



## Notice City Commission Special Meeting

7:00 p.m.

**Tuesday**, May 17, 2016

Commission Chambers, Second Floor, Governmental Center  
400 Boardman Avenue, Traverse City, Michigan 49684  
Posted and Published: 05-12-2016

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.

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

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

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

**Welcome to the Traverse City Commission meeting!**

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

**Agenda**

Pledge of Allegiance

Roll Call.

1. Consideration of establishing Items 1 through 9 as a Special Consent Calendar, with the option of removing any items from the Special Consent Calendar for individual consideration by the City Commission. (Marty Colburn, Benjamin Marentette)
2. Consideration of approving the City of Traverse City and Charter Township of Garfield Recreational Authority Fiscal Year 2016/2017 Budget, as required by its bylaws. (Approval recommended) (Marty Colburn, Benjamin Marentette)
3. Consideration of authorizing a three-year agreement with Grand Traverse County for Central Records Services for the Police Department. (Approval recommended) (Marty Colburn) (5 affirmative votes required)

4. Consideration of adopting a resolution scheduling a public hearing for June 20, 2016, regarding a property-owner initiated request for a special improvement district which would pave the alley south of 16th Street between Union and Cass Streets. (Adoption recommended) (Marty Colburn, Polly Cairns, Timothy Lodge)
5. Consideration of authorizing a service order for painting of street centerlines and edgelines for the 2016 season. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
6. Consideration of authorizing a service order for painting of crosswalks, parking areas and street legends. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
7. Consideration of authorizing an encroachment agreement for a 2' x 6' encroachment over public property for electric, phone and cable meters, boxes and pedestals to serve four units of the Uptown Condominium Development, as requested by the developer. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
8. Consideration of authorizing a contract for the completion of the supplemental environmental project in connection with the Brown Bridge Dam Administrative Consent Order. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
9. Consideration of adopting a resolution recognizing Groundwork as a local non-profit organization within the community so they may apply for a Raffle License from the State of Michigan. (Adoption recommended) (Marty Colburn, Benjamin Marentette)

10. Public hearing regarding the City Manager's Proposed Budget for Fiscal year 2016/2017. (Marty Colburn)

The purpose of this public hearing is to allow the public an opportunity to express, and the opportunity for the City Commission to consider, the public's support, opposition or general comments regarding this matter. To preserve the written record, members of the public are asked to state whether they are in support or opposition of this matter or whether they are expressing general comments. After such statement, the public is welcome to continue to elaborate on the matter.

11. Consideration of one appointment to the Traverse City Arts Commission. (Commissioner Howe; Chair, Commissioner Lewis, Mayor Carruthers, Katie Zeits)
12. Consideration of establishing an ad hoc interview committee regarding appointments to two regular member seats on the Board of Zoning Appeals. (Marty Colburn, Katie Zeits)
13. Announcements from the City Clerk. (Benjamin Marentette)
14. Public Comment.
15. Adjournment.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: MARTY COLBURN, CITY MANAGER

*MC/BCM*

SUBJECT: SPECIAL CONSENT CALENDAR

Because Tuesday evening's meeting is a Special Meeting, rather than a Regular Meeting, there is no Consent Calendar. However, in the interest of expediency, the City Clerk and I recommend that the City Commission establish a Special Consent Calendar.

If the motion to create the Special Consent Calendar is adopted, then the City Clerk will read it and then any member of the Commission, staff or the public can remove an item from the Special Consent Calendar. Removed items could be placed either at the end of the agenda or before the public hearing on the budget.

I recommend the following motion:

**that the City Commission establishes a Special Consent Calendar for Items 1 through 9 on the agenda; and that any item on the Special Consent Calendar, after its official presentation by the City Clerk, shall be removed from the Special Consent Calendar for individual consideration by the Commission upon the request of any member of the City Commission, staff or public.**

MC/bcm

K:\tcclerk\city commission\special consent calendar



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2015

FROM: <sup>mc</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: PROPOSED RECREATIONAL AUTHORITY BUDGET FOR FISCAL  
YEAR 2016/2017

Attached is a letter from Ross Biederman, Chairman of the Traverse City and Garfield Township Recreational Authority Board and Matt Cowall, Executive Director, requesting City Commission approval of the Authority's proposed 2016/2017 budget; which is required by the Authority Bylaws.

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

**that the Proposed Fiscal Year 2016/2017 Budget for the City of Traverse City and Charter Township of Garfield Recreational Authority, be approved as required by Recreational Authority Bylaws.**

MC/kez

k:\tcclerk\city commission\recreational authority\Rec Authority budget\_2016-2017\_20160517.doc

copy: Ross Biederman, Recreational Authority Board Chairman

[rossb@wtcmradio.com](mailto:rossb@wtcmradio.com)

Matt Cowall, Recreational Authority Executive Director – [mcowall@liaa.org](mailto:mcowall@liaa.org)

5/17

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The City of Traverse City and Charter Township of Garfield  
Recreational Authority

324 Munson Avenue  
Traverse City, MI 49686  
(231) 929-3696

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May 6, 2016

Mr. Chuck Korn, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Mr. Martin Colburn, City Manager  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Dear Messrs. Korn and Colburn:

As provided for in its Articles of Incorporation, the City of Traverse City and Charter Township of Garfield Recreational Authority (Authority) Proposed Comprehensive Annual Budget for Fiscal Year 2016/2017 is hereby submitted and recommended for approval by the Garfield Township Board of Trustees and Traverse City City Commission. Along with the budget is a narrative explaining what is proposed to be accomplished in the next year.

The Authority has scheduled a public hearing for June 1, 2016, and will then consider the proposed budget for adoption at that same meeting.

Marty – would you please schedule this for the City Commission’s May 17 meeting.  
Chuck – would you please schedule this for the Township Board’s May 24 meeting.

Thank you for your consideration. A representative of the Authority will be present at your meeting to answer any questions you may have.

Sincerely,



Ross Biederman  
Chair



Matt Cowall  
Executive Director

Enclosure  
Copy: Recreational Authority Board – Letter Only

City of Traverse City and Charter Township of Garfield  
Recreational Authority

Proposed Comprehensive Annual Budget  
Fiscal Year July 1, 2016 to June 30, 2017

**Board of Directors:**

Ross Biederman, Chair

Michael Groleau, Secretary

Tim Hughes, Treasurer

Molly Agostinelli, Director and Garfield Township Trustee

Gary Howe, Director and Traverse City City Commissioner

Mattias Johnson, Director

Matt McDonough, Director

**Executive Director:**

Matt Cowall

**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**OPERATING FUND**  
For the Fiscal Year End June 30, 2017

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 149,569	\$ 152,140	\$ 154,885	\$ 170,000	\$ 155,870	\$ 160,000
Interest Income	163	293	375	350	540	500
Grants and Contributions	115,308	48,670	61,382	56,000	130,218	34,500
Barns Park Rental Revenues	-	-	47,750	70,000	60,640	70,000
<b>TOTAL REVENUES</b>	<b>265,040</b>	<b>201,103</b>	<b>264,392</b>	<b>296,350</b>	<b>347,268</b>	<b>265,000</b>
<b>EXPENDITURES</b>						
Office Expenses	1,903	1,082	2,304	2,500	1,100	2,000
Professional Services	78,210	80,296	203,861	236,000	299,130	217,500
Printing	403	908	-	-	-	-
Insurance & Bonds	2,835	3,120	3,186	4,000	3,286	4,000
Utilities/Property Maintenance	14,708	9,175	19,948	44,600	36,054	45,000
Transportation	439	2,084	51	1,000	112	1,000
Capital Outlay	168,973	4,242	10,000	10,000	(2,048)	10,000
<b>TOTAL EXPENDITURES</b>	<b>267,471</b>	<b>100,907</b>	<b>239,350</b>	<b>298,100</b>	<b>337,634</b>	<b>279,500</b>
Transfer (to) from Capital Projects Fund	-	-	(45,000)	-	28,153	-
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(2,431)</b>	<b>100,196</b>	<b>(19,958)</b>	<b>(1,750)</b>	<b>9,634</b>	<b>(14,500)</b>
<b>Beginning Fund Balance</b>	<b>205,149</b>	<b>202,718</b>	<b>302,914</b>	<b>282,956</b>	<b>282,956</b>	<b>292,590</b>
<b>Ending Fund Balance</b>	<b>\$ 202,718</b>	<b>\$ 302,914</b>	<b>\$ 282,956</b>	<b>\$ 281,206</b>	<b>\$ 292,590</b>	<b>\$ 278,090</b>
<b>Millage Rate</b>	<b>0.0994</b>					

## Narratives to Budget Sheets

### Operating Fund:

This fund is the core fund for the general operations of the Authority. The millage rate to be levied on the winter tax bills will be the same as last year - **.0994**.

The primary goals of the Recreational Authority, supported by funding in the proposed budget for the coming fiscal year are: (1) ongoing implementation of the Historic Barns Park Business Plan, focused on the facilities rental enterprise; (2) completion of the U.S. EPA Brownfields Cleanup Grant for environmental cleanup work at Historic Barns Park, and (3) completion of a strategic planning process with the Board of Directors. Deficit spending in the Operating Fund is anticipated for the next year until revenues from the facilities rental enterprise are sufficient to cover those expenses.

