Notice
City Commission Regular Meeting

7:00 pm

Monday, June 6, 2016
Commission Chambers, Second Floor, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
Posted and Published: 06-02-2016

Meeting informational packet is available for public inspection at the Traverse Area District Library, City Police Station, City Manager's Office and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Presentation by Mayor Jim Carruthers of a proclamation declaring June 27, 2016, as *National HIV Testing Day* to Heidi Lovy, Community Health Specialist for Munson Healthcare's Thomas Judd Care Center.

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Commission; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

a. Consideration of approving minutes of the City Commission meetings of May 2, 2016, May 5, 2016, May 9, 2016, May 17, 2016, May 23, 2016 and May 31, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)

b. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

c. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

d. Consideration of authorizing the renewal of agreements for the city to collect summer taxes for Northwestern Michigan College, Traverse Bay Area Intermediate School District and Traverse City Area Public Schools. (Approval recommended) (Marty Colburn, William Twietmeyer) (5 affirmative votes required)

e. Consideration of adopting the annual resolution designating bank depositories for City funds and authorizing the City Treasurer/Finance Director to make deposits and invest funds with such depositories. (Adoption recommended) (Marty Colburn, William Twietmeyer).

f. Consideration of scheduling a public hearing on fiscal year-end budget amendments for June 20, 2016. (Approval recommended) (Marty Colburn, William Twietmeyer)

g. Consideration of authorizing a service order for service calls on the HVAC systems for the Larry C. Hardy Parking Garage and Old Town Parking Garage and the Parking Services snow melt system. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

h. Consideration of approving on-street parking and off-street parking meter rates for trailers and oversized vehicles. (Approval recommended) (Marty Colburn, Rob Bacigalupi)

i. Consideration of authorizing a contract for the management and marketing of the Festival of Trains Event. (Approval recommended) (Marty Colburn) (5 affirmative votes required)

j. Consideration of introducing an amendment to the Traverse City Code of Ordinances which clarifies Coast Guard City Committee member voting rights and retitles the name of the committee to Traverse City Coast Guard City Committee. (Introduction and schedule for possible enactment on June 20, 2016 recommended) (Marty Colburn, Benjamin Marentette)

k. Consideration of adopting a resolution recommending approval of a request for a new Winery Tasting Room License from Shady Lane Partners, LLC, and authorizing the City Clerk to issue a registration for operation of the license at 215 E. Front Street. (Adoption and approval recommended) (Marty Colburn, Benjamin Marentette)

l. Consideration of authorizing a purchase order for signage in connection with multi-space pay stations. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

Items removed from the Consent Calendar

a.

b.

c.

3. Old Business

a. Consideration of amending the option to purchase and exercising the option at 145 West Front Street. (Approval recommended) (Marty Colburn) (5 affirmative votes required)

b. Consideration of various actions in connection with the Fiscal Year 2016-2017 Budgets, including the City of Traverse City, Traverse City Light and Power, and Downtown Development Authority:

1. Consideration of adopting a Resolution Waiving the Property Tax Administration Fee for Fiscal Year 2016-2017. (Marty Colburn)

2. Consideration of adopting a Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2016-2017. Fiscal Year 2016-2017. (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

3. Consideration of adopting a Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2016-2017. (Marty Colburn, Robert Bacigalupi) (5 affirmative votes required)

4. Consideration of adopting a Resolution Certifying the Tax Levy for the City of Traverse City for Fiscal Year 2016-2017. (Marty Colburn) (5 affirmative votes required)

5. Consideration of adopting a Resolution Certifying the Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2016-2017. (Marty Colburn) (5 affirmative votes required)

6. Consideration of adopting a Resolution Approving the Traverse City Light and Power Budget and Capital Improvement Plan for Fiscal Year 2016-2017. (Marty Colburn, Tim Arends) (5 affirmative votes required)

7. Consideration of adopting a Resolution Approving the Traverse City Comprehensive Budget for Fiscal Year 2016-2017. (Marty Colburn) (5 affirmative votes required)

8. Consideration of adopting a Resolution Adopting the Traverse City Capital Improvements Plan and Capital Projects Fund for Fiscal Year 2016-2017. (Marty Colburn) (5 affirmative votes required)

4. New Business

a. Consideration of a request from Commission Gary Howe for the City Commission to adopt a resolution in support of the Charter Township of Garfield's request that the State of Michigan convey a 40-acre parcel southwest of the Commons Natural Area to the township. (Commissioner Gary Howe)

b. Consideration of authorizing an out-of-scope services agreement with CH2M, the operator of the City's Wastewater Treatment Plant, for it to propose revisions to the City's Sewer Ordinance and other documents and processes to comply with new federal regulations. (Marty Colburn, Dave Green) (5 affirmative votes required)

c. Consideration of approving an amendment to the Aircraft and Rescue Firefighting Agreement with the Northwest Regional Airport, which extends the agreement for the Fire Department to provide rescue and firefighting services at the Cherry Capital Airport for a period of six months. (Marty Colburn, Jim Tuller) (5 affirmative votes required)

5. Appointments

a. Consideration of appointment of two members to the Historic Districts Commission. (Mayor Pro Tem Ross Richardson; Chair, Commissioner Brian Haas, Commissioner Amy Shamroe, Katie Zeits)

b. Consideration of appointment by the City Commission of one of its members to the Traverse City and Charter Township of Garfield Recreational Authority Board. (Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

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

a. Reports, announcements and correspondence from the City Manager.

b. Announcements from the City Clerk.

c. Reports, announcements and correspondence from the Mayor and City Commissioners.

d. Reports and correspondence from other City officials, boards and committees.

1. Reports from members of the Commission serving on boards.

2. Minutes of the Planning Commission meetings of March 1, 2016, and April 5, 2016.

3. Minutes of the Traverse City Light and Power Board meetings of April 12, 2016, and April 26, 2016.

4. Minutes of the United States Coast Guard Committee meeting of April 7, 2016.

5. Minutes of the Act 345 Retirement System meeting of February 24, 2016.

6. Certification of the City's contribution to the Act 345 Retirement System from the City Treasurer/Finance Director dated June 1, 2016.

7. Quarterly Financial Report from the City Treasurer/Finance Director for the third quarter which ended March 31, 2016.

e. Reports and correspondence from non-City officials.

1. Resolution of the Leelanau County Board of Commissioners expressing appreciation to local units of government, specifically the Traverse City Fire Department, for keeping residents of Leelanau County safe and secure.

2. April 2016 Monthly Operations Report for the Wastewater Treatment Plant from CH2M.

7. Public Comment

a. Reserved.

None.

b. General.

c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Office of the Mayor

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax

CITY OF TRAVERSE CITY
PROCLAMATION DECLARING
JUNE 27, 2016 AS
NATIONAL HIV TESTING DAY

The medical conditions known as HIV and AIDS are now in their fourth decade and continue to result in approximately 50,000 new infections per year in the United States. Nearly 1.2 million people are living with HIV in the U.S., and almost one in five are unaware of their infection.

Testing is critical to prevention and can lead to treatment which can not only reduce mortality and improve the quality of life, but also reduce the spread of HIV from an infected person to their partner by 96%. Each year on June 27, the National Association of People with AIDS (NAPWA), in partnership with the Centers for Disease Control and Prevention (CDC), AIDS.gov, and other national and local entities across the country, organize National HIV Testing Day. This NAPWA initiative sends the message "Take the Test, Take Control," to those at risk from HIV and from those living with HIV.

Mayors of our cities and towns are uniquely well placed to help their populations understand that all Americans need to be tested for HIV, to protect their own health and help bring the epidemic under control.

Therefore, I, Jim Carruthers, Mayor of the City of Traverse City, proclaim June 27, 2016, as

"NATIONAL HIV TESTING DAY"

As a day for all residents to, "Take the Test, Take Control."

Jim Carruthers, Mayor
City of Traverse City

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: MAY 31, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- May 2, 2016, Regular Meeting
- May 5, 2016, Special Meeting
- May 9, 2016, Study Session
- May 17, 2016, Special Meeting
- May 23, 2016, Study Session
- May 31, 2016, Special Meeting

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

that the minutes of the May 2, 2016, Regular Meeting, the May 5, 2016, Special Meeting, the May 9, 2016, Study Session, the May 17, 2016, Special Meeting, the May23, 2016, Study Session, and the May 31, 2016, Special Meeting be approved.

MC/kem
k:\tcclerk\city commission\minutes

Minutes of the

City Commission for the City of Traverse City

Regular Meeting

May 2, 2016

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

There being no objection, Mayor Carruthers removed Agenda Item 2(g) and 4(b) from the Agenda as requested by the City Clerk.

Presentation of the Mayor's Proclamation Declaring May 15-21, 2016, as Police Memorial Week to Chief of Police Jeffrey O'Brien.

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

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

2. Consent Calendar

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

a. The minutes of the April 13, 2016 Special Meeting, April 18, 2016 Regular Meeting, and April 25, 2016 Study Session, be approved.

b. The City Manager be authorized to issue a purchase order to Leaders RPM of Kalamazoo, Michigan, in the amount not to exceed $15,397.40 for the purchase of a new 2016 Polaris Ranger 570 EPS with cab options, with funds available in the Traverse City Parking System Fund.

c. The Mayor and City Clerk execute a three-year lease with Northpointe J&S LLC for the lease of City-owned property for outdoor dining purposes with the terms as generally outlined in the City Clerk's April 26, 2016, communication such lease subject to approval as to its substance by the City Manager and its form by the City Attorney.

d. The City Commission approves the increase in Downtown Development Authority Executive Director Rob Bacigalupi's annual salary from $72,340 to $74,602, and an increase in Mr. Bacigalupi's annual salary by 3 percent per year for the subsequent two years, as approved by the Downtown Development Authority Board of Trustees.

e. Removed from the Consent Calendar.

g. Removed from the Agenda.

h. the City Commission authorizes the City Clerk and other officials to execute the necessary Fireworks Display Permit to Great Lakes Fireworks, LLC, for a display on July 4, 2016, and July 9, 2016, subject to Great Lakes Fireworks executing a hold harmless agreement indemnifying the City and submitting to the City Clerk a certificate of fireworks liability insurance in the amount of $5 million per occurrence, naming the city as additional insured, or other insurance as required by the City Clerk.

i. Removed from the Consent Calendar.

CARRIED unanimously.

Items removed from the Consent Calendar

a.

Consideration of approving a location change for the Bryan Crough Memorial from the Radio Centre Phase III development to Lay Park, due to a change in development plans at Radio Centre Phase III which make the placement of a memorial logistically problematic, as recommended by the Public Arts Commission.

Moved by Haas, seconded by Howe, to table the project until such time that the Parks and Recreation Commission has time to review and make comment.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Mary Bevans Gillett, 1800 Wayne Street, Chairwoman of the Arts Commission

Commissioner Haas, with agreement by Commissioner Howe, withdrew the motion.

Moved by Lewis, seconded by Shamroe, that the conceptual project described in the memo from the Traverse City Arts Commission dated April 27, 2016, for a Bryan Crough Memorial located in Lay Park at 311 South Union Street with input by the Parks and Recreation Commission, without a limit in dollar amount, provided all funds for the project come from outside sources, be approved and that the Mayor and City Clerk be authorized to execute any necessary agreements in connection with this approval as provided by future action of the Traverse City Arts Commission, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney and that the City Commission actions of February 16, 2016, and March 31, 2016, be rescinded.

Rick Buckhalter, 932 Kelley Street
Marsha Smith, 529 Washington Street

CARRIED unanimously.

b.

Consideration of approving an increase in fees for special events held in parking lots, and consideration of approving the inclusion of the revised fees in the

city's Directory of Charges, which is a compilation of all fees for service.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Rick Buckhalter, 932 Kelley Street
Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Richardson, seconded by Shamroe that the fees for High Impact Events for Parks and Public Land Use Permits held in public parking lots issued by the City Clerk be increased to $2.37 per space per day for metered lots and $2.40 per space per day for non-metered lots, with the fee increase to be effective immediately, with the exception of permits currently in process.

Roll Call:

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

No – Werner.

CARRIED.

3. Old Business

3(a).

Consideration of enacting an amendment to the Traverse City Code of Ordinances which would allow additional uses and modify the development requirements in the Transportation Districts, to allow other uses which are compatible or complimentary to the operation of the Cherry Capital Airport, as recommended by the Planning Commission

Moved by Lewis, seconded by Shamroe, that an amendment to the Traverse City Code of Ordinances, Chapter 1348, Transportation District Amendment, which would allow other uses that are compatible or complementary to the airport operation within the district and could address the nuances with parking lot location for uses on airport grounds, which was recommended by the City Planning Commission, which was introduced on April 18, 2016, be enacted with an effective

date of May 12, 2016.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street
Lauren Trible-Laucht, City Attorney

CARRIED unanimously.

4. New Business

4(a).

Presentation of the Police Chief Jeff O' Brien's new command staff and update regarding the direction of the Police Department.

The following addressed the Commission:

Jeffrey O'Brien, Police Chief
Kevin Dunklow, Police Patrol Division Captain
Jim Bussell, Police Detective Captain
Benjamin Marentette, City Clerk

4(b).

Removed from the Agenda.

4(c).

Initial delivery of the City Manager's proposed budget for Fiscal Year 2016-2017 and scheduling a public hearing on all funds and budgets for Tuesday, May 17, 2016, at 7 p.m.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Werner, seconded by Haas, that the City Manager's Proposed Budget for Fiscal Year 2016/2017, including the six-year capital improvements

plan, the proposed tax rate and the Traverse City Light and Power and Downtown Development Authority budgets be scheduled for public hearing on Tuesday, May 17, 2016.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

4(d).

Consideration of adopting a resolution supporting House Bill 5578, which addresses some of the negative effects to municipalities in connection with the current 'dark store' tax appeals issue.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Shamroe, seconded by Richardson, that the Resolution of Support for House Bill 5578, which addresses some of the negative effects to municipalities in connection with the current 'dark store' tax appeals issue, be adopted.

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

CARRIED unanimously

4(e).

Consideration of adopting to make permanent the following traffic control orders:

- #594, which prescribes a 5-ton load limit on Indian Trail Boulevard between Airport Access Road and the easterly City limits
- #595, which provides for handicap parking on the north side of West Front Street immediately west of Hall Street and on the south side of West Front Street in a portion of the 500 block
- #597, which provides for right turns only for westbound traffic on Eighth Street at Boardman Avenue
- #598, which provides for immediate pickup and drop off only on the south

side of Seventh Street between Pine Street and Wadsworth Street

The following addressed the Commission:

Benjamin Marentette, City Clerk
Lauren Trible-Laucht, City Attorney
Jim Tuller, Fire Chief
Tim Lodge, City Engineer

Moved by Lewis, seconded by Richardson that Temporary Traffic Control Orders: #594- which prescribes a 5-ton load limit on Indian Trail Boulevard between Airport Access Road and the easterly City limits; #595- which provides for handicap parking on the north side of West Front Street immediately west of Hall Street and on the south side of West Front Street in a portion of the 500 block; #597- which provides for right turns only for westbound traffic on Eighth Street at Boardman Avenue; #598- which provides for immediate pickup and drop off only on the south side of Seventh Street between Pine Street and Wadsworth Street; be adopted to be made permanent.

CARRIED unanimously.

4(f).

Continued discussion regarding the City Commission's goal and objective for increased walkability.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Russ Soyring, City Planning Director
Rick Buckhalter, 932 Kelley Street

5. Appointments

5(a).

Consideration of appointing a member of the City Commission to serve as alternate member on the Traverse Transportation Coordinating Initiative (formerly known as TC-TALUS).

Moved by Richardson, seconded by Werner that Commissioner Lewis be appointed as alternate member on the Traverse Transportation Coordinating Initiative (seat previously held by Commissioner Howe), term expiring November 13, 2017.

CARRIED unanimously.

5(b).

Consideration of establishing an ad hoc interview committee regarding two appointments to the Historic Districts Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Werner that an ad hoc interview committee be established to make recommendation regarding two three-year terms expiring June 30, 2019 on the Historic Districts Commission, seats previously held by Suzannah Tobin and Ken Zacks; and that Mayor Pro Tem Richardson and Commissioners Haas, and Shamroe be appointed to such Committee, with Mayor Pro Tem Richardson to serve as Chair.

CARRIED unanimously.

5(c).

Consideration of approving the Mayor's appointments to the Human Rights Commission.

Moved by Richardson, seconded by Howe, that the Mayor's reappointment of Jodi Stinnet and Taylor Nash each to one three-year term expiring June 30, 2019, seats previously held by Jodi Stinnet and Taylor Nash and the appointment of Marilyn Jaquish to one three-year term effective June 30, 2016, and expiring June 30, 2019, seat previously held by Steve Mentzer, on the Human Rights Commission, be approved.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

a. Reports, announcements and correspondence from the City Manager.

b. Report from the City Attorney.

c. Announcements from the Deputy City Clerk.

d. Reports, announcements and correspondence from the Mayor and City Commissioners.

e. Reports and correspondence from other City officials, boards and committees.

1. Reports from members of the Commission serving on boards

2. Minutes of the Downtown Development Authority Board of Trustees meeting of April 15, 2016.

3. Report on Accessory Dwelling Units from the Planning Director dated April 19, 2016.

4. Quarterly Report from Traverse City Parking Services for the third fiscal quarter which ended March 31, 2016.

5. Minutes of the Act 345 Retirement System meeting of January 27, 2016.

6. Memo from the City Treasurer/Finance Director regarding delinquent water and sewer charges that will be added to the summer 2016 tax bills for the properties which are delinquent.

e. Reports and correspondence from non-City officials.

1. Monthly Operations Report from CH2M for the Wastewater Treatment Plant for March 2016.

7. Public Comment

The following addressed the Commission:

1. Reserved.

   None.

2. General.

   Chris Maxbauer, 503 West Eighth Street
   Rick Buckhalter, 932 Kelley Street
   John Porter, 1423 Duck Lake Road, Green Lake Township
   Bill Wiesner, 7998 East Fouch Road, Elmwood Township

3. Mayor and City Commissioners.

   Commissioner Richard Lewis
   Benjamin Marentette, City Clerk
   Commissioner Gary Howe
   Commissioner Brian Haas
   Commissioner Amy Shamroe
   Commissioner Tim Werner
   Mayor Jim Carruthers

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:29 pm.

Katelyn Zeits, CMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)

Minutes of the

City Commission for the City of Traverse City

Special Meeting

May 5, 2016

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 1:00 p.m.

Mayor Jim Carruthers, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, Tim Werner, Ross Richardson (arrived 1:03 p.m.).

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

1.

Consideration of an attorney-client communication in connection with Northern Michigan Environmental Action Council v City of Traverse City (possible closed session).

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss an Attorney-Client Privileged communication in connection with Case No. 15-31341-AA regarding Northern Michigan Environmental Action Council v. City of Traverse City (the Pine Street Special Land Use Permit matter), as authorized by MCL 15.268 (h).

(Mayor Pro Tem Richardson arrived)

Ann Rogers, 1236 Peninsula Drive
Rick Buckhalter,932 Kelley Street
Sherry Coke, 316 West Seventh Street
Judy Nelson, 429 Garfield Avenue
Julia Wagner, 402 West 11th Street
Tom Mair, 612 Fifth Street

Roll Call:

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

No - None.

CARRIED unanimously.

The Commission entered into closed session at: 1:17 p.m.

The City Commission returned to open session at 1:46 p.m.

Moved by Lewis, seconded by Shamroe, that the attorney-client communication dated April 29, 2016, in connection with this matter be released to the public.

CARRIED unanimously.

2.

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

None.

Moved by Lewis, seconded by Richardson, that the meeting be adjourned.

CARRIED unanimously.

Therefore, the meeting was adjourned at 1:47 p.m.

Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT

Minutes of the

City Commission for the City of Traverse City

Study Session

May 9, 2016

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

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

The following Commissioner was absent: Amy Shamroe.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

1.

Discussion regarding the proposed Traverse City Light and Power Budget, DDA Budget and City Manager's Proposed Budget for Fiscal Year 2016/2017.

The following addressed the Commission:

Marty Colburn, City Manager
William Twietmeyer, City Treasurer/Finance Director
Rob Bacigalupi, Downtown Development Authority Executive Director

There being no objection, Mayor Jim Carruthers declared a recess.

Tim Arends, Traverse City Light and Power Executive Director

2.

Consideration of entering into closed session as requested by the City Manager to discuss collective bargaining agreement negotiation strategy.

Moved by Werner, seconded by Howe, that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss negotiation and strategy in connection with the negotiation of all of the City's collective bargaining agreements, as authorized by MCL 15.268(c).

Roll Call:

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

No. None.

CARRIED unanimously. (Shamroe absent)

3.

Announcements from the City Clerk.

The following addressed the Commission:

Marty Colburn, City Manager

4.

Public comment

The following addressed the Commission:

Chris Maxbauer, 503 West Eighth Street
Ann Rogers, 1236 Peninsula Drive

The Commission entered into closed session at 10:02 p.m.

DRAFT

The Commission returned to open session at 10:14 p.m.

Moved by Richardson, seconded by Howe, to adjourn.

CARRIED unanimously.

The City Commission adjourned at 10:14 p.m.

Benjamin C. Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT

Minutes of the

City Commission for the City of Traverse City

Special Meeting

May 17, 2016

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:00 p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

1.

Consideration of establishing Items 2 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.

Moved by Lewis, seconded by Shamroe, that the City Commission established a Special Consent Calendar for Items 2 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.

CARRIED unanimously.

As request by Mayor Pro Tem Richardson, Agenda Item 2 was removed from the Consent Calendar.

DRAFT

As requested by Commissioner Howe, Agenda Item 6 was removed from the Consent Calendar.

As requested by Mayor Carruthers, Agenda Item 7 removed from the Consent Calendar.

As requested by Karl Bezyak, 138 East 16th Street, Agenda Item 4 was removed from the Consent Calendar.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 9 was removed from the Consent Calendar.

Moved by Lewis, seconded by Richardson, that the Special Consent Calendar as amended, be approved:

2.

Removed from the Special Consent Calendar.

3.

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.

4.

Removed from the Special Consent Calendar.

5.

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.

6.

Removed from the Special Consent Calendar.

7.

Removed from the Special Consent Calendar.

8.

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.

9.

Removed from the Special Consent Calendar.

CARRIED unanimously.

Items Removed from the Special Consent Calendar:

1.

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.

The following addressed the Commission:

Matt Cowall, Recreational Authority Executive Director

Moved by Richardson, seconded by Howe, 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.

CARRIED unanimously.

2.

Consideration of authorizing a service order for painting of crosswalks, parking areas and street legends.

The following addressed the Commission:

Dave Green, Director of Public Services

Moved by Howe, seconded by Shamroe, 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 the 2016 Street Painting of legends, crosswalks and parking areas, with funds available in the various Streets, Parks and Recreation, and Auto Parking Funds.

CARRIED unanimously.

3.

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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Werner, 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.

CARRIED unanimously.

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.

The following addressed the Commission:

Marty Colburn, City Manager
Karl Bezyak, 138 East 16th Street

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

CARRIED unanimously.

5.

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.

The following addressed the Commission:

Marty Colburn, City Manager
Rick Buckhalter, 932 Kelley Street

Moved by Haas, seconded by Howe, 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.

CARRIED unanimously.

Topics for Discussion:

10.

Public hearing regarding the City Manager's Proposed Budget for Fiscal year 2016/2017.

Mayor Carruthers opened the public hearing.

