



Notice

City Commission Regular Meeting

7:00 pm

Monday, June 20, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 06-16-2016

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

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

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

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

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

- a. Consideration of approving minutes of the City Commission meeting of June 6, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of authorizing an amendment to the lease with Sparks BBQ to allow it to install a fence on the south edge of the City-owned property leased to it for outdoor dining purposes. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)

- c. Consideration of authorizing the letter of agreement with the Traverse City Film Festival for it to conduct the 2016 Traverse City Film Festival Event; and consideration of authorizing the City Clerk to issue the related permits. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)
- d. Consideration of approving payment for the City's Comprehensive Liability and Property Insurance Program for Fiscal Year 2016/2017, as recommended by the City Clerk. (Approval recommended) (Marty Colburn, Benjamin Marentette) (5 affirmative votes required)
- e. Consideration of enacting an amendment to the Traverse City Code of Ordinance which clarifies Coast Guard City Committee member voting rights and retitles the name of the committee to Traverse City Coast Guard City Committee. (Marty Colburn, Benjamin Marentette)
- f. Consideration of authorizing a change order to the contract with Elmer's Crane and Dozer for an entry feature sign and urban planter for Garland Street near Hotel Indigo and a purchase order for plaza furniture, benches, trash receptacles and bike racks; and consideration of authorizing the related documents for equipment that will be placed upon Hotel Indigo property. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- g. Consideration of authorizing a purchase order for a Waste Water Treatment Plant laboratory glassware washer. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- h. Consideration of authorizing a confirming purchase order for fuel for resale at the Duncan L. Clinch Marina. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- i. Consideration of authorizing a purchase order for the annual supply of fuel for resale at the Duncan L. Clinch Marina. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- j. Consideration of authorizing a confirming service order for the installation of a 16" line stop in connection with the State Street Reconstruction Project. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- k. Consideration of authorizing an agreement for professional audit services. (Approval recommended) (Marty Colburn, William Twietmeyer) (5 affirmative votes required)
- l. Consideration of declaring Police Department equipment surplus so it may be authorized for sale. (Approval recommended) (Marty Colburn, Jeff O' Brien)
- m. Consideration of approving flat rate for event parking not-to-exceed \$15 per entry for public parking. (Approval recommended) (Marty Colburn, Rob Bacigalupi)
- n. Consideration of authorizing a three-year purchase order for police uniforms and equipment. (Approval recommended) (Marty Colburn, Jeff O' Brien) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Public Hearing on the assessment roll for Special Improvement District SID 2015-007 which would cause the paving of an existing alley South of 16th Street between Union and Cass Streets, and consideration of adopting the necessary resolution to approve the district and adopting the related budget amendment. (Marty Colburn, Polly Cairns, Timothy Lodge) (5 affirmative votes required)
- b. Public Hearing on fiscal year-end budget amendments for 2015-2016; and consideration of approving the budget amendments. (Marty Colburn, William Twietmeyer)
- c. Consideration of authorizing a change order to the contract for 2016 Paving and Resurfacing Projects Phase I to pave the alley south of 16th Street between Union Street and Cass Street, in connection with SID 2015-007. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- d. Consideration of adopting a resolution approving the Capital Improvements Plan and Capital Project Fund for Fiscal Year 2016-2017; and consideration of adopting a resolution establishing water rates, water service charges and sewer rates. (Marty Colburn, William Twietmeyer). (5 affirmative votes required)

4. New Business

- a. Consideration of a request from Commissioner Richard Lewis for an ordinance amendment to increase the City Manager's single-transaction spending authority from \$7,000 to \$9,000, as allowed by the City Charter. (Commissioner Richard Lewis)
- b. Consideration of authorizing a purchase order for chemicals for use at the Water Treatment Plant. (Marty Colburn, Dave Green) (5 affirmative votes required)

5. Appointments

- a. Consideration of appointments to the TIF 2 Development Area Citizens Council, as recommended by the Ad Hoc Interview Committee. (Marty Colburn, Katie Zeits)
- b. Consideration of establishing an ad hoc interview committee regarding two appointments to the Traverse City Coast Guard City Committee. (Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the Act 345 Retirement System meeting of July 29, 2015.
 3. Minutes of the Traverse City Arts Commission meeting of August 21, 2015.
- e. Reports and correspondence from non-City officials.
 1. None.

7. Public Comment

- a. Reserved.
 - 1. Gary Wilson, 1445 E. Maplewing, Cedar, Michigan, regarding “The Blue Angels.”
- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- June 6, Regular Meeting

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

that the minutes of the June 6, Regular Meeting, be approved.

MC/kem

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Minutes of the
City Commission for the City of Traverse City



Regular Meeting

June 6, 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.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration.

2. Consent Calendar

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

- a. 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 May 23, 2016, Study Session, and the May 31, 2016, Special Meeting be approved.
- b. 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.

- c. 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.
- d. 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.
- e. 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.
- f. a public hearing regarding year-end budget amendments for Fiscal Year 2015-2016 be scheduled for June 20, 2016.
- g. 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.
- h. Removed from the Consent Calendar.
- i. 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.
- j. 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.

- k. 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.
- l. the City Manager be authorized to issue a purchase order to Valley City Signs, in the amount of \$13,508, 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.

CARRIED unanimously.

Items removed from the Consent Calendar

a.

Consideration of approving on-street parking and off-street parking meter rates for trailers and oversized vehicles.

The following addressed the Commission:

Marty Colburn, City Manager
Rick Buckhalter, 932 Kelley Street
Nicole VanNess, Parking Administrator

Moved by Lewis, seconded by Haas, 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.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of amending the option to purchase and exercising the option at 145 West Front Street.

The following addressed the Commission:

Marty Colburn, City Manager

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

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Lewis, seconded by Shamroe, 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.

Rick Buckhalter, 932 Kelley Street

Roll Call:

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

No - Richardson.

CARRIED.

3(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.

Moved by Lewis, seconded by Haas, that the Resolution to Waive the Traverse City Property Tax Administration Fee for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Howe, seconded by Haas, that the Resolution Certifying the Tax Levy for the Downtown Development Authority for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Shamroe, seconded by Howe, that the Resolution Adopting the Downtown Development Authority Budget for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Haas, seconded by Werner, that the Resolution Certifying Tax Levy for The City of Traverse City for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Shamroe, seconded by Haas, that the Resolution Certifying Tax Levy for Act 345 Police and Fire Pension System for Fiscal Year 2016-2017, be adopted.

CARRIED unanimously.

Moved by Lewis, seconded by Werner, that the Resolution Adopting the Traverse City Light and Power Budget for Fiscal Year 2016-2017, including the Capital Improvement Plan, be adopted.

CARRIED unanimously.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Haas, seconded by Shamroe, that the Resolution Adopting The City of Traverse City Fiscal Year 2016-2017 Comprehensive Annual Budget Report, be adopted.

CARRIED unanimously.

Moved by Shamroe, seconded by Haas, that the Resolution Adopting the City of Traverse City Fiscal Year 2016-2017 Capital Improvements Plan and Capital Projects Fund, be adopted.

Lauren Tribble-Laucht, City Attorney

Commissioner Shamroe, with agreement by Commissioner Haas, withdrew the motion; and it was the consensus of the Commission that this item be presented to the City Commission on its June 20, 2016, Regular Meeting agenda.

CARRIED unanimously.

4. New Business

4(a).

Consideration of a request from Commissioner 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.

Moved by Howe, seconded by Lewis, 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.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

4(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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Haas, 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.

CARRIED unanimously.

4(c).

Consideration of approving an amendment to the Aircraft and Rescue Firefighting Agreement with the Northwest Regional Airport Commission, 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. (5 affirmative votes required)

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Richardson, 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 firefighting 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.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointment of two members to the Historic Districts Commission.

Moved by Richardson, seconded by Shamroe, that Suzannah Tobin be reappointed to one three-year term expiring June 30, 2019, seat previously held by Suzannah Tobin, and Jackie Shinnars 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.

CARRIED unanimously.

5(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.

Moved by Howe, seconded by Shamroe, that Commissioner Lewis 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.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Minutes of the Planning Commission meetings of March 1, 2016, and April 5, 2016.
 6. Minutes of the Traverse City Light and Power Board meetings of April 12, 2016, and April 26, 2016.
 7. Minutes of the United States Coast Guard Committee meeting of April 7, 2016.
 8. Minutes of the Act 345 Retirement System meeting of February 24, 2016.
 9. Certification of the City's contribution to the Act 345 Retirement System from the City Treasurer/Finance Director dated June 1, 2016.
 10. 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

The following addressed the Commission:

1. Reserved.

None.

2. General.

Rick Buckhalter, 932 Kelley Street

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

Bill Wiesner, 7998 East Fouch Road, Elmwood Township

Nicholas Sica, 708 North Dockside Circle E-3, Suttons Bay

Ann Rogers, 1236 Peninsula Drive

Mary Eschbach, 1445 East Maple Wing, Cedar

Dave Petro, 9988 Riley Road, Interlochen

Liz Hart, CH2M

Mayor Jim Carruthers

Marty Colburn, City Manager

3. Mayor and City Commissioners.

None.

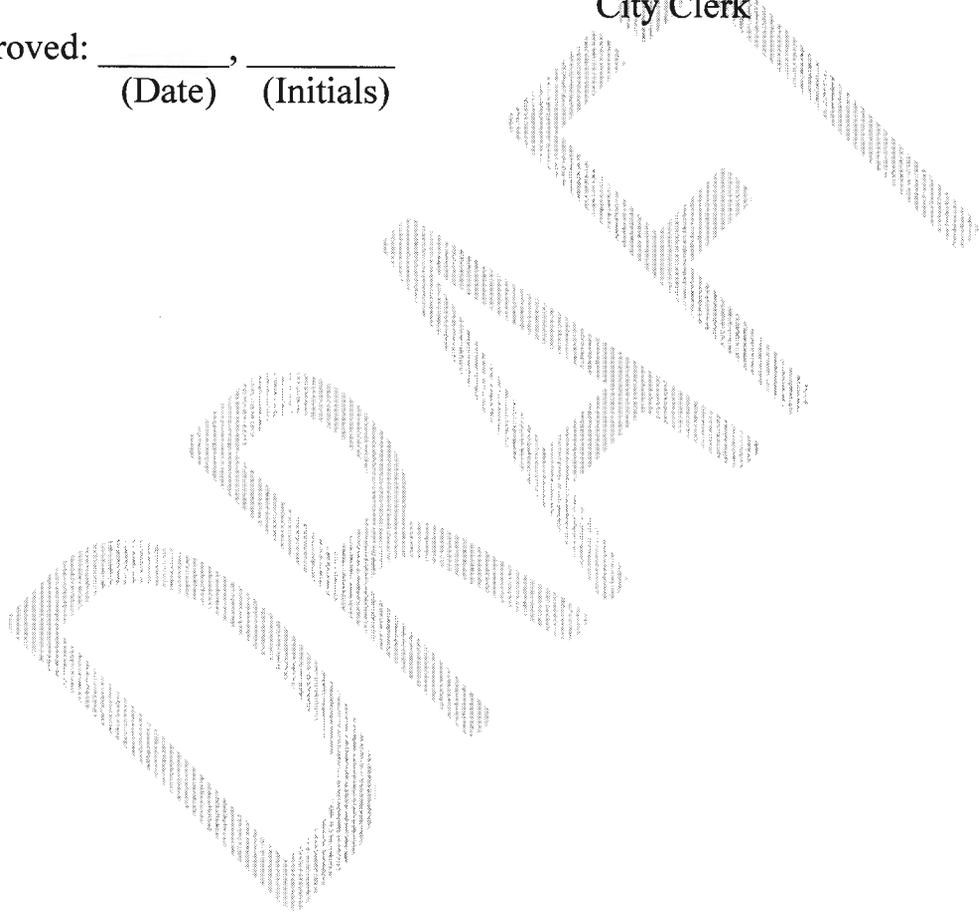
8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:06 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{cmx} MARTY COLBURN, CITY MANAGER

SUBJECT: SPARKS BARBEQUE – AMENDMENT TO LEASE

Attached is a memo from City Clerk Benjamin Marentette recommending an amendment to the lease with Sparks Barbeque to allow it to install a split-rail fence at the southern-edge of the leased property.

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

that the Mayor and City Clerk execute an amendment to the lease with Sparks BBQ LLC (originally authorized March 21, 2016), for City-owned property directly west of 439 East Front Street, to allow for the installation of a fence between the lease area and the existing sidewalk, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

K:\tcclerk\city commission\agreements\sparks barbeque amendment

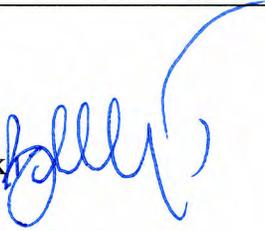
Copy: Dave Green, Director of Public Services

Dean Sparks, Sparks Barbeque, dean@deansparks.com

Memorandum

The City of Traverse City



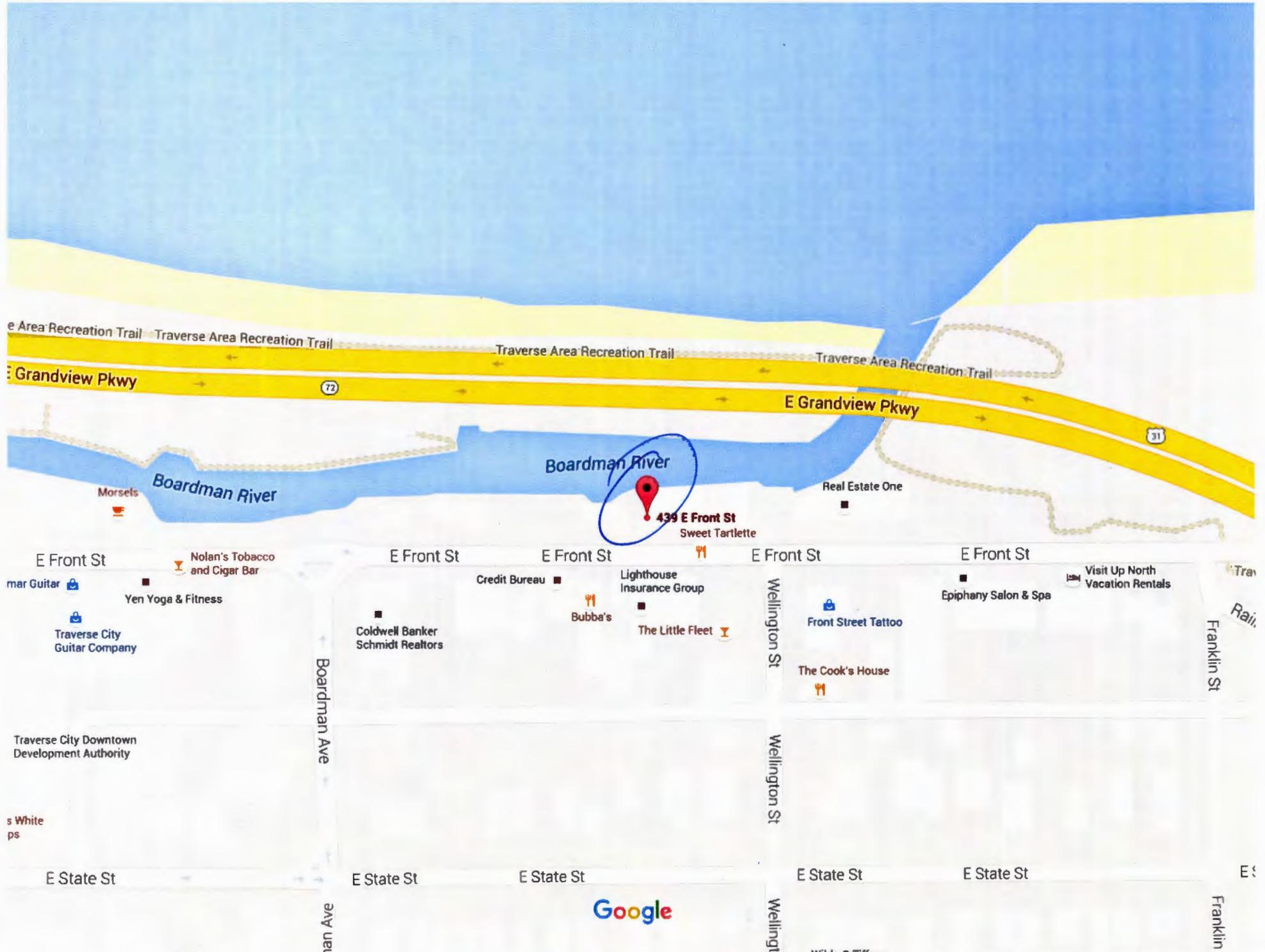
TO: Marty Colburn, City Manager
FROM: Benjamin Marentette, City Clerk 
DATE: Thursday, June 16, 2016
SUBJECT: LEASE WITH SPARKS BARBEQUE

In March, the City Commission authorized a three-year lease with Sparks Barbeque for it to utilize City-owned property directly west of its location at 439 East Front Street (the former location of Georgina's); the property is used for outdoor dining purposes.

To help alleviate a recurring issue of dogs defecating within the outdoor dining area, Mr. Sparks has requested permission to install a split-rail fence (similar to the style across the street, which was installed by Little Fleet). The fence will be installed between the southern edge of the property and the existing sidewalk.

Of course, Mr. Sparks will install the fence at his own cost; and the lease will articulate that if the City terminates the lease for any reason, or upon the lease's expiration, Mr. Sparks removes the fence at his own cost and returns the property to its prior condition.

I have reviewed this request with the appropriate City staff and recommend its approval. As always, please feel free to contact me with any questions.





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{mac} MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 TRAVERSE CITY FILM FESTIVAL

Attached is a memo from City Clerk Benjamin Marentette recommending the City Commission authorize the letter of agreement for the 2016 Traverse City Film Festival and authorize the City Clerk to issue the related Street Use and Parks and Public Land Use Permits.