Breakdowns for various line items of the Operating Fund are as follows:

#### **Professional Services**

Executive Management Services (Land Information Access Association)	\$ 60,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management Services (Grand Traverse Conservation District)	\$ 19,000.00
Event Facility Management Services	\$ 52,000.00
Event Marketing and Supplies	\$ 10,000.00
EPA Cleanup (Grant funded)	\$ 34,500.00
Legal	\$ 5,000.00
Audit	\$ 5,875.00
Miscellaneous/Contingency (10% of overall budget)	\$ 25,000.00
<b>Total</b>	<b>\$ 217,308.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 217,500.00</u></b>

<b>Office Expenses Total</b>	<b>\$ 2,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 2,000.00</u></b>

(Operating Fund – Continued)

<b>Insurance &amp; Bonds Total</b>	<b>\$ 4,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 4,000.00</u></b>

<b>Facility/Property Maintenance</b>	
Historic Barns Park Miscellaneous Maintenance,	\$ 15,000.00
Road Grading & Snowplowing	
Facility Expenses (gas, water, electric and security)	\$ 15,000.00
Hickory Meadows Work Plan	\$ 15,000.00

<b>Total</b>	<b>\$ 45,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 45,000.00</u></b>

<b>Capital Projects</b>	
Receipts from GT Band Grant	\$ 10,000.00

<b>Total</b>	<b>\$ 10,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 10,000.00</u></b>

<b>Travel Total</b>	<b>\$ 1,000.00</b>
<b><u>Allocation Recommended</u></b>	<b><u>\$ 1,000.00</u></b>

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<b>Operating Fund Total</b>	<b><u>\$279,500.00</u></b>
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**City of Traverse City and Charter Township of Garfield**  
**RECREATIONAL AUTHORITY**  
**LONG TERM GENERAL OBLIGATION DEBT RETIREMENT FUND**  
**For the Fiscal Year End June 30, 2017**

	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Recommended
<b>REVENUES</b>						
Property Taxes	\$ 399,086	\$ 452,694	\$ 475,876	\$ 530,000	\$ 498,800	\$ 530,000
Interest Income	-	4	0	-	10	-
Refunds & Reimbursements	-	5,094	0	-	-	-
<b>TOTAL REVENUES</b>	<b>399,086</b>	<b>457,792</b>	<b>475,876</b>	<b>530,000</b>	<b>498,810</b>	<b>530,000</b>
<b>EXPENDITURES</b>						
Fees	-	-	246	300	250	250
Principal	210,000	240,000	320,000	360,000	360,000	390,000
Interest	230,360	162,739	125,066	115,375	115,373	106,898
<b>TOTAL EXPENDITURES</b>	<b>440,360</b>	<b>402,739</b>	<b>445,312</b>	<b>475,675</b>	<b>475,623</b>	<b>497,148</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(41,274)</b>	<b>55,053</b>	<b>30,564</b>	<b>54,325</b>	<b>23,187</b>	<b>32,852</b>
<b>Beginning Fund Balance</b>	<b>388,875</b>	<b>347,601</b>	<b>402,654</b>	<b>433,218</b>	<b>433,218</b>	<b>456,405</b>
<b>Ending Fund Balance</b>	<b>\$ 347,601</b>	<b>\$ 402,654</b>	<b>\$ 433,218</b>	<b>\$ 487,543</b>	<b>\$ 456,405</b>	<b>\$ 489,257</b>
<b>Millage Rate</b>	<b>0.3300</b>					

### Long-Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds for acquisition of the Authority's three properties. This millage rate can fluctuate depending on the amount of debt service that has to be paid in the current fiscal year, and that debt service will escalate each year through retirement of the debt. Based on last year's receipts and a debt service this fiscal year of \$496,898, the millage rate to be levied on the winter and summer tax bills for this fiscal year will be **.3300**, up slightly from last year's millage rate of .3100.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: POLICE CENTRAL RECORDS AGREEMENT

Attached is a memo from City Attorney Lauren Tribble-Laucht regarding the agreement the City has with Grand Traverse County for police records services. As indicated by the City Attorney, some of the services provided under this agreement include typing police reports and other documentation, non-emergency telephone and reception services and other miscellaneous data entry such as citations and gun registrations.

We have been renegotiating the terms of this agreement for some time, and we have come to a conclusion for a three-year agreement. The new terms implement a new formula for the fee the City will pay the County, which, we anticipate to be an approximately \$20,000 annual increase -- the first increase in eight years. As the three-year term of this new contract nears expiration, we will meet with County representatives to discuss how the arrangement should continue or if we should discontinue the arrangement.

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

**that the Mayor and City Clerk execute a three-year agreement with Grand Traverse County for it to provide police central records services, with the terms as generally described in the April 26, 2016, communication from the City Attorney, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

K:\ccclerk\city commission\agreements\central records services

copy: Jeff O'Brien, Police Chief

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager

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

CC: Benjamin C. Marentette, City Clerk

DATE: April 26, 2016

SUBJECT: *Central Records Agreement*

As you know, services for administration of records for the Police Department have been provided to the City by Grand Traverse County for some time through the Central Records Agreement (dated September 15, 2008). Prior to that, similar agreements for these services go back to the 1990s. These services include but are not limited to non-emergency telephone answering services; general reception to the public; typing reports and other documents from dictation; computer entry of various data and information such as police reports, citations, and gun registrations; and filing of citations and tickets. Some time ago, the County requested to renegotiate this agreement. After much discussion the parties have been able to come to new terms. Previously, the cost to the City under this agreement was calculated as a quarterly percentage of the approved County budget for the Central Records Department and equaled the Traverse City Police Department's percentage of law enforcement record documents contained in the computer for the past calendar year, less 17.8% times the total annual budget divided by four. On average, this equated to about \$175,000 per year. The new agreement provides the City shall pay on a quarterly basis an amount equal to 22.0% of the Central Records Department budget approved by the County Board of Commissioners. This is estimated to equate to about \$194,000 annually. Other pertinent terms include the agreement may be cancelled upon 90 days notice. If the County chooses to subcontract for these services it must provide 180 days prior written notice to the City. All data and records produced or kept by the County under this agreement must be provided to the City upon request and the City retains ownership in any such data. Finally, after three years the City and County will meet to review and evaluate the terms of the Agreement, for the purpose of determining whether the method of determining the fee to the City is appropriate, whether it should be adjusted or whether the arrangement should be continued. In practice this agreement will allow the parties to carry on as they have historically done for the next three years, with a reasonably modest increase in the fee. Then the City and County have the opportunity to reevaluate and decide whether to continue this arrangement. Please place consideration of this agreement before the City Commission at the next regularly scheduled meeting. Thank you.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2015-007, PAVING OF  
EXISTING ALLEY SOUTH OF SIXTEENTH STREET BETWEEN  
UNION AND CASS STREETS

Attached is a memo from City Assessor Polly Cairns explaining a special improvement district relating to the paving of an existing alley south of Sixteenth Street between Union Street and Cass Street.

For property-owner initiated special assessments, City ordinance requires that a minimum of 50% of the property owners within the district support the special improvement for it to proceed; we have received 50% support.

The following motion would be appropriate:

**that the Resolution Scheduling Public Hearing on Special Improvement District No. 2015-007, be adopted, scheduling the public hearing for June 20, 2016.**

MC/kez

K:\tcclerk\city commission\special improvement districts\schedule ph\_Paving Alley\_20160517doc

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

**MEMORANDUM**  
CITY OF TRAVERSE CITY

**ASSESSING DEPARTMENT**



**TO:** MARTIN COLBURN, CITY MANAGER  
**FROM:** POLLY CAIRNS, CITY ASSESSOR *PSC*  
**SUBJECT:** Tentative S.I.D. – Paving existing alley – south of Sixteenth Street, between Union & Cass Streets  
**DATE:** May 5, 2016

**Tentative S.I.D. Reference:** 2015-007  
**Properties to be improved:** 20

A request has been submitted to initiate a special improvement district for the above-described purpose. All affected property owners on the list have received notification of the proposed SID.

In accordance with City Ordinance, a public hearing must be held to create a special assessment district. This public hearing provides a review of proposed construction plans and assessment roll, as well as acts as Board of Review for property owners in the proposed SID. Terms to be considered are ten (10) year annual installments with up to 6% interest on the unpaid balance. A schedule estimate of the affected parcels and costing information listed on the attached spreadsheet.

The attached spreadsheet indicates a 50% of property owners in favor. All affected property owners have been mailed notification letters of the proposed SID. Response cards received will be available for review to the City Commission.

City Commission has ability to determine with or without petition that the whole or any part of the cost of any public improvement shall be made at the discretion of the City Commission.

<b>Total Estimated Cost:</b>	<b>\$62,000</b>
City Share (50%)	\$31,000
Property Owners Share (50%)	\$31,000

<b>Assessable Estimated Annual Costs:</b>	
Approximately Assessable Costs:	\$24+/- Per Front Foot Average
Highest Estimated Annual Assessment Payment (+/-)	\$356
Lowest Estimated Annual Assessment Payment (+/-)	\$121

Thank you for your consideration.

Project Name: 2015-007  
 Pave existing alley south 16th St between Union & Cass St

**ESTIMATE**

Prepared on: 12/28/2015  
 Amended 03-May-16

SID reference: 2015-007  
 Description: Pave existing alley south 16th St between Union & Cass St



Total Parcels	20
Total Project Fr Ft	1294.98
Total Cost Spread	\$62,000.00
City Share	50.00%
City's Cost	\$31,000.00
Own's Cost	\$31,000.00
Fr Ft Rate	\$23.94
Annual Int.	2.50% <i>Estimate</i>
Period (Yrs.)	10

Percent Response			
	Petitioned	No	Response
Parcel Ct.	X		50.00%
Frontage	50.00%		50.00%
	49.71%		50.29%
Survey			
	Y	N	No
Parcel Ct.			Response
Frontage	50.00%	0.00%	50.00%
	49.71%	0.00%	50.29%

Total Percent - Petition & Survey			
	Total	Total	No
	Yes	No	Response
Parcel Ct	50.00%	0.00%	50.00%
Frontage	49.71%	0.00%	50.29%