The following addressed the Commission:

Marty Colburn, City Manager

Rick Buckhalter, 932 Kelley Street
Chris Maxbauer, Grand Traverse County Commissioner, 803 West Eighth Street
Homer Nye, 228 South Spruce Street
Rebecca May, 228 South Spruce Street

There being no one further desiring to speak/ there being no one desiring speak, Mayor Carruthers closed the public hearing; and no action was taken.

11.

Consideration of one appointment to the Traverse City Arts Commission.

Moved by Howe, seconded by Richardson, 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.

CARRIED unanimously.

12.

Consideration of establishing an ad hoc interview committee regarding appointments to two regular member seats on the Board of Zoning Appeals.

Moved by Richardson, seconded by Lewis, that Jeff Cockfield, be reappointed as regular member to one three year term expiring June 30, 2019, and that Caroline Gersch be appointed as regular member to one three year term expiring June 30, 2019, seat previously held by Quinn Raftery, effective June 30,2016, on the Board of Zoning Appeals.

CARRIED unanimously.

13.

Announcements from the Deputy City Clerk.

The following addressed the Commission:

Katelyn Zeits, Deputy City Clerk

14.

Public Comment

The following addressed the Commission:

Zach Dittenber, 9700 East Traverse Highway
Chris Maxbauer, 503 West Eighth Street
Rick Buckhalter, 932 Kelley Street
Claire Bergin, 4665 Arbor Grove
Sarah David, 6075 Lillian Lane
Karl Bezyak, 138 East 16th Street
Marty Colburn, City Manager

There being no objection, Mayor Carruthers declared the meeting adjourned at 8:17 pm.

Katelyn Zeits, CMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT

Minutes of the

City Commission for the City of Traverse City

Special Meeting

May 23, 2016

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:00 p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

1.

Presentation by Mayor Carruthers of a Proclamation declaring May 16-20, 2016, as School Garden Week to Sarah Eichberger, of Michigan State University Extension.

2.

Continued discussion regarding the City Manager's Proposed Budget for Fiscal Year 2016/2017.

The following addressed the Commission:

Marty Colburn, City Manager
William Twietmeyer, City Treasurer/Finance Director

Dave Green, Director of Public Services

There being no objection, Mayor Jim Carruthers declared a recess.

Moved by Richardson, seconded by Howe, that the proposed budget feature an additional $200,000 for sidewalks, with $300,000 in total allocation for infill and new sidewalks; and $100,000 in total allocation for maintenance and repair.

Geraldine Greene, 214 East 11th Street

CARRIED unanimously.

Moved by Lewis, seconded by Howe, that the proposed budget which is to feature an additional $200,000 for sidewalks be funded as follows: $100,000 from the Economic Development Fund and $100,000 from the Special Assessment Fund.

CARRIED unanimously.

3.

Announcements from the City Clerk.

The following addressed the Commission:

None.

4.

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

David Lather, 2010 Arrowhead Drive
Geraldine Greene, 214 East 11th Street

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 10:14 p.m.

Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

Minutes of the

City Commission for the City of Traverse City

Special Meeting

May 31, 2016

A special meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7:00 p.m.

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

The following Commissioners were absent: Richard I. Lewis

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

1.

Consideration of authorizing an option extension agreement to extend the required purchase date for the property at 145 West Front Street to June 8, 2016.

The following addressed the Commission:

Marty Colburn, City Manager
Jean Derenzy, Deputy Director of Planning and Development
Lauren Trible-Laucht, City Attorney
Rob Bacigalupi, Executive Director of Downtown Development Authority

Moved by Haas, seconded by Shamroe, that the Mayor and City Clerk an amendment to the option extension agreement for the purchase of 145 West Street with Great Lakes Central Properties 124, LLC, and Great Lakes Central Properties 145, LLC, dated October 26, 2015, (authorized September 8, 2015), to extend the term of the option to June 8, 2016, such amendment subject to approval

to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street
Chuck Judson, 101 North Park Street, Suite 200, Chairman of the Downtown Development Authority Board of Directors

CARRIED unanimously. (Lewis absent)

2.

Discussion regarding allocation of the proceeds from the sale of the Coal Dock Property.

The following addressed the Commission:

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

3.

Announcements from the Deputy City Clerk.

The following addressed the Commission:

Katelyn Zeits, Deputy City Clerk

4.

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

Rick Buckhalter, 932 Kelley Street
John Ingwersen, 9521 Grandview Road, Elmwood Township
Mary Ashbach (sp?), Cedar, Solon Township
Commissioner Tim Werner
Commissioner Gary Howe

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:04 pm.

Katelyn Zeits

Katelyn Zeits, CMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: #2 DIESEL FUEL PURCHASE

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

The following is a summary of these bids.

Vendor	City	Price/gallon
Scotland Oil	Alma	$1.6781
Crystal Flash	Traverse City	$1.69895
Lemmen Oil	Coopersville	$1.695
Brenner Oil	Mount Pleasant	Did not bid
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilbert's Service	Traverse City	Did not bid

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

that the City Manager be authorized to issue a confirming purchase order in the amount of $16,791.07 to Scotland Oil Co. for 10,006 gallons of dyed #2 diesel fuel without additives priced at $1.6781 per gallon with funds available in the Garage Fund.

MC/wb
K:\TCCLERK\City Commission\Fuel Purchase\diesel fuel purchase_20160606

The previous purchase price on 3/23/16 was $1.39475 per gallon.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: UNLEADED GASOLINE PURCHASE

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

The following is a summary of these bids.

Vendor	City	Price/gallon
Crystal Flash	Traverse City	$1.7738
Lemmen Oil	Coopersville, MI	$1.788
Brenner Oil Company	Holland, MI	Did not bid
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil Co.	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

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

that the City Manager be authorized to issue a confirming purchase/service order in the amount of $17,734.45 to Crystal Flash Energy for 9,998 gallons of unleaded gasoline priced at $1.7738 per gallon with funds available in the Garage Fund.

MC/wb
K:\TCCLERK\City Commission\Fuel Purchase\Unleaded fuel purchase_20160606

The previous purchase price on 3/16/16 was $1.320461 per gallon.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: SUMMER TAX COLLECTION AGREEMENTS

Attached is a memo from City Treasurer/Finance Director William Twietmeyer, explaining three, five-year agreements with Northwestern Michigan College, Traverse Bay Area Intermediate School District, and Traverse City Area Public Schools for the collection of summer taxes.

The follow motion would be appropriate:

that the Mayor and City Clerk execute a five-year agreement with Northwestern Michigan College (NMC) at $.66 per parcel for the collection of summer taxes for NMC, and a five-year agreement with Traverse City Area Public Schools (TCAPS) at $.66 per parcel for the collection of summer taxes for TCAPS, and a five-year agreement with Traverse Bay Area Intermediate School District (TBAISD) at $.33 per parcel for the collection of summer taxes for TBAISD, such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.

MC/kez

k:\tcclerk\city commission\agreements\SummerTaxCollection_20160606.doc

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director W.E.T.
Subject: Summer Tax Collection Agreements
Date: June 1, 2016

The agreements to collect summer property taxes with Northwestern Michigan College, Traverse Bay Area Intermediate School District, and Traverse City Area Public School District have expired. Attached are new five year agreements, which contain the same terms and conditions of the expired agreements.

I reviewed these agreements and I believe that the terms are fair and very workable. We currently enjoy a good relationship with NMC, TBA, and TCAPS and would like to continue this relationship. I request that these agreements be renewed for five more years and request that these agreements be submitted to the City Commission for their approval at the next regularly scheduled Commission meeting.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: BANK RESOLUTION

Attached is a memo from City Treasurer/Finance Director William Twietmeyer regarding a resolution which designates bank depositories for City funds and authorizes the City Treasurer/Finance Director to make deposits and invest such deposits. As mentioned by Mr. Twietmeyer, it is preferred that this resolution is adopted annually.

I recommended the following motion:

that the annual resolution designating bank depositories for City funds and authorizing the City Treasurer/Finance Director to make deposits and invest funds with such depositories, be adopted.

MC/kez
K:tcclerk/city commission/resolutions/BankDepositories_20150601.doc

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director W.E.T.
Subject: Bank Resolution
Date: May 25, 2016

Attached is an updated bank resolution. The banks and I prefer that this resolution be updated and adopted annually by the City Commission. Please note that there is no change from the resolution that was approved last year..

I would like to request that the City Commission adopt the bank resolution at its next regularly scheduled meeting. Please place this item on the consent calendar for their consideration and approval.

The City of Traverse City

Office of the City Clerk

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

RESOLUTION

Because under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12, MSA 3.752), this legislative body is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County, City , or other political units coming into the hands of the City Treasurer, in one or more banks, savings and loan associations or credit unions within the State.

THEREFORE BE IT RESOLVED that: (1) the City Commission of the City of Traverse City hereby directs William E. Twietmeyer, City Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into his hands as Treasurer in any bank, savings and loan association or credit union within the state which is a legal depositor as defined by State and/or Federal law, and (2) subject to investment policies adopted from time to time by the City Commission, the Treasurer is authorized to invest funds in these institutions or invest in any investment legally permitted by State Statute Act No. 20 of the Michigan Public Acts of 1943, as amended (MCL 129.91, MSA 3.843) or Federal law or regulation within the limits set therein.

RESOLVED that the City Treasurer is authorized to enter into and execute on behalf of the City any agreements with any bank or trust company or corporation for the safekeeping or third party custodianship of any of the City's securities or deposits.

RESOLVED that pursuant to City Charter section 84 the above banks be designated as depositories for investment of City funds and that such funds be deposited as investments in said banks and be subject to withdrawal upon check, note, draft, bills of exchange, acceptances, undertakings of other orders for the payment of money when signed on behalf of this City.

RESOLVED that the City Clerk be, and is hereby authorized to certify to the above banks the foregoing resolution and that the provisions thereof are in conformity with the Charter and Ordinances of this City.

RESOLVED that the past use of these institutions as depositories is ratified, and all resolutions or motions inconsistent herewith are hereby rescinded.

I FURTHER CERTIFY that there is no provision in the Charter or Ordinances of said corporation limiting the power of the City Commission to pass the foregoing resolution and that the same is in conformity with the provisions of said Charter and Ordinances.

I hereby certify that the above Resolution was adopted at the June 6, 2016, Regular Meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684.

_____

Benjamin C. Marentette, MMC, City Clerk

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: SCHEDULE PUBLIC HEARING – YEAR-END BUDGET AMENDMENTS

Attached is a memo from William Twietmeyer, City Treasurer/Finance Director, requesting the City Commission schedule a public hearing regarding year-end budget amendments.

I recommend the following motion:

that a public hearing regarding year-end budget amendments for Fiscal Year 2015-2016 be scheduled for June 20, 2016.

MC/kez
k:\tcclerk\city commission\budget\budgetamendphsched_20160606.doc

copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director W. E. T.
Subject: Budget Amendment
Date: May 31, 2016

Our office is reviewing the accounting records of the City for the fiscal year 2015-2016. It appears that the City Commission will need to make some budget amendments prior to the fiscal year end. Most of these amendments appear to be housekeeping in nature. We will have more details after our June 10 check run. In the event that we may need to reflect an overall increase in either budgeted revenue or budgeted expenses in the General Fund, a public hearing would be necessary in conjunction with these year-end budget amendments. Therefore, I request that a public hearing be scheduled for the June 20, 2016 City Commission meeting for purposes of increasing budgeted revenue and budgeted expenses in the General Fund. Please place this item on the consent calendar of the June 6, 2016 City Commission meeting.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: HVAC SERVICE AND SNOW MELT SYSTEM FOR TRAVERSE CITY PARKING SERVICES

Attached is a memo from Nicole VanNess, Parking Administrator, requesting that the City issue a service order to Arms & Cole for HVAC and snow melt services for Traverse City Parking Services.

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

that the City Manager be authorized to approve a three-year service order to Arms & Cole, in the amount of $2,510.00 (annual fee) or $89.67 an hour, for heating, ventilation and air conditioning services for the two parking decks and the parking systems' snow melt system at 149 East State Street, with funds available in the Parking Services fund.

MC/jd

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

Memorandum

To: Rob Bacigalupi, DDA Executive Director

From: Nicole VanNess, Parking Administrator

Date: May 31, 2016

Re: 3 Year HVAC Service Order

We are nearing the end of our current HVAC (heating, ventilation, and air conditioning) multi-year service agreement. This service agreement is used for the two parking garages, and the Parking System's snow melt system at 149 East State Street. Earlier this month, we went out for bids in order to evaluate the current market rates. We received six bids quoting a set annual price which includes State mandated required inspections as called for in the request for bids (RFB), as well as, an hourly rate for general maintenance and service calls.

Below is a tabulation of the bids results. You will see an hourly rate column based on 50 hours. This is the amount of time we estimate that is used annually on HVAC service requests.

Bidder	Yearly Rate	Hourly Rate/Minimum Service Call Response Time	Hourly Rate based on 50 hours	Annual (Yearly + 50 hrs)
Sheren Plumbing & Heating	$3,950.00	Not Provided		$3,950.00+
ABI Mechanical	$3,600.00	$89.50/2 Hour	$4,475.00	$8,075.00
JE Johnson	$3,295.00	$75.00/4 Hour	$3,750.00	$7,045.00
Arms & Cole	$2,510.00	$89.67/1 Hour	$4,483.50	$6,993.50
Temperature Control	$3,945.00	$109.50/2 Hour	$5,475.00	$9,420.00
D & W Mechanical	Y1 - $3,060.00 Y2 - $3,152.00 Y3 - $3,247.00	1st Hour - $119.00 Additional Hour - $89.00 2 Hour	$4,450.00 *Based on $89.00/hr	Y1 - $7,510.00 Y2 - $7,602.00 Y3 - $7,697.00

We have reviewed the bids, and are recommending Arms & Cole. Their annual rate is the lowest, and they are also the lowest based on our annual hourly service estimate.

I recommend the City Commission authorize a three-year service order to Arms & Cole, in the amount of $2,510.00 (annual fee) and $89.67 per hour for services calls, for HVAC services with funds available from the Parking System Fund.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: MAY 31, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: OVERSIZED VEHICLE AND VEHICLE WITH TRAILER PARKING RATE

Attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi explaining a recommendation from the Downtown Development Authority and Parking Administrator Nicole VanNess to adjust parking meter rates for oversized vehicles and vehicles with trailers.

I recommend the following motion:

that the City Commission concurs with the oversized vehicle and vehicle with trailer parking meter rate of $2 per hour as recommended by the Downtown Development Authority Board of Trustees as described in the memo from the Downtown Development Authority Executive Director dated May 31, 2016; and that the City Clerk certify this new rate in the City's Directory of Charges.

MC/kem
K:\TCCLERK\City Commission\Parking Rates\ Parking Meter Rates oversized vehicle_20160606

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

To: Marty Colburn, City Manager

From: Rob Bacigalupi, Executive Director

Re: Oversized Vehicle and Vehicle with Trailer Parking Rate

Date: Tuesday, May 31, 2016

Attached is a memorandum from Parking Administrator Nicole VanNess regarding this request. This rate is twice the standard rate of $1 per hour since these oversized vehicles take up two full parking spaces. This new rate will allow us to more fairly charge vehicles with trailers in lots such as Lot D where there is a boat launch on the river. We would also use this rate to accommodate the occasional recreational vehicle parked in two parallel spaces.

The DDA Board considered this request at their May 20, 2016 meeting, where there was a *motion by Bagdon-McCallum, seconded by Burkholder that the DDA Board of Directors recommend a $2 per hour meter rate for oversized vehicle or vehicle with trailer parking. The motion carried 10-0.*

Memorandum

To: Rob Bacigalupi, DDA Executive Director

From: Nicole VanNess, Parking Administrator

Date: May 4, 2016

Re: Oversized Vehicle and Vehicle w/Trailer Rate

Lot D on the south side of the 300 block of E. Grandview Parkway is currently configured with double spaces that accommodate oversized vehicles or vehicles with trailers. We often hear from boat slip holders and those paying boat launch fees at the Marina that these spaces should mirror boat launch rates or a rate that reflects the use of two spaces. This is a reasonable request, and we would like to implement this new rate after Memorial Day when we will see an increase in the use of this lot.

I recommend the DDA Board of Directors approve a $2 per hour meter rate for oversized vehicle or vehicle w/trailer parking spaces.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: FESTITVAL OF TRAINS EVENT AT THE CITY-OWNED CARNEGIE BUILDING

Attached is a memo from Assistant City Manager Penny Hill recommending that the City Commission authorize a one-year agreement, with up to two, one-year extensions authorized by the City Manager for the annual Festival of Trains Event.

As indicated by Ms. Hill, this popular event is held in the City-owned Carnegie Building. Under the agreement, the Great Lakes Children's Museum would manage and market the event; the Northern Michigan Railroad Club would handle display installation and removal; and the City would provide the venue. Net proceeds would be shared equally between the City and the two partner organizations.

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

that the Mayor and City Clerk execute an agreement with the Northern Michigan Railroad Club and Great Lakes Children's Museum for the management and marketing of the annual Festival of Trains event at the City-owned Carnegie Building, for calendar year 2016, with the City Manager to be authorized to extend the agreement for up to two, one-year terms, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm
k:\tcclerk\city commission\agreements\festival of trains
copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City

Office of the City Manager

TO: MARTIN COLBURN, MANAGER

COPY: DAVE GREEN, DIRECTOR
LAUREN TRIBLE-LAUCHT, CITY ATTORNEY
BENJAMIN MARENTETTE, CITY CLERK
MICHAEL LONG, GREAT LAKES CHILDREN'S MUSEUM
BILL KIRSCHKE, NORTHERN MICHIGAN RAILROAD CLUB

FROM: PENNY HILL, ASSISTANT CITY MANAGER

DATE: MAY 12, 2016

SUBJECT: ANNUAL FESTIVAL OF TRAINS EVENT AT CARNEGIE BUILDING

Background:
Last year the Great Lake's Children's Museum (GLCM), in conjunction with the Northern Michigan Railroad Club (NMRRC) was contracted by the City to manage the annual Festival of Trains event, which had previously been managed by the History Center of Traverse City, and which is traditionally held in December of each year. The contract was for one year only in order to give all parties an opportunity to have a trial basis for fulfilling their responsibilities during the event without a long term commitment.

Last year's event went very well, and with minor recommended adjustments to the current contract, all parties are satisfied that they can commit their organizational resources to managing future Festival of Trains events.

Recommendation:
City staff feels it is in the best interest of the City to enter into a three-way contract for the marketing and management of the Festival of Trains Event, with the Great Lakes Children's Museum marketing and managing the event, the Northern Michigan Railroad Club providing the setup and takedown of the displays, and the City of Traverse City providing the venue at the Carnegie Building. General terms of the proposed contract include:

1. Term: One (1) year term, with two (2) one year extensions authorized upon the approval of the City Manager.
   For the 2016 event: December 10, 2016 through January 3, 2017. The event will be open to the general public from December 14, 2016 through December 31, 2016.

2. Allocation of net proceeds from the event: Northern Michigan Railroad Club, the Great Lakes Children's Museum, and the City of Traverse City will share equally in the net proceeds from the event (after deducting the cost of cleaning and stocking the bathrooms, cleaning the hallways and display areas, promotion/marketing of the event, and sidewalk

snow removal). The total net proceeds are estimated to be between $15,000 and $18,000, depending on attendance.

3. Responsibilities: Northern Michigan Railroad Club to set up, maintain and take down displays, and provide staff for its swap meet.

4. Responsibilities: Great Lakes Children's Museum to promote/market and manage the Festival of Trains event, manage all sales of admission fees, keep an accurate accounting of all proceeds of the event and provide a copy to the City, schedule school groups to attend the event, and manage customer service throughout the event.

Please request the City Commission to consider approval of a three-way contract between the Northern Michigan Railroad Club, the Great Lakes Children's Museum and the City of Traverse City for the 2016 Festival of Trains event, with the City Manager's approval as to content, and the City Attorney's approval as to form.

If you have any questions, please feel free to contact me.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: COAST GUARD CITY COMMITTEE ORDINANCE AMENDMENT – INTRODUCTION

Attached is a memo from City Clerk Benjamin Marentette regarding an ordinance amendment to Chapter 279, United States Coast Guard Committee. In short, this amendment would eliminate voting authority for the Coast Guard Commander as requested by the Coast Guard as well as change the title of the ordinance to clarify the local role of this committee.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Chapter 279, Clarification of Member Voting Rights and Committee Name, which would clarify committee member voting rights and the name of the Committee, be introduced and scheduled for possible enactment on June 20, 2016.

MC/kez
K:\tcclerk\city commission\ordinance amendments\Coast Guard Amendment_20160606.doc

copy: Katie Zeits, Deputy City Clerk

Memorandum

The City of Traverse City

To: Marty Colburn, City Manager

From: Benjamin Marentette, City Clerk

Copy: Katie Zeits, Deputy City Clerk

Date: June 2, 2016

Subject: Coast Guard City Committee Ordinance Amendment

Attached is an ordinance amendment for Chapter 279, United States Coast Guard Committee. This ordinance has been reviewed by the Coast Guard's General Legal Counsel who has requested that the Coast Guard Commander, who is a member of this Committee, not have voting authority.

Further, this ordinance amendment also reflects a change in name. The Coast Guard City Committee is focused on awareness of the Coast Guard as an organization, but more specifically Air Station Traverse City and its members. Therefore, it is my recommendation to change the name of this ordinance to the Traverse City Coast Guard City Committee to clarify the local role of this Committee.

As always, if you have any questions, please do not hesitate to contact me.

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: CLARIFICATION OF MEMBER VOTING RIGHTS AND COMMITTEE NAME

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 279, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

279.01 ESTABLISHMENT.
In recognition of the fact that Traverse City became a Coast Guard City in 2010, and to foster this special historical relationship, there is hereby established a ~~United States~~ Traverse City Coast Guard City Committee pursuant to Section 30 of the City Charter and upon recommendation of the City Manager.
(Ord. 921, Passed 8/15/11)

279.02 COMPOSITION; TERMS OF OFFICE; COMPENSATION; EXPENSES.
The ~~United States~~ Traverse City Coast Guard City Committee shall consist of eight members who may be non-registered electors of the City and who shall have evidenced interest in the advancement of the United States Coast Guard. One member shall be the City Manager or his or her designee ex officio with voting authority, and one member shall be the Commander serving at Coast Guard Air Station Traverse City or his or her designee ex officio with no voting authority ~~with voting authority~~. Other members shall be appointed by the City Commission to terms of three years, except that the initial appointments shall be two members for one-year terms, two members for two-year terms and four members for three-year terms. Members shall be eligible for reappointment. Members shall serve without compensation, but may be reimbursed for actual expenses incurred in Committee activities.
(Ord. 921, Passed 8/15/11; Ord. 925, Passed 10/17/11; Ord. 931, Passed 2/6/12)

279.03 VACANCIES.
In the event of a vacancy on the ~~United States~~ Traverse City Coast Guard City Committee, the City Commission shall appoint a replacement to serve the remainder of the unexpired term.
(Ord. 921, Passed 8/15/11)

279.04 ORGANIZATION.
(a) The ~~United States~~ Traverse City Coast Guard City Committee shall schedule regular meetings to be held at least quarterly and at other times as necessary. All meetings shall be open to the public.
(b) At the first regularly scheduled meeting, the ~~United States~~ Traverse City Coast Guard City Committee shall develop by-laws governing the operations of such Committee.
(c) At the first regularly scheduled meeting, a Chairperson and a Vice-Chairperson shall be elected to a term of one year. City staff shall be the Recording Secretary of the Committee

Officers thereafter shall be elected to one-year terms upon the expiration of the terms of the previously elected officers.

(d) Four members shall be considered a quorum for the transaction of business of the Committee.

(e) ~~Five~~ Four Affirmative Votes to take action.