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

that the Mayor and City Clerk execute the letter of agreement with the Traverse City Film Festival outlining the scope of the 2016 Traverse City Film Festival, including use of City personnel and facilities, such agreement subject to approval as to its substance by the City Manager; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

MC/bcm

k:\tcclerk\city commission\special events\film festival 2016

copy: Deb Lake, Traverse City Film Festival Executive Director
Department Heads

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY: Department Heads
Katie Zeits, Deputy City Clerk

FROM: Benjamin Marentette, City Clerk 

DATE: Wednesday, June 15, 2016

SUBJECT: 2016 TRAVERSE CITY FILM FESTIVAL

Attached is the proposed agreement for the 2016 Traverse City Film Festival. The official dates of the Film Festival are Tuesday, July 26, 2016, through Sunday, July 31, 2016.

The following are key highlights:

1. The Founder's Brunch will be in the concessions area in Clinch Park; Sunday, July 24, from 11 a.m. to 1 p.m. – food with cocktails.
2. The Opening Night Party on Tuesday, July 26 on the 200 block of Front Street from 8:30 p.m. to 12:30 a.m. – the street will be closed – ticketed event, open to the public, with food and alcoholic beverages.
3. The Filmmaker Party on Saturday, July 30, in the Century 21 Northland parking lot at State Street and Park Street, from 8:30 p.m. to 12:30 a.m. – ticketed event, open to the public, with food and alcoholic beverages; music and alcoholic beverage service stops at midnight.
4. Movies on a Boat on Tuesday, July 26 through Sunday, July 31 – aboard the Nauticat; passengers board at the Marina's gas dock approximately 9 p.m. and are returned to the gas dock around midnight.
5. Open Space movies – Tuesday, July 26 through Sunday, July 31 – free to the public; movies begin approximately 9:30 p.m. (at dusk). The screen orientation will remain on the peninsula in the Open Space (north quadrant) and the Festival will continue to use the sound design from 2014; using this sound design, which includes using equipment to 'localize' the sound. In 2014 and 2015, no noise complaints were received. Additionally, the Festival will test the sound system on Saturday, July 23, with a full test of the screen and sound system/sneak preview on Sunday, July 24 or Monday, July 25, depending on weather.
6. Closing Night Bash – Sunday, July 31, 7 p.m. until approximately 9:30 p.m. at the Open Space – activities free to the public; no alcoholic beverages.

7. Music at the Open Space will begin at an earlier time this year – on Saturday, July 30 and Sunday, July 31, music will begin at 12 noon; other days at 7 p.m. the music will be local buskers, not concert music.
8. The Film Festival requests to allow their street performers (a/k/a buskers) on the 200 and 300 blocks of Front Street, which is normally prohibited by ordinance, to entertain those standing in line for movies.

We have met with representatives of the Film Festival to review debrief items from the past three years to ensure they are addressed and that appropriate coordination of a host of items is taking place, of course. Please recall that last year additional waste removal requirements were added to the agreement as we have identified specifically that excess trash has accumulated at the entrances of the State Theatre and Opera House. The Film Festival is committed to ensure that this is handled.

There will continue to be logistics that need to be worked out with Film Festival representatives; and as always, those logistics will continue to be refined up to and including during the event, as communication is ongoing. With respect to logistics, as we have discussed, we are encouraging, in the interest of managing our limited resources, the use of private security personnel and less police presence where appropriate. This is an ongoing discussion with a focus on effectiveness.

I recommend the City Commission approve the attached letter of agreement and authorize my office to issue the related permits.

As always, please let me know if you would like to discuss further.

Traverse City Film Festival 2016

2016 FESTIVAL PLANS 12th Annual Festival: July 26-31, 2016

EXECUTIVE SUMMARY

Plans for the 2016 festival are substantively the same as the previous year. New items and notes of interest, as of this writing:

1. We plan to return the annual Founders Party to the concessions area in Clinch Park from 11 am to 1 pm on Sunday, July 24. Brunch cocktails will be served along with food; we will fence the area and obtain the appropriate licensing, bonds, and insurance. The concessions area would not be able to serve concessions until after clean up is done mid-afternoon.
3. The **Opening Night Party** will be held on the 200 block of Front Street from 8:30 pm – 12:30 am on Tuesday, July 26. We will need to close Front Street beginning at 5 pm and will reopen it asap after the party concludes.
4. The **Filmmaker Party** will again be held on Saturday, July 30 in the Century 21 Northland parking lot at State and Park Streets from 8:30 until 12:30 pm (no music and no alcohol will be served after 12 midnight, last call at 11:30 pm). Due to capacity issues, we'd again like the party to expand out onto Park Street. We will request a **street closure of Park St. between State St. and E. Front St.** during the party. We would close the street at 5 pm to begin set up for the party, and reopen it after the party, after midnight. We will work with the Park Place to provide signage and volunteers to direct Park Place patrons on a one-block detour to the hotel.
5. **Open Space movies** will be held Tuesday, July 26 – Sunday, July 31, with a sound test on Saturday, July 23, and a full run through test/sneak preview on Sunday, July 24 or Monday, July 25, weather dependent.
6. The **Closing Night Bash** will return to Open Space prior to the evening film on Sunday, July 31 – the party will be free and open to the public, will consist of additional free and fun activities for families. Alcohol will not be involved in any Open Space activities. The party runs from 7 pm until the movie begins at 9:30 pm.
7. **Official TCFF Buskers** will again perform at the Jay P. Smith Walkway and along venue lines prior to film screenings. The buskers will be wearing signage,

denoting their official TCFB Busker status, during the festival, July 26-31.

8. **Movies on a Boat** will return on The Nauticat. We will coordinate with the Harbor Master for permission to again use the gas dock beginning at 9 pm, Tuesday, July 26 through Sunday, July 31, to load passengers for Movies on a Boat. Passengers will be dropped back at the gas dock following films, near midnight.
10. We will again ensure access to **the F Dock** at the end of the peninsula during Open Space movies, and will continue to restricting some access to the area behind the screen where the guide wires run, in the interests of public safety.
11. The **Volunteer Party** will be held at the Village at Grand Traverse Commons and therefore will not impact any City park.
13. We request a June **meeting with the police department** to coordinate Open Space staffing to benefit the public's safety and enjoyment of free movies and optimize charges to the festival for police services.

OVERVIEW OF FESTIVAL, JULY 26 – JULY 31, 2016

The Traverse City Film Festival, a 501c3 non-profit organization, is preparing its 12th annual event, and requests that the City consider the following proposal for carrying out the festival in 2016.

The dates of the 2016 festival are July 26-31. Tuesday, July 26 will be opening day, with an opening night party on the 200 Block of Front Street, nighttime screenings of the opening night film (City Opera House, State Theatre), and a free movie for the public in Open Space.

The Wednesday through Sunday schedule will include free industry panels in the morning plus four to six movie screenings daily in each of the festival's eight indoor movie houses, and free movies for the public outdoors in the Open Space. On Saturday night there will be a Filmmaker Party in the Century 21 Northland Parking Lot. Sunday is the last day of the festival, featuring the closing night film at the State Theatre and a Closing Night Bash free and open to the public at the Open Space. Open Space movies will be held Tuesday, July 26 – Sunday, July 31, with a public sneak preview on Sunday, July 24 or Monday, July 25, weather dependent. The indoor movie venues will be the State Theatre, the City Opera House, the Old Town Playhouse, Lars Hockstad Auditorium, Milliken Auditorium, Dutmers Theater, and the Bijou by the Bay.

OPENING NIGHT PARTY 7/26/16

- The TCFB is planning its 200 block party for Opening Night, Tuesday, July 26, 2016, from 8:30 until 12:30 am (no music and no alcohol served after 12 midnight, last call at 11:30 pm).
- Front Street will be closed from Park Street to Cass Street at 5 pm and will reopen as soon as clean up can be completed.

- Towing will be coordinated with Parking. TCFE will pay for all parking tickets issued (so that the people being ticketed do not have to pay that cost), and we will pay for all towing.
- The festival will provide all clean up services required.
- The Opening Night Party is a ticketed event. Tickets are \$50 for the public, and \$25 for Friends of the Film Festival. Several sponsors receive free tickets.
- The 200 block will be fenced along both curbs. Attendees will enter through gates at Front and Park and at Front and Cass.
- Sidewalks will be unaffected. The public will be free to use the sidewalks as usual.
- The crosswalk at Horizon Books will function as a drawbridge during the party.
- Food will be provided to party attendees.
- Alcoholic beverages (beer, wine, and a vodka mixed drink) will be served free of charge. The festival will check IDs at the door and at the beverage tables, and issue wristbands to people who are of drinking age. Servers will be TIPS trained and will check wristbands before serving any drink. They will also check the IDs of people drinking. Security will be posted around the fence perimeter (this will require a lot of security). No alcohol will be served outside of the fence, and no alcohol will be permitted to leave the fenced area.
- The festival will obtain a special license from the Michigan Liquor Control Commission.
- We will notify all property owners and merchants on the 200 block about the street closing.
- We wish to use electricity from the umbrella street light poles during the party.

NOISE VARIANCE REQUEST, 200 Block of Front Street, 7/26/16 to 11:59 pm

For the festival's Opening Night Party on the 200 block of Front Street, 7/26/16, we would like to continue amplified music until we stop serving food and beverages at 11:59 pm. This music will be kept at reasonable levels to allow partygoers to both dance and talk while enjoying downtown Traverse City. We will be sensitive to surrounding residential communities and hotels.

FILMMAKER PARTY, 7/30/16

- The filmmaker party on Saturday, July 30 will be held in Century 21 Northland's private parking lot and on Park Street from 8:30 until 12:30 pm (no music and no alcohol will be served after 12 midnight, last call at 11:30 pm).
- The party will be set up to minimize disturbance of area residents and Park Place Hotel guests.
- Park Street will be closed from Front Street to State Street at 5 pm and will reopen as soon as clean up is completed.
- Towing will be coordinated with Parking. TCFE will pay for all parking tickets issued (so that the people being ticketed do not have to pay that cost), and we will pay for all towing.
- The festival will provide all clean up services required.
- The Filmmaker Party is a ticketed event. Tickets are \$50 for the public, and \$25 for Friends of the Film Festival. Several sponsors receive free tickets.
- The party area will be fenced along both curbs. Attendees will enter through a gate just south of the entrance to Sorellina.

- The east sidewalk of Park Street will be unaffected. The public will be free to use the sidewalk as usual.
- Food will be provided to party attendees.
- Alcoholic beverages (beer, wine, and a vodka mixed drink) will be served free of charge. The festival will check IDs at the gate and at the beverage tables, and issue wristbands to people who are of drinking age. Servers will be TIPS trained and will check wristbands before serving any drink. They will also check the IDs of people drinking. Security will be posted around the fence perimeter (this will require a lot of security). No alcohol will be served outside of the fence, and no alcohol will be permitted to leave the fenced area.
- The festival will obtain a special license from the Michigan Liquor Control Commission.
- We will notify all property owners and merchants on Park Street about the street closing.

NOISE VARIANCE REQUEST, Park Street, 7/30/16 to 11:59 pm

For the festival's Filmmaker Party on Park between State and Front and in the Century 21 Northland Parking Lot, 7/30/16, we would like to continue amplified music until we stop serving food and beverages at 11:59 pm. Music will be kept at reasonable levels to allow partygoers to both dance and talk while enjoying downtown Traverse City. We will be sensitive to surrounding residential communities and hotels.

OPEN SPACE

- Open Space free films, the festival's gift to the community, are planned for July 26-31, with a full run through test/sneak preview on Sunday, July 24 or Monday, July 25, depending on weather.
- Open Space movies begin at dusk, approximately 9:30 pm.
- Signs will be posted, as in previous years, stating that there is No Smoking in Open Space, which is already the ordinance in place. This includes e-cigarettes. We also place No Alcohol signs throughout Open Space. The drinking and smoking ban will be enforced during the films, and we ask the City police to assist with this.
- As in past years, musicians will play for the crowd before the films begin from a small stage near the screen. Entertainment begins at approximately 7 pm and continues until the movie starts. On Saturday and Sunday this year, we would like to begin the music at 12 noon instead of 7 pm.
- Set up will occur on July 23-25; break down will occur August 1; the projection truck and ice truck will be removed from Open Space on August 2.
- The screen will again be on the peninsula, and we will replicate the sound design from 2014, which resulted in no sound complaints, per the festival's wrap up with the City after festival last year.
- Sprinklers in Open Space will need to be turned off on Friday, July 22 by the end of the day, so that set up can begin on Saturday, July 23 in the morning. We hope to again this year come up with a plan in cooperation with Parks and Rec that will allow for some zone specific morning irrigation daily to keep the grass in good condition during the festival period while still protecting the expensive projection and sound equipment used for the films.
- We will need the two large lights in the Farmer's Market area turned off during the Open Space screenings July 26-31, as it interferes with the ability of the public to see the

movie on the inflatable screen. Also, we ask that the bank of harbor lights nearest to the Open Space be turned off July 24-25 in the evening during test screenings.

- To block sound and headlights, as part of our sound containment plan, and to provide safety for patrons who will now be closer to the road, we will again place fencing and a sound curtain along the parkway.
- The festival would again like to sell refreshments (popcorn, soda, water, etc.) as well as festival logo merchandise during the showings to help offset the costs of bringing the outdoor movies to the public.
- The food and merchandise tents will be located near the corner of Union and Grandview, where they were last year, to allow for seating closer to the water.
- We request 20 picnic tables for the use of the public, to be placed near the concessions tents.
- We will invite 4-7 third party vendor subcontractors to provide food for the public during the movies. They will sign contracts with the festival and will operate under festival management.
- We ask that the City ensure that the lighting around the perimeter of Open Space is functioning, to help ensure security and safety. We will also provide light towers as we have in the past.
- Each night we will return the park to the condition in which we found it, cleaning up and removing all trash and waste.
- We will provide and oversee recycling of plastic and glass during the event.
- We will keep the TART Trail open for public use during the festival. The festival agrees to not encumber the TART Trails or any non-motorized pathway. Further, with respect to the TART Trail and all non-motorized pathways within the footprint of areas being utilized by the festival, the festival agrees to maintain a minimum 2' clear zone on both sides of all non-motorized pathways, and will endeavor to maintain a 3' clear zone.

LARS HOCKSTAD AUDITORIUM

- Movies will be shown at 9 am, 12 noon, 3 pm, 6 pm, and 9 pm during the festival.
- A kids fest lawn party will be held outside Central Grade School, free for families, from 11 am until 2 pm Wednesday, July 27 through Saturday, July 30.
- Central Neighborhood Association may ask the City to block public parking in or access to certain alleys during the festival. The TCFE supports the Association's requests to restrict alley access during the festival.
- Because we plan to have many children of all ages on the lawn between Pine and Wadsworth right off 7th Street, we wish to place sawhorses up at Pine and 7th at 11 am on these days, July 27-30, and to keep the road closed to through traffic until 2 pm. We do not need to clear parked cars. The route can still be used for emergencies and will be open for people who live on the street and who need to get to and from their homes. We will not be using the road other than to park the fire and police vehicles that will be part of our Health and Safety Day on Thursday. We will put up detour signs that will route people one block over.

PARKING

- We will request that the parking garage open an account for approved festival personnel during the festival to include our security and guest teams. Details will be

provided to the Hardy Parking Garage in the week before the festival. We will ask to be billed for parking garage use by these approved festival personnel.

- We will provide the Hardy Parking Garage with a sample of the symbol that must be on the credential of any person requesting free parking through the TCFE account. - We will provide a detailed parking meter bagging request by July 20, 2016. These bagged meters are for festival load in and out, print traffic, and the four festival loop shuttle buses, which will be run by BATA this year.

SIGNAGE

- Each stop on the festival loop requires a sidewalk sign indicating the bus stop location, detailing pick up times and loop information. This will encourage people to park outside of downtown to keep downtown parking lots and spaces open for normal business.

- We plan to place temporary festival signage outside on several venues as we have done in the past, to make the venues visibly part of the festival.

- We again request permission to place a sandwich board sign outside of the City Opera House, near the benches, following ordinances.

- We would again like to hang a banner across Front Street during the festival. The banner is higher than 13' 6" off the ground.

POLICE AND FIRE

- The fire lane in front of the State Theatre will be kept clear at all times.

- The festival will work with the police and fire departments to arrange for optimized support in Open Space for the 2016 festival, similar to the 2015 schedule.

- We ask that the fire department provide their motorized safety vehicle in Open Space during movies.

- We will ask for police support in maintaining the family atmosphere during Open Space screenings. We request that the police direct the public after Open Space films. We will have volunteers in vests marked festival security to assist with Open Space security.

- We suggest that this year's coordination meeting between the festival and affected City departments be held Tuesday, July 19 at 10 am. At this meeting, City officials will receive a phone contact list for festival managers.

TRASH

- As we do every year, the Traverse City Film Festival will work with its partner American Waste to increase trash handling and containers at all of our indoor venues and in Open Space Park.

- We pay for a dumpster year round for the Bijou by the Bay and handle festival-related trash in Clinch Park using this dedicated dumpster.

- As in previous years, we will monitor trash levels on Front Street during the Opening Night Party and on Park during the Filmmaker Party, and handle any overages seen there.

- We understand that the receptacles on Front and Park will begin empty each festival morning.

- The City will advise if they have additional requests regarding trash handling.

BARRICADES

- We hope to borrow required barricades from the National Cherry Festival and Team Elmers.

BIKE RACKS

- Again this year, the festival will attempt to increase the amount of bike parking near all of our venues, and will work with the City when this involves City property. We are also planning to do a bike valet system outside the State Theatre on two or three nights of the festival, free of charge. Details to be determined.

INSURANCE

- New York Marine and General Insurance Company holds the Traverse City Film Festival event policy. We will provide the City with the required insurance certificate.

- The City of Traverse City is listed as additionally insured on our event insurance policy.