# City parcels included	20			1,294.98	3,390.00	1,294.98	0.00		1,294.98	30,999.99	10	10	10	Annual
#	Parcel #	Owner	Property Address	Actual Front Yard	Actual Side Yard (Depth)	Assess. Frontage	Assoc. Corner Inf.	Depth	Assess. Effective	Assessment	Petitioned	Survey	Total	Payment Estimate
1	28-51-846-001-00	BURGEE ANNETTE M	1403 S UNION ST	75	150	75		150	75.00	\$1,795				\$205
2	28-51-846-002-00	VANDEVENTER REVOCABLE TRUST	1411 S UNION ST	75	150	75		150	75.00	\$1,795	X	Yes	1	\$205
3	28-51-846-003-00	WOODS PATRICIA M TRUST	1415 S UNION ST	46	150	46		150	46.28	\$1,108	X	Yes	1	\$127
4	28-51-846-004-00	ROBERTSON JAMES A & SHIRLEY A	118 E SIXTEENTH ST	55	208	55		208	55.00	\$1,317	X	Yes	1	\$150
5	28-51-846-005-00	ROUSH CHRIS & KRISTINE L	120 E SIXTEENTH ST	61	208	61		208	61.00	\$1,460				\$167
6	28-51-846-006-00	MILLER LARRY E & ALICE L	124 E SIXTEENTH ST	66	208	66		208	66.00	\$1,580	X	Yes	1	\$181
7	28-51-846-007-00	LIGHT PATRICIA J	126 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197	X	Yes	1	\$137
8	28-51-846-008-00	MEADE BONITA J	132 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197	X	Yes	1	\$137
9	28-51-846-009-00	GOODSELL MATTHEW L & WILSON NORA S	136 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197				\$137
10	28-51-846-010-00	BEZYAK KARL	138 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197				\$137
11	28-51-846-011-00	MELCAREK LINNAEA	1414 CASS ST	100	98	100		98	100.00	\$2,394				\$274
12	28-51-846-019-10	SOCKS DAVID J & BRIGID	1417 S UNION ST	49	150	49		150	48.50	\$1,161	X	Yes	1	\$133
13	28-51-846-019-20	CORBIN JASON D & SHEILA C	1421 S UNION ST	44	150	44		150	44.10	\$1,056	X	Yes	1	\$121
14	28-51-846-019-30	CORBIN JASON D & SHEILA C	1425 S UNION ST	44	150	44		150	44.10	\$1,056				\$121
15	28-51-846-022-00	SUDOL STANLEY D & LOIS M	123 E SEVENTEENTH ST	100	156	100		156	100.00	\$2,394				\$274
16	28-51-846-024-10	MJVAJDA LLC	125 E SEVENTEENTH ST	50	156	50		156	50.00	\$1,197				\$137
17	28-51-846-024-20	MJVAJDA LLC	129 E SEVENTEENTH ST	50	156	50		156	50.00	\$1,197	X	Yes	1	\$137
18	28-51-846-025-00	GARY DALE E & JOAN M TRUST	131 E SEVENTEENTH ST	100	156	100		156	100.00	\$2,394	X	Yes	1	\$274
19	28-51-846-026-00	KING CHARLES H	1428 CASS ST	130	156	130		156	130.00	\$3,112				\$356
20	28-51-846-020-00	121 E 17TH STREET LLC	121 E SEVENTEENTH ST	50	156	50		156	50.00	\$1,197				\$137

RECEIVED

SID 2015-007  
3/10/16

TRAVERSE CITY

WAIVER OF NOTICE & APPEAL

SPECIAL IMPROVEMENT DISTRICT



APR 20 2015

ENGINEERING DEPT  
CITY OF  
TRAVERSE CITY

THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE CIRCULATOR  
IN ORDER FOR THIS WAIVER OF NOTICE & APPEAL TO BE VALID.

\*ESTIMATED TERMS OF SPECIAL IMPROVEMENT DISTRICT

PRELIMINARY PER FOOT COST ESTIMATE TO THE PROPERTY OWNER	\$ 25.00	Engineer _____
NUMBER OF ANNUAL INSTALLMENTS	# 10	Assessor _____
ESTIMATE ANNUAL % RATE ON INSTALLMENTS	2.73 %	Assessor _____

\* The final determination of the terms of the special improvement district will be set by the City Commission.

We, the undersigned, being all of the property owners whose property is to be affected by a special improvement described below, do hereby waive notice of all hearings held, or to be held, in connection with said special improvement district and consent to the final levy of said special assessment forthwith or at the convenience of the City Commission of Traverse City with full knowledge that by so doing we are waiving all rights to appeal this special assessment. We understand that the figures listed above as "Estimate of Special Improvement District" are not final and may be changed without further notification. We do further waive all irregularities or claims of irregularities in the creation of said special improvement district for the levy of said special assessment or the confirmation thereof.

Improvement requested: New existing gravel alley

Location of improvement requested: South of 16th St.  
b/t Union St. and Cass St.

NAME (PRINT)	SIGNATURE	ADDRESS
David Socks	<i>David Socks</i>	1417 S. Union St
Jason Corbin	<i>J. D. C.</i>	1421 S. Union St.
PAT WOODS	<i>Pat Woods</i>	1415 S. Union St.
Alorea Van Denter	<i>Gloria Van Denter</i>	1411 S. Union St.
JAMES ROBERTSON	<i>James Robertson</i>	118 - E. SIXTEENTH ST.
MATTHEW VAIDA	<i>Matthew Vaida</i>	129 E SEVENTH ST
MATTHEW VAIDA	<i>Matthew Vaida</i>	125 E SEVENTH ST
BONITA J. MEADE	<i>Bonita J Meade</i>	132 E 16th St.

NAME (PRINT)	SIGNATURE	ADDRESS
PATRICIA LIGHT	<i>Patricia Light</i>	126 E. 16 <sup>TH</sup> ST
CHRIS ROUSH	<i>Chris Roush</i>	120 E 16 <sup>TH</sup> ST
<b>RECEIVED</b>		
<b>APR 20 2015</b>		
<b>ENGINEERING DEPT.</b>		
<b>CITY OF</b>		
<b>TRAVERSE CITY</b>		



**Resolution Scheduling Public Hearing  
On Special Improvement District No. 2015-007**

Because, the City Commission of the City of Traverse City, has determined to make an improvement known as Special Improvement District Number 2015-007, which would cause the paving of an existing alley south of Sixteenth Street between Union Street and Cass Street, at the following locations:

Parcel #	Owner	Address
28-51-846-001-00	BURGEE ANNETTE M	1403 S UNION ST
28-51-846-002-00	VANDEVENTER REVOCABLE TRUST	1411 S UNION ST
28-51-846-003-00	WOODS PATRICIA M TRUST	1415 S UNION ST
28-51-846-004-00	ROBERTSON JAMES A & SHIRLEY A	118 E SIXTEENTH
28-51-846-005-00	ROUSH CHRIS & KRISTINE L	120 E SIXTEENTH
28-51-846-006-00	MILLER LARRY E & ALICE L	124 E SIXTEENTH
28-51-846-007-00	LIGHT PATRICIA J	126 E SIXTEENTH
28-51-846-008-00	MEADE BONITA J	132 E SIXTEENTH
28-51-846-009-00	GOODELL MATTHEW L & WILSON NORA S	136 E SIXTEENTH
28-51-846-010-00	BEZYAK KARL	138 E SIXTEENTH
28-51-846-011-00	MELCAREK LINNAEA	1414 CASS ST
28-51-846-019-10	SOCKS DAVID J & BRIGID	1417 S UNION ST
28-51-846-019-20	CORBIN JASON D & SHEILA C	1421 S UNION ST
28-51-846-019-30	CORBIN JASON D & SHEILA C	1425 S UNION ST
28-51-846-022-00	SUDOL STANLEY D & LOIS M	123 E SEVENTEENTH
28-51-846-024-10	MJVAJDA LLC	125 E SEVENTEETH
28-51-846-024-20	MJVAJDA LLC	129 E SEVENTEENTH
28-51-846-025-00	GARY DALE E & JOAN M TRUST	131 E SEVENTEENTH
28-51-846-026-00	KING CHARLES H	1428 CASS ST
28-51-846-020-00	121 E 17 <sup>TH</sup> STREET LLC	121 E SEVENTEENTH

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

- Resolved,** that the City Commission of the City of Traverse City approves the preliminary plans for the improvement, determined the estimated cost, which is \$62,000 and that the city shall pay for 50% of the improvement, and the benefited property owners shall pay 50%; be it further
- Resolved,** that the Special Improvement District is established as indicated in this resolution and that the City Assessor be directed to prepare a special assessment roll in accordance with this determination and to report the same to the City Commission for confirmation; be it further
- Resolved,** that the City Engineer is directed to proceed with the preparation of final plans and specification for the improvement and to proceed with the advertising and taking of bids in accordance with city purchasing requirements; be it further,
- Resolved,** that a public hearing shall be held on June 20, 2016 at 7:00 p.m., in the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, where the City Commission shall meet to review the roll and hear all persons interested in the necessity for improvement, and the City Clerk is directed to give notice of this hearing as outlined in city ordinance.

I hereby certify that this resolution was adopted by the City Commission at its regular meeting held on May 17, 2016, in the Commission Chambers, 2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

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Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION SPECIAL MEETING OF MAY 17, 2016

DATE: MAY 13, 2016

FROM: <sup>MC</sup>MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 STREET PAINTING OF CENTERLINES AND  
EDGELINES

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that the City issue a service order to M&M Pavement Markings, Inc. for the annual painting of Street Markings, Centerlines, and Edgelines.

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

**that the City Manager be authorized to issue a service order in the amount of \$16,556.00 to M&M Pavement Markings, Inc. for 2016 Street Painting of Centerlines and Edgelines, with funds available in the various Street Funds.**

MC/jd

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

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director   
DATE: May 9, 2016  
SUBJECT: 2016 Street Pavement Marking Service Order

Attached is a request from Mark Jones, Street Superintendent, for the approval of a service order for the annual painting of street centerlines and edgelines. We received two bids for the work as follows:

M & M Pavement Markings, Inc.	Grand Blanc	\$16,556.00
P. K Contracting	Lake City	\$22,257.90

As Mr. Jones mentions he is comfortable with the low bidder M & M Pavement Markings, Inc. and I to believe they are willing and capable of doing the work for us as well.

Therefore, please request City Commission approval of a Service Order in the amount of \$16,556.00 to M & M Pavement Markings, Inc. for painting of street centerlines and edgelines with funds available in various Street Funds.

