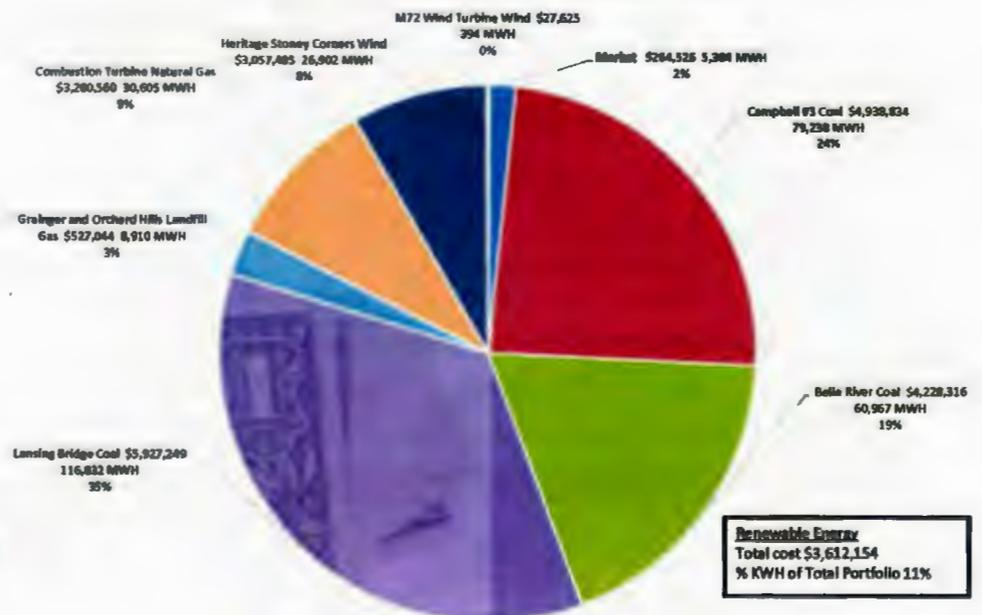
Total liabilities 13,345,804

Net position

Invested in capital assets	52,251,537
Unrestricted	17,988,604

Total net position \$ 70,240,141

Traverse City Light and Power
2015 Calendar Year Energy Consumption



Revenue and Expenses

Where Does it Go?

For every dollar paid to the utility, **64¢** is spent on purchased power and related transmission costs.

- 13¢ Capital Improvements
- 11¢ Distribution & Transmission
- 5¢ City Fee
- 3¢ General Administration
- 2¢ Customer Accounting
- 2¢ Public Service