(Ord. 921, Passed 8/15/11; Ord. 932, Passed 2/6/12)

279.05 DUTIES.

(a) It shall be the duty of the ~~United States~~ Traverse City Coast Guard City Committee to serve in an advisory capacity and to make recommendations to the City Commission on matters relating to the operation, development and planning of the United States Coast Guard services, facilities and programs within the city of Traverse City.

(b) Annually, the ~~United States~~ Traverse City Coast Guard City Committee shall submit, to the City Commission, a report of the year's activities.

(c) The ~~United States~~ Traverse City Coast Guard City Committee tee shall submit to the City Manager a proposed budget for funds necessary for the capital improvements and general operation of the ~~United States~~ Traverse City Coast Guard City Committee systems through the normal budget process.

(d) The ~~United States~~ Traverse City Coast Guard City Committee may solicit and recommend that the City receive any gifts, bequests of money, grants or other real or personal property to be applied for the ~~United States~~ Traverse City Coast Guard City Committee's purposes. The use and disposal of any gifts, bequests of money, grants or other real or personal property received for such purposes, shall be subject to the approval of the City Commission.

(f) The ~~United States~~ Traverse City Coast Guard City Committee shall have such other duties as may be designated by the City Commission.

(Ord. 921, Passed 8/15/11)

The effective date of this Ordinance is the _____day of_____, 2016.

I hereby certify the above ordinance amendment was introduced on_____, at a regular meeting of the City Commission and was enacted on_____, at a regular meeting of the City Commission by a vote of Yes: ____ No: ___ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

_____

James Carruthers, Mayor

_____

Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on _____.

_____

Benjamin C. Marentette, City Clerk

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: LIQUOR LICENSE REGISTRATION REQUEST – SHADY LANE PARTNERS, LLC

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Shady Lane Partners, LLC (Richard Fortune), for a new Winery Tasting Room License for operation at 215 East Front Street (where Great Lakes Distillery is also located). It is also recommended to approve the registration of this license with the City.

I recommend the following motion:

that the resolution recommending approval of the request for a new Winery Tasting Room license from Shady Lane Partners, LLC, be adopted and that the City Clerk be authorized to issue a Liquor License Registration to Shady Lane Partners, LLC, to operate such license at 215 East Front Street.

MC/kez
K:\TCCLERK\City Commission\Liquor License_Regular\New Wine Tasting_Shady Lane_20160606.doc

copy: Richard Fortune, Rich@ShandyLaneCellars.com, richfortune@hotmail.com

Memorandum

The City of Traverse City

TO: Marty Colburn, City Manager

FROM: Benjamin C. Marentette, City Clerk

DATE: Thursday, June 2, 2016

SUBJECT: Liquor License Registration Request – Shady Lane Partners, LLC

Richard Fortune of Shady Lane Partners, LLC has requested a new Winery Tasting Room license to be operated at 215 East Front Street. This is the same location as Great Lakes Distillery; if the request from Shady Lane is approved, Shady Lane would also offer tastings from the same facility along with Great Lakes Distillery. They would also like to register this license with the City as required under Chapter 834 of the Code of Ordinances.

A winery tasting room license is issued to a wine maker or small wine maker to operate an off-site winery tasting room located away from the winery premises.

The applicant has paid the appropriate application fee and this request has been reviewed by the appropriate city departments, including the Police Department, and meets all ordinance/law requirements. The supporting documentation is on file with this office.

I recommend the Commission adopt a resolution recommending approval of this request. This license cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Shady Lane Partners, LLC. I respectfully recommend that the City Commission authorize the City Clerk to issue the registration.

As always, please let me know if you have any questions or if I may be of further assistance.

Google Maps

215 E Front St

Proposed New Winery Tasting Room License in the same location as Grand Traverse Distillery

Map data ©2016 Google 20 ft

Google Maps

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular (regular or special) meeting of the Traverse City (township, city, village) council/board called to order by Mayor Jim Carruthers on Jun 6, 2016 (date) at 7:00 PM (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Shady Lane Partners, LLC (name of applicant)

for the following license(s): Winery Tasting Room License (list specific licenses requested)

to be located at: 215 East Front Street, Traverse City, MI 49684

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ (recommends/does not recommend) this application be considered for approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Traverse City (township, city, village) council/board at a Regular (regular or special) meeting held on Jun 6, 2016 (date)

Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JUNE 6, 2016

DATE: JUNE 3, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PURCHASE OF PAY-BY-SPACE AND PAY HERE SIGNAGE

Attached is a memo from Nicole VanNess, Parking Administrator, regarding the approval to purchase ID signs, Pay Here signs, mounting brackets and base plate covers for parking.

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

that the City Manager be authorized to issue a purchase order to Valley City Signs, in the amount of $13,508.00, plus the cost of freight, for 320 individual stall ID signs, 36 Pay Here signs, 12 mounting brackets, and 12 base plate covers, with funds available in the Parking System Funds.

MC/jd

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

Memorandum

To:	Rob Bacigalupi, DDA Executive Director
From:	Nicole VanNess, Parking Administrator
Date:	May 31, 2016
Re:	Purchase Pay-by-Space and Pay Here Signage

On April 4, 2016, City Commission approved the purchase of 14 multi-space pay stations. In the memo to Commissioners, it was noted that an additional expense may need to be approved in order to purchase the single space signs used to identify the individual space numbers. During the pre-implementation phase, we considered eliminating single space signage and meter posts by going to a Pay-by-Plate (PBP) method. However, at this time, we have determined that we will continue to use the Pay-by-Space (PBS) method rather than changing to PBP. The stations are still fairly new to residents and visitors, and we do not want to complicate or irritate our parking patrons by introducing this method.

Last year, we went out for bid on the individual signage needed to identify the space number patrons enter into the pay station when paying for their parking. Two companies responded to the RFB. We determined we would not go out for bids this year since the bids were received less than a year ago, and the current vendor will honor the same pricing. Last year, we also went out for bid on the Pay Here signage. This signage is mounted near each of the pay stations so patrons can visually see where they need to go to pay for their parking. We have determined we will not go out for bids this year since there was only one company who responded to last year's RFB, and the current vendor will honor the same pricing.

I recommend the City Commission authorize a purchase order to Valley City Signs in an amount of $13,508 plus the cost of freight with available funds from the Parking System Funds. The purchase order will include 320 individual stall ID signs in an amount of $9,920; and 36 Pay Here signs, 12 mounting brackets and 12 base plate covers in an amount of $3,588.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: OPTION AGREEMENT – 145 WEST FRONT STREET

Attached is a memo from Grand Traverse County Deputy Director of Planning and Development Jean Derenzy and Downtown Development Authority Executive Director Rob Bacigalupi regarding the option held by the City for the purchase of 145 West Front Street.

The attached memo addresses key points; I will not repeat them here.

I recommend the following motion, which would move this matter forward as described in the attached memo (5 affirmative votes required):

that the Mayor and City Clerk execute the first amendment to the option agreement with Great Lakes Central Properties 145, LLC and Great Lakes Central Properties 124, LLC (dated October 26, 2015, and authorized September 8, 2015), as described in the June 1, 2016, communication from the Grand Traverse County Deputy Director of Planning and Development and the Downtown Development Authority Executive Director, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that

the City exercise the option to purchase the property located at 145 West Front Street pursuant to the terms of the Option Agreement dated October 26, 2015, and amended June 6, 2016; and that the Mayor and City Clerk execute any documents necessary to exercise the option and close on the purchase of the property, such documents subject to approval as to their substance by the City Manager and their form by the City Attorney.

MC/bcm k:\tcclerk\city commission\agreements\145 west front street option exercise and amendment

copy: Rob Bacigalupi, DDA Executive Director
Jean Derenzy, Grand Traverse County Dep. Director of Planning and Development

Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
jderenzy@grandtraverse.org

To: City Commission

From: Jean Derenzy, City Community Development
Rob Bacigalupi, DDA Director

Date: June 1, 2016

Subject: Exercising Option Agreement

After years of planning, the recommendation to exercise an option to purchase property at 145 West Front Street is before the City Commission for consideration. There has been substantial work to put together the most publicly beneficial property purchase package for the City. An outline of the original purchase option and the new purchase Option is outlined in Attachment A.

To fully understand how we, being staff and the DDA Board, recommend the exercising of the option, it is important to understand the elements of how we got here.

Discovery Phase

1. The work associated with this property purchase started in the DDA TIF 97 Plan whereby a West End public parking deck was identified to be located at 145 West Front Street. In 2002, the Traverse City Place Brownfield Plan was approved, which mirrored the DDA TIF Plan identifying a public parking deck at 145 West Front. The State of Michigan approved $5,490,000 of State tax increment financing to go towards a public parking deck located at 145 West Front Street.

2. The DDA established a parking deck committee over 3 years ago to define best locations in the West Front area. Need was estimated at 400 cars plus or minus based on parking expected to be lost with development as well as existing surplus need. Attachment B provides a quick snapshot of requirements put in place for a property selection.

3. The Parking committee (which has included City Commissioners at all times) determined three potential locations, although capacity for 400 cars was questionable at two of the sites. All three property owners were contacted to gauge interest...and two responded favorably.

4. The Parking committee determined that a stand-alone purchase was preferable to integrating a deck into a proposed project. Based upon the stand alone requirement and the capacity needs, 145 West Front Street was determined to be the preferred location. The DDA anticipated that the parking deck would be eventually developed in a manner similar to the Hardy and the Old Town Deck so that commercial and housing would be developed along Front Street to mask the deck's exterior and enhance the City Master Plan.

Site Determined – Option Agreement for Purchase

5. Early discussions with the owner confirmed the owner's interest to tie the city's desire for parking to the owner's plans for development of 124 West Front Street....directly across the street from the land desired for the deck.

6. In the fall of 2015, the city and the DDA proposed to enter an option agreement in order to purchase all of 145 West Front Street (except the initial 42 feet along Front Street) for a parking deck location. The option price was established at $1.3 million, which was the same price paid by the owner 10 years ago and matched prior appraisals on the site. At that time, the owner requested that a Development Agreement with the City and the BRA be negotiated in order to confirm that his property at 124 West Front Street could be developed with underground parking, and that $1.2million would be available for reimbursable expenses from the BRA. In addition, the owner wanted to develop the 42 feet between the proposed deck location and Front Street.

7. The development contingencies needed further negotiation. Consequently, the option was negotiated for six months in order to allow a full development agreement to be flushed out and negotiated. In addition to the Brownfield aspects referenced above for 124 West Front Street, the owner wanted the city to construct a "white box" for the 42 feet of frontage on Front Street, allowing the owner to complete ground floor commercial development to be transferred back to the Developer as a condominium. The City would determine if the parking deck could go over the commercial development, if parking could not be developed, Great Lakes Central Properties could have the ability to develop housing above the commercial for an established price of $100,000. In the interim, the City has learned the deck could not be constructed over first floor commercial along Front Street, due to geometry of building a parking deck. The inability to "step-back" a parking deck at 45 feet is inefficient and cost prohibitive---Remembering that the City set-backs in this District is at 45. Attachment C provides the estimated property lines at 145 West Front Street

Funding Discussions – Revised Option Agreement

8. Approximately one month before the option expired, the terms of the Development Agreement were analyzed by the City Attorney and City Treasurer. As you will recall, $500,000 of the $1.2 million reimbursement for private underground parking at 124 West Front Street, was identified to come from the City Parking fund in order for the reimbursements to be made upon a certificate of occupancy being obtained at 124 West Front Street. The $1.2 million reimbursement towards the brownfield eligible activities would be repaid from captured TIF. However, the City Treasurer noted that the City's reimbursement was going to benefit private parking...not public parking... and was therefore not eligible for use. There were no other means to fund the $500,000 reimbursement that would work for the development agreement that had been negotiated.

9. The owner still wants to move forward. In an effort to simplify the transaction, the owner has agreed to remove the $500,000 of reimbursement for private underground parking. In doing so, the owner is agreeing to provide the City with an arrangement for the development of the 42 foot strip along Front Street in a manner similar to the other city decks; i.e. the foundation will be put in by the first to construct, with shared costs and the city and the owner will trade easements for the common foundations, and build a fire wall to separate the development from the parking deck. Further there shall be an easement to allow access off of Front Street for a pedestrian walkway to the parking deck. The owner will retain the 42 feet for development per city zoning with no specific timetable for construction. In addition, the BRA will request a DEQ Loan in the amount of $700,000 for environmental activities at the 124 West Front Street. The benefit to the owner is that reimbursement comes immediately upon cleanup, and the loan is paid back to the DEQ five years from receipt of the loan through the capture of tax increment financing from the Brownfield Plan.

10. There is currently a certificate of deposit held by the County Brownfield Authority in the name of Great Lakes Capital. As a component of this property purchase structure, a release of the CD will be considered by the BRA. As the successful implementation of the Traverse City Place Brownfield Plan, there is sufficient TIF capture to repay DEQ loan without a certificate of deposit--- currently $240,000 BRA capture per year.

    The sale of 145 to the city is contingent upon reimbursement of environmental clean-up of 124 and release of the certificate of deposit.

Obtaining property on West End is not just about parking, it is about securing land to provide the best return on public investment.

Additional Information that has been requested, relating to number of parking spaces and when the parking garage can be built. Relating to the number of parking spaces, the estimates are between 337-426 spaces based on various setbacks and 60' maximum height. Estimates are between 439-562 spaces based on various setbacks and 85' maximum height. Without having the actual design, building height, and setback requirements; we cannot provide the firm number of spaces.

Relating to when we can start building a garage. The City/DDA is unable to make a commitment on a building date. The focus now is to secure land on the west side for short-term surface parking and long-term structured parking. This provides confidence to the development community that the City is following through on its responsibility to provide parking downtown, specifically on the west side. Between $5,490,000 from Brownfield, the TIF 97 Fund, which currently generates over $1,500,000 annually and stands to gain another $240,009 annually with Hotel Indigo and Uptown is significant revenue to work towards a west end parking garage. Further, it is anticipated that the parking fund would be able to contribute $125,000 to $250,000 annually towards a west end parking structure bond.

Staff is recommending that the City Commission exercise the Option with Great Lakes Central Properties for 145 West Front Street.

If the City Commission wishes to do so consistent with the terms described in this memorandum, two motions would be appropriate.

1. That the Mayor and City Clerk execute the first amendment to option agreement with such amendment subject to approval as to form by the City Attorney and Substance by the City Manager.

2. That the City exercise the Option to purchase the property located at 145 West Front Street pursuant to the terms of the Option Agreement dated 10/26/15 and amended 06/01/16 and that the appropriate City officials be authorized to execute any documents necessary to exercise the option and close on the purchase of the property, such documents subject to approval as to substance by the City Manager and form by the City Attorney.

ATTACHMENT A
PROPERTY PURCHASE -- 145 WEST FRONT STREET

ORIGINAL STRUCTURE FOR PURCHASE

Purchase Price: $1.3 Million for 24,354 square feet

Seller: 42 feet on Front Street would remain in private hands, with City to "white box" commercial space for a cost of $50,000. (Per all design concepts having commercial mask the parking deck)

City to determine whether to build parking above private commercial development on Front Street; if no structure built above, first right of refusal to build housing above structure would be with Great Lakes for cost of $100,000

Foundations: City shall construct and bear the cost of common foundations to support the whole structure.

124 WEST FRONT

Reimbursement of $1.2 Million for Private underground parking at 124 W Front. To be identified within Local Work Plan.

Source of reimbursement: City Parking Fund and Brownfield Revolving Loan Fund

Development Agreement required between DDA, BRA, City and Great Lakes Capital to identify:

1) Source of repayment for private underground parking at 124 W Front
2) Timing of reimbursement to City Parking Fund and BRA Local RLF

NEW STRUCTURE FOR PURCHASE

Purchase Price: $1.3 Million for 24,354 square feet. City to determine whether to build public underground parking under private commercial development.

Seller: 42 feet on Front Street would remain in private hands. (Per all design concepts having commercial mask the parking deck)

City will not build parking above private commercial development on Front Street. Air rights will remain with private.

Foundations: Party who is first to construct shall construct common foundation to support public underground parking and commercial space above. Cost differential between building common and independent foundations would be shared by parties.

124 WEST FRONT

Reimbursement of $700,000 for environmental costs at 124 W Front.

Source of reimbursement: DEQ Loan

Source of repayment to DEQ: BRA Tax Increment Financing.

Development Agreement only between BRA and Great Lakes Capital to identify:

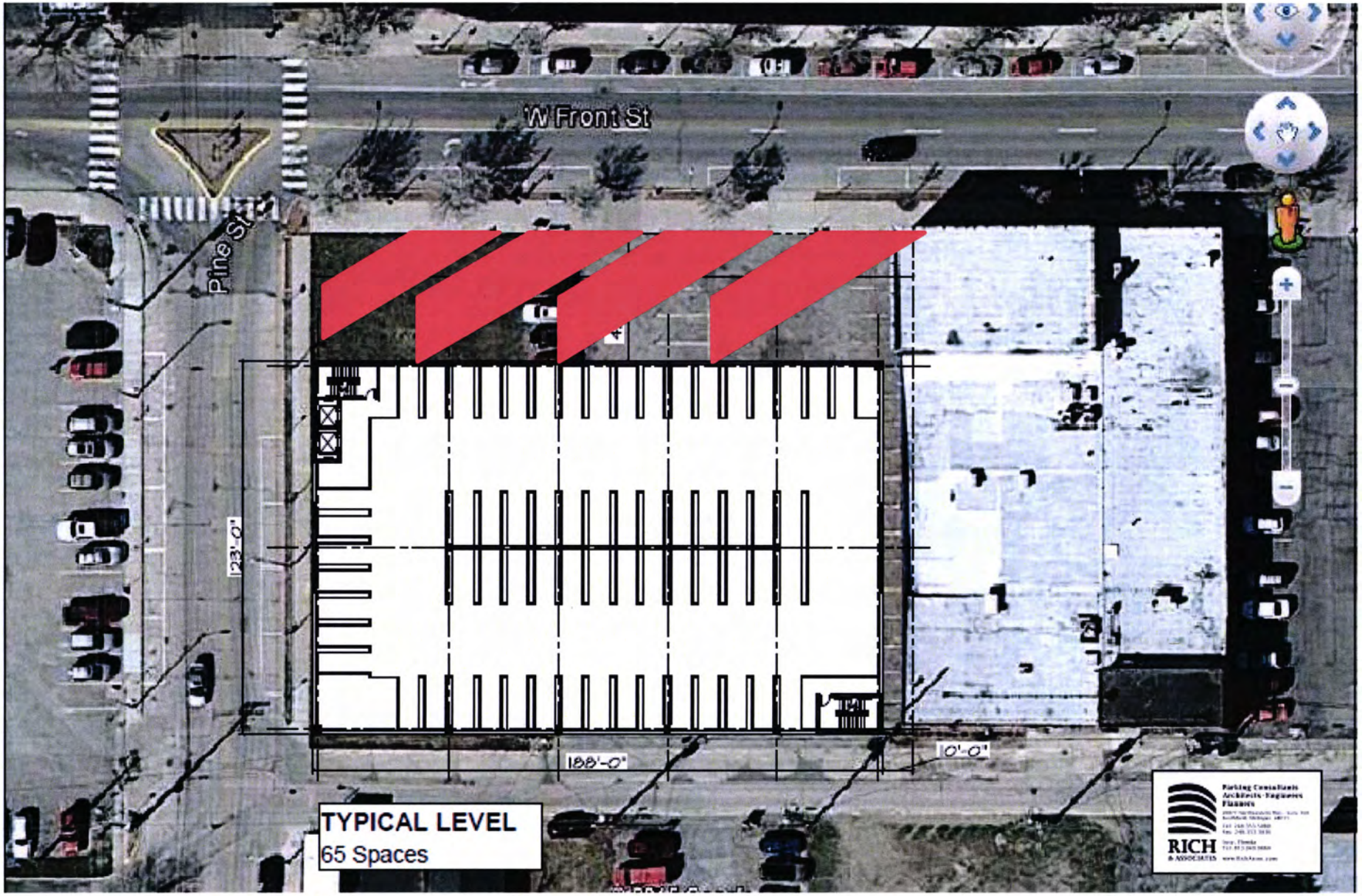
Local Work Plan to be approved by Brownfield Authority for non-environmental costs.

ATTACHMENT B
EVALUATION OF PROPERTIES

CRITERIA	145	305	PAULOS PROPERTY (130, 128 124 W. STE
Location (Front/Pine/State)	✓	✓	✓
Is Property Available	✓	✓	
Stand Alone Deck	✓		
Control Timing of When to Build	✓		
Space for 400 + Spaces	✓	✓	
	MEETS ALL CRITERIA		

Attachment C

Proposed Commercial Space: Area Shaded in Red



Prepared By: Grand Traverse County Planning & Development

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: BUDGET – FISCAL YEAR 2016/2017

Attached are the budget resolutions which need to be adopted as separate motions at the meeting Monday evening. The requested actions reflect the operating budgets for the City, Downtown Development Authority and Traverse City Light and Power Department and the capital improvement plans of both the City and Traverse City Light and Power. As mentioned previously, the City Planning Commission has approved the proposed Six-Year Capital Improvement Plans for both the City and Traverse City Light and Power.

The budget has been prepared to reflect that the City Commission is waiving the Property Tax Administration Fee; a resolution is attached which would waive the fee – if the resolution is not adopted, the fee is automatically implemented.

The proposed ACT 345 millage is 2.32; which is the same as last year. 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. Also included is the adoption of resolutions certifying the City millage, 11.1167, and the DDA millage, 1.8038, which will remain the same as last year. The DDA millage is only levied in the DDA District.

From the original proposed budget, the following changes have been made as requested by the City Commission:

- An additional $200,000 General Fund allocation for sidewalks, for a total General Fund allocation of $400,000; with $300,000 of that amount for infill and new sidewalks and $100,000 for sidewalk maintenance and repair. ($100,000 of the additional allocation is coming from the Special Assessment Fund and the other $100,000 is coming from the Economic Development Fund

- As requested by Commissioner Lewis at the May 9 Special Meeting, where there appeared to be consensus, to have the City Opera House Fund cover the following, which are currently covered by the City Opera House:

Item	Amount
Elevator repair/maintenance	$ 4,800
Fire System Monitoring	$ 1,200
Heating/Cooling Maintenance	$ 3,600
Natural Gas (heating)	$ 8,000
Total	**$17,600**

As you are aware, the City budget may be amended throughout the year by City Commission action.

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.

The following motions would be appropriate – the City Commission can consider these motions individually or as one motion

1. **that the Resolution to Waive the Traverse City Property Tax Administration Fee for Fiscal Year 2016-2017, be adopted.**

2. **that the Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2016-2017, be adopted.** (Five affirmative votes required)

3. **that the Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2016-2017, be adopted.** (Five affirmative votes required)

4. **that the Resolution Certifying Tax Levy for The City of Traverse City for Fiscal Year 2016-2017, be adopted.** (Five affirmative votes required)

5. **that the Resolution Certifying Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2016-2017, be adopted.** (Five affirmative votes required)

6. **that the Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2016-2017, Including the Capital Improvement Plan, be adopted.** (Five affirmative votes required)

7. **that the Resolution Adopting The City of Traverse City Fiscal Year 2016-2017 Comprehensive Annual Budget Report, be adopted.** (Five affirmative votes required)

8. **that the Resolution Adopting the City of Traverse City Fiscal Year 2016-2017 Capital Improvements Plan and Capital Projects Fund, be adopted.** (Five affirmative votes required)

MC/bcm
K:tcclerk/city commission/budget/16_17 Budget Approval_20160606.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

Office of the City Clerk

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

Resolution to Waive Traverse City Property Tax Administration Fee for Fiscal Year 2016-2017

Because, the City Commission of the City of Traverse City, Grand Traverse County and Leelanau County, Michigan, adopted a resolution on May 2, 1983, which authorized the imposition of a property tax administration fee; and

Because, that resolution reserved the right and authority to waive all or part of the property tax administration fee imposed by that resolution for a specific tax levy and collection period by the adoption of a resolution to that effect; now, therefore be it

Resolved, by the City Commission of the City of Traverse City, Grand Traverse County and Leelanau County, Michigan, that no property tax administration fee be collected on any property tax levied within the City for Fiscal Year 2016-2017.