# Memorandum

**To:** Dave Green  
**From:** Mark Jones, Street Department Superintendent  
**Date:** 05-09-16 *Mark D. Jones*  
**Subject:** Painting of Street Line Markings, Centerlines.

We received two bids for the 2016, Painting of Street Line Markings, Centerlines

The bids received were as follows:

<u>Vendor</u>	<u>Street Line Markings, Centerlines</u>
M & M Pavement Marking, Inc.	\$16,566.00
PK Contracting	\$22,257.90

Low bid was M & M Pavement Marking, Inc. at \$16,566.00. M & M Pavement Markings Inc. has worked for the City of Traverse City in the past and has proven to be a very conscientious and reputable company.

Please request City Commission approval to establish a service order in the amount of \$16,566.00 for Painting of Street Line Markings, Centerlines to M & M Pavement Marking Inc. Funds have been budgeted in these following accounts for this work.

585-585-801.00  
202-202-801.00  
101-691-801.00



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION SPECIAL MEETING OF MAY 17, 2016

DATE: MAY 13, 2016  
FROM: <sup>MAC</sup>MARTY COLBURN, CITY MANAGER  
SUBJECT: 2016 STREET PAINTING OF CROSSWALKS, LEGENDS  
AND PARKING AREAS

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that the City issue a service order to M&M Pavement Markings, Inc. for the annual painting of various Street Markings, Legends and Parking Areas.

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

**that the City Manager be authorized to issue a service order in the amount of \$66,076.30 to M&M Pavement Markings, Inc. for 2016 Street Painting of legends, crosswalks and parking areas, with funds available in the various Streets, Parks and Recreation, and Auto Parking Funds.**

MC/jd

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

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# Memorandum

The City of Traverse City  
Department of Public Services



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TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director   
DATE: May 9, 2016  
SUBJECT: 2016 Street Pavement Markings, Legends and Parking Areas  
Service Order

Attached is a request from Mark Jones, Street Superintendent, for approval of a service order for the annual painting of Street Markings, Legends and Parking Areas. Although we advertised and placed this bid request on the internet we only received one bid for the work as follows:

M & M Pavement Markings, Inc.      Grand Blanc      \$66,076.30

M & M Pavement Markings, Inc. has been doing our painting of symbols, crosswalks and such for the last three years and Mr. Jones has been satisfied with their quality and responsiveness to issues and I concur with his assessment.

Therefore, please request City Commission approval of a service order in the amount of \$66,076.30 to M & M Pavement Markings, Inc., for the painting of street markings, legends and parking areas with funds available in the various Streets, Parks and Recreation and Auto Parking Funds.

# Memorandum

**To:** Dave Green  
**From:** Mark Jones, Street Department Superintendent  
**Date:** 05-09-16 *Mark D. Jones*  
**Subject:** Painting and Striping of Various Parking Areas, Crosswalks and Legends.

We received one bids for the 2016 Painting and Striping of Various Parking Areas, Crosswalks and Street legends.

The bids received were as follows:

Vendor                      Legends and Parking

M & M Pavement Markings Inc.    \$66,076.30.

The only bidder for Painting and Striping of Various Parking Areas, Crosswalks and Legends was M & M Pavement Markings Inc. Last time we were out for bid for this painting was in 2013, and M & M was the contractor. They held the same price for 2014 and 2015. The increase in this bid can be contributed to inflation from the last three years and an increase in inventory.

Please request City Commission approval to establish a service order in the amount of \$66,076.30 for Painting and Striping of Various Parking Areas, Crosswalks and Legends to M & M Pavement Markings Inc. Funds have been budgeted in these following accounts for this work.

585-585-801.00  
202-202-801.00  
101-691-801.00



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

*MAC*

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ENCROACHMENT REQUEST – UPTOWN DEVELOPMENT

Attached is a memo from City Engineer Timothy Lodge regarding a request from Uptown Development for a 2' x 6' encroachment over the City's easement to accommodate electric, phone and cable meters, boxes as well as pedestals to serve four units (Units 6-10) of Uptown Condominiums. The appropriate staff have reviewed this request and recommend its approval.

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

**that the Mayor and City Clerk execute a Permission of Encroachment Agreement with Uptown Development TC, LLC for an encroachment into the City easement as described in the City Engineer's May 9, 2016, communication, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further subject to receipt of legal descriptions of the actual encroachments including a survey drawing prepared by a professional engineer, and receipt of the insurance policy required by the City Clerk.**

MC/bcm

K:\tcclerk\city commission\agreements\encroachment uptown development

copy: Timothy Lodge, City Engineer

Mike Wills, Uptown Development – mikewills110@outlook.com

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: May 9, 2016

SUBJECT: Encroachment Request by Uptown Development TC, LLC

Michael Wills, Agent, representing Uptown Development TC, LLC, is requesting permission for an encroachment over a City easement that is designated for "utility purposes." The encroachment request is a result of the desire to encroach into the city easement an area of 2' by 6' for the purpose of electric, phone and cable meters, boxes and pedestals to serve units 6-10 of Uptown Condominium. The encroachment is on the east side of the City easement adjacent the west wall of Uptown Condominium Unit 6 (depicted in the attached Survey).

A staff review checklist was distributed to the Assessor, Attorney, Clerk, DDA, Engineering, Streets, Water/Sewer Maintenance, Department of Public Services, TCLP, and Planning/Zoning. All reviewing departments recommended approval of the encroachment request.

City Engineering's position is to generally oppose encroachments that do not result in a public benefit. The encroachment will not result in a public benefit directly. However, the encroachment will not impede the City's interest in the City easement; therefore we recommend the encroachment be approved as requested.

This matter is subject to the direction of the City Commission. Should the City Commission find that the request is in the best interest of the public and decide to approve this request for a "Permission of Encroachment", then an Agreement should be prepared by the City Attorney and should include the following:

1. A legal description of the actual encroachments.
2. A survey drawing prepared by a professional surveyor.
3. The permission of encroachment is granted on the basis of the character of the encroaching structure, provided the owner complies with all building codes and zoning ordinances and in no event shall any encroachment be enlarged or modified to create a greater degree of horizontal encroachment than what was approved.
4. The owner, its successors and assigns, shall hold the City harmless for all damages of any kind whatsoever suffered as a result of the encroachments. Furthermore, the owner, its successors and assigns, shall maintain adequate

Uptown Encroachment

May 9, 2016

Page 2 of 2

insurance on the structure for damages caused to third persons by virtue of the encroachments and shall name the City as an additional insured on such policy.

Should the City Commission decide to approve this "Permission of Encroachment" request, we suggest the following motion:

**The Mayor and City Clerk be authorized to execute a Permission of Encroachment Agreement with Michael Wills, Agent for Uptown Development TC, LLC for an encroachment into the City easement described in the memo from the City Engineer dated May 9, 2016 subject to approval as to substance by the City Manager and as to form by the City Attorney, and further contingent upon the City's receipt of legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and a copy of the required insurance policy.**

Attachments: Application for Encroachment  
Letter to City Engineer describing request  
Survey Drawing including Legal Description



City of Traverse City

APPLICATION FOR ENCROACHMENT/SALE OF CITY PROPERTY/  
RELINQUISHMENT OF CITY EASEMENT

City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684 (231) 922-4460 Fax (231) 922-4457

Applicant Name: Michael W Wills, Agent Phone: 231-922-3000

Applicant Email: mikewills110@outlook.com

Address: 328 Munson Ave, Suite B, Traverse City, MI 49686  
Street City State Zip

Property Owner Name: Uptown Development TC, LLC Phone: 231-941-0888

Authorized Signatory of Property Owner: Michael W Wills Title: Agent

- Type of request (please check one): [x] Encroachment
[ ] Sale of City Property
[ ] Relinquishment of City Easement

Description/location/nature of request: 2'x6' encroachment into the utility easements granted to the City of Traverse City as recorded at Liber 218, Page 456 and 2014R-0462 and the pedestrian easement recorded as 2014R-04630 for the Purpose of Electric, phone and cable meters, boxes and pedestals to serve Units 6-10 of Uptown Condominium.

Applicant Signature: [Handwritten Signature] Digitally signed by Michael Wills DN: cn=Michael Wills, o=Uptown Development TC, LLC, ou, email=mike@mikewills.net, c=US Date: 2016.04.07 11:39:19 -04'00' Date: 4/7/2016

The following are required in order to be considered for this request:

- [x] Letter describing your request addressed to the City Engineer.
[x] Survey prepared by a Licensed Surveyor detailing the nature and the extent of the request.
[x] Legal description of the property owned.
[x] Legal description of proposed encroachment/city property/city easement.
[ ] Certification that property owner is not delinquent in paying any debt owed to or collected by the City.

(Office Use Only)

Non-refundable \$475.00 Application Fee received on:

Staff review by Engineering, Clerk's Office, Planning/Zoning, Assessor, Light & Power, Streets, Water/Sewer Maintenance, Manager's Office completed on:

Approval of Permission by City Commission on:



On the Boardman River in the heart of Downtown Traverse City

April 7, 2016

Timothy Lodge  
City Engineer  
City of Traverse City  
400 Boardman  
Traverse City, MI 49684

RE: Application for Utility Encroachment Agreement

Dear Tim:

Uptown Development TC, LLC seeks permission to place TCLP electric meters and ATT phone and Charter Cable interfaces on the west end of the Uptown unit 6 (aka unit F) building which is BUILT TO (exactly on) the edge of the 33' wide utility/pedestrian easement(s) granted to the City. So, technically, that equipment would be overhanging into the easement(s).

The original utility easement and the pedestrian easement both have clauses that preclude the Grantor from placing buildings or obstructions within the easement. Thus the need for an Encroachment Agreement.