REIMBURSEMENT OF COSTS

The festival will reimburse the City for its marginal variable costs (hours put in over and beyond the normal hours worked by fire and police personnel, and any expenses mutually agreed upon at the parking deck), per the mutual agreement between the City and the festival.

We are happy to answer any questions or supply further documentation. Please contact Deb Lake at 231-944-4117 or email deb@traversecityfilmfest.org. Thank you for your support of the festival.



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: FISCAL YEAR 2016-2017 INSURANCE PROGRAM

Attached is a memo from City Clerk Benjamin Marentette outlining and recommending the City's Fiscal Year 2016-2017 General Insurance Program.

The City Clerk has worked closely with our carrier, and other city departments, to negotiate a premium that is a 3.5% increase, which is impressive given the extensive nature of the insurance program and addition of new property covered by the policy.

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

that the 2016-2017 General Insurance Program, as outlined in the City Clerk's June 14, 2016, communication be approved; and that the City Manager be authorized to approve payment for the Program in the total amount of \$356,971, with funds available in the various funds and departmental budgets.

MC/bcm

K:\tcclerk\city commission\insurance\2016 2017 program

copy: Connie Monson, Account Executive, Michigan Municipal League
Liability and Property Pool – connie.monson@meadowbrook.com
Rob Bacigalupi, DDA Executive Director
Department Heads
Karla Myers-Beman, Traverse City Light and Power Controller

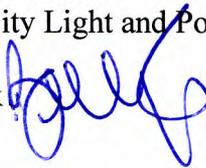
Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY: Lauren Tribble-Laucht, City Attorney
Department Heads
Rob Bacigalupi, DDA Executive Director
Karla Myers-Beman, Traverse City Light and Power Controller

FROM: Benjamin Marentette, City Clerk 

DATE: Tuesday, June 14, 2016

SUBJECT: GENERAL INSURANCE PROGRAM – FISCAL YEAR 2016-2017

Brief summary and recommendation:

The city has been insured by the Michigan Municipal League Liability and Property Pool since joining in 1986. The Insurance Pool is governed by a Board of Directors elected by the member municipalities.

I recommend the City Commission authorize the city's insurance program for Fiscal Year 2016-2017, as outlined below. The City's total premium excluding pollution liability, will be \$356,971, an increase of 3.5% (\$12,394) from our total premium of \$344,577 paid this fiscal year. Most of our premium increase is attributable to nearly \$5 million in added property coverage over the prior fiscal year. (The most significant property additions are the membrane trains at the Wastewater Treatment Plant; the Pine Street Pedestrian Bridge; the fiber optics distribution system and added parking meter assets.)

The City purchased a 5-year pollution liability policy in 2014, which expires June 30, 2019. The premium for the five-year policy, which was paid in the 2014/2015, fiscal year, was \$72,000, or \$14,500 per fiscal year.

Upon renewal, the city will receive a dividend of \$42,363. This will essentially bring the city's premium to \$329,108, when amortizing our 5-year pollution liability policy over a 5-year period. Our premium five years ago was \$361,030, which is \$31,922 more than our renewal premium. (This factors in our pollution liability coverage premium, amortized over five years.) We have achieved such favorable renewal premiums for reasons I articulate later in this communication.

The comprehensive insurance program I recommend does not include sewer backup coverage for reasons I explain later.

Overview:

The City secures a comprehensive, complex, and highly-specialized insurance program to cover

its broad operations. This coverage protects the City's extensive assets and also insulates the City from major – and potentially catastrophic - financial setbacks. Generally speaking, this coverage is for:

- General Liability (\$5 million per occurrence – no aggregate, no deductible) Includes 42 additional insureds we add on to our policy as required by agreements, easements, etc.
- Police Professional Liability (\$5 million per occurrence – no aggregate; no deductible)
- Personal Injury Liability (\$5 million per occurrence – no aggregate; no deductible)
- Public Officials Liability (Errors & Omissions coverage for elected and appointed officials and city employees - \$5 million per occurrence – no aggregate; no deductible)
- Automobile Liability (\$5 million per occurrence – no aggregate; no deductible)
- Employee Benefit Liability (\$1 million per occurrence – no aggregate; no deductible)
- Automobile Coverage (119 vehicles, actual cash value - \$1,000 collision deductible; \$500 comprehensive deductible/occurrence – no aggregate limit – full replacement coverage for fleet)

For the above coverage forms, our insurance policy will pay a maximum of \$5 million for a given occurrence – there is no limit on the number of occurrences that could be paid under the policy.

- City property coverage (generally think buildings, parks improvements, lift stations, etc.; 79 locations; approximately \$150 million total coverage - \$5,000 deductible/claim)
- Additional specialized property coverage, such as computer equipment, fire department equipment, “contractors equipment” (such as tools), fine arts, extra expenses (for costs associated with establishing and maintaining a temporary administrative operation) – a total of \$17.5 million in coverage – deductible varies – maximum deductible is \$5,000
- Crime and Bond Coverage - \$100,000 limit per coverage area, such as employee dishonesty, securities, etc.; \$250,000 bond on City Treasurer/Finance Director; \$100,000 on Deputy City Treasurer and each customer service representative.

Pollution Liability

In Fiscal Year 2014-2015, the city purchased a 5-year pollution liability policy which expires June 30, 2019, for \$72,000 for the full five years, or approximately \$14,500 per year. Generally speaking, this affords the following coverage:

- Site pollution liability – for all city, and Traverse City Light and Power-owned facilities – including illegal dumping on our properties

- Off-site environmental/pollution conditions caused by us (such as improper releases/discharges/treatment/failure of the Wastewater Treatment Plant)
- Off-site actions of vendors hired by us, which ruptures sewer lines, etc.
- Significant stormwater runoff
- Operational activities of city staff off city property – for cargo they transport, such as vacuumed sewage within Vactor trucks; hauling of chemicals; spillage of automobile fuel

This coverage provides \$5 million in total coverage over the five-year period. The majority of the premium is paid by utility funds (Light and Power, Water and Sewer).

Underground Storage Tank Liability:

Our carrier has assisted me in securing underground storage tank liability coverage through a reinsurer. This policy covers potential environmental liability and provides specialized legal defense in connection with the three underground fuel tanks operated by the City. We have purchased this coverage through AmWins for \$6,470.83. This policy will provide \$1 million per occurrence (with a \$2 million aggregate) for liability associated with the City’s three underground storage tanks, with \$250,000 in maximum defense coverage. I will note that we are facing increased scrutiny and reporting requirements as this type of coverage has become less desirable for the market to insure.

Rate analysis:

The premium for the upcoming fiscal year represents a 3.5% increase over the current fiscal year.

Five-year history of premiums:

Fiscal Year:	Total Premium:
2011-2012	\$361,030 ^{1, 2}
2012-2013	\$315,968 ^{1,2}
2013-2014	\$320,182 ^{1,2}
2014-2015	\$343,580 ^{1,2}
2015-2016	\$311,753

This fiscal year (2016-2017, including pollution)\$329,108

¹Total premium includes the five-year premium for Pollution Liability paid in 2009-2010, which is amortized over five-years, beginning in 2009-2010, when the Pollution Liability Policy went into effect, for a total of \$69,927. Beginning with FY 2014/2015, the pollution liability premium amortized over five years is \$14,500 per year.

² Beginning in 2010-2011, the City began receiving an annual dividend, averaging \$50,000 per year.

The reason our premium is significantly lower than it was five years ago are attributable to these factors:

- 1.) Removal of sewer backup coverage
- 2.) Our overall loss history – which is a credit to city management and staff
- 3.) Three years ago, this office worked with our insurance carrier and city departments to conduct a risk management and general operations discussion with each department. The city’s professional risk management and general operation efforts, including our contracting process and contract provisions go far in insulating the city from liability – reducing the risk exposure to our insurance carrier.
- 4.) This office, in cooperation with city departments, is advanced in our insurance monitoring efforts with respect to coverage we require of others and the audits we conduct to ensure coverage is properly in place (approximately \$1 billion annually.) Again, this results in less exposure to the pool and further insulates the city from financial loss.

Premium allocation by coverage type – excluding 5-year Pollution Liability:

Coverage Form:	Premium:
General Liability	\$101,038
Police Professional Liability	\$ 27,550
Public Officials Liability/Errors and Omissions	\$ 63,156
Auto Coverage, including Auto Liability	\$ 60,269
Coverage of City’s Property	\$ 96,988
Crime and Bonds	\$ 188
Inland Marine	\$ 7,782
Total	\$356,971¹

Rate comparison:

The city has continued to expand its insurance program to evolve as the city’s operations have evolved.

Three years ago, I conducted an extensive comparison of insurance coverage and interviewed municipalities to determine an adequate rate comparison. Because of the tremendously-broad spectrum of operations, which differ from one municipality to the next, it is difficult to compare with just one or two municipalities.

However, to bring equity in comparison, I used State Equalized Value or SEV, the total assessed value for property within a municipality, as a primary indicator of overall operational complexity and activity. This generally correlates well with the insurance program a given municipality requires. I also used factors such as equipment coverage amounts, municipally-owned and covered property and special endorsements such as marinas, ski hills, electric utilities, etc. Other factors with respect to given policies were also examined.

¹ Effective premium is \$329,108 (after dividend); includes pollution liability premium, which is amortized over a 5-year period at \$14,500 annually, largely spread among utilities

With respect to SEV as a factor in determining comparison, the city's SEV at the time of comparison was \$969 million; of all comparables, the average SEV was \$1.05 billion, using an SEV range of \$619 million to \$2.2 billion.

The average premium was \$503,012. This year, the city's premium is \$356,971; or \$329,108, when deducting the \$42,363 dividend we will receive upon renewal. There is a dramatic difference between the extensive insurance program and premiums charged by our insurance carrier and others – the dramatic difference is substantially in the city's favor.

If we use only those comparables which are less in SEV than the City, the average premium is \$431,182; our premium is \$329,108.

Sewer backup coverage not recommended:

\$100,000 in sewer backup liability coverage is offered to the city at a premium cost of \$14,494. This is based on the city's six-year loss/claims/payment history, which is \$8,361.56, or \$1,393 per year.

For the past few years, the city has self-insured this coverage because the maximum coverage we may obtain is \$100,000 (no reinsurance is available). We average \$1,393 per year in claims paid out. Based on the City's governmental immunity with respect to sewer backups, our claims history and our response times to sewer backup events which protect our governmental immunity, I recommend we opt out of purchasing this coverage. As you know, I monitor all claims in departments closely and work with them to address deficiencies and insulate the City, as well as its residents, from loss.

Even without purchasing this coverage, our carrier provides administrative claim analysis services, assisting my office in our handling of these claims. This is a value-added benefit of our membership.

Insurance-provided defense included with insurance program:

With the exception of sewer backup lawsuits, when a suit is filed against the city and financial consideration is being sought, our carrier provides specialized defense attorneys to defend the City against the claim; and the City Attorney works in collaboration with the insurance-provided defense. The cost of defense, which in some cases is substantial, is not deducted from the coverage limit.

I recommend that the City Commission approve the 2016-2017 General Insurance Program; and authorize the City Manager to approve payment in the amount of \$356,971 to the Michigan Municipal League Liability and Property Pool.

As always, please contact me with any questions.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: COAST GUARD CITY COMMITTEE ORDINANCE
AMENDMENT – ENACTMENT

Attached is a previously submitted 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, which was introduced on June 6, 2016, be enacted with an effective date of June 30, 2016.

MC/kez

K:\tcclerk\city commission\ordinance amendments\Coast Guard Amendment_Enact_20160620.doc

copy: Katie Zeits, Deputy City Clerk

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Benjamin Marentette, City Clerk *B. Marentette*
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 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 20, 2016

DATE: JUNE 16, 2016

FROM: ^{mae} MARTY COLBURN, CITY MANAGER

SUBJECT: GARLAND STREET – URBAN PLANTER AND ENTRY SIGN,
PLANTERS AND STREET FURINTURE

Attached is a memo from City Engineer Timothy Lodge regarding the above matter. The City Engineer recommends a change order to the contract with Elmer's Crane and Dozer in the amount of \$16,400 for a urban planter which will also serve as an entry sign to the Warehouse District. Attached is a conceptual sketch.

Additionally, Mr. Lodge recommends a purchase order in the amount of \$28,320 for bike racks, planters, benches. Some of these items will be placed on property owned by the operators of Hotel Indigo; and therefore, we will be obtaining an easement from them.

Approval is being sought for these items at the June 17 DDA Board Meeting. I recommend the following motion (5 affirmative votes required).

that the Mayor and City Clerk execute a unit prices change order to the contract with Elmer's Crane and Dozer for the 2016 Garland Street Reconstruction Project (originally authorized April 4, 2016), in the amount of \$16,400 more or less, at the unit prices quoted, for a urban planter and entry sign, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the TIF 97 Fund; and further that

the City Manager be authorized to issue a unit prices purchase order to Maglin Site Furniture in the amount of \$28,320, more or less, at the unit prices quoted for planters, benches, bike racks and trash receptacles as outlined in the June 13, 2016, communication from the City Engineer, with funds available in the TIF 97 Fund; and finally

-Motion continued on the following page-

that the Mayor and City Clerk execute the necessary documents for placement of the urban planter and entry sign, bike racks, planters and other furniture on property currently owned by the operator of Hotel Indigo, 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\purchase orders\garland street furniture

copy: Timothy Lodge, City Engineer
Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: June 13, 2016

SUBJECT: Garland Street Concrete Planter and Entry Sign for Urban Plaza

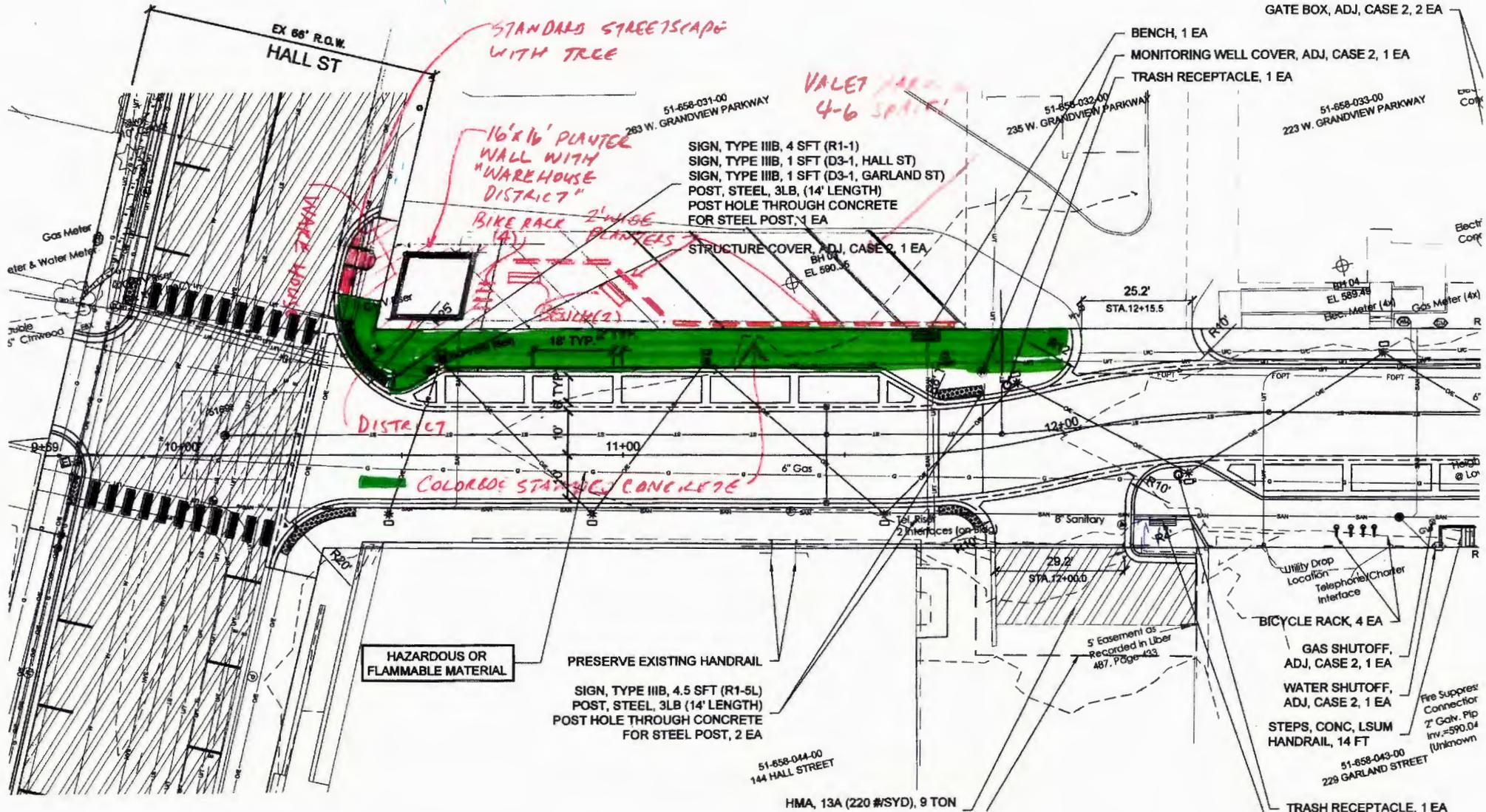
During the development of the plans for Garland Street the concept of an urban plaza along the street frontage adjacent to Hotel Indigo was discussed. To anchor the urban plaza a concrete planter was suggested. The planter will also serve as a neighborhood entry sign with the "Warehouse District" label placed on the walls. The planter, as designed, is a four sided concrete wall with a wood plank finish similar to walls at the "Marketplace" entrance. Attached are some rough sketches for the concept. We obtained pricing for the urban planter and entry feature sign from the low bid contractor for the project, Elmer's in the amount of \$16,400.