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016 at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

_____

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

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

Resolution Certifying Tax Levy for
Downtown Development Authority for Fiscal Year 2016-2017

Resolved, by the City Commission of Traverse City, Michigan, that the City Assessor of Traverse City shall, as soon as the City Clerk shall certify to her the amount of the tax levy fixed by the City Commission, which is established at 1.8038 mills, and within three (3) days after the adoption by the City Commission of the DDA Budget for the fiscal period of July 1, 2016, to June 30, 2017, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll which are located within the Downtown Development Authority as described in Chapter 298.04 of the Traverse City Code of Ordinances accordingly, and in proportion to the valuation entered thereon the amount of said tax levy.

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

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

Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2016-2017

Resolved, that to defray the cost of appropriations contained in the Downtown Development Authority budget portion of said document, the estimated sum of $128,000 based on Resolution Adopting Budget on a rate of 1.8038 mills shall be raised by taxation within the area of the Traverse City Downtown Development Authority District as described in Chapter 298.04 of the Traverse City Code of Ordinances, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it

Resolved further, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2016.

DOWNTOWN DEVELOPMENT AUTHORITY FUND	891,989
TAX INCREMENT FINANCING DISTRICT 97 FUND	1,859,000
TAX INCREMENT FINANCING DISTRICT 2 FUND	458,025

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

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

Resolution Certifying Tax Levy
for the City of Traverse City for Fiscal Year 2016-2017

Resolved, by the City Commission of the City of Traverse City, Michigan, that the City Assessor of Traverse City, shall as soon as the City Clerk shall certify to her the amount of the tax levy fixed by the City Commission, which is established at 11.1167 mills, and within three (3) days after adoption by the City Commission, the budget for fiscal period of July 1, 2016, to June 30, 2017, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly, and in proportion to the valuation entered thereon, the amount of tax with all delinquent special assessments and delinquent wastewater, electrical and water charges, as recorded by the City Treasurer and on file with the Office of the City Treasurer, such record to be a permanent record of the City of Traverse City.

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

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Resolution Certifying Tax Levy for Act 345
Police and Fire Pension System for Fiscal Year 2016-2017

Resolved, by the City Commission of the City of Traverse City, Michigan, that the City Assessor of Traverse City, shall as soon as the City Clerk shall certify to her the amount of the ACT 345 tax levy fixed by the City Commission, which is established at 2.32 mills, and within three (3) days after adoption by the City Commission, the budget for fiscal period of July 1, 2016, to June 30, 2017, inclusive, proceed to ratably assess to all persons and pieces of property on the assessment roll accordingly, and in proportion to the valuation entered thereon, the amount of said tax levy.

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

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tcclerk@traversecitymi.gov

Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2016-2017 Including the Capital Improvement Plan

Resolved, that the Traverse City Light and Power Board has caused a budget document, to be prepared and presented to the City Commission covering the fiscal year commencing July 1, 2016, and ending June 30, 2017, and that the proposed budget document of the Traverse City Light and Power Department for the fiscal period of July 1, 2016, through June 30, 2017, is hereby approved in its entirety in the amount of $37,636,100 and the Fiber Optics Fund of $581,904, pursuant to the Charter of the City of Traverse City, Section 179(j); and that the Traverse City Light and Power Board is hereby authorized to adopt this budget, as submitted; further, be it

Resolved, that the Traverse City Light and Power Board has caused a Capital Improvements Plan to be prepared and presented to the City Commission covering the fiscal year commencing July 1, 2016, and ending June 30, 2017, and is hereby approved in its entirety; and that the Traverse City Light and Power Board is hereby authorized to adopt this Capital Improvements Plan, as submitted.

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

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

Resolution Adopting the City of Traverse City
Fiscal Year 2016-2017 Comprehensive Annual Budget Report

Because, the City Manager has caused a budget document, to be prepared and presented to this City Commission covering the fiscal year commencing July 1, 2016, and ending June 30, 2017; and

Because, this document has been placed on file in the Office of City Clerk and made available for public examination; and

Because, a public hearing upon the adoption of this document has been held as required by the City Charter; and

Because, as a result of this public hearing and its own study, the City Commission has caused certain changes to be made; now, therefore, be it

Resolved, that the proposed budgets listed below as amended by the City Commission of Traverse City entitled City of Traverse City 2016-2017 Comprehensive Annual Budget Report of the City of Traverse City, Michigan, for the fiscal period of July 1, 2016, through June 30, 2017, excluding the budgets for Traverse City Light and Power and the Downtown Development Authority, which shall be adopted by separate resolution and that the City Manager be, and is hereby authorized to make expenditures provided for in said budget, providing said expenditures be made according to law; further be it

Resolved, that the budget be placed on file in the Office of the City Clerk and be made a permanent record of the City of Traverse City and is made part of this resolution by reference; further be it

Resolved, that to defray the costs of the appropriations contained in said budget the estimated sum of $8,742,000 based on the rate of 11.1167 mills shall be raised in the City of Traverse City, Michigan, by taxation for municipal purposes for the fiscal period of July 1, 2016, through June 30, 2017 inclusive, in accordance with the Charter of the City of Traverse City and the laws of the State of Michigan relative to the taxation of real and personal property; further be it

Resolved, that to defray the costs of the appropriations contained in said budget the estimated sum of $1,804,500 based on the rate of 2.32 mills shall be raised in the City of Traverse City, Michigan by taxation for, defraying the cost of supporting the retirement plan for qualified personnel of the Department of Public Safety of the City of Traverse City, Michigan pursuant to the provisions of ACT 345 of the Public Acts of 1937, as amended, as approved by a vote on November 3, 1970;

Resolved, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2016.

GENERAL FUND

Departments:	
City Commission	89,300
City Manager	409,000
Human Resources	235,600
GIS Department	133,200
City Assessor	426,600
City Attorney	215,300
City Clerk	492,400
City Treasurer	438,000
Police	3,734,300
Fire	2,851,000
Engineer	748,400
Planning and Zoning	496,200
Parks and Recreations	2,048,800
Oakwood Cemetery	401,000
DPS Director and Streets Administration	656,500
Government Owned Buildings	120,000
Appropriations	131,500
Contingencies	25,000
Transfers Out – Capital Projects	670,000
Transfers Out – Other	994,000
Capital Outlay	57,000
TOTAL GENERAL FUND	**15,373,100**

SPECIAL REVENUE FUNDS

1.	BUDGET STABILIZATION FUND	11,500
	MOTOR VEHICLE HIGHWAY - MAJOR STREETS FUND	1,000,500
	MOTOR VEHICLE HIGHWAY - LOCAL STREETS FUND	1,381,000
	MOTOR VEHICLE HIGHWAY - STATE TRUNKLINE FUND	300,000
	HAZARDOUS MATERIAL RESPONSE TEAM FUND	25,400
	ACT 302 POLICE TRAINING FUND	6,500
	STATE DOMESTIC PREPAREDNESS EQUIPMENT GRANT FUND	50,000

COLLEGE PARKING FUND	27,500
TRAVERSE CITY/GARFIELD JOINT PLANNING FUND	8,000
HERITAGE CENTER FUND	385,800
PEG CAPITAL FUND	20,000
SENIOR CENTER BUILDING FUND	5,000
COUNTY SENIOR CENTER FUND	130,000
COAST GUARD COMMITTEE FUND	61,000
HOMELAND SECURITY TRAINING GRANT FUND	30,000
CITY OPERA HOUSE FUND	115,000
BANNER PROGRAM FUND	12,000
ECONOMIC DEVELOPMENT FUND	115,000
MCCAULEY ESTATE TRUST FUND	42,000
BROWN BRIDGE MAINTENANCE FUND	65,000
ACT 345 MILLAGE FUND	1,805,000
BROWN BRIDGE TRUST – PARKS IMPROVEMENT FUND	300,000
PUBLIC ARTS COMMISSION FUND	100,000
DEBT SERVICE FUNDS	
PARKING BOND DEBT RETIREMENT FUND – TAX EXEMPT	700,500
PARKING BOND DEBT RETIREMENT FUND – TAXABLE	150,000
PARKING BOND DEBT RETIRMENT FUND – OLD TOWN	0
CAPITAL PROJECTS FUNDS	
PARKING CONSTRUCTION BOND FUND – TAX EXEMPT	700,000
PARKING BOND CONSTRUCTION FUND – TAXABLE	100,000

COUNTY WIDE ROAD MILLAGE FUND	750,000
STORMWATER-ASSET MANAGEMENT – WASTEWATER GRANT FUND	1,073,800
SPECIAL ASSESSMENT FUND	350,000
CAPITAL PROJECTS FUND	1,245,000
PERMANENT FUNDS	
BROWN BRIDGE TRUST FUND	215,000
CEMETERY TRUST FUND	15,000
CEMETERY PERPEUTAL CARE TRUST FUND	15,000
ENTERPRISE FUNDS	
PARKING SYSTEM FUND	2,869,600
WASTEWATER FUND	7,378,300
WATER FUND	3,961,000
DUNCAN L CLINCH MARINA FUND	653,525
INTERNAL SERVICE FUNDS	
GARAGE FUND	3,150,500

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

_____

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
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(231) 922-4480
tcclerk@traversecitymi.gov

Resolution Adopting the City of Traverse City Fiscal Year 2016-2017 Capital Improvements Plan and Capital Projects Fund

Because, the City Manager has caused a Capital Improvements Plan, to be prepared and presented to this City Commission covering the fiscal year commencing July 1, 2016, and ending June 30, 2017; now, therefore, be it

Resolved, that the following appropriations be and are hereby authorized for the fiscal year beginning July 1, 2016.

CAPITAL PROJECTS FUND	$1,510,000

I hereby certify that the above Resolution was adopted by the City Commission on June 6, 2016, at a regular meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: REQUEST FROM COMMISSIONER HOWE – RESOLUTION IN SUPPORT OF GARFIELD TOWNSHIP'S REQUEST TO AQUIRE 40 ACRES OF STATE PROPERTY AT GRAND TRAVERSE COMMONS

Attached is a memo from City Commissioner Gary Howe requesting that the City Commission adopt the attached resolution in support of Garfield Township's application for it to have 40 acres of state-owned property at the Grand Traverse Commons conveyed to it.

As explained in the attachments, the 40-acre parcel owned by the state is adjacent to the southwest portion of Garfield Township's 'Commons Natural Area' property. If this property is conveyed to Garfield Township, we will work with the township and the Commons Joint Planning Commission on if this property could fall under the Joint Planning Commission's purview.

I recommend the following motion:

that the Resolution in Support of the Charter Township of Garfield's application to the State of Michigan to have the 'State 40' conveyed to it, be adopted.

MC/bcm
k:\tcclerk\city commission\resolutions\garfield township grand traverse commons property aquisition
copy: Chuck Korn, Garfield Township Supervisor
Brian VanDenBrand, Garfield Township Deputy Planner
Russ Soyring, City Planning Director

Memo

To: City Clerk, City Manager, and City Commission
From: Gary Howe, City Commissioner
Date: May 27, 2016
Subject: Support for Garfield Township regarding "State 40"

I am requesting that the Traverse City City Commission consider a resolution in support of Garfield Township's efforts to acquire the "State 40" behind the Grand Traverse Commons. A more detailed explanation is attached, but in short, Garfield Township is asking that the State of Michigan convey this land to the Township to ensure that it remains parkland in perpetuity.

This is a heavily used public area, and Garfield Township is concerned with the implications of the State recently listing the property on its real estate "dispose of" list, and it potentially being auction to the highest bidder. The Township is willing and able to absorb this property into planning efforts and improvements for the overall parkland. A resolution in support of those efforts by the Traverse City City Commission is intended to help demonstrate to the DNR the importance of this property remaining open to the public for the region.

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2016-04-T

RESOLVED BY: The Township Board of the Charter Township of Garfield, Grand Traverse County, Michigan:

WHEREAS, Act 451, P.A. 1994, as amended, provides for the conveyance of State-owned tax-reverted lands to municipal units for public purposes, and

WHEREAS, such lands are under the jurisdiction of the State of Michigan, Department of Natural Resources and are available for acquisition under the provisions of the above mentioned act, legally described as follows:

THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8, TOWN 27 N, RANGE 11 W; and

WHEREAS, the Charter Township of Garfield desires to acquire such lands for the purposes of maintaining a park and natural area with multi-use trails for hiking, biking, skiing, snowshoeing, nature watching, and other similar active and passive outdoor recreation activities:

NOW THEREFORE BE IT RESOLVED that the Charter Township of Garfield is authorized to make application to the State of Michigan, Department of Natural Resources, Real Estate Services conveyance of said land to the Charter Township of Garfield for a nominal fee as set by the Department of Natural Resources, and

FURTHER BE IT RESOLVED that Charter Township of Garfield shall set up necessary procedures and controls to provide for the proper distribution for funds arising from the subsequent sale of the acquired property in conformity with the above mentioned acts.

Moved: Denise Schmuckal Supported: Kit Wilson

Ayes: Schmuckal, Wilson, Blood Law, Agostinelli, McManus, Korn

Nays: None

Absent and Excused: Featherstone

RESOLUTION 2016-04-T DECLARED ADOPTED.

By: _____
Chuck Korn, Supervisor
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2016-04-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of January, 2016.

Charter Township of Garfield

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

RICK SNYDER
GOVERNOR

DR. WILLIAM E. MORITZ
DIRECTOR

March 7, 2016

Mr. Charles Korn, Supervisor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49685

Dear Mr. Korn:

SUBJECT: Proposed Public Use Application # 20160025

We apologize in the delay in responding to your request to acquire land from the State of Michigan for public purposes.

This will acknowledge receipt of the complete Public Use Application.

Your proposal is being sent to the Department staff for review.

Please note the Transaction Number (above) that has been assigned to your case.

We will be back in contact with you as soon as we have the overall recommendations of the Department.

If you have questions regarding this matter, please contact me at Real Estate Services, P.O. Box 30448, Lansing, Michigan 48909-7948.

Sincerely,

Marlene Harris

Marlene Harris
Real Estate Services
517-284-5941

#20160025 Garfield Ctr Twp 2a acknowledge app

APPLICATION FOR CONVEYANCE OF STATE LAND FOR PUBLIC PURPOSES:

APPLICATION NARRATIVE

The Charter Township of Garfield, Grand Traverse County is requesting that the State of Michigan convey parcel #05-008-049-00 to the Township for use as public parkland.

Known in Traverse City as the "State 40," this property is already very popular among park users, who routinely cross the invisible property lines and enjoy all of the land as one park. The subject property measures 40-acres and abuts the west line of the Township's 140-acre Grand Traverse Commons Natural Area and is proximate to the City of Traverse City & Garfield Township Joint Recreational Authority's 56-acre Historic Barns Park (see map, last page).

History

This land was tax-reverted to the State of Michigan in 1939, and became a part of the Traverse City State Hospital campus. Founded in 1885, the philosophy of the institution was to surround mentally ill patients with beauty in order to help cure ailments. In addition to the beautiful Kirkbride main buildings (which became the Village at Grand Traverse Commons), the campus was surrounded by arboretums, a working farm (which became the Historic Barns Park), and woodlands, hills, and streams (which became the Grand Traverse Commons Natural Area).

After the State Hospital was shuttered in 1989, the State deeded the majority of the land to the Grand Traverse Redevelopment Corporation. Ultimately, this land was then conveyed between Garfield Township, the City of Traverse City, the Traverse City / Garfield Township Joint Recreation Authority (each for parkland), and The Minervini Group (developer for the historic redevelopment project).

The State 40, however, was retained because it was the site of a State of Michigan communications tower. At or around the time that the communication tower was removed, the property was listed on the Real Estate Division's "dispose of" list.

Though this land has been used and enjoyed by the public for years, its future became imperiled. The Township has been working with the DNR for a number of years to express our desire to acquire the property in order to keep it open to the public as a unique and important portion of the Commons, and to protect it from development.

Current status of Grand Traverse Commons Campus

There are a lot of exciting things happening at the Commons. The Minervini Group continues to redevelop The Village at Grand Traverse Commons, which is one of the largest historic preservation and adaptive reuse projects in the country. Having recently completed Building "50," the original massive Kirkbride structure, the project is moving on to a number of outbuildings to create a unique and thriving mixed-use community, including restaurants, retail shops, professional offices, bakeries, schools, market-rate and subsidized housing for all age

groups, and more. The surrounding parkland, hiking and biking trails are heavily used by Traverse City residents and visitors.

Just to the south of the Village and southeast of the State 40, the Historic Barns Park is also under active development. As noted above, this area once served as a functioning farm that kept the hospital fully self-sufficient. Anchored by two massive barns, one of which was recently renovated as an event venue, the site is also home to Traverse City's Botanic Garden. Two regional TART Trails, the Buffalo Ridge Trail and the Historic Barns Trail, converge in this park.

Garfield Township is actively working to improve the Grand Traverse Commons Natural Area. In the winter of 2016, a hazardous tree removal plan will be implemented to remove nearly 500 trees identified by a forester as a hazard to trail users. Concurrently, we are working with a local stakeholder group to inventory all trails in the park, both marked and unmarked, to revise and improve the system. Our end goal is to design a high quality trail system to accommodate hiking, mountain biking of various disciplines, skiing, snowshoeing, and snow biking.

Stakeholder groups are at work to establish a snow biking trail at the Commons, over the shared property of the Township, City, and The Minervini Group. Regionally, capable individuals are also pursuing a single-track connection to Hickory Hills and Hickory Meadows, less than a mile to the north and where active park planning and investment is also underway. This connection between the Commons, Hickory, and TART's Leelanau trail will establish a premier single-track opportunity in the heart of Traverse City.

Lastly, the Garfield Township Park Plan (approved by and on file with DNR Grants Management) recognizes and supports acquisition of the State 40 as an important goal.

Investments from DNR Trust Fund

The Township has worked closely with the Natural Resources Trust Fund in order to generate much of the park momentum described above. The Trust Fund has provided grants to Garfield Township for both the Historic Barns Park and Gardens development project, which helped to fund the Historic Barns Trail as well as renovation of the park's visitor center, and also a grant for Phase II of the Buffalo Ridge Trail, which connects the residential areas of Garfield Township to the Grand Traverse Commons.

Importance of State 40 to Recreation

This property already functions as part of the Grand Traverse Commons Natural Area. It helps provides access to the overall parkland from adjacent development areas (Copper Ridge). Due to the elevation change on the property, it is critical to the development of a multi-use trail system within the overall park. Starting with lower elevation to the south, it gradually rises to the north, providing a challenging but doable climb to the highest elevations on the property (a lot of the other elevation change within the overall park is simply too steep for sustainable trails). The Conquer the Village Mountain Bike Race, growing in popularity every year, depends on the State 40 for its route.

The property is also already home to, and the best location for, a number of freeride mountain biking trails. Riders from all over the state come to this property to enjoy these trails. Garfield Township's intention is to continue to encourage the development of safe, sustainable freeride trails as part of a multi-discipline mountain biking draw, including the IMBA-quality singletrack, the freeride zone, and a to-be-built skills park, pump track, and dirt jump area located off of North Long Lake Road.

In closing, the conveyance of this property will allow the Township to formally fold it into the planning and management activities which are underway at the overall park, and secure it for the enjoyment of future generations of Traverse City residents and visitors.

Thank you for your consideration of our application for conveyance of this land.

Parcel Map

Legend

- Bike Path
- Singletrack
- Parkland
- Parcel 2015

This map is based on digital databases prepared by Garfield Township. The Township does not warrant, expressly or impliedly, that the information on this map is current or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

Garfield Charter Township
3848 Veterans Drive
Traverse City, MI 49684
Phone: 231.941.1620
Fax: 231.941.1688
www.garfield-twp.com

N

NOT A LEGAL SURVEY

Garfield Township Planning Dept: 1/7/2016

The City of Traverse City

Office of the City Clerk

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

Resolution in Support of
The Charter Township of Garfield's Application
To the State of Michigan for Acquisition of 'State 40' At the
Grand Traverse Commons

Because, the Charter Township of Garfield in Grand Traverse County, Michigan ("Garfield Township)", owns and manages parkland at the Grand Traverse Commons which is adjacent to a 40-acre parcel of land owned by the State of Michigan, known as "the State 40", which is more fully described as follows:

THE NORTHEAST ¼ OF THE SOUTHEAST ¼ OF SECTION 8, TOWN 27 N, RANGE 11 W; and

Because, the State 40 currently functions as a part of the Grand Traverse Commons Natural Area, which is owned by Garfield Township and provides access to the overall parkland from adjacent development areas; and

Because, The elevation change on the property makes it critical for the development of a multi-use trail, with mountain biking events held on the property and regular mountain biking activities, providing recreational opportunities for residents and visitors of the City of Traverse City, Garfield Township and surrounding region; and

Because, conveyance of the State 40 to Garfield Township would allow it to formalize planning and management activities which are currently underway at the overall park and secure it for the enjoyment of future generations and visitors to the region; now, therefore be it

Resolved, by the City Commission for the City of Traverse City, that it supports the application by Garfield Township to the State of Michigan, Department of Natural Resources' Real Estate Services for conveyance of the State 40 to it for a nominal fee.

I certify that this resolution was adopted by the City Commission for the City of Traverse City, at its regular meeting of June 6, 2016, held in the Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

_____

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: WASTEWATER – UPDATE TO ENFORCEMENT RESPONSE PLAN (INDUSTRIAL PRETREATMENT PROGRAM) AND SEWER USE ORDINANCE

Attached is a memo from Director of Public Services Dave Green recommending an Out-of-Scope Agreement with CH2M for it to update the City and Townships' Sewer Use Ordinances in light of changing regulations; additionally, it would develop and implement an enforcement response plan as part of our Industrial Pretreatment Program. This is rather complex, specialized work.

Mr. Green and staff have vetted this request and recommend its approval. The costs will be distributed as appropriate to the participating townships.

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

that the Mayor and City Clerk execute an Out-of-Scope Letter of Agreement with CH2M at an estimated cost of $31,340, for it to update the City's and participating townships' sewer use ordinances and also to update the enforcement response plan as part of the Industrial Pretreatment Program, in light of recent changes to federal regulations, with the scope more fully described in the May 9, 2016, letter of agreement, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Wastewater Fund.

MC/bcm
k:\tcclerk\city commission\agreements\wastewater regulations update
copy: Dave Green, Director of Public Services
William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City
Department of Public Services

TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director

DATE: May 23, 2016

SUBJECT: Updating the City's Sewer Use Ordinance in accordance with the EPA's Streamlining Rules of CFR 403

Attached is a memorandum and proposal from Liz Hart, CH2M Project Manager at the Traverse City Regional Wastewater Treatment Plant, for the Streamlining of the City's Sewer Use Ordinance and Enforcement Response Plan. The proposal is for CH2M to manage the work as an Out-of-Scope project.

Under the City's agreement with CH2M, capital expenditures at the plant are the City's responsibility. However, our agreement does contain a provision for the City to engage CH2M HILL for services outside the agreement's scope at "CH2M's cost plus not to exceed 20%". In other words, we can ask CH2M to do work that is not specifically listed in the contract and pay them for the cost of the work plus up to a 20% markup charge.