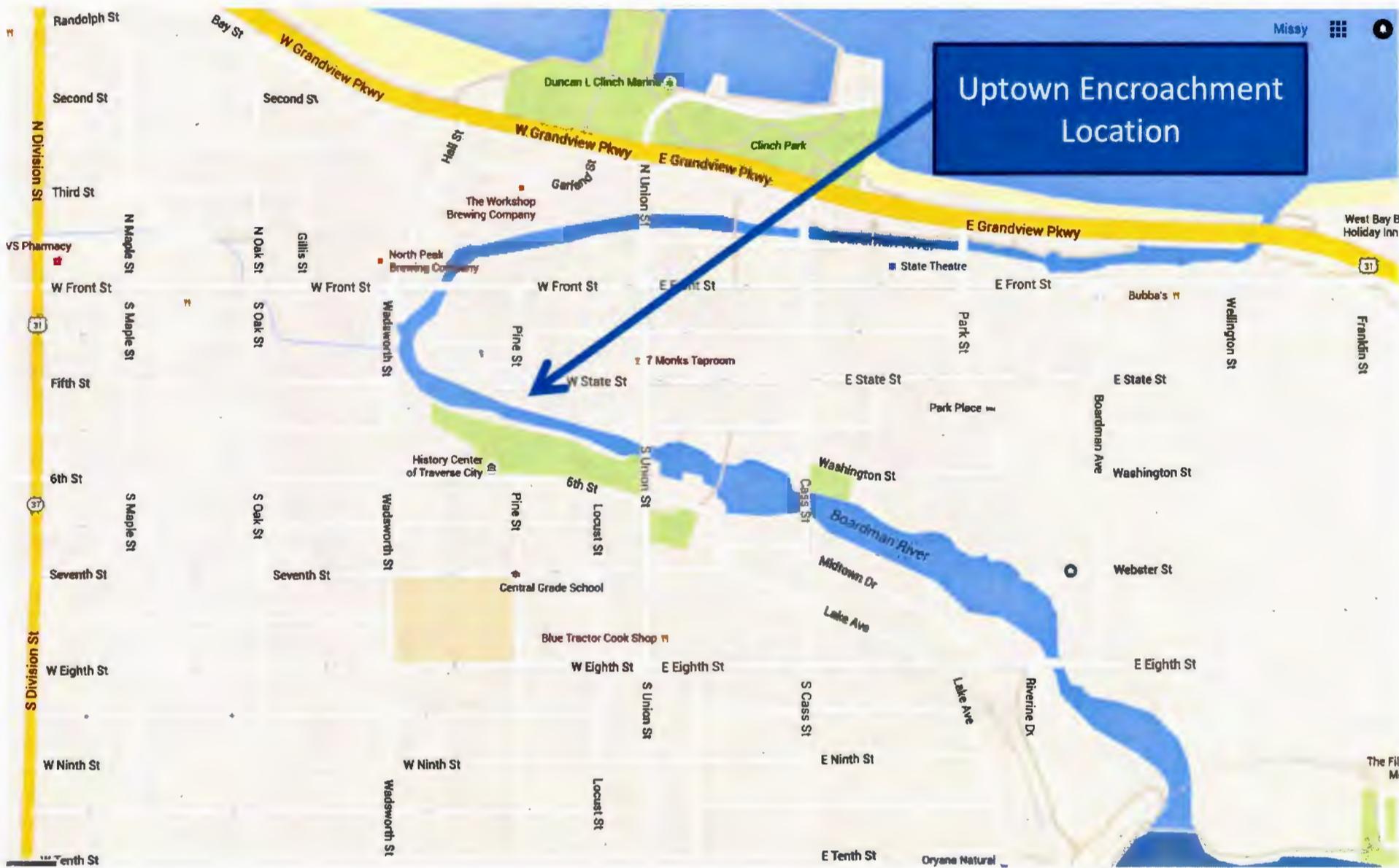
All necessary documentation has been submitted to your office along with the application and fee. Please let me know if you require anything else and advise me of when this will be on the City Commission Agenda for consideration.

Sincerely,

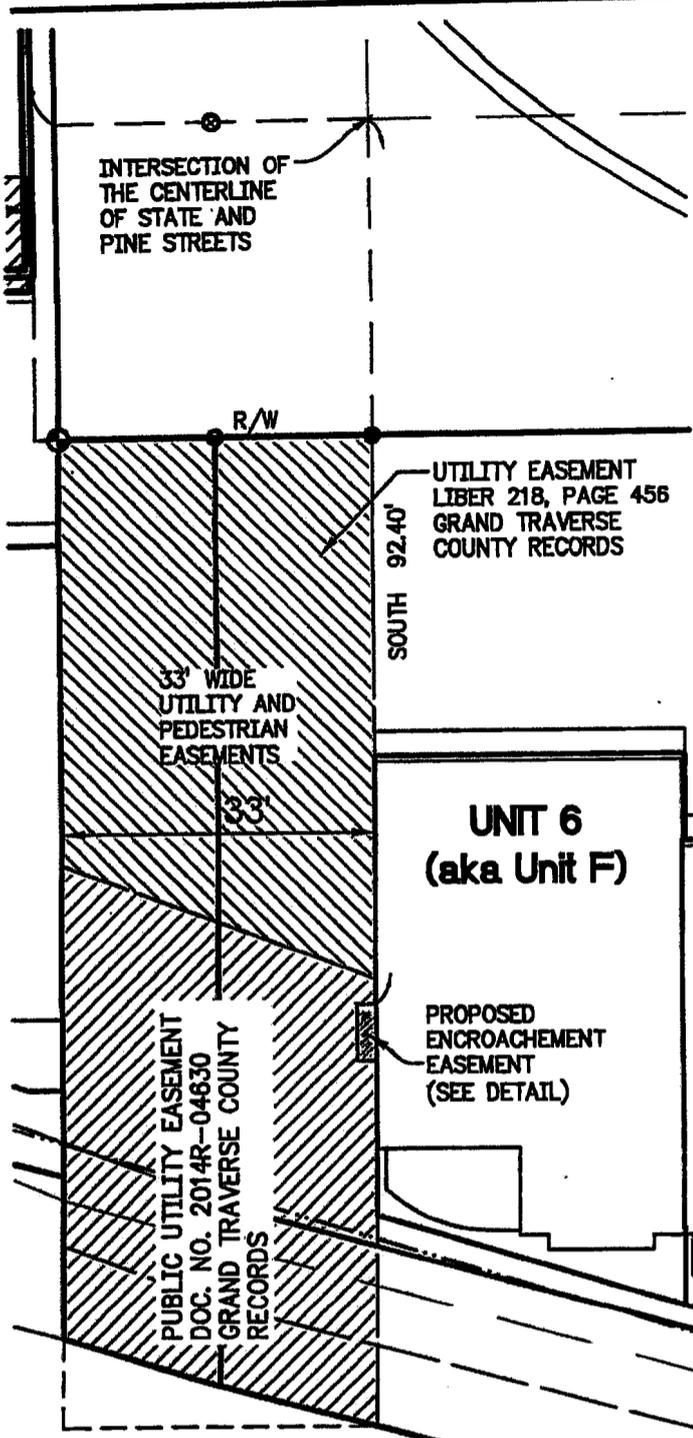
A handwritten signature in black ink, appearing to read "Michael W. Wills". The signature is stylized and cursive.

Michael W Wills

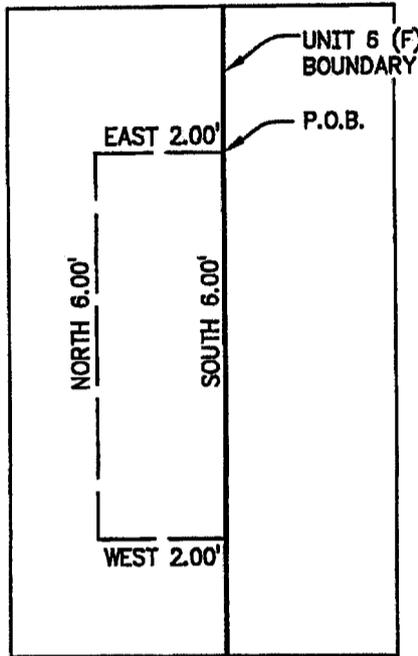
Agent for Uptown Development TC, LLC



# CERTIFICATE OF SURVEY



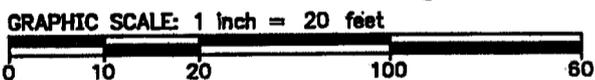
THIS SPACE RESERVED FOR REGISTER OF DEEDS



DETAIL SCALE 1"=3'

## Legend

- Iron Found
- Iron Set
- ⊙ Monument Found
- ⊕ Monument Set
- ⦿ Nail Found
- ⊗ Nail Set
- Stake Found
- Stake Set
- ⚓ Benchmark
- Ⓡ Record
- Ⓜ Measured
- ⊙ Section Corner



### Utility Easement

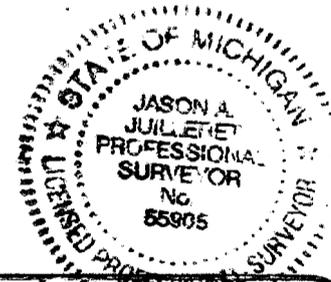
A utility encroachment easement for the installation and maintenance of private utilities in part of Government Lot 3, Town 27 North, Range 11 West, more fully described as:

Commencing at the intersection of the centerline of State and Pine streets, Original Plat of Traverse City;  
 thence South, 92.40 feet, to the Point of Beginning of said easement;  
 thence South, 6.00 feet;  
 thence West, 2.00 feet  
 thence North, 6.00 feet  
 thence East, 2.00 feet, to the Point of Ending said easement.

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE HEREOF DESCRIBED PARCEL(S) OF LAND; THAT THE RATIO OF CLOSURE OF THE UNADJUSTED FIELD OBSERVATIONS IS 1 IN 5000+ AND WITHIN THE ACCEPTED LIMITS AND THAT I HAVE FULLY COMPLIED WITH THE REGULATIONS OF ACT 132, P.A. 1970, AS AMENDED.