Commercial
47.7%

Industrial
31.3%

**Where Does it
Come From?**

Residential
19.2%

**Public
Authority**
1%

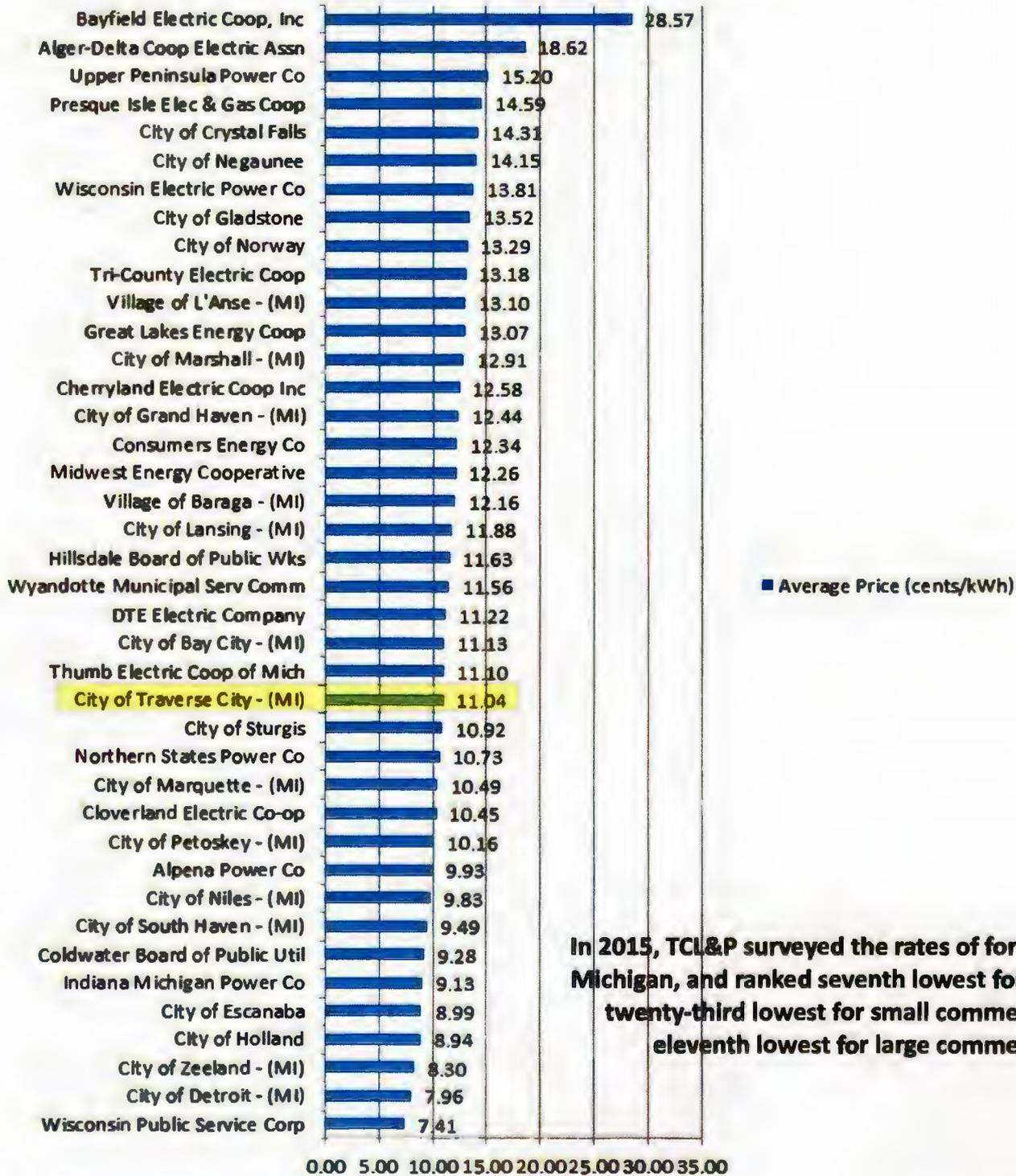
**Street Lights
& other**
.8%

315.3 million
kilowatt-hours
purchased by our
customers

	FYE 2015	FYE 2014
Operating revenues		
Charges for services	\$ 34,652,551	\$ 32,745,945
MISO income	2,481,500	2,600,847
Other	265,290	174,454
Total operating revenues	37,399,341	35,521,246
Operating expenses		
Generation	22,855,173	23,219,126
Distribution	3,530,929	3,355,752
Transmission	406,584	299,449
Customer accounting	568,692	479,851
Public service	513,302	440,260
General administration	834,938	753,148
Fiber	101,209	117,280
WIFI	23,225	-
Other	59,036	60,293
City fee	1,876,047	1,787,315
Depreciation	2,274,546	2,117,293
Total operating expenses	33,043,681	32,629,767
Operating income	4,355,660	2,891,479
Nonoperating revenues		
Rental income	91,226	83,213
Reimbursements	439,170	637,768
Interest income	251,071	342,589
Change in fair value of investments	59,202	60,450
Gain on sale of assets	(428,620)	46,931
Total nonoperating revenue	412,049	1,170,951
Change in net position	4,767,709	4,062,430
Net position, beginning of year, as restated	65,472,432	70,845,490
Net position, end of year	\$ 70,240,141	\$ 74,907,920

Rate Comparison

Average Price (cents/kWh)
 (Information obtained from EIA - 2014 data)



Financial, Operating & Other Ratios

(Fiscal Years Ending June 30, 2015, 2013, 2011 and 2009)