By copy of this memorandum, we are requesting the consideration of this change to the project by the DDA at their June 17, 2016 meeting. Additional items like the planter boxes along the sidewalk edge, benches and bike racks will be added under a separate purchase order with a budgeted amount of \$12,000 for 8 planters and \$3,800 for 2 benches and 4 bike racks. Also, other incidental items such as the sidewalk will be included under existing contract items. Hotel Indigo has agreed to plant, water and tend to the planter and planter boxes in the urban plaza.

Pending a favorable response from the DDA, we are recommending that this work be added to our existing contract with Elmer's and that the proper City officials be authorized to execute a Change Order to our Contract with the above-mentioned Contractor, in the amount of \$16,400.00, more or less, with funds therefore available in TIF 97 of the DDA.

Also, we recommend a purchase order with Maglin Site Furniture be authorized in the amount of \$ 28,320.00, more or less, which includes the aforementioned furniture and an additional 4 benches, 4 trash receptacles and 8 bike racks to be placed throughout the project, with funds therefore available in TIF 97 of the DDA. Maglin Site Furniture is the vendor recommended by staff to expedite the arrival of the street furnishings. We have worked with Maglin Site Furniture on the Jay Smith Walkway, Perry Hannah Plaza, West Boardman Lake Trail, Historic Barns Trail, and West End Beach Access and Trail Projects and request that the competitive bidding process be waived.

These cost changes to the project totaling \$44,720 are offset with savings from the direct purchase by TCLP of the street lights (\$80,000) and a change order with Elmer's to eliminate the benches, bike racks and trash receptacles from their contract at a savings of \$29,280 to purchase and install the street furniture separately.



EX 66' R.O.W.
HALL ST

STANDARD STREETSCAPE
WITH TREE

VALET MARKING
4-6 SPACES

10'x16' PLANTER
WALL WITH
"WAREHOUSE
DISTRICT"

BIKE RACK 2' WIDE
PLANTERS
(4)

SIGN, TYPE IIIB, 4 SFT (R1-1)
SIGN, TYPE IIIB, 1 SFT (D3-1, HALL ST)
SIGN, TYPE IIIB, 1 SFT (D3-1, GARLAND ST)
POST, STEEL, 3LB, (14' LENGTH)
POST HOLE THROUGH CONCRETE
FOR STEEL POST, 1 EA

STRUCTURE COVER, ADJ, CASE 2, 1 EA

BENCH, 1 EA
MONITORING WELL COVER, ADJ, CASE 2, 1 EA
TRASH RECEPTACLE, 1 EA

GATE BOX, ADJ, CASE 2, 2 EA

51-658-031-00
283 W. GRANDVIEW PARKWAY

51-658-032-00
235 W. GRANDVIEW PARKWAY

51-658-033-00
223 W. GRANDVIEW PARKWAY

Gas Meter
Water & Water Meter
Jubilee
5" Chmwood

EL 589.48
Elect. Meter (4x)
Gas Meter (4x)

DISTRICT 7

COLORADO STATE CONC. CURB

HAZARDOUS OR
FLAMMABLE MATERIAL

PRESERVE EXISTING HANDRAIL

SIGN, TYPE IIIB, 4.5 SFT (R1-5L)
POST, STEEL, 3LB (14' LENGTH)
POST HOLE THROUGH CONCRETE
FOR STEEL POST, 2 EA

51-658-044-00
144 HALL STREET

HMA, 13A (220 #SYD), 9 TON

25.2'

STA. 12+15.5

10+00

11+00

12+00

29.2'

STA. 12+00.6

UTILITY DROP LOCATION
Telephonic Charter
Interface

BICYCLE RACK, 4 EA

GAS SHUTOFF,
ADJ, CASE 2, 1 EA

WATER SHUTOFF,
ADJ, CASE 2, 1 EA

STEPS, CONC, LSUM
HANDRAIL, 14 FT

51-658-043-00
229 GARLAND STREET

Fire Suppres.
Connector
2" Galv. PIP
Inv. = 590.04
(Unknown)

TRASH RECEPTACLE, 1 EA



Job GARLAND STREET

Project No. _____

File _____

Description PLANTER BOX

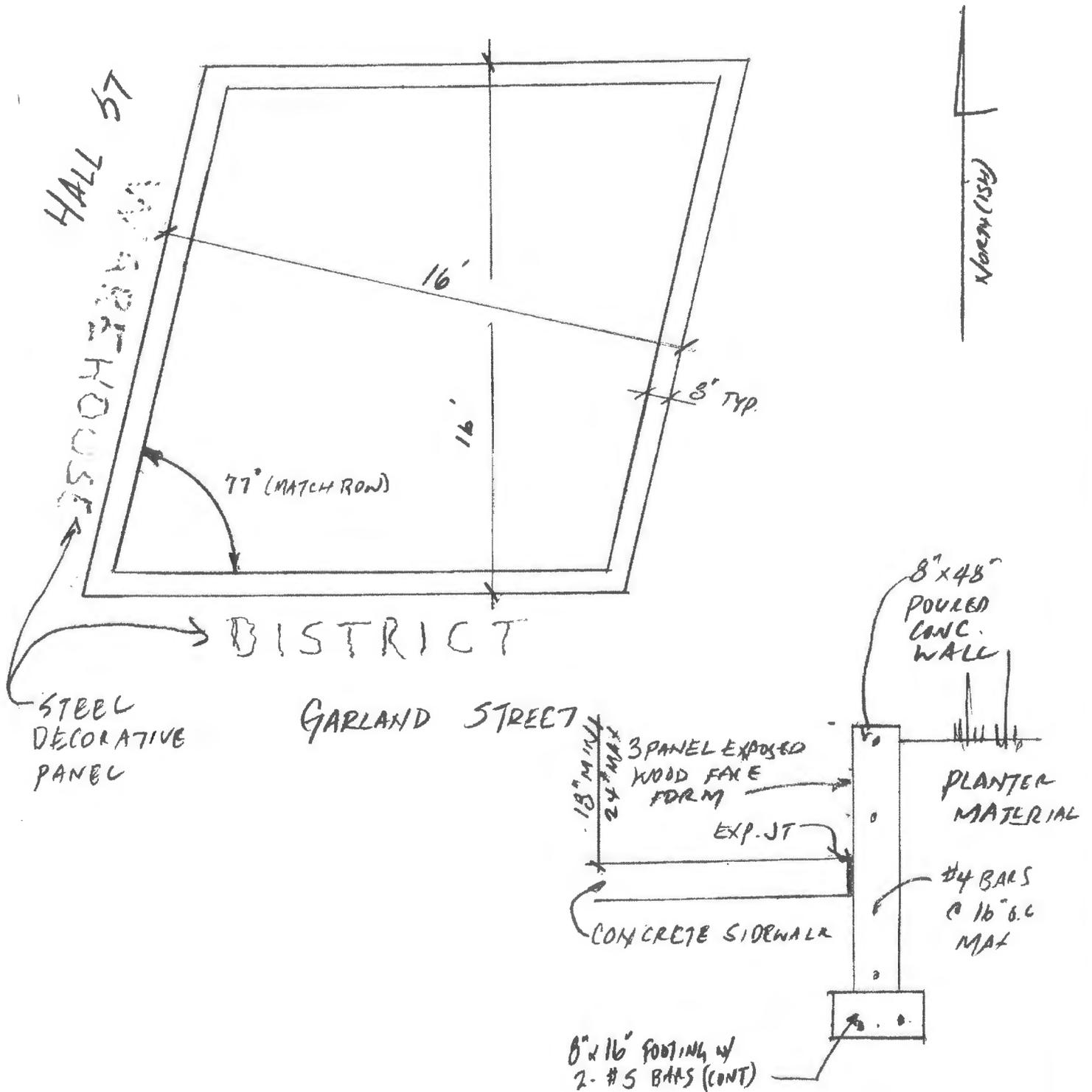
Computed by TJL

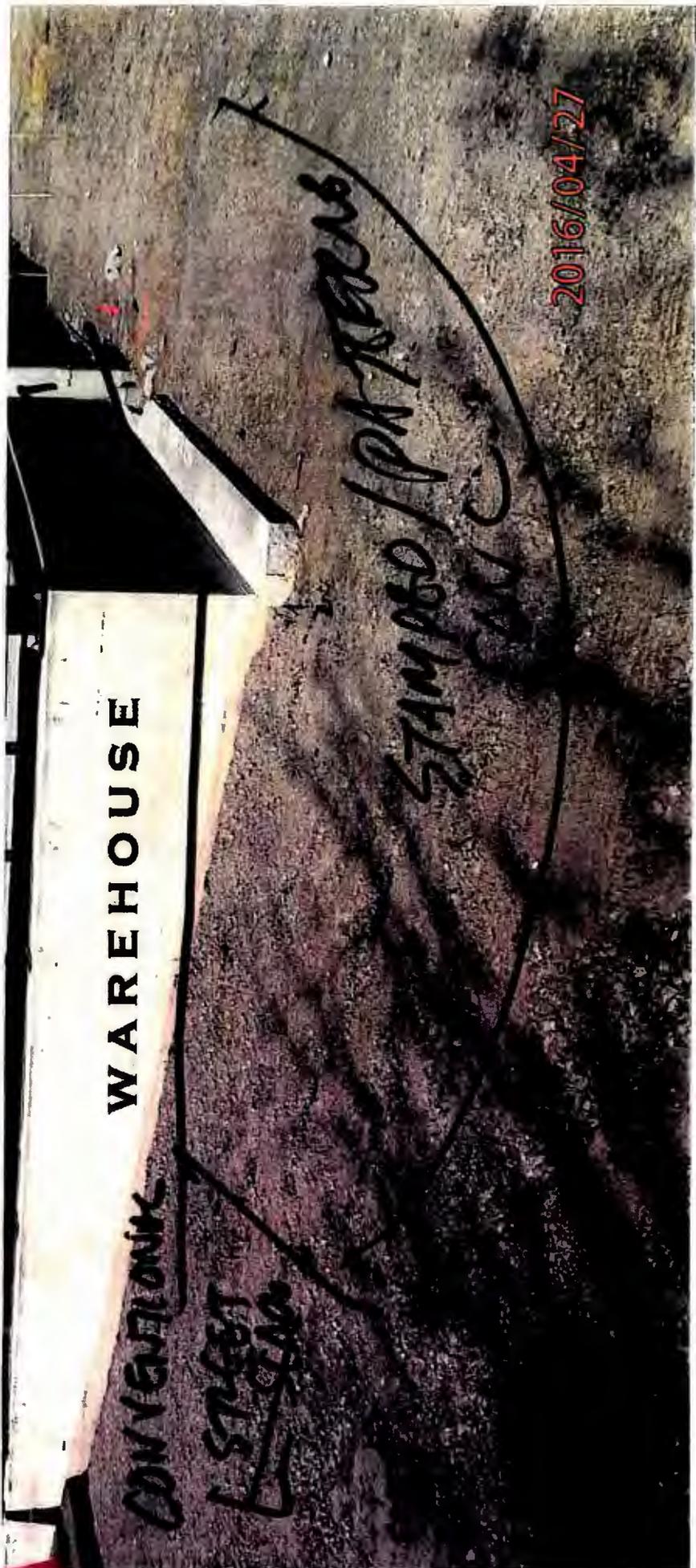
Date 5/17/14

Checked by _____

Date _____

Reference





WAREHOUSE

CONVENTIONAL

ESTRIBES

STAMPED / PA-TRANS
CONCRETE

2016/04/27

$\frac{1}{2} \times$
LETTER HEIGHT

LENGTH VARIES BY LETTERING

WAREHOUSE

1/6"



$\frac{1}{2}$ TIMES
LETTER HEIGHT

LENGTH VARIES BY LETTERING

DISTRICT

1/6"



BASE STEEL
PLATE
(RUST COLORED)

OUTLINE LETTERS
CUT OUT OR
STEEL PLATE (TYP.)

COPPER-PLATE GOTHIC
BOLD FONT WITH
SPACE BETWEEN LETTERS
12" LETTER HEIGHT



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 10, 2016

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: WASTEWATER TREATMENT PLANT LABORATORY
GLASSWARE WASHER

Attached are memos from DPS Director, Dave Green, and Laboratory Supervisor with CH2M, Ryan Vedrode, regarding the approval to purchase a new Labconco SteamScrubber glassware washer for the Wastewater Treatment Plant. The existing washer, from 2001, is in disrepair, and replacements parts can be very expensive or, in some cases are no longer available from the manufacturer.

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

that the City Manager be authorized to issue a purchase order to North Central Laboratories in the amount of \$7,165.00 for a replacement Labconco SteamScrubber Model #4400320, to be used in the Wastewater Treatment Plant, with funds available in the Sewer Fund.

MC/km

K:\tcclerk\city commission\purchase orders\SteamScrubber WWTP 20160620.doc

copy: Dave Green, DPS Director

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: June 10, 2016
SUBJECT: Wastewater Treatment Plant Laboratory Glassware Washer

Attached is a memo from Ryan VeDrode, Laboratory Supervisor for CH2M, our WWTP operators, asking for approval to purchase a new Labconco SteamScrubber glassware washer for the laboratory glass utensils. As Ryan explains, the existing 2001 washer is in disrepair and replacement parts are near impossible to find and when found are expensive. For lab certification and liability reasons I concur with the request and recommendation.

Please request City Commission approval for a purchase order in the amount of \$7,165.00 to North Central Laboratories in Wisconsin for the purchase of a Labconco SteamScrubber (Model # 4400320) to be used in the WWTP laboratory with funds available in the Sewer Fund.



MEMORANDUM

TO: Dave Green, City of Traverse City

FROM: Ryan Vedrode, Laboratory Supervisor, CH2M

CC: Liz Hart, Project Manager, CH2M

DATE: June 2, 2016

SUBJECT: TC Wastewater Plant laboratory glassware washer

Mr. Green:

I am writing in regards to the laboratory glassware washer here at the wastewater treatment plant. The current glassware washer was installed in September of 2001. Unfortunately, this glassware washer (Labconco SteamScrubber Model #4400300) needs repair parts (drain pump and drain pump relay, among others) which are no longer available from the manufacturer.

Our proposal is to replace the existing glassware washer with the updated version of the same Labconco SteamScrubber (Model # 4400320). I have obtained two quotes from trusted vendors, both of which offer corporate discounts to CH2M. The first quote, and the one I am recommending is from North Central Laboratories in Wisconsin. Their quote is \$6925.00 + approximately \$240.00 for shipping, for a total of \$7,165.00. The second quote I obtained is from USA Bluebook. Their quote is \$7,426.05 + \$330.69 for shipping, for a total of \$7,756.74. Both vendors noted that the lead time should be minimal; only a couple of days.

Please find both quotes attached for your review.

Thank you.

Ryan Vedrode
CH2M
Laboratory Supervisor



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 10, 2016

FROM: ^{max} MARTY COLBURN, CITY MANAGER

SUBJECT: EMERGENCY ONE-TIME FUEL PURCHASE FOR THE MARINA

Attached are memos from DPS Director, Dave Green and Clinch Marina Dockmaster, Barry Smith, explaining the need for a one-time emergency purchase of fuel for the Marina. The bid packets for the 2016 boating season were sent out June 10th, but the marina has sold more fuel than anticipated this spring, making it necessary to make an emergency purchase in order to continue fuel service until the request for bids has been processed. Blarney Castle provided fuel service in 2015, and will be providing fuel for this purchase also.

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 \$18,485.97 to Blarney Castle for 1,883 gallons of dyed #2 diesel fuel priced at \$1.9091 per gallon for delivery to Duncan L. Clinch Marina.

MC/km

K:\TCCLERK\City Commission\Fuel Purchase\emergency fuel purchase-Marina 20160620

Copy: Dave Green, DPS Director

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: June 9, 2016

SUBJECT: Emergency Marina Fuel Purchase

Attached is a memorandum from Barry Smith, Clinch Marina Dockmaster, explaining his reasoning for needing to get approval for a confirming purchase order for fuel purchased for the Duncan L. Clinch Marina earlier this week.

As Barry points out it is a bit of a gamble in the fall trying to keep enough fuel on hand for next spring's start up and at the same time not having too much fuel getting old and not used. This is the first time in a while I can remember having missed the mark. We have had a great spring this year with a lot of transient boaters buying fuel causing the need to contact last year's low bidder, Blarney Castle, and request an expedited delivery before this year's annual bid for fuel was opened. I concur with buying the fuel and making sure we are well stocked until our current request for bids has been processed and awarded.

Please request City Commission approval for a confirming purchase/service order to Blarney Castle in the amount of \$18,485.97 for delivery of fuel to the Duncan L. Clinch Marina.

City of Traverse City Memorandum

To: Dave Green, DPS Director
From: Barry Smith, Dockmaster
Re: Gasoline and Diesel Purchase
Date: June 8, 2016

The bid packets have been sent out for awarding resale fuel service at Duncan L. Clinch Marina for the 2016 boating season. Bid opening is scheduled for 10:00am June 10th. Since that time, the marina has sold more fuel than anticipated making it necessary to do a one-time emergency purchase order to continue fuel service until the bid process is complete and a blanket purchase order can be issued. Blarney Castle provided the fuel service in 2015 and will be providing the fuel for the emergency purchase order. The costs of this purchase are included on the attached Sales Order Invoice.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016
FROM: *MAC* MARTY COLBURN, CITY MANAGER
SUBJECT: MARINA FUEL PURCHASE

Attached are memos from Dave Green, DPS Director, and Barry Smith, Clinch Marina Dockmaster, requesting a purchase order for resale unleaded gasoline and #2 diesel fuel at the Duncan L. Clinch Marina for the 2016 boating season.

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

that the City Manager be authorized to issue a blanket purchase order to Blarney Castle for the purchase and delivery of approximately 50,000 gallons, more or less, of unleaded mid-grade gasoline, not to exceed \$.1085 cents above rack price per gallon, and approximately 25,000 gallons, more or less, of #2 diesel fuel, not to exceed \$.1085 cents above rack price per gallon, for resale during the 2016 boating season, at the Duncan L. Clinch Marina with funds available in the Marina Fund.