As Liz explains in her memo, there will be two tasks that CH2M will be performing for the City under this project. The first will deal with reviewing and revising the current ordinance to comply with the Streamlining Rules and the second is to develop and implement an enforcement response plan as part of our Industrial Pretreatment Program to assure compliance with the regulations and best management practice. This work needs to be completed and would be difficult and time consuming to do without the outside, expert assistance I feel CH2M can offer us to assure it gets finished within one calendar year.

Please request City Commission approval for an out-of-scope agreement with CH2M to update the City's Sewer Use Ordinance as outlined at an estimated cost of $31,340.00.

CH2M
9189 South Jamaica Street
Suite 400
Englewood, CO 80112
Tel 303.740.0019
Fax 720.286.9250

May 9, 2016

Honorable James Carruthers
Mayor
City of Traverse City
400 Boardman Ave
Traverse City, MI 49684

Subject: Out-of-Scope Letter Agreement ("OOS Agreement") – Update of the City of Traverse City/Grand Traverse County Industrial Pretreatment Program

Dear Mayor Carruthers:

This letter describes out-of-scope services for updating the City of Traverse City/Grand Traverse County Industrial Pretreatment Program to comply with changes in requirements applicable to Publically Owned Treatment Works required by 40 CFR 403 and Michigan's R323.24. The out of scope services shall be performed pursuant to the Agreement of Operations, Maintenance, and Management Services for the Traverse City Wastewater Treatment Plant ("Agreement") by and between the City of Traverse City (the "City") and Operations Management International, Inc. ("CH2M")

Services to be provided:

Task 1: CH2M will propose revisions to the City's and Townships' Sewer Use Ordinances (SUOs) for adoption in order to comply with the Streamlining Rules of 40 CFR 403. To carry out the Scope of Work for this task, CH2M will assist the Cities and Townships by performing the following steps (Please reference Exhibit A for Streamlining Rules):

1) Review EPA and State regulations,

2) Review streamlining and other general revisions required in the SUOs

3) Review current SUOs

4) Propose language to meet the mandatory changes required by the rule and suggest changes that are not mandatory but facilitate more efficient and cost effective program administration

5) Assist Traverse City as requested in coordination /communications with MDEQ and its Industrial Pretreatment Program to assure agreement with the proposed changes.

6) Assist as requested in providing details and explanatory information to Traverse City City Commission and Grand Traverse County Board of Public Works during the process of adoption.

7) Review ancillary documentation to determine where changes must be made to incorporate changes made to the SUO into these documents including but not but not limited to:

i. Permits,

ii. Fact Sheets

iii. Slug Control Plans

iv. Periodic Industrial Compliance Reports

Task 2 : Pursuant to 40 CFR Part 403 and any applicable revisions of Part 403, the Traverse City publicly owned treatment works (POTW) is required to develop and implement an enforcement response plan (40 CFR 403.8(f)(5)) as part of its Industrial Pretreatment Program. CH2M will propose recommended modifications to current Enforcement Response Plan to meet streamlining provisions and make recommendations to improve and update the plan.

1) Language will be proposed based on regulatory requirements and best management practice to assure compliance with regulations including but not limited to the following areas:

- Legal Authority – In conjunction with the City Attorney
- Personnel Responsibilities
- Compliance Monitoring Procedures
- Self-Monitoring Report Review Procedures
- Enforcement Response Plan Objectives
- Enforcement Options
- Enforcement Priorities

2) CH2M will present a draft to the client for review and will address comments and request for modification.

3) CH2M will assist in answering and making modifications based on comments from the regulator after submission of the modified ERP.

Time of Performance: Upon acceptance and signature of this OOS Agreement by the City of Traverse City, CH2M will begin the services defined above. These services are estimated to be completed within one calendar year.

Exclusions: These services do not include any lab testing costs. All lab testing will be paid directly by Traverse City.

Price of services: The additional services pursuant to this OOS Agreement shall be invoiced as incurred on a Cost plus twenty percent (20%) basis.

Estimate of costs: Task 1 $21,697
Task 2 $9,643

Total $31,340

Payment terms: The parties to the Agreement hereby understand and agree that payment will be due and payable within thirty (30) calendar days following receipt of CH2M's invoice.

All other terms and conditions of the Agreement, dated July 1, 2012, between CH2M and the City of Traverse City, MI remain in full force and effect.

If these terms are agreeable to you, please sign all copies of this letter. We will return three fully executed originals for your files.

CH2M appreciates the opportunity to provide these additional services to the City of Traverse City, MI.

Sincerely,

Elizabeth Hart
Project Manager, CH2M

Both parties indicate their approval of the above described services by their signature below.

Authorized by:
Operations Maintenance International, Inc.

_____

Scott Neelley
Vice President

Date: _____

Authorized by:
City of Traverse City

_____

James Carruthers
Mayor

Date: _____

_____

Benjamin C. Marentette
Title: City Clerk

Date: _____

APPROVED AS TO FORM:

_____

Lauren Trible-Laucht
City Attorney

APPROVED AS TO FORM:

_____

Martin A. Colburn

City Manager

Office of Water
EPA-833-F-06-005
February 2006

National Pretreatment Program

(40 CFR 403)

Pretreatment Streamlining Rule Fact Sheet 2.0: Required Changes

Do any of the Streamlining Rule changes require states or POTWs to modify their pretreatment regulations or program documents?

Yes, there are required changes in the Pretreatment Streamlining Rule. The majority of the regulatory changes made in the final Pretreatment Streamlining Rule, however, are not required. That is, for many of the changes (e.g., sampling for pollutants not present, general control mechanisms, and equivalent mass limits for concentration limits), the state Approval Authority (or Control Authority depending upon which role the state plays in the particular municipality) and POTW Control Authority may choose whether or not they wish to adopt these specific streamlining provisions. As a general rule, those streamlining changes which are considered less stringent than the current regulations do not need to be adopted. If the state wishes to implement these less stringent requirements, it will need to formally revise its own regulations to provide the appropriate legal authority for such implementation.

There are several streamlining-related changes that are more stringent than the previous Federal requirements and therefore are considered required modifications for the state and/or the POTW. Therefore, to the extent that existing state or POTW legal authorities are inconsistent with the required changes, they must be revised. Of course, where state or local authorities are already consistent with these required provisions, further changes would not be necessary.

Which changes are considered required?

EPA has identified the following 13 rule changes that are more stringent than existing provisions in 40 CFR Part 403, and therefore may require changes to the appropriate state or POTW authorities. States and POTWs should make the changes as soon as possible, and EPA and state NPDES permitting authorities should revise NPDES permits to require implementation of these required changes by POTWs. A general description of each change is included, along with a summary of what state or POTW follow-up actions are needed.

1. Updated removal credits provisions relating to Overflows [§ 403.7(h)]

Description of required change: This change provides updated references relating to requirements that POTWs must meet to adjust removal credits for combined sewer overflows (CSOs).

What follow-up actions are required? Before approving any removal credits, states that are currently delegated oversight of the pretreatment program must revise their regulations where state legal authorities include a provision similar to § 403.7(h). No change to POTW pretreatment programs is necessary based on this regulatory change.

2. Slug control requirements must be included in SIU control mechanisms [§ 403.8(f)(1)(iii)(B)(6)]

Description of required change: The Streamlining Rule requires that applicable slug control requirements be included in the SIU's control mechanism.

What follow-up actions are required? POTWs must incorporate slug control requirements into their SIU control mechanisms and must revise their approved program, if necessary, to ensure that they have the legal authority and procedures to modify control mechanisms as needed. Once the POTW's authority to include these requirements is established, EPA foresees them being incorporated into SIU control mechanisms when the control mechanisms are next reissued. States must revise their regulations, if necessary, to ensure that they have the authority to enforce this requirement.

3. SIUs must be evaluated for the need for a plan or other action to control slug discharges within a year from the final rule's effective date or from becoming an SIU [§ 403.8(f)(2)(vi)]

Description of required change: The final Streamlining Rule specifies that POTWs must evaluate all of their SIUs for the need for a slug control plan or other actions at least one time. If the POTW has not yet done so, it must complete the evaluations before October 14, 2006 or within a year of the Industrial User being designated as significant. Where the evaluation has been conducted and documented previously, even if conducted prior to publication of the Streamlining Rule, no new evaluation is required.

What follow-up actions are required? For this provision, the applicable state regulations must be revised to specify the October 14, 2006 date for existing SIUs, and the 'within one year' final rule change for Users designated as SIUs after October 14, 2005. While POTWs must conduct this evaluation, as described above, a pretreatment program modification may not be necessary.

4. SIUs are required to notify the POTW immediately of any changes at its facility affecting the potential for a slug discharge [§ 403.8(f)(2)(vi)]

Description of required change: The final Streamlining Rule requires SIUs to notify the POTW immediately of changes that occur at the facility affecting the potential for a slug discharge, thereby allowing the POTW to reevaluate the need for a slug control plan or other actions to prevent such discharges.

What follow-up actions are required? POTWs must revise their approved program as necessary to ensure that they have the legal authority and procedures to enforce this requirement. States must revise their regulations, if necessary, to ensure that they have the authority to enforce this requirement.

5. Significant Noncompliance (SNC) definition is expanded to include additional types of Pretreatment Standards and Requirements [§ 403.8(f)(2)(viii)(A-C)]

Description of required change: The final Streamlining Rule made several wording changes that expand the types of Standards and Requirements that are to be considered when determining whether an SIU's violations constitute SNC. These changes affect what EPA considers to be "chronic violations" (§ 403.8(f)(2)(viii)(A)), "Technical Review Criteria violations" (§ 403.8(f)(2)(viii)(B)), and "other" violations (§ 403.8(f)(2)(viii)(C)). Note that changes to the SNC requirements for late reports, for the type of newspapers must be used for publishing SNC violations, and for the application of SNC to SIUs only are optional revisions.

What follow-up actions are required? State regulations must be revised, if necessary, to reflect the expanded coverage of Standards and Requirements in the SNC definition. In addition, if necessary, POTWs need to revise their SNC definition in their legal authority, enforcement response plan, and/or program procedures to reflect expanded coverage of standards and requirements in the SNC definition.

6. SIU reports must include BMP compliance information [§ 403.12(b), (e), (h)]

Description of required change: The final Streamlining Rule requires SIUs to submit documentation as required by the Control Authority or applicable Pretreatment Standards and Requirements to determine compliance with BMP-based Standards or local limits.

What follow-up actions are required? State regulations must be revised, if necessary, to require SIUs to report on compliance with BMP-based categorical Pretreatment Standards or local limits. In addition, POTWs must revise their legal authority, enforcement response plan, and program procedures as necessary to require SIUs to report on compliance with BMP-based categorical Pretreatment Standards or local limits, and to enforce those requirements where Users fail to submit the required information.

7. SIU control mechanisms must contain any BMPs required by a Pretreatment Standard, local limits, state, or local law [403.8(f)(1)(iii)(B)(3)]

Description of recommended change: The final Streamlining Rule clarified that among the effluent limits that must be contained in all SIU control mechanisms are Best Management Practices (BMPs) that are required by a categorical Pretreatment Standard, local limit, state or local law.

What follow-up actions are recommended? This revision merely clarifies that applicable BMPs would be required to be included in control mechanisms. It is EPA's expectation that most POTWs already have the authority to implement this requirement. POTWs, however, must ensure that they have the legal authority and procedures to implement this requirement, and to include appropriate BMPs in the control mechanism where appropriate. States should revise their regulations, if necessary, to ensure that they have the authority to enforce this requirement.

8. Documentation of compliance with BMP requirements must be maintained as part of the SIU's and POTW's record-keeping requirements [§ 403.12(o)]

Description of required change: The final Streamlining Rule clarified that the POTW and the SIU must maintain records of BMP compliance in the same way that other records are maintained as part of § 403.12(o).

What follow-up actions are required? States and POTWs must revise their requirements and program procedures, if necessary, to ensure that they have the authority to implement and enforce this requirement. SIU permits also should be revised to clearly require that this documentation be maintained by the User.

9. Control Authorities which perform sampling for SIUs must perform any required repeat sampling and analysis within 30 days of becoming aware of a violation [§ 403.12(g)(2)]

Description of required change: The final Streamlining Rule provides that where a Control Authority has assumed responsibility for sampling in lieu of the SIU, it is the Control Authority which must repeat sampling and analysis within 30 days of becoming aware of an exceedance. The only exception to this requirement is if the Control Authority specifically requires the Industrial User to perform the repeat analysis.

What follow-up actions are required? POTWs should generally have the ability to sample any time they determine it is appropriate, and therefore no POTW program revision may be necessary. However, POTWs must revise their approved program as necessary to ensure that they have the legal authority and procedures to implement this requirement. States must revise their regulations, if necessary, to ensure that they have the authority to enforce this requirement.

10. Require periodic compliance reports to comply with sampling requirements, require Control Authority to specify the number of grab samples necessary in periodic and non-categorical SIU reports, and require non-categorical SIUs to report all monitoring results [§ 403.12(g)(3), (4), (6)]

Description of required changes: SIUs are now required to follow sampling requirements in § 403.12 for periodic compliance reports (§ 403.12(e) and (h)), whereas they were previously only explicitly applicable to baseline monitoring reports and 90-day compliance reports. In addition, for the reports required in § 403.12(e) and (h), the final rule requires the Control Authority to indicate the number of grab samples necessary to assess and assure compliance by Industrial Users with applicable categorical Pretreatment Standards and Requirements. Also, the final rule now requires that non-categorical SIUs report all monitoring results, whereas the previous regulations only made this requirement explicit for categorical SIUs.

What follow-up actions are required? State regulations must be revised to reflect these final rule changes. Many POTW pretreatment programs already include these requirements, but POTW legal authorities and program procedures must be revised as necessary to reflect this final rule change.

11. Non-Categorical SIUs are required to provide representative samples in their periodic monitoring reports [§ 403.12(g)(3)]

Description of required change: The final Streamlining Rule extends to the § 403.12(b), (d), and (h) monitoring reports the requirement that SIUs provide data which are representative of conditions during the reporting period.

What follow-up actions are required? Many POTW pretreatment programs already include this requirement, but POTWs must revise their approved program and SIU control mechanisms as necessary to ensure that they have the legal authority and procedures to enforce this requirement. States must revise their regulations, if necessary, to ensure that they have the authority to enforce this requirement.

12. Require notifications of changed discharge to go to the Control Authority and the POTW, where the POTW is not the Control Authority [§ 403.12(j)]

Description of required change: The pretreatment regulations now clarify that Industrial Users must notify the Control Authority, as well as the POTW, if the POTW is not the Control Authority. Prior to the Streamlining Rule, the regulations only specified that the notice go to the POTW.

What follow-up actions are required? State regulations must be revised to require changed discharge notifications to be submitted to the state where the POTW is not the Control Authority. POTWs are not required to make this change since they were already required to be notified in the previous version of § 403.12(j), and the revision brought about by the Pretreatment Streamlining Rule does not change this requirement.

13. How and when the POTW can designate a "duly authorized employee" to sign POTW reports [§ 403.12(m)]

Description of required change: The pretreatment regulations now specify that the POTW must, in writing by the principal executive officer or ranking elected official of the POTW, authorize the use of a "duly authorized employee". In addition, the regulations require that the authorization be submitted to the Approval Authority prior to or together with the POTW report being submitted.

What follow-up actions are required? State regulations must be revised to require POTWs to follow the procedures for authorizing "duly authorized employees" to sign POTW reports and for submitting reports signed by such employees. POTWs are not required to make this change, although they will be required to follow the new state requirements relating to "duly authorized employee" signatures upon their adoption.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: FIRE SERVICES AGREEMENT WITH CHERRY CAPITAL AIRPORT

Attached is a memo from Assistant City Manager Penny Hill regarding the agreement the City has with the Northwestern Regional Airport Commission to provide fire services at the Cherry Capital Airport. The agreement expires June 30, 2016. As you know, we are currently in negotiations with the firefighters union; the results of that negotiation may have an impact on the fee we charge to the Airport for the services there. I recommend a six-month extension of the agreement with the Airport Commission so that we can re-evaluate the cost charged to the Airport Commission once union negotiations are complete.

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

that the Mayor and City Clerk execute an amendment to the agreement with the Northwestern Regional Airport Commission (authorized November 3, 2003, and amended July 17, 2006, September 15, 2008, May 18, 2009, and May 20, 2013), for professional fire fighting services at the Cherry Capital Airport, at an hourly rate of $49.31 per hour, and which extends the agreement to December 31, 2016, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm
k:\tcclerk\city commission\agreements\cherry capital airport fire services 2016
copy: Kevin Klein, Cherry Capital Airport Executive Director
Jim Tuller, Fire Chief

Memorandum

The City of Traverse City
City Manager's Office

TO: MARTIN COLBURN, CITY MANAGER
LAUREN TRIBLE-LAUCHT, CITY ATTORNEY
JIM TULLER, CITY FIRE CHIEF
KEVIN KLEIN, CHERRY CAPITAL AIRPORT DIRECTOR

FROM: PENNY HILL, ASSISTANT CITY MANAGER

DATE: MAY 24, 2016

RE: FIRE SERVICES AGREEMENT WITH CHERRY CAPITAL AIRPORT

Background:
As you know, the City of Traverse City and the Cherry Capital Airport have an agreement under which the City supplies firefighting services to the Airport with the costs of that service reimbursed by the Airport. That contract will expire on June 30, 2016. The City has been notified by the Airport that they wish to amend the current contract to continue this arrangement for another three years. The current reimbursement to the City is Forty-Six Dollars and Thirty-Six cents ($46.36) per hour for one firefighter 24 hours per day.

Since we are in the midst of negotiations with this bargaining unit, it is difficult to project out what the cost to the city, and the corresponding reimbursement by the Airport, will be. The Airport recognizes that PA 322 of 2014 allows for retroactive wages and benefits for those employees who are subject to PA 312 (regarding binding arbitration).

Recommendation:
It is recommended that the current contract be extended for a period of not to exceed six (6) months in order to allow bargaining unit negotiations to be completed and an analysis of projected costs to be performed.

In recognizing the potentiality for retroactive pay and benefits through union contract negotiations, it is recommended that until such time as an amended agreement is consummated, the hourly rate for Fire Services at the Cherry Capital Airport be set at Forty-Nine Dollars and Thirty-One cents ($49.31) per hour, beginning July 1, 2016.

Please present this item on the next available City Commission agenda for discussion and anticipated action.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: HISTORIC DISTRICTS COMMISSION – APPOINTMENT

Attached is a memo from Deputy City Clerk Katie Zeits regarding two appointments to the Historic Districts Commission, seats currently held by Suzannah Tobin and Ken Zacks.

An ad hoc interview committee comprised of Mayor Pro Tem Richardson and Commissioners Haas and Shamroe interviewed all interested applicants on file, including the incumbents, and have made a recommendation.

This is a City Commission appointment.

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

that Suzannah Tobin be reappointed to one three-year term expiring June 30, 2019, seat previously held by Suzannah Tobin, and Jackie Shinners be appointed to one three-year term expiring June 30, 2019, seat previously held by Ken Zacks, on the Historic Districts Commission, both terms effective June 30, 2016.

MC/kez
K:\tcclerk\city commission\appointments\Historic Dist_20160606.doc

copy: David Weston, Zoning Administrator

Memorandum

The City of Traverse City

TO: Marty Colburn, City Manager

FROM: Katie Zeits, Deputy City Clerk KZ

DATE: June, 2, 2016

SUBJECT: Historic Districts Commission – Appointment

The City Commission appointed an ad hoc interview committee at its May 2, 2016, Regular Meeting comprised of Mayor Pro Tem Richardson and Commissioners Haas and Shamroe.

The ad hoc interview committee convened and interviewed all interested candidates, including incumbents, for the Historic Districts Commission.

The City Clerk's Office advertised for this board on the city's website, Facebook and Twitter pages, and in a local publication. Our office also sent an email to all applicants on file for all boards asking if they would be interested in serving on this board. As a result, there was one new applicant on file, Jackie Shinners.

The ad hoc interview committee has recommended that Suzannah Tobin be reappointed and Jackie Shinners be appointed to serve on the Historic Districts Commission.

Appointments to this Commission are made by the City Commission.

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

Thank you!

Katelyn Zeits <kzeits@traversecitymi.gov>

April 20 Arts Commission Meeting

Jackie Shinners <jackieshinners@gmail.com> Wed, Apr 20, 2016 at 11:01 AM
To: Katelyn Zeits <kzeits@traversecitymi.gov>

Hi Katie,

Just to let you know that I am in town today and will attend the Arts Commission Meeting today. Also, I'm fine with my current application and would like to be considered for a position on the Historic Districts Commission.

Thank you and I'm looking forward to the meeting this afternoon. See you then.

Jackie

[Quoted text hidden]

DEC 12 2014

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): Public Art

Name: Jackie Shinners

Address: 410 Seventh St Traverse City MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: jackieshinners@gmail.com

Preferred Phone No.: 941-9667 Additional Phone No.:

Occupation: retired / Art Professor Emeritus NMC (if retired, please provide your career)
Curator Dennos Museum

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? City Parks & Rec - Seasons

(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.

Jackie Shinners
Signature

December 12, 2014
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!

Jackie Shinners
Professor Emeritus Northwestern Michigan College

I am interested in serving as Commissioner on the Traverse City Arts Commission as I have been deeply involved in the community and committed to the arts for my entire professional career. I would welcome the opportunity to share my passion for the arts by serving on this committee. I hold an M. A. in Art History from Michigan State University and have served as Curator of the Dennos Museum Center, History of Art Professor at Northwestern Michigan College, Gallery Director of the Traverse Area Arts Council, and currently a local and statewide volunteer. For me, art teaches, enlightens, challenges, brings people together with a common language, creates a dialogue, communicates ideas, reflects emotions and inspires.

I offer a unique set of skills developed through my background as curator and art educator. These positions have allowed me to develop and hone my ability to see, analyze, evaluate, make connections and speak on the merits of works of art. They have also given me the opportunity to collaborate with students and other professionals in bringing an awareness of art to this community.

In my capacity as Dennos Museum Center Curator for its first ten years, I evaluated hundreds of proposals from a variety of sources including individual artists, other museums, groups and organizations, ranging from local, regional, national and international, for inclusion as potential exhibitions. I developed the first Educational Program and trained docents. I researched artists and their work and wrote brochures, catalogues and newsletters to provide a context for viewing an exhibition and individual works of art. My first assignment was to put the Inuit art collection in context and make it accessible to both students and adults through careful selection of prints and sculpture and accompanying text.

As Art History Professor I developed a broad range of courses, developed and maintained a working and in-depth slide library and worked closely with students to raise their awareness and appreciation of art, artists and historical art movements. Team-teaching gave me the opportunity to work closely with other faculty in an interdisciplinary capacity.

As Gallery Director of the Traverse Area Arts Council, I had the unique opportunity to work closely with local and statewide artists as well as area art teachers and students in presenting their work to the community. The highlight of my time came when I worked with then Grand Traverse County Coordinator, Ross Childs, to help foster international relations by sending the work of twenty-eight Traverse City artists to Tblisi, Georgia.

Two projects that highlight my most recent involvement in the arts are one, serving as a volunteer in the Northwestern Michigan College Osterlin Library Archives, preserving for posterity, and making accessible in an organized fashion, all exhibition activity of the Dennos Museum Center from its beginning. My second volunteer responsibility is researching and documenting mid-century modern architecture in Grand Traverse and Leelanau counties for the State of Michigan.