Ratio Description	2015	2013	2011	2009	2013 APPA 10,000-20,000 Customers
FINANCIAL RATIOS					
Revenue per KWH*					
* All Retail Customers	\$ 0.109	\$ 0.090	\$ 0.086	\$ 0.083	\$ 0.092
* Residential Customers	\$ 0.118	\$ 0.096	\$ 0.097	\$ 0.094	\$ 0.104
* Commercial Customers	\$ 0.118	\$ 0.099	\$ 0.094	\$ 0.092	\$ 0.095
* Industrial Customers	\$ 0.092	\$ 0.076	\$ 0.070	\$ 0.068	\$ 0.071
Debt to Total Assets	N/A	N/A	N/A	N/A	0.234
Operating Ratio	0.953	1.140	1.058	0.946	0.863
Current Ratio	10.64	9.58	14.37	13.28	2.65
Net income per revenue dollar	\$ 0.120	N/A	\$ 0.050	\$ 0.156	\$ 0.073
Uncollectible accounts per revenue dollar	\$ 0.0011	\$ 0.0010	\$ 0.0007	\$ 0.0018	\$ 0.0017
OPERATING RATIOS					
Retail customers per employee	330	305	271	286	399
Total OM expense per KWH sold	\$ 0.096	\$ 0.097	\$ 0.083	\$ 0.070	\$ 0.079
Total OM expense per retail customer	\$ 652	\$ 664	\$ 682	\$ 608	\$ 400
Total power supply expense per KWH sold	\$ 0.070	\$ 0.073	\$ 0.059	\$ 0.049	\$ 0.065
Purchased power cost per KWH	\$ 0.070	\$ 0.074	\$ 0.059	\$ 0.049	\$ 0.061
Retail customers per meter reader	4,986	4,740	5,951	4,732	5,769
Distribution OM expense per retail customer	\$ 283	\$ 295	\$ 275	\$ 226	\$ 155
Distribution expense per circuit mile	\$ 10,088	\$ 9,980	\$ 9,363	\$ 7,633	\$ 4,840
Customer accounting, service and sales expense per retail customer	\$ 46	\$ 44	\$ 46	\$ 47	\$ 48
Administrative and general expense per retail customer	\$ 67	\$ 81	\$ 111	\$ 94	\$ 143
OTHER RATIOS					
OSHA Incidence Rate	0%	N/A	N/A	N/A	2
Energy loss percentage	0.88%	-1.17%	-0.26%	-1.15%	3.66%
System Load Factor	49.75%	49.07%	51.37%	50.73%	56.10%

Our Board

About Us

Total Customers	12,500
Miles of OH/UG Line	439.5
Total Employees	38
Years in operation.....	102

TCL&P proudly serves Traverse City and parts of Blair, East Bay, Elmwood, Garfield, Paradise and Peninsula Townships.

- John Taylor, Board Chairman
- Jan Geht, Board Vice-Chairman
- Robert Spence III, Board Member
- Patrick McGuire, Board Member
- Jeff Palisin, Board Member
- Barbara Budros, City Commissioner
- Jim Carruthers, City Commissioner
- Penny Hill, Assistant City Manager

Our Administrative Team

- Timothy Arends, Executive Director
- Stephanie Tvardek, Assistant
- Karla Myers-Beman, Controller
- Thomas Olney, Manager of Operations & Engineering
- Scott Menhart, Manager of Technology & Telecommunications
- Rodney Solak, Line Superintendent
- Blake Wilson, System Engineer
- Mark Watson, Field Engineering Supervisor
- Jessica Wheaton, Manager of Energy Services & Key Accounts
- Kelli Schroeder, Manager of HR & Communications



CITY OF TRAVERSE CITY

Minutes

United States Coast Guard City Committee

January 7, 2016

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

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Greg Matyas, Polly Cairns, Dan Baker, Robert Richardson, and Marty Colburn (3:11 p.m.).

Also present was Katelyn Zeits

The following was absent: Dave Barr

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the December 3, 2015 regular meeting."

It was moved by Cairns, seconded by Baker, to approve minutes from the December 3, 2015 regular meeting.

AIF/MC (Barr absent)

2. Next item being "Discussion regarding fundraising efforts."

By consensus, individual committee member fundraising efforts will continue.

3. Next item being "Update regarding Coast Guard City Banners."

Ms. Zeits indicated she is still working with Britten Banners to order and place the flags on City streets.