MC/jd

cc: Dave Green, DPS Director
Barry Smith, Clinch Marina Dockmaster

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: June 13, 2016
SUBJECT: 2016 Annual Marina Fuel Purchase

Attached is a request from Barry Smith, Clinch Marina Dock master, requesting approval for a purchase/service order for marina fuel.

Our method for purchasing fuel for the Marina is a little different than the method we use for fleet fuel. We buy sufficient quantities of fuel for the fleet that we are able to receive deliveries by tanker truck, and therefore get the best available bid prices in the region each time we fill the tanks. With much smaller tanks at the Marina, that consequently have to be filled more regularly, we award a bid to a vendor for the entire season. The price that the vendor charges us for each delivery is the rack price (rack is the price at which refineries sell fuel to wholesale vendors) plus a margin for transportation and profit. We award the bid to a vendor based on the smallest margin above rack price. The same bidder keeps the contract for the season; the fuel price varies with each delivery to reflect market price; but the vendor's margin remains the same.

Please request City Commission approval of a purchase/service order to Blarney Castle for delivery of fuel to Duncan Clinch Marina for the 2016 season.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 10, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: EMERGENCY WATER SYSTEM REPAIR PURCHASE

Attached are memos from DPS Director, Dave Green, and Water Maintenance Superintendent, Justin Roy, explaining the need for a purchase order as part of the State Street Reconstruction Project. An unknown connection was discovered by Elmer's during the project which led to additional tasks that needed to be completed in order to finish the project. Because of the July 1 deadline, along with the proximity to downtown and the increasing number of people in town, the decision was made to hire Water Tap, Inc. to install a line stop instead of adding multiple weeks to the project to exercise and/or replace all the valves in that area.

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

that the City Manager be authorized to approve a confirming service order for the installation of one 16" line stop in the amount of \$12,000.00 to Water Tap, Inc. with funds available in the Water Fund.

MC/km

K:\tcclerk\city commission\purchase orders\water system repair 20160620.doc

copy: Dave Green, DPS Director

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: June 9, 2016
SUBJECT: Emergency Water System Repair

Attached is a memorandum from Justin Roy, Water/Wastewater Maintenance Superintendent, explaining his request for a confirming purchase order required in conjunction with the State Street Reconstruction Project. As Justin points out an unknown water system connection was discovered by Elmer's during the project which in turn created additional tasks that needed to be completed in order to finish the work on the water system improvement portion of the project. Because of the amount of work still needing to be finished by Elmer's to get the entire reconstruction project complete by July 1 Justin made the decision to expedite our ability to stop the flow of water in the area of the cut and cap by hiring Water Tap, Inc. to install a line stop on the 16" diameter main in lieu of taking weeks to exercise and/or replace all the valves in the area. Because of the proximity of the work area to downtown and the Cherry Festival activities I concur with Justin's decision to get this situation resolved quickly so that Elmer's can begin rebuilding the street.

Therefore, please request City Commission approval of a confirming service order for one the installation of one, 16" line stop in an amount of \$12,000.00 to Water Tap, Inc. out of South Lyon, MI. with funds available in the Water Fund.



**CITY OF TRAVERSE CITY
WATER/WASTEWATER MAINTENANCE**

TO: DAVE GREEN, DPS DIRECTOR
FROM: JUSTIN ROY, WATER/WASTEWATER MAINTENANCE SUPERINTENDENT
SUBJECT: EMERGENCY WATER SYSTEM REPAIR
DATE: 6/3/2016
CC:

JR

On Friday May 20th, Elmer's was attempting to perform a cut and cap on the 6" water main on East State St. at Franklin St. During this process it was discovered that the 6" water main on State St. was tied in to the 16" water main on Franklin St. There was no record of this in any form to make us aware of this connection.

In order to perform the 6" cut and cap, the 16" water main would need to be shut down at the intersections of Washington and Franklin, and Front and Franklin. Due to the time of year and the criticality of the 16" water main, we decided that it was best to perform the cut and cap Tuesday May 24th, during the evening.

Monday May 23rd, we exercised all of the necessary valves in order to shut-down the water system. During the process, we discovered that the 16" valve at Front and Franklin does not seem to be getting the proper number of turns needed to completely close. We continued to exercise the valve, but with the same results. Due to the age of the valve, we made the assumption that it may take less turns to close, and moved forward with the planned shutdown.

Tuesday May 24th, Elmer's exposed the 16" x 6" cross in anticipation of the 7p.m. water system shutdown. Around 8p.m. I received a call from Adam Johnson, informing me that after numerous attempts, they were unable to stop the flow of water and that Elmer's could not proceed with the cut and cap.

After talking to Adam, I contacted Ron Weston with Culy Contracting to check on the possibility of having a Line-Stop installation performed. He was not immediately available, but he referred me to Tony Carpani with Water Tap Inc. out of South Lyon, MI. I called Tony and informed him of our situation. He told me they could be available for a Thursday or Friday Line-Stop installation. I told him I would contact him Wednesday morning to let him know if we needed him to send a crew up.

Wednesday May 25th, we attempted to shut-down two more valves on Front St. at Wellington (10") and Boardman (16"). Unfortunately, the 16" valve on Boardman was not turning the proper amount of turns to close completely, so we made the assumption that it was not going to close completely like the valve at Front and Franklin.

12pm Wednesday, I called Tony Carpani to tell him that we would need a 16" Line-Stop on Thursday morning. He told me a crew would come up Wednesday night and would be on site in the morning.

Thursday May 26th, Water Tap Inc. performed the 16" Line-Stop on Franklin St., approximately 130' north of the State St. intersection. We also had to close the new 8" valve at State & Franklin and the 16" valve at Washington and Franklin. Once the Line-Stop was installed and the valves were off, Elmer's was able to complete the cut and cap with virtually no residual water coming from the 16" water main.

After the cut and cap was complete, the crew from Water Tap Inc. removed the Line-Stop, city crews opened the main valves and the system was restored to normal.

Attached is the invoice from Water Tap Inc. in the amount of \$12,000. Please request City Commissions approval for an emergency confirming service order in the amount of \$12,000 for the above referenced project with funds available in the water fund.

*Invoice
on file
w/ City Clerk*



6" Valve Functioning Property

24" Butterfly Valve Functioning Property

16" Line-Stop Location

6" Cut and Cap Location

16" Valve Functioning Property

16" Valve not Functioning Property

10" Valve Functioning Property

16" Valve not Functioning Property

310 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 14, 2016

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: AUDITOR SERVICES

Attached is a memo from William Twietmeyer, City Treasurer/Finance Director, requesting that an agreement be entered into for an independent auditor for professional audit services.

The following motion would be appropriate:

That the Mayor and City Clerk execute a consultant agreement with Vredeveld, Haefner in the total amount of \$78,090 for three years for professional audit services for the fiscal years ending June 30, 2016, 2017, and 2018, plus fees for any single audit of federal grant programs requested by the City, as outlined in the City Treasurer/Finance Director's memo dated June 14, 2016, subject to approval as to substance by the City Manager and form by the City Attorney, with funds available in the City's General Fund and other various funds.

MC/km

k:\tcclerk\city commission\budget\ auditor services 2016_2018

e-copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Martin Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Selection of Auditor
Date: June 14, 2016

Our office recently solicited requests for proposals for professional audit services. Several firms were initially contacted, we advertised in the Record-Eagle, and we placed a notice on our website. Two firms were represented at the pre-bid meeting which was held on June 2. Five bid proposals were received on June 13 from the firms listed below.

The audit selection committee which consists of Karla Myers-Beman, Brian Postma, James Henderson, Rob Bacigalupi, and myself reviewed the proposals and the bids were as follows:

	2013	2014	2015	Total
Vredeveld, Haefner	\$25,590	\$26,000	\$26,500	\$ 78,090
Anderson Tackman	\$27,600	\$28,700	\$29,800	\$ 86,100
Abraham & Gaffney	\$28,000	\$29,000	\$30,000	\$ 87,000
Rehmann Robson	\$32,000	\$33,500	\$35,000	\$100,500
Dennis, Gartland, Niergarth	\$39,000	\$39,800	\$40,600	\$119,400

Although total cost is an important item, we do state in the request for proposal that we reserve the right to reject any or all proposals, to waive any irregularities, and further reserve the right to accept any proposal which is deemed to best serve the City.

Upon examination of the proposals, the committee noted that Vredeveld, Haefner from Grand Rapids, Michigan was the low bidder. The audit selection committee expressed concern that their proposal had the fewest hours allocated to the audit compared to the other firms. However, Vredeveld, Haefner was the independent auditor for the City for the fiscal years ended June 30, 2007, 2008, and 2009. Our experience with that firm is that they are both knowledgeable and very efficient. In addition, their fee for the single audit for federal grant programs was reasonable compared to the other firms, assuming that we might need that service.

The committee then looked at audit experience and determined that Vredeveld, Haefner has significant experience with municipal audits and has experience with municipal electric utilities and downtown development authorities as well as counties, townships, public schools and other authorities. In fact, this firm is dedicated solely to audits of governmental entities.

In addition, references for the firm were very good and they confirmed that our past experience with this firm is still experienced by other municipal clients today. This is also demonstrated in how they adhered to the requirements in our request for proposal, their proposal presentation, and how they expect to approach the audit.

In conclusion, the committee unanimously recommends the acceptance of the Vredeveld, Haefner proposal and I ask that this item be placed on the next City Commission agenda for their approval.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 15, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: SURPLUS VHF MOBILE AND PORTABLE RADIOS – POLICE DEPARTMENT

Attached is a memo from Chief of Police, Jeffrey O'Brien, requesting that various mobile and portable radios and equipment formerly used by the department, be declared as surplus.

2 Way Radio Sales/Rentals, located in Lakewood, CO, has offered to buy the surplus radios and equipment from the City of Traverse City for a total of \$6,000.

I recommend the following motion:

that the radios and equipment listed in the memo from Chief Jeffrey O'Brien, dated June 13, 2016, be declared as surplus, that they may be sold to 2 Way Radio Sales/Rentals for a total of \$6,000, with payment made to the City of Traverse City.

MC/km

k:\tcclerk\city commission\surplus items\portable radios 20160620

copy: Jeffrey O'Brien, Chief of Police

TRAVERSE CITY POLICE DEPARTMENT

OFFICE MEMORANDUM

TO: MARTIN COLBURN, CITY MANAGER
FROM: JEFFREY O'BRIEN, CHIEF OF POLICE *Job*
SUBJECT: SURPLUS PROPERTY – VHF MOBILE and PORTABLE RADIOS
DATE: JUNE 13, 2016

Please find attached various mobile and portable radios and equipment formerly used by the department. In March we upgraded to 800 Radio technology resulting in the attached equipment becoming obsolete. The VHF radios and equipment are no longer of use to us. Based on this upgrade, we wish to have the various equipment declared surplus (please see attached).

Administrative Sergeant Steve Drzewiecki contacted Sunny Communications, 2 Way Radio Sales/Rentals located in Lakewood, CO to see if they would be interested in purchasing this surplus equipment. They are and have offered to pay the City of Traverse City \$6,000 for said equipment. We feel fortunate to have located a buyer and feel \$6,000 including inbound shipping to be a fair offer for this radio equipment. Please know, Sunny Communications will also wipe the frequencies from these radios as part of this purchase.

We respectfully request the attached items be placed on the June 20, 2016, City Commission meeting agenda declaring the radios and equipment surplus. Additionally we ask for authorization to sell said items to Sunny Communications of Lakewood, CO for \$6,000. The \$6,000 will be collected and turned into the City Treasurer's office upon receipt.

If you have any questions, please contact me at 231-995-5151.

JJO/ldg

Cc: File

K/Chief O'Brien/ldg/SUPRLUS.Radio.2016

The City Of Traverse City

Police Department
851 Woodmere Avenue
Traverse City, Michigan
49686



PATROL PORTABLES / SURPLUS		COUNT
RADIO BODY:	MOTOROLA XPR 6550 Mod. AAH55JDH9LA1AN	28
RADIO BODY:	MOTOROLA XPR 3500 Mod. AAH02JDH9LA1AN	2
SHOULDER MIC:	MOTOROLA Mod. PMMN4040A	23
POWER SUPPLY CORD:	MOTOROLA Mod. NU20-C14150-13	28
CHARGING BASE:	MOTOROLA / IMPRES Mod. WPLN4226A/V3.40	28
LITHIUM BATTERY:	MOTOROLA 7.4V 15.9Wh PMNN4077A (Bigger/ Wider- Longer life span)	25
LITHIUM BATTERY:	MOTOROLA 7.4V 11.1Wh (Standard) Mod. PMNN4066A	28

RESERVE PORTABLES

RADIO BODY:	MOTOROLA HT 1250 Mod. AAH25KDF9AA5AN	20
SHOULDER MIC:	MOTOROLA Mod. HMN9052E	20
BATTERY:	MOTOROLA NICKEL-METAL HYDRIDE Mod. HNN9008A	39
CHARGING BASE:	MOTOROLA Mod. HTN90000B	23
POWER SUPPLY CORD:	MOTOROLA Mod. 481809003NT	23

201, 202, 210, City Police Group, Sgts. Board



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC}MARTY COLBURN, CITY MANAGER

SUBJECT: FLAT RATE PARKING FOR SPECIAL EVENTS

Attached is a memo from Parking Administrator Nicole VanNess recommending that staff be authorized to determine flat rates for special event parking; the rate would not exceed \$15 per entry into a parking space within a parking garage or lot.

As part of the event permitting process, what occurs now is parking staff time is charged back to event organizers to cover staff time associated with patrolling lots in connection with the event and distributing parking passes to those "in que" to keep traffic moving as it moves through parking checkpoints. With this change, the cost would not be charged to event organizers but rather the users of the parking lot. Staff would analyze the overall situation to determine the appropriate rate. Factors such as the volume of parking needed and therefore staff time involved would be used in determining the rate.

I recommend the following motion:

that the City Commission approves a flat rate for parking for special events not-to-exceed \$15 per entry; and that the City Clerk is authorized to incorporate such rate in the City's Directory of Charges.

MC/bcm

K:\tcclerk\city commission\fees\parking for special events

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



Memorandum

To: Rob Bacigalupi, DDA Executive Director
 From: Nicole VanNess, Parking Administrator
 Date: June 9, 2016
 Re: Event Flat Rate Increase

In June of 2006, we implemented a pay-at-entry flat rate for parkers utilizing the Hardy Parking Garage. Our regular transactions are based on parkers pulling a timed ticket at the either Front or State Street ticket dispensers, and paying at the pay-in-lane or cashier station upon exit at State Street only. The purpose of using a flat rate, which is collected at the time of entry, gives staff the opportunity to raise both the Front and State Street exit gates during peak exit times in order to get parkers out of the garage more quickly.

The initial flat rate process started as a way to alleviate major queuing when high occupancy events; such as the airshow during the National Cherry Festival would end, and parkers would exit within the same time frame. Over the past ten years, the pay-on-entry flat rate has been expanded to include the Traverse City Film Festival, Friday Night Live, Art Walk, and Street Sale.

	2006-2008	2009-2011	2013-2015	2016 Proposed
NCF – All Day	\$4.00	\$4.00	\$6.00	\$15.00
NCF – Entry after 5 p.m.	\$3.00	\$4.00	\$6.00	\$5.00
NCF – Fireworks (entry after 8 p.m.)	\$2.00	\$3.00	\$6.00	\$5.00
NCF - Parades (entry after 6 p.m.)	\$3.00	\$4.00	\$4.00	\$5.00
TC Film Festival – Per Entry	\$3.00	\$4.00	\$4.00	\$5.00
Friday Night Live – Entry after 5 p.m.	\$3.00	\$3.00	\$3.00	\$5.00
Art Walk	\$3.00	\$3.00	\$3.00	\$5.00
Street Sale	\$3.00	\$4.00	\$4.00	\$15.00

We understand the importance of residents, visitors, and employees having access to businesses, offices, and restaurants during events. The fee schedule will be configured to allow parkers to pull a ticket at entry when they are intending to transact short-term business. The timed ticket will charge the regular hourly rate of \$1.00 per hour for the first two hours before increasing to the festival rate.

Many of us have traveled to concerts, sporting events, state fairs, and festivals throughout Michigan and other states. We are familiar with a pay-on-entry process at parking garages and surface lots. We also acknowledge waiting five minutes or more to exit can seem more like you've been waiting hours. As we continue to become a destination for events and festivals, we



Memorandum

continue to monitor occupancy, plan, and schedule for the attendees we anticipate will arrive by car. We all know, "parking should be a non-event."

I recommend the DDA Board of Directors approve the recommendation to determine flexible pay-on-entry flat rates to be based on individual event dates, event duration, and parking supply in an amount not to exceed \$15.00 per entry.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016
FROM: ^{mac}MARTY COLBURN, CITY MANAGER
SUBJECT: UNIFORM AND EQUIPMENT FOR POLICE
DEPARTMENT

Attached is a memo from Jeffrey O'Brien, Chief of Police, outlining the bids received for uniforms and equipment for the Police Department.

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

that the City Manager be authorized to issue blanket purchase orders to Nye Uniform Company for uniforms and equipment on an as-needed basis for the Police Department for each of three years of satisfactory service at the rates indicated in its bid of June 8, 2016, effective July 1, 2016, through June 30, 2019, for the Police Department, with funds available in the Police Department budget.

MC/jd

copy: Jeff O'Brien, Chief of Police

**TRAVERSE CITY POLICE DEPARTMENT
OFFICE MEMORANDUM**

TO: MARTIN COLBURN, CITY MANAGER

FROM: JEFFREY O'BRIEN, CHIEF OF POLICE *job*

DATE: JUNE 09, 2016

RE: UNIFORM AND EQUIPMENT BID: JULY 01, 2016 ~ JUNE 30, 2019

The Traverse City Police Department recently solicited sealed bids for a three-year service order for the above referenced items.