Finally, my world travels through France, Italy, Ireland, Portugal, Spain, Morocco, China, Tibet and Canada as well as major U.S. cities, have greatly broadened my experiences and appreciation for a variety of public art.

Historic Districts Commission

	Initial Apt. Date	Termination
Michael Callahan (Architect) 521 Spruce Street, TC, 49684 947-8875 (Res)	08/16/99	06/30/17
Mark Crane 721 South Union St, TC, 49684 947-9039 (Res) 941-1200 (Bus) cranemarkus@yahoo.com	06/02/08 (eff. 6/30/08)	06/30/17
Andy Andres 1107 Barlow St, Apt. B, TC, 49686 342-5819 (Cell) a.andres@charter.net	02/04/13	06/30/18
Christopher Carol 917 Walnut, TC, 49686 810-845-2359 (Cell) clawrencecarol@gmail.com	06/01/15	06/30/17
Eric Mansuy 1010 Rose St, TC, 49684 499-6768 (Res)	12/03/07	06/30/18
Suzannah Tobin (Architect) 562 Fifth St, TC, 49684 929-4465 (Res) 883-9146 (Bus) suzannah.tobin@gmail.com	06/21/10 ***Seeking Reappointment***	~~06/30/16~~ 06/30/19
Ken Zacks (Hist Dist Prop Owner/Bus Owner) 203 Wadsworth, TC, 49684 946-2312 (Res)	07/02/01 ***Seeking Reappointment***	~~06/30/16~~ 06/30/19

David Weston, Zoning Administrator - staff

This Commission consists of 7 members **appointed by the City Commission**. Members **must reside in the City** of Traverse City.

- One Member shall be a licensed Architect.
- Two Members shall be selected from a list submitted by duly organized and existing preservation societies or historical groups.

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

An appointment to fill a vacancy shall be made by the City Commission to complete the unexpired term.

Creation of the Historic Districts Commission provided for by 1970 PA 169 as amended MCL399.205 et seq and TC Code §1462.03.

Purpose: To carry out the provisions of Chapter 1462, Part Fourteen, Historic Districts Commission, Traverse City Code of Ordinances. To investigate and recommend to City Commission areas it deems valuable for designation as Historic Districts, to recommend to City Commission structures it deems valuable for designation as Historic Landmarks, etc. Purposes of Ordinance are to safeguard heritage of City - to preserve cultural, political or architectural history - to preserve historic landmarks - to foster civic beauty, etc.

Meets last Thursday of the Month at 7pm.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 6, 2016

DATE: JUNE 2, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: APPOINTMENT TO THE TRAVERSE CITY AND GARFIELD TOWNSHIP RECREATIONAL AUTHORITY BOARD OF DIRECTORS – CITY COMMISSION REPRESENTATIVE

Currently, Commissioner Gary Howe serves as Commissioner Representative on the Recreational Authority Board. His term will expire on June 30, 2016 and he has indicated he is interested in being reappointed.

This is a City Commission appointment.

The following motion would be appropriate:

that Commissioner _____ be appointed to one three-year term expiring June 30, 2019, seat previously held by Commissioner Howe, on the Traverse City and Garfield Township Recreational Authority Board of Directors.

MC/kez
K:\tcclerk\city commission\appointments\Rec Authority_CC Rep_20160606.doc

copy: Matt Cowall, Executive Director

City of Traverse City and Charter Township of Garfield Recreational Authority
Board of Directors

	Initial Apt. Date	Termination
Molly Agostinelli (Garfield Board Rep) 1645 Lake Dr, TC, 49864 995-7442 (Bus) molly@mollyago.com	12/11/08	06/30/16
Ross Biederman (City Commission Apt) 1003 Peninsula Dr, TC, 49686 947-1838 (Res) 947-7674 ext. 121 (Bus) rossb@wtcmradio.com	09/02/03	06/30/17
Matt McDonough (Land Conservancy Apt) 3860 N. Long Lake Rd, Ste. C, TC, 49684 409-4285 (Cell) 922-1245 (Bus) matt@gtrlc.org	05/2012	06/30/18
Michael Groleau (Garfield Apt) 493 East Silver Lake Rd. TC. 49685 463-8201 (Cell) 933-6160 (Res) 947-3111 ext. 113 (Bus) mike.groleau@rjinc.com	11/10/03	06/30/18
Tim Hughes (Garfield Apt) 1127 Silver Valley Lane, TC, 49684 946-9929 (Res) 645-4883 (Cell) tljjhughes@chartermi.net	11/10/03	06/30/17
Mattias Johnson (City Commission Apt) 517 Rose St, TC, 49686 883-1456 tias.johnson@gmail.com	4/20/15 *effective 6/30/15*	06/30/18
Gary Howe (City Commission Rep) 926 Lincoln St, TC, 49686 715-1017 (Res) glhowe@traversecitymi.gov	11/09/15 ***Seeking Reappointment***	~~06/30/16~~ 06/30/19

Matt Cowall, Executive Director/Staff
324 Munson Ave, TC, 49686
929-3696 (Bus)
mcowall@liaa.org

This board consists of seven members; those members are appointed as follows:

Three are appointed by the City Commission, with one of those three being a City Commissioner

Three are appointed by the Garfield Township Board, with one of those three being a Garfield Township Board member

One is appointed by the Board of Directors of the Grand Traverse Regional Land Conservancy (this appointee must be a resident of the City of Traverse City or Garfield Township)

All appointments are for three years, and expire 6/30.

Creation provided for under the provisions of Public Act. No. 321, Public Acts of 2000 (The Recreational Authorities Act).

Purpose: "The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or transfer any such facilities so acquired only to a participating municipality." (Articles of Incorporation, adopted June 30, 2003.)

Regular Board meetings are the first Wednesday of the month at 7:00 p.m. and alternate between the Garfield Township Hall (3848 Veterans Drive) and the Governmental Center (400 Boardman Avenue). Study sessions and special meetings are held as needed.

5/17 CC reports
CC communication

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, March 1, 2016
7:30 P.M.
Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller (arrived at 7:36 p.m.) and Jan Warren
ABSENT: Commissioner Camille Weatherholt
STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

3. **ANNOUNCEMENTS-** Mr. Soyring announced that the kick-off meeting for the 8th Street Charrette will take place April 21.

4. **CONSENT CALENDAR**
The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

A. February 2, 2016 Regular Meeting and February 17, 2016 Study Session minutes (Approval recommended)

B. Consideration of the City of Traverse City Six-Year Capital Improvement Program 2016-2022. The Capital Improvement Program is a multi-year schedule for capital expenditures that includes costs, priorities, and identified funding for the next six years (For introduction and scheduling a Public Hearing for April 5, 2016)

Motion by Commissioner Warren, second by Commissioner Koebert, to approve the Consent Calendar as read. Motion carried 8-0 (Commissioner Weatherholt absent).

5. OLD BUSINESS

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

Benjamin Marentette addressed the Commission.

Commissioner Tuller arrived at 7:36 p.m.

Lauren Trible-Laucht addressed the Commission.

6. NEW BUSINESS

A. Consideration of an amendment to the Traverse City Code of Ordinances Chapter 1348 *Transportation District*, regarding allowing additional uses. (For introduction and possibly scheduling a Public Hearing for April 5, 2016)

Mr. Soyring introduced the text amendment and explained that staff and the airport representatives drafted the amendment together. Mr. Soyring stated that both East Bay Township and Garfield Township have been sent the draft amendment and have been asked for their review and comment.

Commission discussion.

Karrie Zeits, attorney representing Cherry Capital Airport, addressed the Commission.

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

Commission discussion.

Motion by Commissioner Warren, second by Commissioner Richardson, that a Public Hearing be scheduled for April 5, 2016 to consider an amendment to the Traverse City Code of Ordinances Chapter 1348 *Transportation (T) District*, regarding allowing additional uses.

Motion carried 8-0 (Commissioner Weatherholt absent).

B. Letter from Chris and Ann Porter regarding 939 Grant Street (Discussion)

Mr. Soyring explained that he met previously with the Porter's regarding their property at 939 Grant Street and suggested that they review the Master Plan and send a letter to the Planning Commission. In the letter, the property owners would like to develop their property into a 4-unit apartment building. They are requesting direction from the Planning Commission on how to proceed.

Chris Porter addressed the Commission.
Ann Porter addressed the Commission.

Commission discussion included the possibility of considering a conditional rezoning request. Commission discussion included a recommendation of speaking with the residents surrounding the property prior to proceeding with any request to the City.

7. CORRESPONDENCE - None.

8. REPORTS

A. City Commission – Commissioner Richardson reported
B. Board of Zoning Appeals – Commissioner Koebert reported.
C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported
D. Arts Commission- Commissioner Warren reported
E. Planning Commission
1. Master Plan Review Committee—Commissioners Dow and Howe reported
2. Parking Regulation Committee- Commissioner Serratelli reported

F. Planning Department—No report
1. Traverse City Place Plan Committee- Mr. Soyring reported
2. Public Engagement Plan Committee- No report.
3. Community Development/Economic Development- Mr. Soyring reported.
4. Capital Improvement Program- No report

9. PUBLIC COMMENT- None.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Date: April 5, 2016

Janet Fleshman PS
Janet Fleshman, Secretary

6/6 cc reports

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

TUESDAY, April 5, 2016
7:30 P.M.
Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller Jan Warren (arrived at 8:01 p.m.) and Camille Weatherholt
ABSENT: Commissioner Michael Dow
STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

3. **ANNOUNCEMENTS-** Mr. Soyring announced that the Planning Commission will not hold a study session on April 19, 2016. Instead, Planning Commissioners will be encouraged to attend the public kickoff meeting for the 8th Street Charrette on April 20, 2016 at 7:00 p.m. at the Hagerty Center and attend the April 21, 2016 meeting regarding the West Boardman Lake District project (location and time to be determined.) Both meetings will be posted as public meetings as there may be a quorum of Planning Commissioners present. For more information about the 8th Street Charrette, please visit the newly created project page at www.envision8th.org

4. **APPROVAL OF MINUTES**
   A. March 1, 2016 Regular Meeting minutes (Approval recommended)

   Motion by Commissioner Richardson, second by Commissioner Koebert, to approve the March 1, 2016 Regular Meeting minutes.

   Motion carried 7-0 (Commissioners Dow and Warren absent).

5. **OLD BUSINESS**
   A. Public Hearing to consider an amendment to the Traverse City Code of Ordinances Chapter 1348 *Transportation District*, regarding allowing additional uses. (Action Requested)

Mr. Soyring explained his memo dated April 1, 2016 on the topic that was included in the meeting packet. He explained that the proposed amendment to the Transportation (T) District includes mostly Traverse City Airport property, 2 properties owned by the Coast Guard and National Guard, and additional properties owned by the City of Traverse City and Charter Communications. The draft text amendment adds additional uses and modifies the development requirements in the T District.

Mr. Soyring highlighted adjustments were made since the last meeting based on comments made by East Bay Township explained the special requirements that were added.

Mr. Soyring stated that the guidance for making text amendments to the zoning code is to review the Master Plan and gauge if the public health, safety and welfare is being advanced.

Commission discussion.

Mr. Soyring responded to questions by the Commission.

A Public Hearing was opened.

The following individuals addressed the Commission.

- David Petrove, 8899 Riley Road, Interlochen, made general comments.
- Kevin Kline, Airport Director for Northwestern Regional Airport Commission, made general comments.

The Public Hearing was closed.

Motion by Commissioner Koebert, second by Commissioner Richardson, that an amendment to the Traverse City Code of Ordinances Chapter 1348 *Transportation (T) District* to allow additional uses and to modify the development requirements within this district be recommended to the City Commission.

Commission discussion.

Motion carried 6-1 (Commissioner Howe opposed, Commissioners Dow and Warren absent.)

B. Public Hearing to consider the City of Traverse City Six-Year Capital Improvement Program 2016-2022. The Capital Improvement Program is a multi-year schedule for

capital expenditures that includes costs, priorities, and identified funding for the next six years (Action Requested)

Mrs. Luick summarized the April 1, 2016 memo to the Commission related to the Capital Improvement Program. Mr. Soyring added that the Capital Improvement Program is a strategic plan for the community for capital projects and is very important for collaboration city wide. Mr. Soyring stated that projects will be moved around after the Planning Commission's action due to financial constraints. Any changes that are made to the CIP will be communicated to the Commission.

Marty Colburn, City Manager, addressed the Commission.

Commission discussion regarding Union Street Dam projects.

Tim Lodge, City Engineer, addressed the Commission.

Commission discussion regarding street, streetscape and bridge projects.

Tim Lodge, City Engineer, addressed the Commission.

Rob Bacigalupi, Executive Director for Downtown Development Authority, addressed the Commission.

Commissioner Warren joined the meeting at 8:01 p.m.

Commission discussion regarding providing increased emphasis on completing the sidewalk grid.

Tim Lodge, City Engineer, addressed the Commission.

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Koebert that the 2016-2022 Capital Improvement Program as submitted to the Planning Commission be adopted and that the action be communicated to the City Commission.

A Public Hearing was opened.

The Public Hearing was closed.

Motion carried 7-1 (Commissioner Fleshman opposed, Commissioner Dow absent.)

C. Final Report of the US-31/M-37 (Division Street) Planning and Environmental Linkages Process (Patty O'Donnell, MDOT) - (Action Requested)

Chairperson Serratelli remarked that the document is very readable and well done based on the numerous meetings and public input.

Patty O'Donnell presented the report findings to the Commission.

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Richardson that the US-31/M-37 (Division Street) Planning and Environmental Linkages (PEL) Process Final Report Executive Summary March 2016 is found to be consistent with the City Master Plan in terms of location, extent and character and be recommended to the City Commission.

The following made public comment on the topic:

- Rick Buckhalter, 932 Kelly Street, made general comments
- Julie Clark, 604 W 12th Street, made general comments
- Rob Bacigalupi, 627 6th Street, made general comments

Motion carried 8-0 (Commissioner Dow absent.)

6. NEW BUSINESS- None.

7. CORRESPONDENCE

A. Future of Traverse City notes from Traverse City Young Professionals- October 23, 2012

8. REPORTS

A. City Commission - Commissioners Richardson and Howe reported.
B. Board of Zoning Appeals – Commissioner Koebert reported that they had not met.
C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.
D. Arts Commission- Commissioner Warren reported.
E. Planning Commission
1. Master Plan Review Committee—Commissioners Howe and Weatherholt reported.
2. Parking Regulation Committee- Commissioner Serratelli reported.

F. Planning Department—Mr. Soyring reported.
1. Traverse City Place Plan Committee- Mr. Soyring reported.
2. Public Engagement Plan Committee- No report.

3. Community Development/Economic Development- Mr. Colburn gave an overview of "Creating 21st Century Communities" document that was distributed at the meeting
4. Capital Improvement Program- No additional report.

9. PUBLIC COMMENT

A. Rick Buckhalter, 932 Kelly Street, made comments regarding the Capital Improvement Program and allocating funding for police and parks employees. He additionally made comments regarding the 305 W Front Street Special Land Use Permit bench ruling by Judge Rodgers.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 9:28 p.m.

Respectfully submitted,

Date: May 3. 2016

Janet Fleshman ps

Janet Fleshman, Secretary

SPECIAL MEETING MINUTES
TRAVERSE CITY PLANNING COMMISSION

April 20, 2016

A quorum of the Planning Commission was present a community kick-off meeting for the Envision Eighth Street Project on April 20, 2016 at 7:00 p.m. located at the NMC Hagerty Center, 715 E. Front Street, Traverse City MI 49684

The following Commissioners were present, constituting a quorum: Commissioners Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, and Camille Weatherholt.

The following Commissioners were not present: Commissioners Mike Dow, Jim Tuller and Jan Warren.

No decisions were made; these minutes are simply to document a quorum of the Planning Commission was present at this public meeting.

Respectfully submitted,

Date: May 3, 2016

Janet Fleshman PS

Janet Fleshman, Secretary

6/6

TRAVERSE CITY
LIGHT AND POWER BOARD

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, March 22, 2016

Board Members -

Present: Pat McGuire, Jeff Palisin, Amy Shamroe, Bob Spence, Jan Geht

Absent: Tim Werner, John Taylor

Ex Officio Member -

Present: Penny Hill, Assistant City Manager

Others: Tim Arends, W. Peter Doren, Karla Myers-Beman, Pete Schimpke, Kelli Schroeder, Jennifer St. Amour, Stephanie Tvardek

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

Item 2 on the Agenda being Consent Calendar

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

a. Minutes of the Regular Meeting of March 8, 2016.

b. Purchase order to Power Line Supply for optical wire for the LaFranier/Barlow Transmission Line Upgrade Project.

c. Electric Utility 2016-17 Operating Budget.

CARRIED unanimously. (Werner, Taylor absent)

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

None.

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

None.

b. From Staff.

1. Tim Arends and Board discussed the potential transfer of River Road customers to Cherryland Electric Cooperative.

   The following individuals addressed the Board:

   W. Peter Doren, General Counsel
   Karla Myers-Beman, Controller
   Penny Hill, Assistant City Manager

2. Karla Myers-Beman presented the 2015 Annual Report to customers.

   The following individuals addressed the Board:

   Tim Arends, Executive Director

3. Tim Arends polled the Board for availability for the April 12, 2016 Regular Meeting. A majority of the Board members will be available, the meeting stands.

c. From Board.

1. Jan Geht congratulated Pat McGuire on his reappointment to the TCL&P Board.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Vice Chairman Geht declared the meeting adjourned at 5:39 p.m.

Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

TRAVERSE CITY
LIGHT AND POWER BOARD

5/17 cc report

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, April 12, 2016

Board Members -

Present: Pat McGuire, Jeff Palisin, Tim Werner, Jan Geht, John Taylor

Absent: Amy Shamroe, Bob Spence

Ex Officio Member -

Present: Marty Colburn, City Manager

Others: Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Kelli Schroeder, Jennifer J. St. Amour

The meeting was called to order at 5:15 p.m. by Secretary Arends.

Secretary Tim Arends opened the floor to nominations for Chairperson of the Light and Power Board:

Palisin nominated Jan Geht, McGuire seconded.

Tim Arends closed the floor to nominations.

CARRIED unanimously. (Shamroe, Spence absent)

Tim Arends turned the meeting over to Chairman Geht.

Chairman Geht opened the floor to nominations for Vice Chairperson of the Light and Power Board:

Taylor nominated Jeff Palisin, McGuire seconded.

Chairman Geht closed the floor to nominations.

CARRIED unanimously. (Shamroe, Spence absent)

Chairman Geht recommended Tim Arends be reappointed Secretary for the Light and Power Board. Moved by Taylor, seconded by McGuire that Tim Arends be reappointed Secretary for the Light and Power Board.

CARRIED unanimously. (Shamroe, Spence absent)

Chairman Geht asked for volunteers to serve on the Human Resources Ad Hoc Committee. Pat McGuire, Jeff Palisin and John Taylor volunteered.

Moved by Taylor, seconded by Palisin, that the Board create a Human Resources Ad Hoc Committee set to expire in one year.

CARRIED unanimously. (Shamroe, Spence absent)

Moved by Geht, seconded by Werner, that Pat McGuire, Jeff Palisin, John Taylor and Bob Spence as the alternate be appointed to the Human Resources Ad Hoc Committee.

CARRIED unanimously. (Shamroe, Spence absent)

Tim Arends requested item 2b be removed from the Consent Calendar to be placed on a future agenda.

Item 2 on the Agenda being Consent Calendar

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

a. Minutes of the Regular Meeting of March 22, 2016.

b. *Removed from the Consent Calendar.*

c. Purchase order to Power Line Supply for LaFranier/Barlow Transmission Line Upgrade project.

d. A series of Purchase orders to Thomasson Company for Wood Distribution Poles for the Pole Replacement project.

CARRIED unanimously. (Shamroe, Spence absent)

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

With the consensus of the Board, Chairman Geht announced the Reserved Public Comment from Ann Rogers would be allowed during the public comment for item 3a.

a. Customer Generation – solar rate discussion.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller

Moved by McGuire, seconded by Palisin, that the Board authorizes staff to amend the Net Metering Policy by removing the rate class restrictions.

The following individuals from the Public addressed the Board:

1. Reserved

Ann Rogers, 1236 Peninsula Drive, ratepayer
Greg Reisig, NMEAC, non-ratepayer

2. General

Dr. Lisa Delbuono, 1800 Nelson Rd., non-ratepayer
Dan Worth, Groundwork Center for Resilient Communities, non-ratepayer
Mary Van Valin, 871 Webster St., ratepayer
Kate Madigan, 400 Buffy St., ratepayer
Marcia Curran, 800 Cottageview Dr. #203, ratepayer
Mike Grant, 619 Webster St.,ratepayer
Dave Petrov, 9988 Riley Rd., Interlochen, non-ratepayer
David Poinsett, 9770 E Harbor Hills Dr., non-ratepayer
June Thaden, 520 Highland Park Dr., ratepayer

CARRIED unanimously. (Shamroe, Spence absent)

Item 4 on the Agenda being New Business

a. Consideration of approving a construction contract for LaFranier/Barlow Transmission Line Upgrade project.

The following individuals addressed the Board:

Tim Arends, Executive Director
Michael McGeehan, President, GRP Engineering, Inc.

Moved by McGuire, seconded by Werner, that the Light & Power Board authorizes the Chairman and the Secretary to execute a construction agreement in the amount of $798,909.00 with CC Power, LLC for the LaFranier/Barlow Transmission Line Upgrade Project; subject to approval as to substance by the Executive Director and as to form by General Counsel; and further authorizes the Executive Director to approve change orders in the best interests of the utility.

CARRIED unanimously. (Shamroe, Spence absent)

b. Garland Street Project presentation and request for approval and funding of the lighting components.

The following individuals addressed the Board:

Tim Arends, Executive Director
Marty Colburn, City Manager
Karla Myers-Beman, Controller
W. Peter Doren, General Counsel
Tim Lodge, City Engineer
Rob Bacigalupi, DDA Director

Moved by McGuire, seconded by Palisin, that the Board authorizes an amendment to the six year capital plan to include Garland Street decorative lighting in the amount of $169,011, more or less, for the underground costs of the system, as requested by the City Manager.

The following individuals from the Public addressed the Board:

Marcia Curran, 800 Cottageview Drive #203, ratepayer
Mike Grant, 619 Webster, ratepayer
Rick Buckhalter, 932 Kelley St.,ratepayer

Roll Call:
Yes- McGuire, Palisin
No- Werner, Geht, Taylor

FAILED.

Moved by Taylor, seconded by Werner, that the Board authorizes and amendment to the six year capital plan to include Garland Street decorative lighting in the amount of 307,000, more or less, for the underground costs of the system, as requested by the City Manager.

The following individuals from the Public addressed the Board:

Tim Lodge, City Engineer

Roll Call:
Yes- Werner, Taylor
No- McGuire, Palisin, Geht

FAILED.

c. Consideration of a request for approval and financial participation in the Cass Street/Lake Street Streetscape Improvements Project and the Park Street Streetscape Project lighting components.

The following individuals addressed the Board:

Tim Arends, Executive Director
Marty Colburn, City Manager

Moved by McGuire, seconded by Werner, that the Board authorizes an amendment to the six year capital plan to include Cass/Lake Streets and Park Street streetscapes projects for the underground lighting elements of those projects.

CARRIED unanimously. (Shamroe, Spence absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

1. W. Peter Doren reported that he asked the City attorney to initiate a utility wide city ordinance amendment to establish a retroactive period in the event of any billing disputes or billing errors.

b. From Staff.

1. Karla Myers-Beman presented a closeout report for Southside Distribution Substation, West Side Transmission Line Upgrade and Wayne Street Distribution Line Rebuild, and Hickory Hills Distribution Underground.