PREPARED FOR: **UPTOWN DEVELOPMENT TC, LLC**

BASIS OF BEARINGS: MICHIGAN STATE PLANE CENTRAL ZONE 2112



DATE: 4-16-16  
 (SIGNED) *Jason A. Juilleret*  
 JASON A. JULLIQUET  
 Registration No. 55905

<p>ENGINEERING SURVEYING TESTING &amp; OPERATIONS</p>  <p>123 West Front Street Traverse City, MI 49684</p>	<p><a href="http://gfa.tc">http://gfa.tc</a></p> <p>231.946.5874 (p)</p> <p>231.946.3703 (f)</p>	<p>Location: PART OF GOVERNMENT LOT 3 SECTION 3, ORIGINAL PLAT OF TRAVERSE CITY TOWN 27 NORTH, RANGE 11 WEST GRAND TRAVERSE COUNTY, MI</p>	<p>DATE: 4/8/16</p> <p>P.M.: W. RADEMAKER</p> <p>DR: NJC CRD: JAJ</p> <p><b>13125F</b></p> <p>SHT 1 OF 1</p>
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: *MLC*  
MARTY COLBURN, CITY MANAGER

SUBJECT: AGREEMENT FOR SUPPLEMENTAL ENVIRONMENTAL  
PROJECT - BROWN BRIDGE DAM ADMINISTRATIVE CONSENT  
ORDER

Attached is a memo from City Attorney Lauren Tribble-Laucht regarding the agreement which needs to be authorized by the City Commission to accomplish the supplemental environmental project which was required as part of the Administrative Consent Order for the Brown Bridge Dam matter.

As explained by the City Attorney, this \$97,750 contract's scope-of-work includes bank stabilization, floodplain excavation, grading, transplanting, seeding, mulching and live staking. The funds that resulted from the River Settlement Agreement will cover the costs of this work.

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

**that the Mayor and City Clerk execute an unit prices agreement with Ecosystem Planning and Restoration, LLC, for implementing the Supplemental Environmental Project (SEP) described in Exhibit D of the Administrative Consent Order with the Michigan Department of Environmental Quality (ACO-000235) in the amount of \$97,750, more or less, with the agreement subject to approval as to its form by the City Attorney and its substance by the City Manager, with funds available in the River Settlement Fund administered by Rotary.**

MC/bcm

k:\tcclerk\city commission\agreements\brown bridge dam supplemental environmental project

copy: Timothy Lodge, City Engineer  
Dave Green, Director of Public Services

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager

FROM: Lauren Tribble-Laucht, City Attorney *L. Tribble-Laucht*

CC: Benjamin C. Marentette, City Clerk

DATE: May 11, 2016

SUBJECT: *Consultant Agreement for SEP Associated with Brown Bridge Dam ACO*

As you know, the City Commission approved an Administrative Consent Order (ACO) in connection with the Brown Bridge Dam Deconstruction Project at its meeting of April 18, 2016. The ACO resolves the Notice of Violation (VN-005441/12-28-0035-V) issued by the DEQ related to Permit No. 12-28-0011-P, which allowed for draw-down and removal of the Brown Bridge Dam. The ACO includes a Supplemental Environmental Project (SEP) to be completed by the City under a pre-determined and approved scope of work. The SEP involves bank stabilization, floodplain excavation, grading, transplanting, seeding, mulching, and live staking plus various reporting and monitoring requirements. Now that the ACO has been approved and executed, the City must contract for this work to be done. The City's expert, Will Harman of Ecosystem Planning and Restoration, LLC will be the consultant to take on this task. That firm will subcontract certain portions of this work to Molon Excavating Inc., the Grand Traverse Conservation District, Frank Dituri and Brett Fessell (of the Grand Traverse Band). The funds to pay for the services under this contract have been provided as part of the River Settlement Agreement between the parties in the previous litigation and are being held and administered by Rotary. The work is anticipated to occur in August and be completed by the end of December 2016. Please place this Consultant Agreement for the City Commission's consideration on its upcoming agenda. The following motion would be appropriate:

That the Mayor and City Clerk execute a Consultant Agreement with Ecosystem Planning and Restoration, LLC for Implementing the Supplemental Environmental Project (SEP) described in Exhibit D to the Administrative Consent Order between the City of Traverse City and the Michigan Department of Environmental Quality, Water Resources Division (ACO-000235) in the amount of \$97,750, more or less, such agreement subject to approval as to its form by the City Attorney and as to its substance by the City Manager with the funds available in the River Settlement Fund held and administered by Rotary.

Please let me know if there are any questions. Thank you.

The City of Traverse City



# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: MARTY COLBOURN, CITY MANAGER *MC/2016*

SUBJECT: GROUNDWORK CENTER – STATE RAFFLE LICENSE

Attached is a memo from City Clerk Benjamin Marentette, explaining the request from Groundwork Center, for it to be recognized as a local non-profit organization. If so recognized, the organization can apply for a State Raffle License to hold a raffle and/or drawing.

I recommend the following motion:

**that the Local Governing Body Resolution for Charitable Gaming Licenses (issued by the Michigan Lottery), to recognize Groundwork Center as a local non-profit organization, be adopted.**

MC/kem

K:\ccclerk\City Commission\Non Profit Resolutions\nonprofit\_groundwork center\_20160517.doc

Copy: Dani Knoph

# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager

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

DATE: Thursday, May 12, 2016

SUBJECT: Groundwork Center – State Raffle License

Groundwork Center is requesting that the City Commission recognize it as a local non-profit organization. If so recognized, Groundwork Center may apply for a State Raffle License which will allow them to hold a raffle and/or drawing.

Groundwork Center, is a 501(c)(3) organization that dedicates its time to using education, coalition-building, advocacy and communication to advance programs in food and farm, clean energy and thriving communities. It puts an emphasis on building resilience in the local economy and creating models of sustainability at the community level in northwest Michigan.

We have had similar requests in the past to recognize organizations as a local non-profit. To do so, certain documentation is required, including a letter from the IRS indicating the organization is recognized by it as a non-profit; articles of incorporation with provisions that all assets, upon dissolution will be given to another non-profit, etc. This office has reviewed that documentation and determined compliance.

Therefore, I respectfully recommend the City Commission adopt a resolution recognizing Groundwork Center as a local non-profit organization. As always, please feel free to contact me with any questions.

bcm/kem



Thursday, May 12, 2016

The City of Traverse City  
Office of the City Clerk  
Governmental Center  
400 Boardman Ave  
Traverse City, MI  
49684

Dear Local Governing Body,

On May 21<sup>st</sup>, 2016 from 3pm to 10pm, The Little Fleet is hosting a benefit event, called the Get Local Party, for Groundwork Center for Resilient Communities. There is no admission fee, and this event is open to the public. Some proceeds from sales (including raffle ticket sales and new member sign ups) will benefit Groundwork's programs to protect the environment, strengthen the economy and build community.

Groundwork in conjunction with several community leaders (including representatives from Norte, BATA, Little Fleet, Short's Brewing Co. and MyNorth) has planned the event to highlight three program areas—clean energy, food & farming, and strong cities. We plan to plant veggie seeds using Carter's Compost and BARC compostables, make DIY solar lanterns, and create a public mural of what a strong city looks like. We'll also highlight the work of our Farm to School program. Kalamazoo-based band, The Go Rounds will play a live set from 7:30 to 10PM.

We seek approval from you for a Raffle License to sell tickets for \$5 each. We've secured raffle prizes from Oryana Community Co-op, Yen Yoga, Tee See Tee, Green Island, and Brilliant. It is our hope that you will approve this raffle, and support our commitment to protect the environment, strengthen the economy and build community in Northwest Michigan.

Sincerely,

Dani Knoph  
Public Outreach Coordinator

231.941.6584 ext. 721

[Dani@groundworkcenter.org](mailto:Dani@groundworkcenter.org)

148 East Front Street | Suit #301 | Traverse City, MI 49684



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: *MAC*  
MARTY COLBURN, CITY MANAGER

SUBJECT: PROPOSED BUDGET – FISCAL YEAR 2016/2017

A public hearing is scheduled for Tuesday night to review the proposed Fiscal Year 2016/17 City Budget. The proposed budget includes the operations undertaken by the city, Traverse City Light and Power, and the Downtown Development Authority. The City Planning Commission has approved the proposed Six-Year Capital Improvement Plans for both the City and Traverse City Light and Power.

The proposed General Fund millage is 11.1167 mills, the same rate for the past five years. The proposed ACT 345 millage is 2.32 (the same millage rate as the 2015/2016 budget). As discussed, it is required by law that the Act 345 millage rate be established each year to cover the actuary-determined pension contributions for the Police and Fire Departments.

At this time, the adoption date of the budget is tentatively scheduled for June 6, 2016, which is the latest day of adoption as required by the City Charter. We also plan for additional discussion of the budget at the May 23<sup>rd</sup> Study Session.

After the public hearing, no action is necessary. As required by City Charter, the next action steps would occur at the scheduled June 6, 2016 meeting, which are:

1. Adoption of the FY 16/17 Budget for the City, DDA and Traverse City Light and Power, including approval of the City and TCL&P Capital Improvement Plans;
2. Adoption of a resolution waiving the Property Tax Administration Fee (this must be adopted annually or the fee is automatically implemented);
3. Adoption of resolutions certifying the city millage, including the Act 345

levy, and DDA millage to be levied, which will remain the same as last year – 1.8038. The DDA millage is only levied in the DDA District.

A copy of the budget is available for review at the Traverse Area District Library, Fire Stations 1 and 2, the City Clerk's Office and the City Manager's Office. The budget can also be viewed on our City's website at [www.traversecitymi.gov/budget.asp](http://www.traversecitymi.gov/budget.asp).

No action is necessary following the public hearing.

MC/kez

K:tcclerk/city commission/budget/budget ph\_20160517.doc

copy: William Twietmeyer, City Treasurer/Finance Director  
James Henderson, Deputy City Treasurer  
Russell Soyring, City Planning Director  
Tim Arends, Traverse City Light and Power Executive Director  
Karla Myers-Beman, Traverse City Light and Power Controller  
Rob Bacigalupi, Downtown Development Authority Director



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: TRAVERSE CITY ARTS COMMISSION – APPOINTMENT

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

An ad hoc interview committee comprised of Mayor Carruthers and Commissioners Howe and Lewis interviewed all interested applicants on file and have made a recommendation.