4. Next item being "Biederman Grant application."

By consensus, Mr. Simons will complete the application for review by the Committee before it is submitted to the foundation.

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

By consensus, Mr. Perdue will contact Carmike Cinemas and discuss the Committee being present during the opening day of the Coast Guard movie, the Finest Hours.

6. Next item being "Update regarding Coast Guard City logo Request for Proposal."

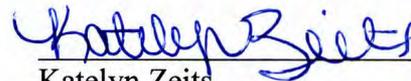
Ms. Zeits indicated she is still working with the City Manager's Office on drafting this proposal.

7. Next item being "Public Comment."

None.

8. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:22 p.m.



Katelyn Zeits
Recording Secretary

CITY OF TRAVERSE CITY
Minutes
United States Coast Guard City Committee
February 4, 2016

A Regular Meeting for the United States Coast Guard Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:08 p.m.

The following were present, not constituting a quorum: Stan Simons, Dave Barr, Dan Baker, and Pablo Smith (Coast Guard Executive Officer)

Also present was Katelyn Zeits

The following was absent: Marty Colburn, Steve Perdue, Robert Richardson, and Polly Cairns

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the January 7, 2016 regular meeting."

No action, no quorum present.

2. Next item being "Consideration of approving Coast Guard City talking points."

No action, no quorum present.

3. Next item being "Consideration of approving the Monument Project Assessment for submission to the Arts Commission."

No action, no quorum present.

4. Next item being "Consideration of reviewing and approving the Biederman Grant Application."

By consensus, Ms. Zeits will email the Committee a copy of the application for their review and scheduled approval for a future meeting. No action, no quorum present.

5. Next item being "Consideration of reimbursement of funds for purchased movie tickets as it relates to The Finest Hours movie screening."

No action, no quorum present.

6. Next item being "Discussion regarding securing funding for a fly over video of Mini Park

incorporating the monument project.”

General discussion took place, no action was taken.

7. Next item being “Discussion regarding a Coast Guard City booth during the Cherry Festival.”

Mr. Barr indicated that after conversation with Trevor Tkach, Executive Director of the National Cherry Festival, a space would be reserved for the Coast Guard Exchange to sell items.

8. Next item being “Discussion regarding an annual Coast Guard City Committee sponsored event.”

General discussion took place and Mr. Baker will continue to research a process for holding an event.

9. Next item being “Discussion regarding display in conjunction with the Coast Guard Centennial Celebration.”

General discussion took place.

10. Next item being “Update regarding Coast Guard City banners.”

Ms. Zeits informed the Committee that this process is well on its way and that banners are in production.

11. Next item being “Update regarding Coast Guard City logo request for proposal.”

Ms. Zeits handed out a copy of the request for proposals that is currently open.

12. Next item being “Public Comment.”

The following addressed the Committee:

Mark Benjamin, Coast Guard Retired

13. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:59 p.m.


Katelyn Zeits
Recording Secretary

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: December 21, 2015
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, C. Rueckert, W. Kuhn, J. Jenkins
ABSENT: J. Bussell
GUESTS:
STAFF: J. Henderson

C. Rueckert called the regular meeting to order at 12:07 pm.

Moved by W. Kuhn, seconded by J. Jenkins that the minutes of the November 18, 2015 regular meeting be approved.

Motion approved 4-0.

Warrant No. 596 in the amount of \$191,228.90 for Retirees Benefits for January 2016 was approved and signed by W. Kuhn and J. Jenkins.

W. Twietmeyer distributed to the Board a listing of the Board meeting schedule for 2016.

Moved by J. Jenkins, seconded by W. Kuhn to authorize payment of \$100 to MAPERS for the annual membership fee for the Retirement System.

Motion approved 4-0.

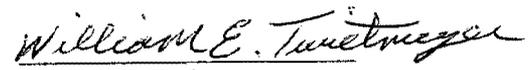
The Board discussed the consultant agreement for investment advisory services with Gray & Company that is set to expire on April 1, 2016. The matter will be placed on the next Board agenda for final action.

W. Twietmeyer distributed the final approved version of the attendance policy for the Board's trustee manuals.

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

Motion approved 4-0.

Meeting adjourned at 12:29 pm


William E. Twietmeyer
Secretary/Treasurer