On June 08, 2016, at 2:00 p.m. one bid was received and opened in the Governmental Center's second floor conference room. Julie Dalton, city Purchasing Agent, and Lisa Green, police Administrative Assistant, opened this bid document. The sole bid was received from Nye Uniform Company of Grand Rapids, Michigan. Nye Uniform Company's bid document was complete and acceptable to the terms and conditions outlined in the bid specifications.

The bid results are as follows:

NYE UNIFORM COMPANY \$ 11,146.29

Nye Uniform Company's pricing is based on per item costs. These items are budgeted and purchased under line item 740.00. The Department has successfully worked with Nye Uniform Company since 2004.

Based on the above, I respectfully recommend Nye Uniform Company be awarded the Police Uniform and Equipment service order dated for July 01, 2016, through June 30, 2019.

Specified items will be ordered on an as needed basis with a blanket service order to be issued each year of satisfactory service for a three year period (July 01, 2016-June 30, 2019).

Please place this item for approval and authorization to issue a service order for the first year of service: July 01, 2016 – June 30, 2017, on the City Commission agenda for the June 20, 2016, meeting.

If you have any questions, please contact me at your convenience.

TRAVERSE CITY POLICE DEPARTMENT UNIFORMS AND EQUIPMENT

Specifications for Uniforms/Equipment Purchases:

Please Price Each Item

		<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Item #1	Police Uniform Hat (see attached specification sheet)	\$ <u>89.99</u>	\$ <u>89.99</u>	\$ <u>92.99</u>
Item #2	Rain Hat Cover (reversible black/orange-fits top of hat only, not visor)	\$ <u>9.99</u>	\$ <u>9.99</u>	\$ <u>9.99</u>
Item #3	Motorcycle Breeches (see attached specification sheet)	\$ <u>289.99</u>	\$ <u>289.99</u>	\$ <u>291.99</u>
Item #4	Fatigue Pants (see attached specification sheet)	\$ <u>33.99</u>	\$ <u>33.99</u>	\$ <u>34.99</u>
Item #5	Fatigue Shirt (see attached specification sheet)	\$ <u>36.99</u>	\$ <u>36.99</u>	\$ <u>37.99</u>
Item #6	Trousers (includes hemming) (see attached specification sheet)	\$ <u>107.99</u>	\$ <u>107.99</u>	\$ <u>109.99</u>
Item #7	Long Sleeve Shirt (see attached specification sheet)	\$ <u>50.99</u>	\$ <u>50.99</u>	\$ <u>52.99</u>
Item #8	Short Sleeve Shirt (see attached specification sheet)	\$ <u>45.99</u>	\$ <u>45.99</u>	\$ <u>47.99</u>
Item #9	Ties (black clip on style) (100% Polyester, 20" length)	\$ <u>4.99</u>	\$ <u>4.99</u>	\$ <u>4.99</u>
Item #10	All-Season Duty Jacket (see attached specification sheet)	\$ <u>184.99</u>	\$ <u>186.99</u>	\$ <u>189.99</u>
Item #11	Reversible Raincoat (black & orange, full-cut 50" length, with badge tab, sealed seams & storm flap)	\$ <u>66.99</u>	\$ <u>66.99</u>	\$ <u>68.99</u>
Item #12	Reversible Raincoat (black & orange, full-cut 30" length, with badge tab, sealed seams & storm flap)	\$ <u>49.99</u>	\$ <u>49.99</u>	\$ <u>51.99</u>
TOTAL PRICE OF ITEMS ON THIS PAGE:		\$ <u>972.88</u>	\$ <u>974.88</u>	\$ <u>994.88</u>

* See Mye Bid Addendum For Extended Size Pricing *

**TRAVERSE CITY POLICE DEPARTMENT
UNIFORMS AND EQUIPMENT**

Specifications for Uniforms/Equipment Purchases:

Please Price Each Item

		<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Item #13	Duty Command Sweater (see attached specification sheet)	\$ <u>79.99</u>	\$ <u>81.99</u>	\$ <u>84.99</u>
Item #14	Duty Command Sweater With "Windstopper" (see attached specification sheet)	\$ <u>159.99</u>	\$ <u>161.99</u>	\$ <u>164.99</u>
Item #15	Watchcap, Black	\$ <u>14.99</u>	\$ <u>14.99</u>	\$ <u>14.99</u>
TOTAL PRICE OF ITEMS ON THIS PAGE:		\$ <u>254.97</u>	\$ <u>258.97</u>	\$ <u>264.97</u>

* See Mye Bid Addendum for Extended Size Pricing *

**TRAVERSE CITY POLICE DEPARTMENT
UNIFORMS AND EQUIPMENT**

Specifications for "Blackinton" Items:

Please Price Each Item

		<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Item #16	Tie Bar (Blackinton #A367 with attachment #A4002, Rho-Glo ; Black hard enamel lettering)	\$ <u>19.99</u>	\$ <u>19.99</u>	\$ <u>19.99</u>
Item #17	Tie Bar (Blackinton #A367 with attachment #A4002, Hi-Glo ; Black hard enamel lettering)	\$ <u>19.99</u>	\$ <u>19.99</u>	\$ <u>19.99</u>
TOTAL PRICE OF ITEMS ON THIS PAGE:		\$ <u>39.98</u>	\$ <u>39.98</u>	\$ <u>39.98</u>

**TRAVERSE CITY POLICE DEPARTMENT
UNIFORMS AND EQUIPMENT**

**Specifications for "Safariland" Duty Leather:
(Clarino/High Gloss Finish):**

Please Price Each Item

		<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Item #18	EDW Cartridge Holder Model 307-9-9	\$ <u>28.99</u>	\$ <u>28.99</u>	\$ <u>28.99</u>
Item #19	Model 6280 Mid Ride, Level II Duty Holster (For: Glock 22, Gen 4)	\$ <u>149.99</u>	\$ <u>149.99</u>	\$ <u>149.99</u>
Item #20	Duty Belt with Buckle (Model 87) (2.25 inch width, suede lined, four row switch)	\$ <u>62.99</u>	\$ <u>62.99</u>	\$ <u>62.99</u>
Item #21	Belt Keeper	\$ <u>3.99</u>	\$ <u>3.99</u>	\$ <u>3.99</u>
Item #22	Single Handcuff Case (Model 190) (top flap, one snap)	\$ <u>31.99</u>	\$ <u>31.99</u>	\$ <u>31.99</u>
Item #23	Double Magazine Holder (Model 77) (For: Glock 22, Gen 4, Snap Closure)	\$ <u>34.99</u>	\$ <u>34.99</u>	\$ <u>34.99</u>
Item #24	Mace Holder, standard, top Flap (Model 38) (for "Freeze+P" - 2 oz., snap closure)	\$ <u>26.99</u>	\$ <u>26.99</u>	\$ <u>26.99</u>
Item #25	Expandable Baton Holder (Model 35) (to fit 26" expandable baton)	\$ <u>26.99</u>	\$ <u>26.99</u>	\$ <u>26.99</u>
Item #26	D-Cell Flashlight Holder	\$ <u>9.99</u>	\$ <u>9.99</u>	\$ <u>9.99</u>
TOTAL PRICE OF ITEMS ON THIS PAGE:		\$ <u>376.91</u>	\$ <u>376.91</u>	\$ <u>376.91</u>

**TRAVERSE CITY POLICE DEPARTMENT
UNIFORMS AND EQUIPMENT**

Specifications for "Miscellaneous" Equipment:

Please Price Each Item

		<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Item #27	Handcuffs (“Peerless” standard, Model #700)	\$ <u>28.99</u>	\$ <u>28.99</u>	\$ <u>28.99</u>
Item #28	Whistle (“Acme Thunder” or Equivalent)	\$ <u>3.99</u>	\$ <u>3.99</u>	\$ <u>3.99</u>
Item #29	Whistle Chain (20” Silver and 20” Gold)	\$ <u>4.99</u>	\$ <u>4.99</u>	\$ <u>4.99</u>
Item #30	“MagLite” Flashlight (3 D-Cell Batteries)	\$ <u>24.99</u>	\$ <u>24.99</u>	\$ <u>24.99</u>
Item #31	“Mag Charger” Rechargeable Flashlight (with 110 volt (AC) charging system)	\$ <u>112.99</u>	\$ <u>112.99</u>	\$ <u>112.99</u>
Item #32	Streamlight “Stinger” Rechargeable Flashlight (aluminum, with 110 volt (AC) charging system)	\$ <u>106.99</u>	\$ <u>106.99</u>	\$ <u>106.99</u>
Item #33	Leather Flashlight Holder For Duty Belt (for Streamlight “Stinger”, hi-gloss)	\$ <u>20.99</u>	\$ <u>20.99</u>	\$ <u>20.99</u>
Item #34	Expandable Steel Baton – 26” \$ <u>106.99</u> (“ASP” or Equivalent)	\$ <u>106.99</u>	\$ <u>106.99</u>	\$ <u>106.99</u>
Item #35	Citation Holder 12-3/8” x 5-3/8” x 3/4” (“Saunders” or Equivalent)	\$ <u>24.99</u>	\$ <u>24.99</u>	\$ <u>24.99</u>
Item #36	Aluminum Clip Board Letter Size (“Saunders” Dual Compartment Cruiser Mate or Equivalent)	\$ <u>33.99</u>	\$ <u>33.99</u>	\$ <u>33.99</u>
Item #37	Portable Radio Holder (“Porta-Clip” or Equivalent, for Motorola APX6000)	\$ <u>27.99</u>	\$ <u>27.99</u>	\$ <u>27.99</u>
Item #38	Police Equipment Bag (See attached Specification Sheet)	\$ <u>42.99</u>	\$ <u>42.99</u>	\$ <u>42.99</u>
TOTAL PRICE OF ITEMS ON THIS PAGE:		\$ <u>540.88</u>	\$ <u>540.88</u>	\$ <u>540.88</u>

**TRAVERSE CITY POLICE DEPARTMENT
UNIFORMS AND EQUIPMENT**

Specifications for "Miscellaneous" Equipment (cont.):

Please Price Each Item

		<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Item #39	Hatch "Friskmaster with Spectra" Leather Gloves (Hatch Item #: FM2000)	\$ <u>49.99</u>	\$ <u>49.99</u>	\$ <u>49.99</u>
Item #40	Hatch "The Resistor" (Hatch Item #: RFK 300)	\$ <u>35.99</u>	\$ <u>35.99</u>	\$ <u>35.99</u>
TOTAL PRICE OF ITEMS ON THIS PAGE:		\$ <u>85.98</u>	\$ <u>85.98</u>	\$ <u>85.98</u>

SUPPLEMENT TO ITEMS #1 – POLICE UNIFORM HAT:

BRAND NAME: Hankin or Equivalent

STYLE: Michigan State Police “Pershing” Style.

COLOR: NAVY – (Polyester)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM:  MARTY COLBURN, CITY MANAGER

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

A public hearing on this matter has been scheduled for our meeting Monday evening.

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

City Treasurer/Finance Director William Twietmeyer, indicated that the current rate for a ten-year treasury note is 2.5% and per Resolution an additional 2% is applied equaling 4.5%; that interest rate has been incorporated. City Charter states that interest rates may go as high as 6%.

Because the City Commission will be acting as a Board of Review, the City Clerk will read the following statement when Mayor Carruthers opens the public hearing:

“The public hearing of an Assessment Roll for a Special Improvement District also acts as the Board of Review for those who are receiving a proposed benefit and proposed special assessment. It is extremely important to preserve your right to further appeal by recording your attendance at this meeting. Even if you do not plan to speak publicly to the City Commission tonight, we still ask all those in attendance who are part of the proposed district to please state your name and address so the City Clerk and City Assessor may record your attendance.”

- Motion on the next page -

5 affirmative votes are required to approve the Special Improvement District. After the public hearing, I recommend the following motion:

that the Resolution Approving Special Improvement District SID No. 2015-007, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$62,000 to reflect the revenue and expenses for this project.

MC/kez

K:\tcclerk\city commission\special improvement districts\ph_Paving Alley_20160620.doc

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

MEMORANDUM

CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



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

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

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

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

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

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

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

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

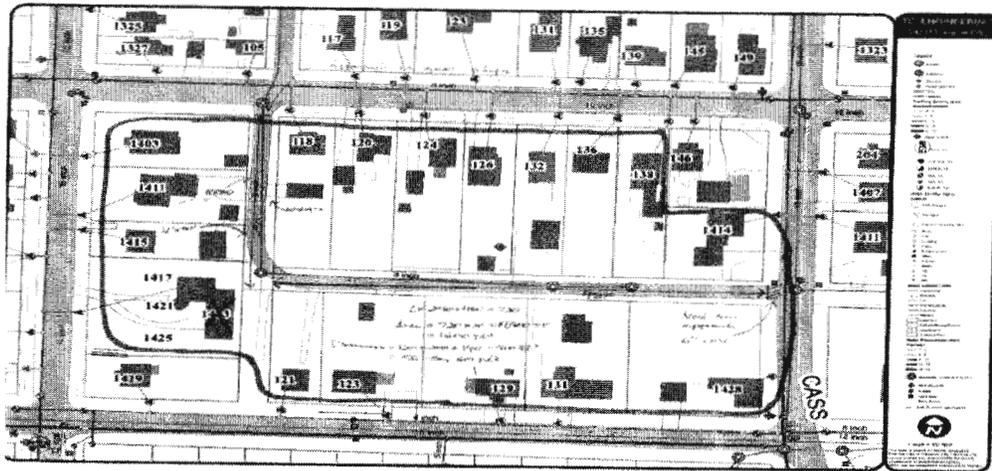
Thank you for your consideration.

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

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

Prepared on: 12/28/2015
 Amended: 03-May-16
 Card Update: 6/13/2016



Total Parcels	20
Total Project Fr Ft	1,294.98
Total Cost Spread	\$62,000.00
City Share	50.00%
City's Cost	\$31,000.00
Own.'s Cost	\$31,000.00
Fr Ft Rate	\$23.94
Annual Int.	2.50%
Period (Yrs.)	10

	Percent Response	
	Petitioned	No Response
	X	
Parcel Ct	100.00%	0.00%
Frontage	100.00%	0.00%
	Survey	
	Y	N
Parcel Ct	70.00%	20.00%
Frontage	67.21%	22.28%

	Total Percent - Petition & Survey		
	Total Yes	Total No	No Response
Parcel Ct	85.00%	0.00%	15.00%
Frontage	83.61%	0.00%	16.40%

#	Parcel #	Owner	Property Address	Actual Front Yard	Actual Side Yard (Depth)	Assess. Frontage	Assess. Corner Inf.	Depth	Assess. Effective	Assessment	Petitioned	Survey	Total	Annual Payment Estimate
1	28-51-846-001-00	BURGEE ANNETTE M	1403 S UNION ST	75	150	75		150	75.00	\$1,795	X	Yes	1	\$205
2	28-51-846-002-00	VANDEVENTER REVOCABLE TRUST	1411 S UNION ST	75	150	75		150	75.00	\$1,795	X	Yes	1	\$205
3	28-51-846-003-00	WOODS PATRICIA M TRUST	1415 S UNION ST	46	150	46		150	46.28	\$1,108	X	Yes	1	\$127
4	28-51-846-004-00	ROBERTSON JAMES A & SHIRLEY A	118 E SIXTEENTH ST	55	208	55		208	55.00	\$1,317	X	Yes	1	\$150
5	28-51-846-005-00	ROUSH CHRIS & KRISTINE L	120 E SIXTEENTH ST	61	208	61		208	61.00	\$1,460	X	Yes	1	\$167
6	28-51-846-006-00	MILLER LARRY E & ALICE L	124 E SIXTEENTH ST	66	208	66		208	66.00	\$1,580	X	No	1	\$181
7	28-51-846-007-00	LIGHT PATRICIA J	126 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197	X	Yes	1	\$137
8	28-51-846-008-00	MEADE BONITA J	132 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197	X	Yes	1	\$137
9	28-51-846-009-00	GOODELL MATTHEW L & WILSON NORA S	136 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197	X	Yes	1	\$137
10	28-51-846-010-00	BEZYAK KARL	138 E SIXTEENTH ST	50	208	50		208	50.00	\$1,197	X	No	1	\$137
11	28-51-846-011-00	MELCAREK LINNAEA	1414 CASS ST	100	98	100		98	100.00	\$2,394	X	Yes	1	\$274
12	28-51-846-019-10	SOCKS DAVID J & BRIGID	1417 S UNION ST	49	150	49		150	48.50	\$1,161	X	Yes	1	\$133
13	28-51-846-019-20	CORBIN JASON D & SHEILA C	1421 S UNION ST	44	150	44		150	44.10	\$1,056	X	Yes	1	\$121
14	28-51-846-019-30	CORBIN JASON D & SHEILA C	1425 S UNION ST	44	150	44		150	44.10	\$1,056	X	Yes	1	\$121
15	28-51-846-022-00	SUDOL STANLEY D & LOIS M	123 E SEVENTEENTH ST	100	156	100		156	100.00	\$2,394	X	No	1	\$274
16	28-51-846-024-10	MVAJDA LLC	125 E SEVENTEENTH ST	50	156	50		156	50.00	\$1,197	X	Yes	1	\$137
17	28-51-846-024-20	MVAJDA LLC	129 E SEVENTEENTH ST	50	156	50		156	50.00	\$1,197	X	Yes	1	\$137
18	28-51-846-025-00	GARY DALE E & JOAN M TRUST	131 E SEVENTEENTH ST	100	156	100		156	100.00	\$2,394	X	No	1	\$274
19	28-51-846-026-00	KING CHARLES H	1428 CASS ST	130	156	130		156	130.00	\$3,112	X			\$358
20	28-51-846-020-00	121 E 17TH STREET LLC	121 E SEVENTEENTH ST	50	156	50		156	50.00	\$1,197	X			\$137

RECEIVED

SID 2015-007
3/10/16

TRAVERSE CITY

APR 20 2015

WAIVER OF NOTICE & APPEAL

SPECIAL IMPROVEMENT DISTRICT



ENGINEERING DEPT
CITY OF

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

*ESTIMATED TERMS OF SPECIAL IMPROVEMENT DISTRICT

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

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

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

Improvement requested: Open existing gravel alley

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

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

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



Resolution Approving Special Improvement District No. 2015-007

- Because, the City Commission of the City of Traverse City has held a special improvement proceeding, and caused proper notices to be published and mailed to property owners of record for such proceeding, in accordance with the provisions of Chapter 10 and Section 97 of the City Charter of the City of Traverse City and Michigan Statute, for Special Improvement District No. 2015-007; and
- Because, Special Improvement District No. 2015-007 for streetscape elements associated with the project in the alley South of Sixteenth Street between Union Street and Cass Street, and the same is hereby approved by the City Commission, acting as a Board of Review and the City Clerk is hereby instructed to report the same as prescribed by city ordinance; and
- Because, written objections of the owners of more than one-half (1/2) of the property to be assessed have not been received as provided for in Section 107 of Chapter 10 of the Charter of the City of Traverse City, Michigan; now, therefore be it
- Resolved,** that a Special Improvement Roll No. 2015-007 for defraying the costs and expense which would cause the paving of an existing alley south of Sixteenth Street between Union Street and Cass Street, at the following locations:

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

Public Hearing
On Special Improvement District No. 2015-007
Page 2

28-51-846-024-20	MJVAJDA LLC	129 E SEVENTEENTH
28-51-846-025-00	GARY DALE E & JOAN M TRUST	131 E SEVENTEENTH
28-51-846-026-00	KING CHARLES H	1428 CASS ST
28-51-846-020-00	121 E 17 TH STREET LLC	121 E SEVENTEENTH

In the sum of \$62,000, be and the same is hereby adopted, and confirmed with the City Clerk who is hereby directed to endorse upon such roll the date of its confirmation and to file the same with the Office of the City Treasurer; be it further

Resolved, that the special assessment contained in such roll are hereby ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan; and the City Clerk is hereby authorized and directed to attach his warrant to a certified copy of a special improvement roll commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set opposite his name therein; be it further

Resolved, that the proportionate cost of the improvement be borne as follows: 50% to be paid for by the city; and 50% to be paid for by the properties especially benefitted; be it further

Resolved, that the amount of such special improvement shall be divided into ten year annual installments with the interest rate at the rate of 4.5% per annum or at a rate of interest borne by bonds that shall be due and payable August 31, 2016, after the due date of the first installment; be it further

Resolved, that the whole improvement may be paid to the City Treasurer at any time in full, with the proportionate interest rate thereon.