The following individuals addressed the Board:

Tim Arends, Executive Director

c. From Board

1. Marty Colburn distributed a booklet from the Michigan Municipal League.

2. Chairman Geht requested clarification on the Customer Survey Review Ad Hoc Committee, expiration date of 4/26/16, verifying the staff deemed the committee dissolved.

Item 7 on the Agenda being Public Comment

a. General

No one from the public commented.

There being no objection, Chairman Geht declared the meeting adjourned at 7:45 p.m.

Tim Arends

Tim Arends, Secretary
LIGHT AND POWER BOARD

TRAVERSE CITY
LIGHT AND POWER BOARD

4/6 CC notify

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

Board Members -

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

Absent: Jeff Palisin

Ex Officio Member -

Present: Marty Colburn, City Manager

Others: Karla Myers-Beman, Kelli Schroeder, Scott Menhart, Jennifer St. Amour, Mark Watson

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

W. Peter Doren requested item 2c be removed from the Consent Calendar for full discussion.

Chairman Geht addressed the Public stating that Item 3a was pulled from the Agenda at the request of MPPA.

Item 2 on the Agenda being Consent Calendar

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

a. Minutes of the Regular Meeting of April 12, 2016

b. Energy Technician and Key Accounts Representative Job Description.

c. *Removed from the Consent Calendar.*

CARRIED unanimously. (Palisin absent)

Items Removed from the Consent Calendar

a. Consideration of authorizing revised quit claim deed to the City for surplus coal dock properties.

The following individuals addressed the Board.

W. Peter Doren, General Counsel

Moved by Werner, seconded by Taylor, that the Board Chairman be authorized to execute the revised Quit Claim Deed to the City of Traverse City with modified legal description for Parcel 3 as submitted by General Counsel.

CARRIED unanimously. (Palisin absent)

Item 3 on the Agenda being Unfinished Business

a. Possible reconsideration of approval and funding of the Garland Street Project lighting components.

The following individuals addressed the Board:

W. Peter Doren, General Counsel
Karla Myers-Beman, Controller
Marty Colburn, City Manager

Moved by Shamroe, seconded by Werner, that the Board authorizes an amendment to the six year capital plan and authorizes the extension of the lighting system to include Garland Street decorative lighting in the amount of $307,000, more or less, for the underground costs of the system.

The following individuals from the Public addressed the Board:

Rob Bacigalupi, DDA Director

Roll Call:
Yes-Shamroe, Taylor, Werner
No-McGuire, Spence, Geht

FAILED.

Moved by Taylor, seconded by McGuire, that the Board authorizes an amendment to the six year capital plan and authorizes the extension of the lighting system to include Garland Street decorative lighting in the amount of $169,000, more or less, for the underground costs of the system.

The following individuals addressed the Board:

Karla Myers-Beman, Controller read a statement from the Executive Director.

Roll Call:
Yes- McGuire, Shamroe, Spence, Taylor, Werner, Geht
No- None

CARRIED unanimously.

Item 4 on the Agenda being New Business

None.

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

None.

b. From Staff.

1. Jacob Hardy, Energy Advisor, and Jennifer Alvarado, Outreach Lead, of Franklin Energy gave a presentation regarding TCL&P's Energy Efficiency Program.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

c. From Board.

None.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman Geht declared the meeting adjourned at 5:53 p.m.

Tim Arends, Secretary
LIGHT AND POWER BOARD

/js

CITY OF TRAVERSE CITY

Minutes

United States Coast Guard City Committee

April 7, 2016

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

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Greg Matyas, Dan Baker, Marty Colburn, Polly Cairns, and Tom Allard.

Also present was Katelyn Zeits and Katelynne McBenge.

The following was absent: Dave Barr

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the March 3, 2016 regular meeting."

   It was moved by Perdue, seconded by Baker to approve the minutes from the March 3, 2016 regular meeting.

   AIF/MC (Barr absent)

2. Next item being "Discussion regarding possible relocations of the Coast Guard Exhibit from the Grand Traverse Lighthouse Museum."

   Mr. Simons gave an update as to the progress he had made with the Grand Traverse Lighthouse Museum. By consensus, Mr. Simons will continue to make contacts to find the exhibit a location.

3. Next item being "Discussion regarding presentation to the Traverse City Arts Commission."

   By consensus, the Committee will present at the April 20th Arts Commission Meeting.

4. Next item being "Update regarding an annual Coast Guard City Committee sponsored event."

Mr. Baker gave an update of his progress and handed out a cost estimate to hold a 5k race event.

5. Next item being "Update regarding display cases."

   Mr. Matyas reported that display cases have been secured for usage.

6. Next item being "Public Comment."

   None.

7. Adjournment.

   There being no objection, Chair Stan Simons declared the meeting adjourned at 3:45 p.m.

Katelyn Zeits

Katelyn Zeits
Recording Secretary

MINUTES **ACT 345 RETIREMENT SYSTEM**

DATE:	February 24, 2016
LOCATION:	Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME:	12:00 Noon.
PRESENT:	W. Twietmeyer, C. Rueckert, W. Kuhn, J. Jenkins, J. Bussell
ABSENT:	
GUESTS:	
STAFF:	J. Henderson, C. Bosley

W. Kuhn called the regular meeting to order at 12:03 pm.

J. Jenkins participated via telephone.
Christine Bosley, Human Resources Director, was introduced to the Board.

Moved by C. Rueckert, seconded by J. Jenkins that the minutes of the January 27, 2016 regular meeting be approved.

Motion approved 5-0.

Warrant No. 598 in the amount of $190,276.99 for Retirees Benefits for March 2016 was approved and signed by W. Kuhn and J. Bussell.

Michael Ayling, applicant for retirement, participated via telephone.

Moved by C. Rueckert, seconded by J. Bussell that Michael Aylings application for retirement, selection of a Regular retirement, and the nomination of his spouse, Veronica Ayling, as beneficiary be approved and that Michael Ayling is hereby formally approved for a Regular retirement effective February 7, 2016.

Motion approved 5-0.

Bob Hubbard of Gray & Company sent a quarterly report to the Board for the month ending December 31, 2015. The report included a capital market review, a total fund performance and analysis, and an investment manager performance and analysis for the quarter ending December 31, 2015. Although Bob Hubbard was not available via telephone, W. Twietmeyer pointed out the highlights of the report and asked the Board to provide any questions that they may formulate for follow up with Gray & Company. Bob Hubbard is planning to attend the March board meeting.

W. Twietmeyer distributed copies of the annual actuarial valuation to the Board. A formal presentation by Gabriel, Roeder, Smith & Company will take place at a later meeting.

The Board discussed the consultant agreement for investment advisory services and reviewed the proposal that was sought from the Bogdahn Company. The Board discussed this proposal and the desire to have advisory services for the retiree health portfolio.

Moved by C. Rueckert, seconded by J. Bussell to authorize W. Twietmeyer, the Board Secretary to negotiate with the Bogdahn Group for investment advisory services for both the retirement plan and the retiree health trust plan for an amount not to exceed $2,000 per year over the current proposal.

Motion approved 5-0.

A communication from VanOverbeke, Michaud, & Timmony regarding Normal Retirement Age/ In-Service Distributions was distributed to the Board for their information. W. Twietmeyer will follow up with legal counsel to determine if there are any implications for our retirement system.

Moved by W. Twietmeyer, seconded by J. Jenkins to authorize the payment of $6,000 to Gabriel, Roeder, Smith & Company for the GASB 67 and GASB 68 report in accordance with the consultant agreement.

Motion approved 5-0.

Moved by J. Bussell, seconded by C. Rueckert to adjourn.

Motion approved 5-0.

Meeting adjourned at 12:42 pm

William E. Twietmeyer

William E. Twietmeyer
Secretary/Treasurer

Memorandum

The City of Traverse City

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director W.E.T.
Subject: Certification of the City's Contribution to ACT 345 Retirement System
Date: June 1, 2016

MSA 5.3375 (2) (4) requires the ACT 345 Retirement System Board to certify to the City the amount to be contributed by the City as provided in ACT 345, P.A. 1937 as amended.

Upon reviewing the actuarial report, the City's required contribution to the ACT 345 Retirement System for fiscal year 2015-16 will total $2,145,211 for both the retirement system and retiree health insurance. These funds are budgeted in the Act 345 Millage Fund and the Police and Fire Department budgets. This communication serves as notice that the ACT 345 Retirement System Board certifies that the amount to be contributed is correct and accurate. The contribution will be made within two weeks.

Please place this item under Reports and Communications to the City Commission for its next scheduled Commission meeting.

CITY OF TRAVERSE CITY

MEMORANDUM

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director W.E.T.
Subject: Quarterly Report
Date: May 25, 2016

Attached is a copy of the quarterly financial report for the third quarter operations ending March 31, 2016. Activity in each of the major fund categories appears to be consistent with their budget and with prior year activities.

It should be noted that the Water Fund and Sewer Fund are showing much higher expenses this year compared to last fiscal year. The reason is the large expenditure for the SCADA system at the water treatment plant and the replacement of three membranes at the waste water treatment plant. Both funds also show higher revenue from the participating townships related to these projects.

It should also be noted that the Road Commission Millage Fund will receive the allotted revenue in the fourth quarter. This is the reason why no revenue shows up in the first three quarters. The Trunkline Maintenance Fund has significantly lower revenue and expenses in this fiscal year because last year included extra funds provided by MDOT for the skip patching project along the curb on US 31 from the City limits to Front Street by the Holiday Inn. Finally, the Public Improvement Projects Fund reported higher expenses this year compared to last year. This is because this year's activity included significant costs related to the West Front Street Project and the repairs to Clinch Park.

Please forward this memo with attachments to the City Commission under Reports and Communications.

Encl.

City of Traverse City
Quarterly Reports
Fiscal Year 2015-16

GENERAL FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	14,510,400.00	14,510,400.00	8,845,078.59	1,559,186.17	1,227,757.58		8,845,078.59	10,404,264.76	11,632,022.34		80.16%
Surplus	1,046,900.00	1,046,900.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	15,557,300.00	15,557,300.00	8,845,078.59	1,559,186.17	1,227,757.58		8,845,078.59	10,404,264.76	11,632,022.34		74.77%
EXPENDITURES											
Personnel	9,411,000.00	9,411,000.00	2,227,338.85	2,388,821.78	1,960,901.12		2,227,338.85	4,616,160.63	6,577,061.75		23.67%
Supplies	356,200.00	356,200.00	45,243.75	104,111.67	56,016.96		45,243.75	149,355.42	205,372.38		12.70%
Contractual	1,326,750.00	1,326,750.00	209,573.90	233,121.85	377,780.66		209,573.90	442,695.75	820,476.41		15.80%
Other	1,752,350.00	1,752,350.00	613,037.13	477,116.17	320,405.94		613,037.13	1,090,153.30	1,410,559.24		34.98%
Contingency	25,000.00	25,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Transfers	2,686,000.00	2,686,000.00	0.00	1,335,000.00	0.00		0.00	1,335,000.00	1,335,000.00		49.70%
Total	15,557,300.00	15,557,300.00	3,095,193.63	4,538,171.47	2,715,104.68		3,095,193.63	7,633,365.10	10,348,469.78		66.52%

WATER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	3,780,000.00	3,780,000.00	1,293,917.84	861,105.99	881,024.28		1,293,917.84	2,155,023.83	3,036,048.11		80.32%
Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	3,780,000.00	3,780,000.00	1,293,917.84	861,105.99	881,024.28		1,293,917.84	2,155,023.83	3,036,048.11		80.32%
EXPENDITURES											
Treatmt Plant	1,270,000.00	1,270,000.00	324,151.86	787,261.03	376,941.20		324,151.86	1,111,412.89	1,488,354.09		117.19%
Distribution	1,116,500.00	1,116,500.00	215,826.30	209,376.89	238,365.15		215,826.30	425,203.19	663,568.34		59.43%
Utility Acct	478,900.00	478,900.00	103,703.92	101,067.18	97,472.79		103,703.92	204,771.10	302,243.89		63.11%
Contingency	914,600.00	914,600.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	3,780,000.00	3,780,000.00	643,682.08	1,097,705.10	712,779.14		643,682.08	1,741,387.18	2,454,166.32		64.93%

City of Traverse City
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SEWER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	7,327,000.00	7,327,000.00	1,845,626.45	1,857,821.11	2,067,241.24		1,845,626.45	3,703,447.56	5,770,688.80		78.76%
Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	7,327,000.00	7,327,000.00	1,845,626.45	1,857,821.11	2,067,241.24		1,845,626.45	3,703,447.56	5,770,688.80		78.76%
EXPENDITURES											
Treatmt Plant	5,422,000.00	5,422,000.00	813,696.61	3,166,089.64	779,749.72		813,696.61	3,979,786.25	4,759,535.97		87.78%
Distribution	845,500.00	845,500.00	194,634.96	204,593.30	191,188.36		194,634.96	399,228.26	590,416.62		69.83%
Utility Acct	962,700.00	962,700.00	211,134.64	208,910.72	202,052.17		211,134.64	420,045.36	622,097.53		64.62%
Contingency	96,800.00	96,800.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	7,327,000.00	7,327,000.00	1,219,466.21	3,579,593.66	1,172,990.25		1,219,466.21	4,799,059.87	5,972,050.12		81.51%

Road Comm. Mill.	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE	750,000.00	750,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
EXPENDIT	750,000.00	750,000.00	0.00	119,878.33	130,222.49		0.00	119,878.33	250,100.82		33.35%

PARKING SYSTEM	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE	2,896,100.00	2,896,100.00	841,093.79	560,683.62	1,014,900.43		841,093.79	1,401,777.41	2,416,677.84		83.45%
EXPENDITURES											
Operating	2,896,100.00	2,896,100.00	356,693.18	408,203.94	727,083.45		356,693.18	764,897.12	1,491,980.57		51.52%
Contingency	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	2,896,100.00	2,896,100.00	356,693.18	408,203.94	727,083.45		356,693.18	764,897.12	1,491,980.57		51.52%

City of Traverse City
Quarterly Reports
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MARINA	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE	585,500.00	585,500.00	225,744.26	227,960.02	47,464.99		225,744.26	453,704.28	501,169.27		85.60%
EXPENDITURES											
Operating	585,500.00	585,500.00	186,925.87	89,338.55	71,950.49		186,925.87	276,264.42	348,214.91		59.47%
Contingency	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	585,500.00	585,500.00	186,925.87	89,338.55	71,950.49		186,925.87	276,264.42	348,214.91		59.47%

GARAGE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	2,780,000.00	2,780,000.00	749,353.31	812,754.83	642,452.22		749,353.31	1,562,108.14	2,204,560.36		79.30%
Surplus	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		
Total	2,780,000.00	2,780,000.00	749,353.31	812,754.83	642,452.22		749,353.31	1,562,108.14	2,204,560.36		79.30%
EXPEND	2,780,000.00	2,780,000.00	413,186.66	463,747.74	602,211.48		413,186.66	876,934.40	1,479,145.88		53.21%

PUBLIC IMPROVEMENT	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	70,000.00	70,000.00	6,027.38	15,034.10	672,748.48		6,027.38	21,061.48	693,809.96		991.16%
Transfer In	1,335,000.00	1,335,000.00	0.00	1,335,000.00	0.00		0.00	1,335,000.00	1,335,000.00		100.00%
Prior Yr Surp	640,670.00	640,670.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	2,045,670.00	2,045,670.00	6,027.38	1,350,034.10	672,748.48		6,027.38	1,356,061.48	2,028,809.96		99.18%
EXPENDITURES	2,045,670.00	2,045,670.00	1,391,580.77	1,656,080.46	-306,687.28		1,391,580.77	3,047,661.23	2,740,973.95		133.99%

City of Traverse City
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MAJOR STREET	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Reimburse	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
State Source	795,500.00	795,500.00	80,475.67	204,165.32	197,045.87		80,475.67	284,640.99	481,686.86		60.55%
Int & Div	500.00	500.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Transfer In	134,000.00	134,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Prior Yr Sur	54,000.00	54,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	984,000.00	984,000.00	80,475.67	204,165.32	197,045.87		80,475.67	284,640.99	481,686.86		48.95%
EXPENDITURES											
Personnel	395,000.00	395,000.00	56,689.08	93,775.23	119,255.36		56,689.08	150,464.31	269,719.67		68.28%
Supplies	95,000.00	95,000.00	7,642.55	17,842.01	38,302.93		7,642.55	25,484.56	63,787.49		67.14%
Contractual	95,000.00	95,000.00	32,032.40	2,433.13	655.50		32,032.40	34,465.53	35,121.03		36.97%
Other	399,000.00	399,000.00	39,782.35	69,332.64	166,219.08		39,782.35	109,114.99	275,334.07		69.01%
Total	984,000.00	984,000.00	136,146.38	183,383.01	324,432.87		136,146.38	319,529.39	643,962.26		65.44%

LOCAL STREET	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Reimburse	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Metro Auth	47,000.00	47,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
State Source	295,000.00	295,000.00	28,084.61	112,955.59	130,522.98		28,084.61	141,040.20	271,563.18		92.06%
Transfer In	967,000.00	967,000.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	1,309,000.00	1,309,000.00	28,084.61	112,955.59	130,522.98		28,084.61	141,040.20	271,563.18		20.75%
EXPENDITURES											
Personnel	583,000.00	583,000.00	107,231.08	143,505.15	138,360.40		107,231.08	250,736.23	389,096.63		66.74%
Supplies	86,000.00	86,000.00	6,125.46	10,832.92	14,164.69		6,125.46	16,958.38	31,123.07		36.19%
Contractual	50,000.00	50,000.00	0.00	0.00	1,375.73		0.00	0.00	1,375.73		2.75%
Other	590,000.00	590,000.00	110,886.19	125,239.38	174,229.39		110,886.19	236,125.57	410,354.96		69.55%
Total	1,309,000.00	1,309,000.00	224,242.73	279,577.45	328,130.21		224,242.73	503,820.18	831,950.39		63.56%

City of Traverse City
Quarterly Reports
Fiscal Year 2015-16

TRUNK LINE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
State Source	299,500.00	299,500.00	10,726.02	140,858.26	108,416.31		10,726.02	151,584.28	260,000.59		86.81%
Int. & Div	200.00	200.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Reimburse	300.00	300.00	168.64	131.56	183.78		168.64	300.20	483.98		161.33%
Prior Yr Sur	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00		0.00%
Total	300,000.00	300,000.00	10,894.66	140,989.82	108,600.09		10,894.66	151,884.48	260,484.57		86.83%
EXPENDITURES											
Personnel	90,000.00	90,000.00	2,352.81	5,794.85	29,406.76		2,352.81	8,147.66	37,554.42		41.73%
Supplies	45,000.00	45,000.00	0.00	10,941.32	19,447.83		0.00	10,941.32	30,389.15		67.53%
Contractual	30,000.00	30,000.00	5,775.00	109,752.63	0.00		5,775.00	115,527.63	115,527.63		385.09%
Other	135,000.00	135,000.00	6,550.58	12,541.36	53,433.34		6,550.58	19,091.94	72,525.28		53.72%
Total	300,000.00	300,000.00	14,678.39	139,030.16	102,287.93		14,678.39	153,708.55	255,996.48		85.33%

BOARD OF COMMISSIONERS
Vacant, District #1
Debra L. Rushton, District #2
William J. Bunek, District #3
Ty Wessell, District #4
Patricia Soutas-Little, District #5
Carolyn Rentenbach, District #6
Melinda C. Lautner, District #7

Chet Janik, County Administrator
Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
(231) 256-9711 ♦ (866) 256-9711 toll free
(231) 256-0120 fax
leelanau.cc ♦ cjanik@co.leelanau.mi.us

May 10, 2016

Chief Jim Tuller
Traverse City Fire Department
500 W. Front St.
Traverse City, MI 49684

Dear Chief Tuller:

On behalf of the Leelanau County Board of Commissioners, I want to take this opportunity to express our sincere appreciation to you and your Department for all that you do to keep Leelanau County safe and secure.

Enclosed is the official Leelanau County Resolution #2016-005 – a small token of appreciation for all of your efforts on the County's behalf.

Sincerely,

Chet Janik,
Leelanau County Administrator

/lse
Encl.

Leelanau County Resolution No. 2016-005

National County Government Month - April 2016
Recognizing "Safe and Secure Counties"

WHEREAS, April is National County Government Month; and

WHEREAS, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

WHEREAS, the National Association of Counties' (NACo) "Safe and Secure Counties" initiative is encouraging counties to focus on strengthening the safety and security of their communities; and

WHEREAS, Leelanau County takes pride in our responsibility to protect and enhance the health, well-being and safety of our residents in efficient and cost-effective ways; and

WHEREAS, in order to remain healthy, vibrant, safe, and economically competitive, America's counties provide public health, justice, emergency and management services that play a key role in everything from residents' daily health to disaster response; and

WHEREAS, we accept responsibility to actively promote programs and services to the public we serve;

NOW, THEREFORE, BE IT RESOLVED THAT the Leelanau County Board of Commissions does hereby recognize and appreciate all County and local government employees and volunteers who keep our County safe and secure.

Carolyn Rentenbach

Carolyn Rentenbach, Chairman
Leelanau County Board of Commissioners

Michelle L. Crocker

Michelle Crocker, Clerk
Clerk to the Board of Commissioners

Dated: April 19, 2016

6/6 - a reporte

ch2m

MONTHLY OPERATING REPORT

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

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

FROM: Elizabeth Hart, Project Manager

DATE: May 13, 2016

SUBJECT: Monthly Operations Report for April 2016

Attached to this report are the following items: a financial summary of the TCRWWTP and the Grand Traverse County Septage Facility, April's report to the state which has been electronically submitted. The monthly loadings and flows for April 2016 will be included in next month's report.