This is a City Commission appointment.

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

**that Jason Dake be appointed to one four-year term, seat previously held by Metta Lansdale, expiring April 4, 2019, on the Traverse City Arts Commission.**

MC/kez

K:\tcclerk\city commission\appointments\Arts Comm\_20160517.doc

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Katie Zeits, Deputy City Clerk *KZ*  
DATE: May 12, 2016  
SUBJECT: Traverse City Arts Commission – Appointment

Ms. Metta Lansdale has resigned from the Traverse City Arts Commission. The City Commission appointed an ad hoc interview committee at its April 4, 2016, Regular Meeting comprised of Mayor Carruthers and Commissioners Howe and Lewis.

The ad hoc interview committee convened and interviewed all interested candidates that made it to their interview.

The City Clerk's Office advertised for this board on the city's website, Facebook and Twitter pages. As a result, there were four applications on file, Ashlea Walter, Thomas Mair, Jason Dake, and Kathryn McCain.

The ad hoc interview committee has recommended that Jason Dake be appointed to serve on the Arts 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.

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

Thank you!

## Traverse City Arts Commission

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

410 Seventh St, TC, 49684  
941-8667 (Res)  
[jackieshiners@gmail.com](mailto:jackieshiners@gmail.com)

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

**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: Jason Dake

Residential Address: 851 E Eighth St Traverse City MI 49686  
(Street) (City) (State) (Zip)

E-Mail Address: jasondake@gmail.com

Preferred Phone No.: 810-444-7647 Additional Phone No.: \_\_\_\_\_

Occupation: Curator of Education, Dennon Museum Center (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.

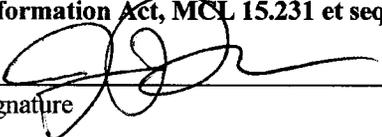
***While it is not required, a resume is helpful in the recruitment process for City boards and committees.***

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 

4/26/16  
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!*

April 26, 2016

City Clerk  
ATTN: Arts Commission Application  
400 Boardman Ave.  
Traverse City, MI 49686

Greetings Mr. Marentette:

Please find attached my application for a position on the Arts Commission for Traverse City. I believe my qualifications and work history make me an ideal candidate, and I look forward to the opportunity to advise the City Commission on public arts projects and their impact on our community.

I have been a resident of Traverse City for over three years, since taking on my role as Curator of Education with the Dennon Museum Center. In my short time here, I have made every effort to bring together diverse groups of non-profit organizations, businesses, and artists to support engaging programming for our community.

As a museum professional with 10 years of experience, I am comfortable with public discussion and education about art, and have worked with individuals and groups from infancy to elder care. My degrees in art education and arts administration provide me with a unique mix of art history, theory, and management expertise. I have also served on grant review panels for my region and state, giving me worthwhile perspectives on the state of public art in Michigan.

I look forward to an opportunity to contribute to the public art Traverse City in a new way, as a member of the Arts Commission. Please feel free to contact me at your earliest convenience to continue this process.

Kind Regards,

A handwritten signature in black ink, appearing to read 'JD', with a long horizontal line extending to the right.

Jason Dake

# JASON D DAKE

851 E. EIGHTH ST.  
TRAVERSE CITY, MI 49686  
810-444-7647  
JASONDAKE@GMAIL.COM

## EDUCATION

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2010 – 2011                      University of Michigan – Flint                      Flint, MI

**Master of Arts in Arts Administration**

- Focus on community engagement and technology

1999 – 2004                      Central Michigan University                      Mt. Pleasant, MI

**Bachelor of Science in Education**

- **Major:** Art (K-12) LX endorsement (Michigan)
- **Minor:** History (7-12) CC endorsement (Michigan)
- **GPA:** 3.6

## EXPERIENCE

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Nov. 2012 – present                      Dennos Museum Center                      Traverse City, MI

**Curator of Education**

- Design and implement educational and public programming for K-12, college, adult, and family audiences
- Train docent volunteers in tour techniques and art history
- Serve as primary liaison between museum and Northwestern Michigan College
- Collaborate with community organizations to create programming

Sept. 2006 – Nov. 2012                      Flint Institute of Arts                      Flint, MI

**Art Education Coordinator**

- Started position as administrative assistant
- Developed and taught comprehensive art lessons
- Worked with diverse student population
- Coordinated education programs and teacher workshops
- Designed and wrote program flyers and other marketing materials

Sept. 2005 – Sept. 2006                      The Guidance Center                      Southgate, MI

**Americorps Member**

- Worked as Coordinator for Downriver Youth Assistance Program
- Facilitated life choices educational groups
- Planned recreation and service events for enrolled youth

# JASON D DAKE

851 E. EIGHTH ST.  
TRAVERSE CITY, MI 49686  
810-444-7647  
JASONDAKE@GMAIL.COM

## VOLUNTEER EXPERIENCE

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- June 2015 Michigan Council for Arts & Cultural Affairs  
**Grant Review Panelist**  
■ Reviewed and scored 20 Project Support grants for Region 10
- December 2013 Michigan Council for Arts & Cultural Affairs  
**Grant Review Panelist**  
■ Reviewed and scored 20 mini-grants from various organizations
- June 2011 Ruth Mott Foundation Flint, MI  
**Art Share Flint Grant Review Panelist**  
■ Reviewed and scored over 60 mini-grants from various organizations

## HONORS AND AWARDS

---

- NMC Employee of the Semester Spring 2015  
U of M Rackham Fellowship Winter 2011  
AAM Diversity Fellowship Spring 2008

## PROFESSIONAL DEVELOPMENT

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- Michigan Museums Association Presenter, Ann Arbor 2015  
AAMG / Kellogg Leadership Institute, Evanston 2014  
American Alliance of Museums, Seattle 2014  
Michigan Museums Association Presenter, Mackinaw 2014  
American Alliance of Museums, Baltimore 2013

## REFERENCES

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- Gene Jenneman Denno's Museum Center, Traverse City, MI (231) 995-1572  
Executive Director [ejenneman@nmc.edu](mailto:ejenneman@nmc.edu)
- Monique Desormeau Flint Institute of Arts, Flint, MI (810) 234-1695  
Curator of Education [mdesormeau@flintarts.org](mailto:mdesormeau@flintarts.org)
- John Bracey Michigan Council for Arts & Cultural Affairs (517) 241-4011  
Executive Director [braceyj@michigan.org](mailto:braceyj@michigan.org)

**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: Ashtea Walter

Residential Address: 605 Fifth Street Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: besquirrely@gmail.com

Preferred Phone No.: 231 883 8297 Additional Phone No.: 231 995 5543 (work)

Occupation: Marketing 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?  
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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AWalt  
Signature

4/21/2016  
Date

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

City of Traverse City

Arts Commission

RE: Letter of Interest

I am interested in serving on the Traverse City Arts Commission to have the opportunity to serve my City and to share my passion and expertise for high quality, interesting, thought-provoking public art.

I have a BA in Art History/Art from Kalamazoo College, have taught art, been a working graphic designer, artist, writer and marketing & communications professional in several different capacities/industries. I am also on the Board of Directors for the Michigan Legacy Art Park and serve as the Chair of the marketing committee. I have also served on the Board of Directors for the Glen Arbor Art Association when I was teaching art at the Leelanau School. While living in Empire, I founded the Empire Asparagus Festival and served on the Empire Village Council for several years. Other volunteer work includes serving on the steering committee in 2015 for City Lot and on the Board of Directors for Norte! Youth Cycling.

I have lived in downtown Traverse City for seven years where my husband and I are raising our family, building careers and looking for ways to contribute to our community. I see the Arts Commission as a way to serve my community while impacting the selection of art to come in the future. I am an art lover and would the opportunity to collaborate with others to advocate for and elevate art in northern Michigan!

Sincerely,

Ashlea Walter

605 Fifth Street, TC

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 15<sup>TH</sup> ST W TRAVERSE CITY MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: TRVERSEGREENCITYAOC@GMAIL.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:

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Signature \_\_\_\_\_

5.1.15  
Date

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MAY 05 2015

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 .

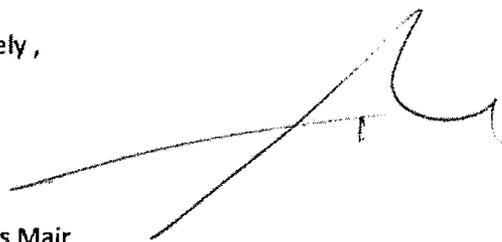
I served two terms for a total of six years on the City of Traverse City Parks & Recreation Commission. I also worked for the US Department of Transportation. I know how to work within government .

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 stylized flourish at the end.

Thomas Mair  
[traversemedia@yahoo.com](mailto:traversemedia@yahoo.com)  
231 392-6121

**the  
artist  
development  
agency**

**TOM MAIR**  
AGENT/MANAGER

---

**231.709.5329**  
[traversemedia@yahoo.com](mailto:traversemedia@yahoo.com)

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: Kathryn McCain

Residential Address: 1208 S. Union #2 Traverse City MI 49684  
(Street) (City) (State) (Zip)

E-Mail Address: Katy@northernexpress.com

Preferred Phone No.: 231-313-3993 Additional Phone No.:

Occupation: media consultant (if retired, please provide your career)

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

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K McCain  
Signature

4/21/16  
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!

Katy McCain  
1208 S. Union St #2  
Traverse City, MI 49684

April 21, 2016

Dear Mr. Marentette,

I am writing to express interest in the vacant position on the City Arts Commission. I am a proud life-long Traverse City resident and would do anything to ensure the continued prosperity of this town. Public art is a unique, highly visible tool used to exhibit the creativity of those in the area, while also showcasing the love and affection that residents have for their town.