I hereby certify that this resolution was adopted by the City Commission at its special meeting held on June 20, 2016, in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2015

FROM: ^{mac}MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC HEARING – 2015-2016 YEAR-END BUDGET
AMENDMENTS

A public hearing has been scheduled for Monday night regarding year-end amendments to the Fiscal Year 2015-2016 Budget. Attached is a memo from William Twietmeyer, Treasurer/Finance Director outlining the necessary amendments.

Following the public hearing, I recommend the following motion:

that the budget amendments for Fiscal Year 2015/2016 as outlined in the City Treasurer/Finance Director's memo of June 15, 2016, be approved.

MC/kez

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copy: William Twietmeyer, City Treasurer/Finance Director

Memorandum

The City of Traverse City



To: Martin Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W E.T.*
Subject: Budget Amendments
Date: June 15, 2016

Our office reviewed the accounting records of the City for the fiscal year 2015-2016. It has come to our attention that the City Commission needs to make a series of budget amendments before the fiscal year end. Some of these were identified with the budget presentation in May. A final review indicates that a public hearing will be required, since these amendments will result in an increase in total budgeted revenue and total budgeted expenses in the General Fund and the various Special Revenue Funds.

The first amendment will increase both budgeted revenue and budgeted expenses in the General Fund by \$315,000 to reflect primarily the recent City Commission action that intends to utilize \$250,000 from the sale of the coal dock property for the Union Street Dam, the reimbursement of \$18,000 from the State for the special statewide presidential primary in March, the contribution of \$17,000 from various organizations for the MML Conference Reception held last fall, and the use of \$30,000 of the settlement money for the Clinch Park splash pad for covering costs from outside legal counsel.

The budget amendments to increase both budgeted revenue and budgeted expenses in various funds to reflect adjustment in activities in various funds and departments are as follows:

McCauley Estate Trust Fund.	\$ 60,000
Act 345 Millage Fund	\$ 51,000
Opera House Fund	\$ 40,000
College Parking Fund	\$ 12,500
Heritage Center Fund	\$ 60,000
Retiree Health Insurance Fund	\$ 70,000
County Senior Center Fund	\$ 6,000
Senior Center Building Fund	\$ 11,000
Brown Bridge Maintenance Fund	\$ 7,000
Economic Development Fund	\$ 25,000
Trunkline Fund	\$ 50,000
Road Commission Millage Fund	\$ 30,000
Capital Projects Fund	\$1,500,000

Also, in the General Fund the budget amendments are as follows:

Increased Budgeted Expenses		Decrease Budgeted Expenses	
City Commission	\$ 8,000	Transfer Out MVHF	\$ 163,000
Appropriations	\$ 5,000		
Planning Department	\$ 15,000		
Capital Outlay	\$ 2,000		
Fire Department	\$ 45,000		
City Attorney	\$ 25,000		
Human Resources	\$ 5,000		
Parks Department	\$ 50,000		
City Engineering	\$ 8,000		

Other amendments to correct and eliminate previous amendments are as follows:

Increased Budgeted Expenses		Decrease Budgeted Expenses	
Contingencies	\$ 11,920.10	Trans Out SID Fund	\$ 11,920.10
Transfer In (Gen Fd)	\$ 130,000	Trans Out Cap Proj.	\$ 130,000

Finally, attached is a communication from Rob Bacigalupi, DDA Executive Director, outlining final year end amendments to the DDA budget. The changes are an increase in both budgeted revenue and budgeted expenses totaling \$818,000.

Please place these budget amendments before the City Commission for their review and approval.



To: Bill Twietmeyer, City Treasurer

From: Rob Bacigalupi, Executive Director

Re: End of Year Budget Amendments for the Downtown Development Authority

Date: Tuesday, June 14, 2016

Below are the end of year budget amendments for the DDA, specifically for the TIF 97 Fund:

Revenues

Prior Year Surplus should reflect \$2,130,000

Expenditures

Increase Professional Services from \$270,000 to \$350,000

Increase Capital Outlay from \$1,837,000 to \$2,575,000

These changes reflect actual design/engineering and construction costs for the two large projects planned for TIF 97, Pine Street Pedestrian Bridge and Garland Street, which were bid out and are underway. Specifically, I am planning on 100% of the Pine Street Bridge construction cost and about 70% of the Garland Street construction cost to be billed by the end of the fiscal year. The Capital Outlay change also reflects the Hotel Indigo streetscape reimbursement, which was not anticipated this fiscal year.

These budget amendments are on the June 17, 2016 DDA Board of Directors for their consideration.

cc: DDA Board of Directors



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: ALLEY PAVING FOR SID 2015-007 – ALLEY SOUTH OF 16th STREET BETWEEN UNION AND CASS STREETS

Attached is a memo from City Engineer Timothy Lodge recommending a change order to the contract for the 2016 Paving and Resurfacing Projects Phase I, which would provide for the alley paving contemplated in Special Improvement District 2015-007, earlier in the agenda. This is for paving the alley south of 16th Street between Union Street and Cass Street.

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

that the Mayor and City Clerk execute a unit prices change order to the contract with Elmer's Crane and Dozer for the 2016 Paving and Resurfacing Projects Phase I (originally authorized March 21, 2016), in the amount of \$49,820.50, more or less, for paving the alley south of 16th Street between Union Street and Cass Street, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Special Assessment Fund.

MC/bcm

K:\tcclerk\city commission\agreements\paving and resurfacing projects 2016 phase
One change order

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: June 10, 2016

SUBJECT: 2016 Pavement and Resurfacing Phase 1
Contract Change Order for Alley Paving SID 2015-007

A public hearing for the Special improvement District 2015-007 is schedule for the June 20, 2016 City Commission Meeting. In the event that the SID is approved we are requesting consideration of a change order with Elmer's to complete the work yet this construction season. We provided an itemized breakdown of contract items and quantities and Elmer's provided a written cost estimate for the work including unit prices. We have reviewed their unit prices and have found them to be consistent with our estimated cost for the work.

Therefore, we recommend that the proper City officials be authorized to execute a change order to the existing contract with Elmer's to add contract items 300 through 310 to their contract in the amount of \$49,820.50, more or less. The cost is within the amount of the SID if so authorized by the City Commission.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CAPITAL IMPROVEMENTS PLAN, CAPITAL PROJECTS FUND
AND WATER RATES, WATER SERVICE CHARGES, AND
SEWER RATES – FISCAL YEAR 2016/2017

At the June 6, 2016, Regular Meeting, the City Commission chose not to take action on the resolution adopting the Capital Improvements Plan and Capital Projects Fund resolution. It was requested action be delayed until after the Planning Commission reviewed the plan. Attached is a memo from Planning and Engineering Assistant Missy Luick explaining the discussion at the Planning Commission meeting. No action was taken related to the amended CIP following the discussion.

Also enclosed is a resolution establishing rates for water and sewer as well as water service charges. As indicated in the communication distributed within the budget, the City Treasurer/Finance Director did an analysis of the rates and charges and found a need to increase the rates within the sanitary fund. All of these rates have not been updated since the 2013/2014 budget year.

The following motions would be appropriate (five affirmative votes required):

- 1. that the Resolution Adopting the City of Traverse City Fiscal Year 2016-2017 Capital Improvements Plan and Capital Projects Fund, be adopted.**
- 2. that the Resolution Establishing Water Rates, Water Service Charges, and Sewer Rates, be adopted.**

MC/kez

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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

Memorandum

The City of Traverse City
Planning Department



TO: RUSS SOYRING, PLANNING DIRECTOR

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT *Missy Luick*

SUBJECT: PLANNING.COMMISSION DISCUSSION OF CAPITAL IMPROVEMENT PROGRAM

DATE: JUNE 13, 2016

At the June 7, 2016 Planning Commission regular meeting, the Planning Commission discussed the 2016-2022 Capital Improvement Program (CIP).

The Capital Improvement Program (CIP) was adopted by the Planning Commission on April 5, 2016. After the Planning Commission's approval, the CIP was amended by the City Manager's office due to budget constraints. The City Commission further also amended the document.

All of the changes to the CIP have been identified on the document called "CIP edits since 2/2/16 updated 6/2/16".

The Planning Commission discussed the CIP process and the amendments made to the CIP since their approval. However, the Planning Commission did not take any action related to the amended CIP following the discussion.

At the June 7, 2016 Planning Commission meeting, the Planning Commission did make a motion to accept a document the outlines capital projects selected for further review by the Planning Commission for review for consistency with the Master Plan.

Attachments:

- CIP Edits since 2/2/16 updated 6/2/16

CIP edits since 2/2/16

1. **#864 STREETS-Boardman Lake Avenue- 8th to 14th Street (+Brownfield)-** The current planning and design efforts underway were added to the current year column in the amount of \$86,600.
2. **#778 PARK-Public Pier (+Grant +Private)-** The \$20,000 intended for costs associated with permit fees was removed from the budget area as well as the project description. Project category was changed from Capital to Visionary. Also, Brown Bridge as a possible funding source was removed from the title.
3. **#977 TCFD-Fire detection and suppression system installation-** moved from subclass "Facilities" to "Fire."
4. **#976 TCFD-Storage building at Fire Station 02-** moved from subclass "Facilities" to "Fire."
5. **#948 WW-Digester 3 and 4 Reconditioning per 2017/2018 Condition Assessment-** For both projects, digester #3's related expenses will now be included in 2016/2017, and the expenses related to digester #4 remained the same.
6. **#966 WW-Digester Condition Assessment-**For both projects, digester #3's related expenses will now be included in 2016/2017, and the expenses related to digester #4 remained the same.
7. **#811 TCLP - OVERHEAD TO UNDERGROUND CONVERSION PROJECTS-**modify the description to remove Spruce Street.
8. **#978 PLAN- Projects submitted by the Planning Commission-** Project description was cut off on narrative report. The full description is included in the Project Description and Project Justification boxes.
9. **#370 - TCFD Overhead Garage Doors (Station 01 and Station 02)-** Project removed from CIP. It has been completed.
10. **#841 - TCFD - Replacement of portable radios-** Project removed from CIP. It will become part of the 800 Mghz radio replacement project being funded through Grand Traverse County 911 and therefore should be removed from the City CIP.
11. **#840 - TCFD - Replacement phone system-** Project removed from CIP- This project has been completed.
12. **#839 - TCFD - Tablets for emergency response vehicles-**Project removed from CIP-This project has been completed.
13. **#894 WW-West Biosolids Storage Tank Pump Upgrade-** to get the budget to balance better, this project was moved out of 2016/2017 budget year and placed in the 2018/2019 budget year.
14. **#114 WATER-Filters 1, 2 & 3 Media Replacement & Surface Wash Upgrades-** project moved out one year due to budget and staff capacity
15. **#930 WATER-Electrical Gear Upgrades at WTP & Low Service-** project moved out one year due to budget and staff capacity
16. **TCLP-** Project funding detail has been added back into the CIP for all of their projects.

17. **Traverse City Parking Services-** Six new projects added. They are:
 - Camera System Upgrades
 - Lot C Resurfacing
 - Lot J Resurfacing
 - Lot K Expansion
 - Lot T Resurfacing
 - Lot V Expansion
18. **#924 FACILITIES- Carnegie Building Improvements-** \$50,000 from general fund was added to the freight elevator project in FY 16/17 bringing the total project cost to \$220,000. 3/22/16 update- \$50,000 is no longer coming from general fund and will come from TIF 2. Total project cost remains \$220,000
19. **#985 WATER-Coagulant Bulk Storage Tanks Replacement-** New project added to year 16/17 in Water Fund for \$50,000.
20. **#538 PARK-Clancy Park Improvements - Phase 1 and Phase 2 (+Grant +BBTF +Private+General)-** Project implementation was moved to year 17/18 because design and survey work needs to be completed this summer/fall. \$10,000 was added to year 16/17 from the General Fund with the idea that it is needed to cover survey, design/engineering consultant fees as well as provide for a project contingency if needed.
21. Projects **#288 WATER-Automated Meter Reading System (AMR) (+WasteWater), #533 WATER-Water Meters, #344 WW-Automated Meter Reading System AMR (+Water), and #534 WW-Water Meters** were deleted and projects **#986 WATER-Automated Metering Infrastructure (+Wastewater) and #987 WW-Automated Metering Infrastructure (+ Water)** were added as replacement projects.
22. **#942 WALK-TART Trail Reconstruction from Woodmere to 3 Mile-** Grant funds have not been applied for, so the project is being moved to FY 17/18.
23. **#922 FACILITIES-2nd Floor Governmental Center Remodel-** FY 16/17 project cost was reduced from \$100,000 to \$20,000 based on actual quote for services.
24. **#947 PARK- Allocation for Brown Bridge Trust Parks Improvement Fund-** This project was deleted, since individual projects are being approved separately by the City Commission.

Changes made after Planning Commission's approval of CIP on 4/5/16

25. **#902 WW-Primary Header Replacement-** The project cost has been increased to \$500,000 (formerly was \$220,000) split evenly between Sewer Fund and Private based on increased cost estimates.
26. **#717 STREETS- East Front Streetscapes-** deleted. Duplicate project. See project #705 STREETS-East Front Streetscapes
27. **#18 STREETS-Park Street Streetscapes (+L&P)-** Project description adjusted to reflect that TCLP board approved participation of \$100,000 for lighting associated with the streetscape

28. **#61 STREETS-Cass & Lake: Streetscape Improvements (+SID) (+L&P)**- Project description adjusted to reflect that TCLP board approved participation of \$350,000 for lighting associated with the streetscape
29. **#950 GEN GOVT-New Voting Technology**- The \$50,000 purchase was moved from FY 16/17 to FY17/18 due to budget constraints.
30. **#925 GEN GOVT- Purchase new Accounting software**- The \$220,000 purchase was moved from FY 16/17 to FY17/18 due to budget constraints.
31. **#328 PARK-Hickory Hills Maintenance Facility**- The \$250,000 was separated into two fiscal years. \$50,000 remains in year 16/17 and \$200,000 was moved to FY 17/18 because the construction is expected to take place in summer 2017 which spans both fiscal years.
32. **#785 PARK-Natural Features Inventory (Planning)**- The \$50,000 study was moved from FY 16/17 to FY17/18 due to budget constraints. The narrative was edited to note that some natural features data is being collected through the city's SAW grant.
33. **#779 STREETS- Annual Corridor Improvements (E Front, W Front, 8th, 14th and Garfield)**- Year 16/17 funds reduced to \$0 due to budget constraints and because \$125,000 of General Fund dollars is being allocated to West Front Street (#881) in 16/17.
34. **#14 STREETS- Annual Street Reconstruction Program (+GTCRC Fund)**- Year 16/17 allocation of \$900,000 was reduced to \$0.00 due to budget constraints. Please note that FY 16/17 includes \$750,000 for street reconstruction from the GTCRC millage fund.
35. **#15 STREETS- Traffic Signal Power Backup**- FY16/17 allocation of \$22,500 reduced to \$0.00 due to budget constraints.
36. **#835 WALK- Annual Trail Maintenance**- FY 16/17 allocation of \$50,000 reduced to \$0.00 due to budget constraints.
37. **#946 WALK-Expand Sidewalk System/Infill gaps**- FY 16/17 allocation of \$100,000 increased to \$300,000 by City Commission action of 5/23/16

CITY OF TRAVERSE CITY

MEMORANDUM

To: Marty Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Sewer Fund Projections
Date: April 27, 2016

My annual review of the Sewer Fund is concluded. My communication last year recommended no rate increase in the Sewer Fund for the 2015-2016 fiscal year. **However, this time I am recommending a rate increase for the Sewer Fund for the 2016-2017 fiscal year.**

The last time the City increased its sewer rates it was effective July 1, 2013. At that time the rates were increased to \$34.00 for the first 600 cubic feet and \$40.00 per thousand for each additional thousand cubic feet. That increase along with previous rate increases were necessitated by the need to pay for the various capital improvement and maintenance projects both to the collection system and to the wastewater treatment plant. This scenario has not changed with regard to the sewer fund. The annual purchase of new replacement membranes at the wastewater treatment plant is ongoing and OMI has added the digester condition assessment and digester 3 and 4 reconditioning to the list of new projects along with the primary header replacement. One new project on the collection side is the automated metering infrastructure project for \$750,000 per year for the next two years.