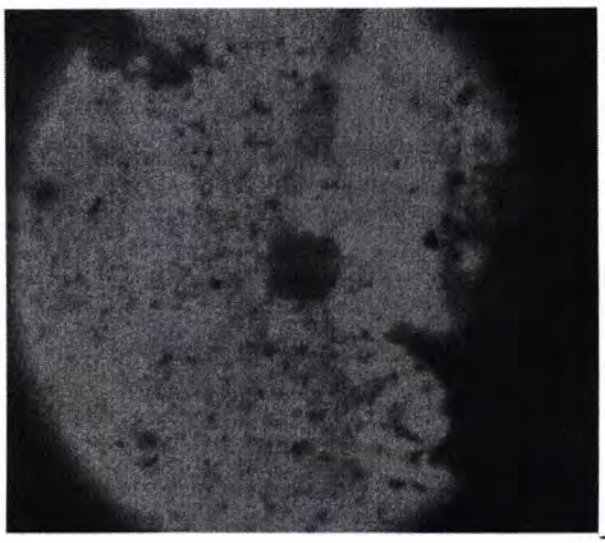
TRAVERSE CITY

OPERATIONS AND PROJECTS

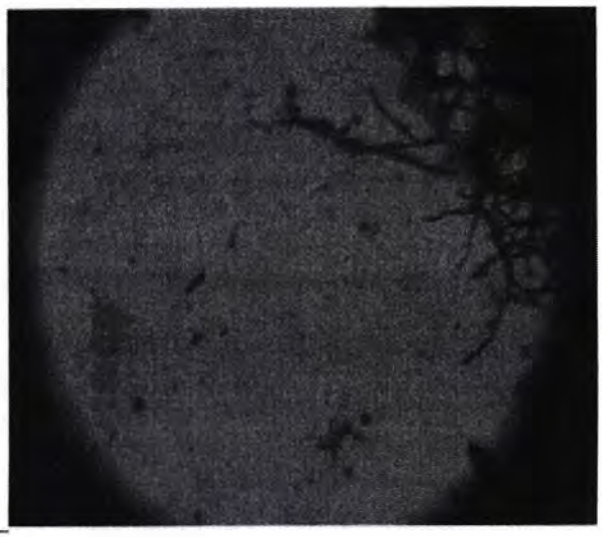
The Treatment Plant was in full compliance through the month of April. The plant is operating well. We have not observed comma shaped Gram positive bacteria in the biomass since mid-December. (Please refer to the photos below)

Microscope Pictures of Treatment Plant Biomass

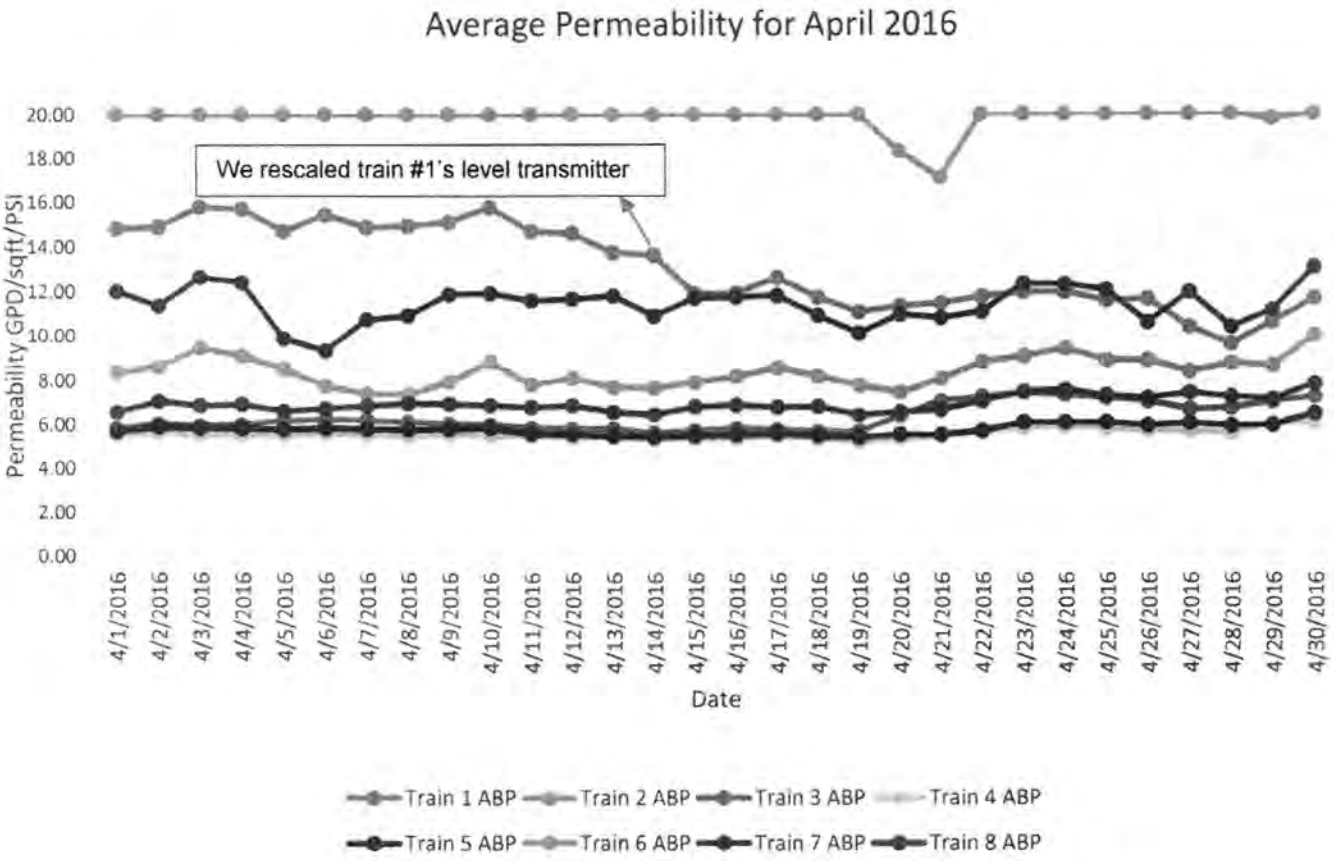
4-6-16



4-21-16

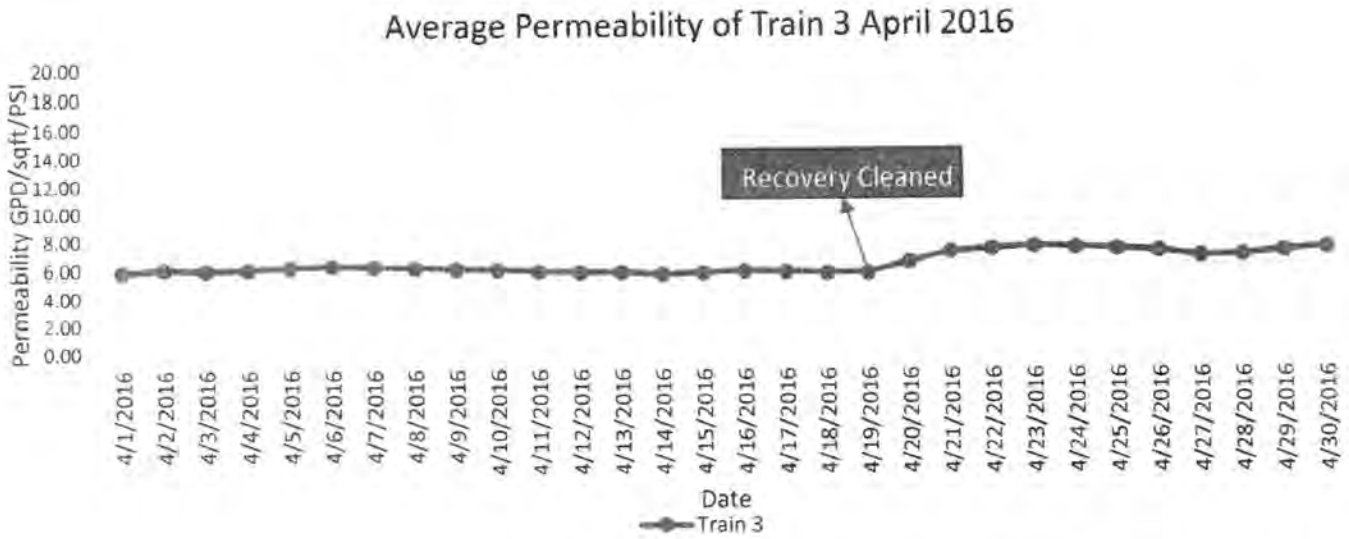


Membrane train #1's permeabilities decreased in the middle of the month as a result of us rescaling the level transmitter for that train. We continue to back pulse the membrane trains as needed. Back pulsing capabilities were enhanced by adding SCADA programming that would trigger the automatic use of the back pulse mode at a given transmembrane pressure (TMP). We are able to permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds DEQ requirements. (Please refer to the graph below)



We rescaled train #1's level transmitter.

We recovery cleaned Train #3 on 4-19-16. (Please refer to the graph below)



We cleaned the south aeration basin, and made some minor repairs to the aeration grid.

We completed the spring biosolids haul. The next haul will be scheduled for late July.

Maintenance

- The phase monitor in the control cabinet at the Coast Guard Lift Station was replaced, and rewired to call out when there is a loss of phase at the lift station.
- We installed a new pump in the Coast Guard Lift Station.
- We replaced the sensophone in the Coast Guard Lift Station.
- The doors to the maintenance shop and the aeration basin were replaced.
- We fixed the Dragger meters in the fine screen and coarse screen buildings. (These meters monitor Methane levels in the building)
- We replaced the pressure relief valve on Digester #4.

TCRWWTP Items of Importance		
TCRWWTP Action Items	Status	Estimated Total Cost
Membrane Replacement (890)	The City has decided to replace 1 train of membranes per year until all 8 trains are replaced. GE's 2016 proposal for the replacement of one train of membranes has been received **CH2M recommends <u>budgeting</u> to replace trains at 8yrs of life.** 4 trains replaced 4 more trains remain	800,000/train(updated per GE's 2016 proposal)
Comma Shaped Gram Positive Bacteria(CSGPB)	CH2M and the University of Michigan have completed fine tuning the scope of work to be included in the CSGPB study. Study to tentatively begin in the fall of 2016.	$125,00(
Primary Header	The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. CH2M included in City's capital improvements for 2016/2017. (#902)	$500,000(updated pe first engineering firm proposal-looking fo cheaper options
Digester Condition Assessment and Reconditioning	Digesters #3 and #4 have been in service since 1958. CH2M recommends a condition assessment and related reconditioning for each digester within the next three years. CH2M included this recommendation in the City's capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning)	$125,000/Digeste
TBA Lift Station Pumps, Controls, Pump pit needs reconditioning.	Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2M recommends replacing the pumps, controls and relining the pump pit. The TBA Lift Station Project was approved. CH2M has received the replacement pumps, Windemueller is working on building the new control panel, and the internal walls of the TBA Lift Station can have been relined. (Capital Improvement #892)	$75,00
The Membrane Gates need Replacing	Eight membrane gates and two aeration basin gates replaced as of Spring 2016. 8 additional membrane gates to replace.	$44,874/ 4 gate installe
Front Street Lift Station and Main Plant Programmable Logic Controls (PLC)5 Upgrade	Front Street and the Main plant both have a PLC 5 that is obsolete and as a result difficult to support. CH2M recommends the replacement of both PLC 5s in the City's 2016/2017 capital improvement plan. (#899)	$152,64

TCRWWTP Items of Importance		
TCRWWTP Action Items	Status	Estimated Total Cost
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. (Capital Improvement #893) The screw pump project was approved. CH2M has ordered the screw pump-Tentative arrival the week of July 25th. Elmer's has removed the old concrete in the trough. The gear box has been inspected and new seals have been installed, and the motor has been inspected and is ready for install.	$200,000/Screw Pump
West SST needs a new Bio-solids pump	The plant is required to have a pump that can fill Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in the City's 6 year capital Improvement Plan.(Capital Improvement #894)	$104,411

IPP

American waste was granted a discharge permit to allow them to deliver landfill leachate from the Wexford County Landfill to the Grand Traverse County Septage Facility.

The contractor renovating the old Credit Union One building on the corner of 14th and Veteran's Drive was granted a two foot inspection manhole, because the sewer lead was only three feet below the ground. The manhole was installed in early May.

We spoke with the leaser of the property at the corner of Wellington and Eighth Street. He's starting a food truck lot and wanted to know how to get sewer hookup at the site. After explaining the requirements, he decided to contract Williams Pumping to service the truck's needs.

A temporary discharge permit was issued to City Engineering for discharging ground water near the intersection of Garland and Hall Streets. They discharged approximately 2,500 gallons.

GTCSF ITEMS OF IMPORTANCE		
GTSF Action Items	**Status**	**Estimated Cost**
Bio-Filter Media Replacement	Completed	
ATAD Tank Cleaning	Completed	
Pump Pulling Capabilities Needed	Completed	
SNDR Pump Seal is Leaking-2016	New pump purchase approved by BPW/recieved-CH2M to install when high temperature alarm has been installed-Completed	
Pumps are Aging-2016,2018,2020	Pump Replacement Included in 5 Year Capital Improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations. CH2M looking at operational solutions to reduce amount of grit getting to pumps. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	$7,500/pump
Modification to Foul Air-2017	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan.	$30,000
Grit Removal -2018	CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	TBD
Fine Screens Modification Needed to remove rags and not impede forward flow-2018	CH2M has developed a modification strategy/included in 5 yr. capital plan	$18,000
Rock Trap for Grease Pump-Needed to protect pump from large debris-2018	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr.	$18,000
Bio-solids Load Out Pipe Needed-2020	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio- solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan.	$7,500
Sludge Storage Capacity-2020	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.	TBD

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

Operations

The daily average effluent BOD loading for the month of April was 11.59 lbs./day.

We observed the average unloading time for the haulers in April to be 16.9 minutes, with an average unloading rate of 147 gallons/minute. The picture below depicts the general condition of the unloading bays. We clean the bays twice a day.

Unloading Bays (4-15-16)

Maintenance

- We replaced the rock traps' hatch seals and latches.
- We fixed two emergency lights at the facility.
- The pump mounts in the ATAD building basement were never grouted in. We grouted the pump mounts and found pump vibration values decreased. (Please refer to the table below) The SNDR pump was not in service at this time.

GTSF ATAD JET PUMP VIBRATION ANALYSIS SPRING 2016		
PUMP AREA	**BEFORE GROUTING (inches/sec)**	**AFTER GROUTING (inches/sec)**
Volute Exit	0.35	0.12
Pump Base	0.03	0.02
Bearing Assembly	0.18	0.09
Motor In	0.25	0.18
Motor Out	0.7	0.4
GTSF ATAD FOAM PUMP VIBRATION ANALYSIS SPRING 2016		
PUMP AREA	**BEFORE GROUTING (inches/sec)**	**AFTER GROUTING (inches/sec)**
Volute Exit	0.11	0.06
Pump Base	0.04	0.02
Bearing Assembly	0.07	0.04
Motor In	0.10	0.06
Motor Out	0.22	0.12

- We changed all of the oil in the ATAD building pump motors, and in the facility's blower motors.
- We installed the rebuilt SNDR pump on 4/22/16. The cost of the rebuild was $3,500. The pump is currently in service. As a failsafe, because we have no pumping redundancy in this building, we recommend installing high temperature shutoffs on all the pumps in the ATAD basement. We are currently obtaining a cost estimate for this work.
- We have received the new SNDR pump. We will install it once a decision is made on whether or not to install the high temperature shut off switches.

Other

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. John Divozzo and CH2M continue to work together to prioritize the facility's needs. The costs included in the table are rough estimates. We are currently developing a scope of work for each project recommended for 2016, and will obtain competitive bids pertaining to that scope of work. When we have the bids in place we will present the Board of Public Works with the scope of work and related bids. This table has been updated as of May 2016.

Capital Improvement Recommendations-Listed in Order of Importance

Contract Year	Project	Estimated Cost
2016	Post Equalization Tank Cleaning	$40,000
2016	Sludge Storage Pump Repair (original estimate $20,000)	$14,696
2016	Two Post Equalization Pumps Replaced	$15,000
2017	Modify Foul Air System	$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2017	MBR Tank Cleaning	TBD
2018	Modify Fine Screens and Compactor	$18,000
2018	Grit Removal Feasibility Study	$12,000
2018	Grit Removal System Added (Requires Feasibility Study)	TBD
2018	Replace four Lift Station/EQ Tank Submersible Pumps	$28,000
2018	Install Rock Trap on Grease Load Out Line	$18,000
2019	Replace East & West Load Out Rock Traps	$65,000
2019	Sludge Storage Feasibility Study	$10,000
2020	Sludge Load Out Line	$7,500
2020	Replace two Lift Station/EQ Tank Submersible Pumps	$14,000
2020	Sludge Storage Expansion	TBD

Traverse City Regional Waste Water Treatment Plant 2015-2016

EXPENSE CATEGORY	Apr-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	$ 16,725.83	$ 14,198.69	$ 2,527.14	$ 200,710.00	$ 147,833.33	$ 181,285.00	$ 19,425.00
CLIENT PLANT & EQUIP	$ 9,583.33	$ 4,845.40	$ 4,737.93	$ 115,000.00	$ 118,311.59	$ 137,478.26	$ (22,478.26)
DUES AND SUBSCRIPTIONS	$ 62.50	$ -	$ 62.50	$ 750.00	$ 236.00	$ 361.00	$ 389.00
EDUCATION, TRAINING, MEETINGS	$ 521.67	$ 1,243.32	$ (721.65)	$ 6,260.00	$ 13,413.77	$ 14,457.10	$ (8,197.10)
ELECTRICITY	$ 40,400.00	$ 32,456.21	$ 7,943.79	$ 484,800.00	$ 345,408.41	$ 426,208.41	$ 58,591.59
EMPLOYEE EXPENSE	$ 789.21	$ 314.39	$ 474.82	$ 9,470.55	$ 13,875.76	$ 15,454.19	$ (5,983.64)
INSURANCE	$ 2,902.28	$ 2,607.80	$ 294.48	$ 34,827.36	$ 27,461.00	$ 33,265.56	$ 1,561.80
LABOR	$ 68,859.47	$ 56,144.83	$ 12,714.64	$ 840,085.52	$ 586,524.42	$ 726,538.67	$ 113,546.85
OPERATING EXPENSES	$ 9,483.16	$ 13,506.09	$ (4,022.93)	$ 114,572.25	$ 145,693.76	$ 159,160.48	[illegible]
OUTSIDE SERVICES	$ 2,166.67	$ 5,936.98	$ (3,770.31)	$ 26,000.00	$ 66,023.58	$ 70,356.91	[illegible]
SOLIDS HANDLING	$ 54,970.00	$ 12,127.46	$ 42,842.54	$ 168,340.00	$ 203,783.35	$ 204,923.35	[illegible]
SUPPLIES	$ 916.67	$ -	$ 916.67	$ 11,000.00	$ 11,655.35	$ 13,488.68	$ (2,488.68)
TELECOMMUNICATIONS	$ 850.00	$ 1,105.58	$ (255.58)	$ 10,200.00	$ 8,770.17	$ 10,470.17	$ (270.17)
TRAVEL COSTS	$ 1,847.26	$ 2,534.42	$ (687.16)	$ 22,167.08	$ 22,759.77	$ 26,454.28	$ (4,287.20)
UTILITIES-OPERATIONS	$ 1,212.50	$ 472.50	$ 740.00	$ 14,550.00	$ 11,780.94	$ 14,205.94	$ 344.06
TOTALS	$ 211,290.55	$ 147,493.67	$ 63,796.88	$ 2,058,732.76	$ 1,723,531.20	$ 2,034,108.01	$ 24,624.76

Grand Traverse County Septage Facility 2015-2016

	Apr-16			Year End			
EXPENSE CATEGORY	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	$ 120.00	$ 3,242.80	$ (3,122.80)	$ 1,440.00	$ 5,860.09	$ 6,100.09	[illegible]
CLIENT PLANT & EQUIP	$ 833.33	$ 46,048.78	$ (45,215.45)	$ 10,000.00	$ 59,757.27	$ 61,423.94	[illegible]
DUES AND SUBSCRIPTIONS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EDUCATION, TRAINING, MEETINGS	$ 4.58	$ 144.41	$ (139.83)	$ 55.00	$ 315.76	$ 324.93	$ (269.93)
ELECTRICITY	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EMPLOYEE EXPENSE	$ 65.23	$ -	$ 65.23	$ 782.75	$ -	$ 130.46	$ 652.29
INSURANCE	$ 317.05	$ 209.70	$ 107.35	$ 3,804.62	$ 1,945.29	$ 2,579.39	$ 1,225.23
LABOR	$ 9,659.03	$ 8,259.25	$ 1,399.78	$ 117,840.16	$ 90,224.45	$ 109,864.48	$ 7,975.68
OPERATING EXPENSES	$ 977.56	$ 682.76	$ 294.80	$ 11,814.56	$ 16,901.62	$ 18,311.25	[illegible]
OUTSIDE SERVICES	$ 5,700.00	$ (39,982.47)	$ 45,682.47	$ 68,400.00	$ 677.69	$ 12,077.69	$ 56,322.31
SOLIDS HANDLING	$ 8,600.00	$ 2,723.60	$ 5,876.40	$ 30,300.00	$ 29,153.80	$ 30,153.80	$ 146.20
SUPPLIES	$ 16.67	$ 929.72	$ (913.05)	$ 200.00	$ 2,453.04	$ 2,486.37	$ (2,286.37)
TELECOMMUNICATIONS	$ 96.00	$ 121.84	$ (25.84)	$ 1,152.00	$ 904.80	$ 1,096.80	$ 55.20
TRAVEL COSTS	$ 110.58	$ -	$ 110.58	$ 1,327.00	$ -	$ 221.17	$ 1,105.83
UTILITIES-OPERATIONS	$ 15.63	$ -	$ 15.63	$ 187.50	$ 1,491.45	$ 1,522.70	$ (1,335.20)
TOTALS	$ 26,515.66	$ 22,380.39	$ 4,135.27	$ 247,303.59	$ 209,685.26	$ 246,293.06	$ 1,010.53

Major Repairs Expenses		
Terra Contractors	ATAD Cleaning	$46,048.78

No Discharge

Traverse City WWTP DMR Summary

April 2016

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	Sample Freq	Sample Type
Flow 50050 Final Effluent (1)	Sample Measurement	5.701	5.183	MGD	****	****	****	****	Daily	Report Total D
	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily		****	****	****		Daily	Report Total Daily Flo
Total Suspended Solids 00530 Prior to Disinfection (B)	Sample Measurement	<47	<46	lbs/day	****	<1	<1	mg/L	3X Weekly	24-Hr Compo:
	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average		****	30 Maximum Monthly Average	45 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80082 Prior to Disinfection (B)	Sample Measurement	<88	<93	lbs/day	****	<2	<2	mg/L	3X Weekly	24-Hr Compo:
	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average		****	35 Maximum Monthly Average	40 Maximum 7-Day Average		3X Weekly	24-Hr Composite
Total Phosphorus (as P) 00665 Prior to Disinfection (B)	Sample Measurement	14	21	lbs/day	****	0.30	0.50	mg/L	3X Weekly	24-Hr Compo:
	Permit Requirement	36 Maximum Monthly Average	(Report) Maximum Daily		****	0.5 Maximum Monthly Average	(Report) Maximum Daily		3X Weekly	24-Hr Composite
Total Mercury 71900 Final Effluent (1)	Sample Measurement	0.02	0.02	lbs/day	****	0.57	0.57	ng/l	Quarterly	Calculation
	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily		****	(Report) Maximum Monthly Average	(Report) Maximum Daily		Quarterly	Calculation
Total Silver 01077 Prior to Disinfection (B)	Sample Measurement	<0.02	<0.02	lbs/day	****	<0.50	<0.50	ug/l	Weekly	24-Hr Compo:
	Permit Requirement	0.38 Maximum Monthly Average	(Report) Maximum Daily		****	5.3 Maximum Monthly Average	(Report) Maximum Daily		Weekly	24-Hr Composite
Fecal Coliform 74055 Final Effluent (1)	Sample Measurement	****	****	****	****	1	1	#/100mL	3X Weekly	Grab
	Permit Requirement	****	****		****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean		3X Weekly	Grab
CBOD5 Minimum % Removal 80091 Percent Removal (K)	Sample Measurement	****	****	****	99	****	98	%	Monthly	Calculation
	Permit Requirement	****	****		85 Minimum Monthly % Removal	****	(Report) Minimum Daily % Removal		Monthly	Calculation
Total Suspended Solids Minimum % Removal 81011 Percent Removal (K)	Sample Measurement	****	****	****	99	****	99	%	Monthly	Calculation
	Permit Requirement	****	****		85 Minimum Monthly % Removal	****	(Report) Minimum Daily % Removal		Monthly	Calculation

Traverse City WWTP DMR Summary

April 2016

00400 Final Effluent (1)	Permit Requirement	****	****	****	****	****	9.0 Maximum Daily		3X Weekly	Grab
Dissolved Oxygen 00300 Final Effluent (1)	Sample Measurement	****	****	8.8	P	****	****	mg/L	3X Weekly	Grab
	Permit Requirement	****	****	****	4.0 Minimum Daily	****	****		3X Weekly	Grab

General Report Comments