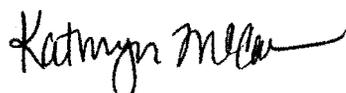
I am very passionate about Traverse City and its aesthetics. I would be an asset to the Arts Commission, based on my advertising background and natural ability to recognize what would both enhance and maintain the city's beauty.

Since returning to Traverse City from Michigan State University in 2008, I have been committed to serving my community. I am a member of the Rotary Club of Traverse City, where I sit on and lead numerous committees. As the public relations chair, I am in charge of the club's public image, as well as all promotions for the Annual Rotary Show. I am also an active board member of Northwest Michigan Supportive Housing.

I would be honored to be a member of the City Arts Commission. My personal and professional experiences, community involvement and love for the region make me the perfect addition to an already strong group.

Thank you for your consideration.

Sincerely,



Kathryn McCain

# KATHRYN MCCAIN

## EXPERIENCE

---

2014-Present    McCain Media & Associates    Traverse City, MI

*Media Buyer*

- Purchased broadcast and print media for four candidates for the office of Michigan State Representative during the 2014 primary and general elections.
- Create press/media releases for existing clients

2014-Present    Eyes Only Media    Traverse City, MI

*Marketing Consultant*

- Advertising sales and client promotion for the Traverse City Business News, TICKER, Northern Express and Official Traverse City Film Festival Souvenir Guide
  - ~ Top biller for annual Northern Express Real Estate issue
  - ~ Doubled personal ad sales in the Traverse City Film Festival Guide between 201
- Coordinate and run monthly Ticker "Recess Events."

2013-2014    Northern Star Broadcasting    Traverse City, MI

*Integrated Marketing Consultant*

- Manage advertising campaigns for regional and local businesses.
- Promote area festivals and events across northern Michigan.
- Create client campaigns that cross over multiple media facets.

2012-2013    Yen Yoga and Fitness    Traverse City, MI

*Assistant Manager and Client Service Coordinator*

- Maintained social media accounts.
- Managed and approved schedule changes for 30+ employees.
- Cultivated relationships with multiple clothing and fitness vendors. while purchasing all products found in the studio boutique.
- Coordinated appointments for over 1000 clients.
- Sold client memberships and packages.
- Performed daily customer service phone calls to insure all clients were happy with services rendered.

2009-2012    Barrington Broadcasting    Traverse City, MI

*National and Regional Account Executive WPBN TV 7&4 and WGTU ABC 29&8*

- Planned national and regional advertising buys with agencies and television representative firms from across the country.

- Successfully managed relationships with over thirty different advertisers including national brands such as: Subway, Lowes, Honda, Blue Cross Blue Shield and General Mills.
- Collaborated with media buyers to achieve maximum results for both the client and station based on a programming and cost per point basis.
- Negotiated and maintained complex and ever changing orders during the 2010 political season.

2008-2009      Barrington Broadcasting      Traverse City, MI

*Sales Assistant for WPBN TV 7&4 and WGTU ABC 29&8*

- Assisted account executives on daily needs such as package building, order entry and commercial schedule creation.
- Researched marketing and media trends in programs and publications such as Simmons, Nielsen Media Research, As Mall, Ad Age and Ad Week.
- Aided National Sales Manager on daily maintenance of negotiated orders.
- Successfully planned and executed a party for over 200 clients to showcase new programming on both the ABC and NBC Networks.

## EDUCATION

---

2004-2008      Michigan State University      East Lansing, MI

- Bachelor of Arts in Advertising with an additional 18 credit specialization in Public Relations
- Dean's List Honoree for eight semesters
- Studied Abroad at the American University of Rome GPA 4.0/4.0
- Total GPA 3.7/4.0

## ACTIVITIES

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**Northwest Michigan Supportive Housing, Board Member**

**Rotary Club of Traverse City, Public Relations Chair, Group Study Exchange Chair, Youth Exchange Committee Member**

**Kappa Delta Sorority House Corporation, Board Member**

**Kappa Delta Sorority, Public Relations Chair, Alumnae Relations Chair, Recruitment Chair**



The City of Traverse City

# Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 17, 2016

DATE: MAY 12, 2016

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: BOARD OF ZONING APPEALS – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katie Zeits regarding two expiring regular terms on the Board of Zoning Appeals. The seats are currently held by Jeff Cockfield and Quinn Raftery. As mentioned by Ms. Zeits, Jeff Cockfield is seeking reappointment while Quinn Raftery is not. This is a City Commission appointment.

The following are sample motions:

1 – to establish an ad hoc interview committee and reappoint Mr. Cockfield

**that Jeff Cockfield, be reappointed as regular member to one three year term expiring June 30, 2019, on the Board of Zoning Appeals and that an ad hoc interview committee be established to make recommendation regarding one regular three-year term expiring June 30, 2019 on the Board of Zoning Appeals, seat previously held by Quinn Raftery; and that Commissioners \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

2 – to establish an ad hoc interview committee

**that an ad hoc interview committee be established to make recommendation regarding two regular three-year terms expiring June 30, 2019 on the Board of Zoning Appeals, seats previously held by Jeff Cockfield and Quinn Raftery; and that Commissioners \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

MC/kez

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copy: Dave Weston, Zoning Administrator

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Katie Zeits, Deputy City Clerk *KZ*  
DATE: May 12, 2016  
SUBJECT: Board of Zoning Appeals- Expiring Terms

There are two regular terms expiring on the Board of Zoning Appeals on June 30, 2016, seats currently held by Jeff Cockfield and Quinn Raftery.

Mr. Cockfield has indicated that he is interested in being reappointed to the Board of Zoning Appeals as a regular member. However, Mr. Raftery is not seeking reappointment.

In 2015, Mr. Cockfield attended four out of six meetings, and in 2014 he attended six out of six meetings.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, in the local newspaper and the Traverse City Young Professionals blog. Our office has also contacted all eligible applicants on file for all City Boards and contacted the alternate Board of Zoning Appeals members. As a result, there is one application on file for this board, Caroline Gersch.

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

Thank you!

## Board of Zoning Appeals

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jeff Cockfield (Chairperson) 1621 Comanche St, TC, 49686 218-4986 (Cell)	12/16/02	<del>06/30/16</del> 06/30/19
<b><i>Seeking Reappointment</i></b>		
Kathryn Henning-Callison 421 E. State St, Apt. 6, TC, 49686 409-5252 (Cell) <a href="mailto:khalbert.tc@gmail.com">khalbert.tc@gmail.com</a>	06/20/11 (Eff. 06/30/11)	06/30/17
Lou Colombo 1111 Lake Ridge Dr, #305, TC, 49684 734-223-4587 (Cell) 929-2036 (Res) <a href="mailto:lecolombo@yahoo.com">lecolombo@yahoo.com</a>	10/05/15	06/30/17
Douglas Donaldson 326 W. Seventh St, TC, 49684 929-9617 (Res) 256-9872 (Bus) <a href="mailto:ddonaldsonlaw@gmail.com">ddonaldsonlaw@gmail.com</a>	10/01/12 (02/19/08 as an alternate member)	06/30/17
Christopher Carol 917 Walnut St, TC, 49686 810-845-2359 (Cell) <a href="mailto:clawrencecarol@gmail.com">clawrencecarol@gmail.com</a>	05/04/15 (Eff. 6/30/15)	06/30/18
Margaret Szajner 647 W. Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) <a href="mailto:keendanlex@gmail.com">keendanlex@gmail.com</a>	01/03/11	06/30/18
Quinn Raftery 515 Monroe St, TC, 49684 649-7998 (Cell) <a href="mailto:quinnraftery@gmail.com">quinnraftery@gmail.com</a>	06/17/13 (Eff. 06/30/13)	<del>06/30/16</del> 06/30/19
<b><i>Not Seeking Reappointment</i></b>		
Matt Hanley 515 W. 9th St, TC, 49684 218-3346 (Res) 929-0500 (Bus) <a href="mailto:mhanley@ddc-law.com">mhanley@ddc-law.com</a>	03/17/14 (08/05/13 as an alternate member)	06/30/18
Linda Koebert (Planning Commission Rep)	03/07/16	06/30/18

319 Washington St, TC, 49684  
989-400-3223 (Res)  
[lkoebert@gmail.com](mailto:lkoebert@gmail.com)

Brad Matson (Alternate Member) 415 E. Front St, TC, 49686 342-8389 (Cell) <a href="mailto:bcmatson@gmail.com">bcmatson@gmail.com</a>	04/21/14	06/30/18
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James Wegener (Alternate Member) 837 Rose St, TC, 49686 947-5111 (Res)	08/20/12	06/30/18
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Dave Weston (Zoning Administrator) - staff

This board consists of **9 members - at least one member shall also be member of the City Planning Commission. All appointments are made by City Commission with the exception of the Planning Commission appointment which is first recommended by the Planning Commission and confirmed by the City Commission.** The City Commission shall appoint 2 alternate members for 3-yr terms.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City.**

(Policy on Appointments and Committees)

**Any vacancy on the Board of Zoning Appeals must be filled within one month.** (Effective July 1, 2006. 2006 PA 110, Section 601(9)).

All appointments are **3-year terms** expiring 6/30.

Creation provided for under 1921 PA 207 as amended MCL 125.585 et seq and TC Code §1254.

**Purpose:** "To hear and decide appeals where it is alleged by the applicant that there is an error in any order, requirement, etc. made by the Building Official, Zoning Administrator, etc. in administering or enforcing the provision of Ordinance." "To interpret provisions of Ordinance." "To authorize variances and exceptions."

This Board also serves as the body which hears appeals made under the City's Rental Housing Code and State Housing Law (assumed the responsibilities of the Rental Housing Board of Appeals). Ordinance amendment 599, enacted April 21, 2003.

Meets the Second Tuesday of the month at 7:00 pm.



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

CAROLINE N. GERSCH  
E-mail: [egersch@bfadlaw.com](mailto:egersch@bfadlaw.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.

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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.

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**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**

- Leadership Semester in Patagonia Temuco, Chile  
Winter 2003

**PROFESSIONAL AFFILIATIONS & COMMUNITY ACTIVITIES**

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