Therefore, I am recommending that the sewer rates be increased to \$36.00 for the first 600 cubic feet and \$42.00 per thousand for each additional thousand cubic feet of usage. The impact is \$242,500 in just the next fiscal year alone. I anticipate that additional rate increases will be necessary both next year and in future years if the various maintenance projects at the plant and in the collection system must proceed forward. Please note that this will not be sufficient to cover the cost of the automated metering infrastructure project. My recommendation if we plan to pursue this project would be to issue revenue bonds to provide the necessary funds because of the enormity of the cost.

Attached for your review is a copy of a spreadsheet showing nine years of historical financial data for the Sewer Fund, along with the current year projected expenses, next year's budget and three future years of projections. Also included is a copy of the proposed rate structure. Please let me know if you desire any additional information.

Encl.

SEWER RATES

Current Rates

Inside City Limits

\$34.00 per first 600 cubic feet

\$40.00 per thousand for each additional thousand cubic feet

Customers outside City limits are charged 1 1/2 times the City rate.

Proposed Rates

Inside City Limits

\$36.00 per first 600 cubic feet

\$42.00 per thousand for each additional thousand cubic feet

Customers outside City limits are charged 1 1/2 times the City rate.

Run 4-27-16

SEWER FUND PROJECTED MULTI YEAR REVENUE AND EXPENSES

FOR YEAR ENDED JUNE 30

	2007	2008	2009	2010	2011	2012	2013	2014	2015	Projected 2016	Budget 2017	2018	2019	2020
OPERATING REVENUE														
Sewer Sales	\$3,362,915	\$3,413,516	\$3,292,019	\$3,390,974	\$3,697,780	\$4,203,540	\$4,529,789	\$4,712,414	\$4,764,079	\$4,850,000	\$5,092,500	\$5,117,963	\$5,143,552	\$5,169,270
Township Revenue	\$1,242,477	\$1,374,972	\$1,604,479	\$1,287,416	\$1,151,974	\$1,189,726	\$1,263,574	\$1,256,363	\$1,232,479	\$1,382,200	\$1,629,800	\$1,930,016	\$2,000,589	\$2,087,057
Septage Treatment	\$364,284	\$474,016	\$494,396	\$521,016	\$461,563	\$451,419	\$12,434	\$11,435	\$12,359	\$11,000	\$11,000	\$14,000	\$14,000	\$14,000
Other Revenue	\$141,016	\$50,476	\$20,655	\$29,467	\$51,814	\$20,846	\$56,921	\$1,382,014	\$215,652	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Total Revenue	\$5,110,692	\$5,312,980	\$5,411,549	\$5,228,873	\$5,363,131	\$5,865,531	\$5,862,718	\$7,362,226	\$6,224,569	\$6,268,200	\$6,758,300	\$7,086,979	\$7,183,141	\$7,295,327
OPERATING EXPENSES														
Treatment Plant	\$2,658,745	\$3,003,382	\$2,857,372	\$2,847,840	\$2,753,947	\$2,744,145	\$2,384,992	\$2,790,140	\$3,378,509	\$5,072,400	\$4,294,000	\$3,895,032	\$4,036,178	\$4,209,113
Collection & Maint	\$620,361	\$614,865	\$478,003	\$486,166	\$564,197	\$746,099	\$673,263	\$766,635	\$1,113,075	\$795,000	\$828,700	\$845,274	\$862,179	\$879,423
Customer Acctg	\$344,481	\$387,737	\$449,979	\$454,792	\$523,378	\$560,785	\$525,042	\$546,266	\$566,468	\$563,400	\$604,200	\$616,284	\$628,610	\$641,182
Total Expenses	\$3,623,587	\$4,005,984	\$3,785,354	\$3,788,798	\$3,841,522	\$4,051,029	\$3,583,297	\$4,103,041	\$5,058,052	\$6,430,800	\$5,726,900	\$5,356,590	\$5,526,967	\$5,729,718
DEBT SERVICE														
1971 Bond Prin & Int	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1995 Bond Prin & Int	\$136,171	\$132,314	\$138,245	\$154,747	\$156,921	\$153,550	\$165,969	\$164,872	\$184,446	\$0	\$0	\$0	\$0	\$0
1998 Bond Prin & Int	\$71,640	\$61,812	\$66,044	\$73,885	\$71,485	\$72,986	\$71,734	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2002 Bond Prin & Int	\$1,186,410	\$1,179,927	\$1,167,343	\$1,184,416	\$1,183,224	\$1,083,208	\$1,150,259	\$1,153,929	\$1,314,086	\$1,397,040	\$1,390,560	\$1,394,640	\$1,402,800	\$1,399,800
Total Debt Service	\$1,394,221	\$1,374,053	\$1,371,632	\$1,413,048	\$1,411,630	\$1,309,744	\$1,387,962	\$1,318,801	\$1,498,532	\$1,397,040	\$1,390,560	\$1,394,640	\$1,402,800	\$1,399,800
SUB NET INCOME	\$92,884	(\$67,057)	\$254,563	\$27,027	\$109,979	\$504,758	\$891,459	\$1,940,384	(\$332,015)	(\$1,559,640)	(\$359,160)	\$335,749	\$253,374	\$165,809
Capital Improvements	\$320,271	\$562,575	\$132,473	\$194,844	\$568,304	\$509,602	\$576,965	\$297,816	\$111,761	\$901,000	\$1,280,000	\$1,503,871	\$500,000	\$579,860
Township Share Reimbursed										\$1,153,900	\$500,000			
NET INCOME	(\$227,387)	(\$629,632)	\$122,090	(\$167,817)	(\$458,325)	(\$4,844)	\$314,494	\$1,642,568	(\$443,776)	(\$1,306,740)	(\$1,139,160)	(\$1,168,123)	(\$246,626)	(\$414,051)
TOTAL CASH BALANCE	\$1,373,527	\$743,895	\$865,985	\$698,168	\$239,843	\$234,999	\$549,493	\$2,192,061	\$1,748,285	\$441,545	(\$697,615)	(\$1,865,738)	(\$2,112,363)	(\$2,526,414)

Please note the following assumptions:

This projection assumes a change in rates effective July 1, 2016.

The base rate changes from \$34.00 to \$36.00 and usage over 600 cubic feet increases from \$40.00 / thousand cubic feet to \$42.00 / thousand cubic feet.

Growth in sales is estimated to increase 1/2% per year.

Growth in Township Revenue is estimated to increase 3% per year.

Treatment Plant Expenses are projected to increase 3.0% per year.
Collection & Maint and Customer Acctg expenses are projected at 2% per year.

The City's portion of debt service is estimated to be 60% of the total debt service.

The Capital Improvements are as provided in the six year public improvements plan.

Analysis Run 4-27-16.

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 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 20, 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



RESOLUTION ESTABLISHING WATER RATES, WATER SERVICE CHARGES AND SEWER RATES

Because, the City Commission shall from time to time determine the water service charges for City users of water from the City water distribution system; and

Because, the City Commission desires to provide enough funds for the operational expenses and the debt service of the water system; and

Because, the City Commission desires to provide enough funds for the capital improvement to the water system; therefore, be it

Resolved, that the City Commission of the City of Traverse City does hereby establish the following rate schedule for users of the city sewer collection system in accordance with the Traverse City Code of Ordinances, effective July 1, 2016:

Inside City Limits

\$36.00 per first 600 cubic feet

\$42.00 per thousand for each additional thousand cubic feet

Customers outside City limits are charged 1 1/2 times the City rate; and further, be it

Resolved, that the City Commission of the City of Traverse City does hereby establish the following water rates and charges schedule for users of water from the city water distribution system in accordance with the Traverse City Code of Ordinances, effective July 1, 2016:

First 600 Cu. Ft or less	Inside City Limits	Outside City Limits
5/8 Inch or 3/4 Inch(Avg, Residence)	\$ 12.00	\$ 18.00
1 Inch	\$ 24.00	\$ 36.00
1 1/4 Inch	\$ 36.00	\$ 54.00
1 1/2 Inch	\$ 48.00	\$ 72.00
2 Inch	\$ 72.00	\$ 108.00
3 Inch	\$ 96.00	\$ 144.00
4 Inch	\$ 144.00	\$ 216.00
6 – 12 Inch	\$ 240.00	\$ 360.00
Next 3,400 Cu. ft./1,000 Cu. ft.	\$ 15.00	\$ 22.50
Next 16,000 Cu. ft./1,000 Cu. ft.	\$ 15.00	\$ 30.00
All over 20,000 Cu. ft.	\$ 15.00	\$ 30.00

The following are rates for the various services provided by the Water and Sewer Maintenance Division:

Service Lines:

City Resident cost 1 inch service lead = \$1,000
Township Resident cost for 1 inch service lead = \$1,500

Exceptions: (A) All service connections installed on State Highways or through reinforced concrete pavements will be charged on a time and material basis; and (B) All service connections installed during the period of November 15 to May 15 will be charged on a time and material basis

Any necessary road restoration costs will be added to the listed charge for water taps or service connections.

Tap Only:

1"	\$200.00
1 1/2"	\$225.00
2"	\$250.00
4"	\$550.00
6"	\$750.00
8"	\$950.00
10"	\$1,150.00
12"	\$1,350.00

Meter Changes:

New meter installations or changes in meter size requested by customer.

<u>Size</u>	<u>Cost to Install</u>
3/4"	\$400.00
1"	\$500.00

Greater than 1 inch diameter = time and material cost basis.

Service Turn-Ons and Turn-Offs:

During scheduled work hours	\$20.00
During non-scheduled working hours	\$70.00

Initial and Final Readings

Initial reading (without turn off or turn on)	\$ 10.00
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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: CITY MANAGER SINGLE TRANSACTION AUTHORITY

Attached is another copy of a memo from City Manager Richard Lewis in connection with his request that the City Manager's single-transaction spending authority be increased from \$7,000 to \$9,000, as allowed by the City Charter.

Also attached is a memo from City Clerk Benjamin Marentette and City Treasurer/Finance Director William Twietmeyer in connection with this matter.

The following motion would be appropriate to introduce the ordinance amendment making this change as proposed by Commissioner Lewis:

that an amendment to the Traverse City Code of Ordinances, *Single Transaction Authority of City Manager*, which would increase the City Manger's single transaction spending authority from \$7,000 to \$9,000, as allowed by City Charter Section 40, be introduced and scheduled for possible enactment on July 5, 2016.

MC/bcm

k:\tcclerk\city commission\ordinance amendments\spending authority



MEMORANDUM

To: Marty Colburn, City Manager
Bill Twietmeyer, City Treasurer/Finance Director

From: Richard I. Lewis^{RL}, City Commissioner

Copy: City Commission

Date: May 2, 2016

Re: FY 2016-2017 Annual Comprehensive Budget

As indicated on our agenda for tonight's Regular City Commission Meeting, the City Manager's proposed FY 2016-2017 Annual Budget will be presented. With the review of the proposed budget scheduled for the May 9th Study Session, there are two items I would request to be on the agenda for discussion by the City Commission.

The first item is a discussion to increase the authority of the City Manager to "contract, solicit, award or reject bids and to expend money in conformity with the approved budget" (Section 40, City Charter). In November 2005, the Charter was amended by the electorate to increase the authorized limit from \$5,000 to \$9,000. In October 2007, the City Commission amended Ordinance Section 230.01(c)(d) to grant an authority to the City Manager of \$7,000. It was the intent at that time to increase the limit over time to reach the Charter authorized limit. I believe after eight plus years, enough time has elapsed whereby an increase to the \$9,000 limit as outlined in the City Charter is warranted.

The second item for City Commission discussion is to include four items currently covered by the City Opera House/into the City Opera House Fund. The four items and yearly budget are:

Elevator Repair/Maintenance	\$4,800
Fire System Monitoring	1,200
Heating/Cooling Maintenance	3,600
Natural Gas (heating)	8,000

The first three items above deal with the facility regardless of who is managing the facility. These are items, we as a City, would want to assure are dealt with. The final item is suggestion that with the City covering the electricity of the Opera House, it would be a logical extension to include the natural gas.

Thank you for consideration of this request.

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

COPY:

FROM: Benjamin Marentette, City Clerk
William Twietmeyer, City Treasurer/Finance Director *W.E.T.*

DATE: Wednesday, June 15, 2016

SUBJECT: CITY MANAGER'S SINGLE TRANSACTION SPENDING AUTHORITY

On November 8, 2005, the voters of Traverse City approved an amendment to Section 40 of the City Charter which authorizes the City Commission to delegate up to \$9,000 for any one expenditure. Such delegation must occur by City ordinance approved by the City Commission.

On October 5, 2007, the City Commission enacted an ordinance which increased the single transaction spending authority to \$7,000.

Commissioner Lewis has proposed that the City Commission delegate the full amount of single-transaction spending authority to \$9,000; and we recommend the City Commission approve this.

The City Charter and City ordinances as well as Purchasing Policy provide that the City Clerk and City Treasurer have final oversight of the expenditure of funds. Before any financial disbursements of City, including those of Traverse City Light and Power, the City Treasurer must review and approve, upon authorization from the City Manager or department heads as appropriate; and the City Clerk must provide final approval. This ensures proper oversight for compliance with state and local expenditure regulations.

We recommend approval of the attached ordinance amendment.

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: SINGLE TRANSACTION AUTHORITY OF CITY MANAGER

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 230,01, *Purchases and Contracts*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

230.01 PURCHASES AND CONTRACTS.

- (a) Purchasing Agent. The City Manager shall act as Purchasing Agent of the City in accordance with Section 40 of the City Charter. The City Manager shall establish detailed purchasing and contracting procedures. The City Manager may delegate the authority to issue purchase orders.
- (b) Competitive Bids. Competitive bids for all purchases and public improvements shall be obtained where practicable and contracts awarded to the lowest responsible bidders. The City Commission shall have the power to reject any or all bids if deemed by it to be to the advantage of the City. "Competitive bidding" means the process of soliciting vendor participation in the purchasing process to ensure fair and open competition.
- (c) Purchases or Contracts of ~~\$7,000~~ \$9,000 or Less. The City Manager shall have the authority to contract, solicit, award or reject bids, and to expend money in conformity with the approved budget, which amount for any one transaction shall not be more than ~~seven thousand dollars (\$7,000)~~ nine thousand dollars (\$9,000). A purchase order or a service order may be issued by the City Manager if there are sufficient funds available in the appropriation to which the purchase is chargeable. The City Manager may secure competitive quotations where practicable for the purchase of all items which, in his or her opinion, could be advantageously purchased through competition.
- (d) Purchases or Contracts Over Certain Dollar Amount. If the amount of the transaction is more than five thousand dollars (\$5,000), sealed competitive bidding shall be required, except in cases where it is determined by the City Manager that it is clearly to the City's advantage to contract without competitive bidding. If the amount of the transaction is more than ~~seven thousand dollars (\$7,000)~~ nine thousand dollars (\$9,000), it shall be evidenced by written contract submitted to and approved by affirmative vote of five members of the City Commission.
- (e) Exceptions to Competitive Bidding. It is clearly to the City's advantage to not have competitive bidding and such bidding is not required in the following cases:
 - (1) Pursuant to Section (d).
 - (2) When the Commission determines by an affirmative vote of five members that:
 - i. The public interest will be best served by purchase from or jointly with another unit of government.
 - ii. An emergency exists such as where a purchase is made or service obtained

under extraordinary circumstances to protect the immediate health, safety, or welfare of individuals, to protect public property against loss or damage, or to prevent or minimize serious disruption of services; or

- iii. The public interest will be best served without obtaining bids, such as in the employment of professional services.

(Ord. 380. Passed 2-7-94. Ord.694. Passed 2-6-06. Ord. 772. Passed 10-15-07.)

230.02 ACCOUNTING SYSTEM.

- (a) Method. The accounting system of the City shall be in accordance with accepted principles of governmental accounting. The system shall provide records showing, at all times, by funds, accounts and other pertinent classifications, the amounts appropriated, the estimated revenues, the actual revenues or receipts, the amounts available for expenditures, the total expenditures, the unliquidated obligations, the actual balances on hand and the unencumbered balances of appropriations. However, accounts for Municipal public utilities or other self-supporting enterprises shall be maintained in accordance with standard commercial accounting principles and practices to produce accurate information as to net gain or loss from operations. Budgetary accounts are not required.
- (b) City Treasurer's Duties. The accounting system shall be centralized in the office of the City Treasurer where accounts shall be kept for all agencies and activities and where records of all financial transactions relating to all funds of the City shall be maintained. The City Treasurer shall exercise budgetary control over all appropriations to ensure that no obligation is incurred in excess of the available balance of the appropriation applicable thereto and to ensure that a proper pre-audit is made of all proposed expenditures. (1976 Code Sec. 2.03)

230.03 BUDGET CONTROL.

- (a) Authorization of Appropriations. After receipt of the proposed annual budget from the City Manager, and after its review and adoption as outlined in Sections 75 to 80 of the City Charter, the City Commission shall authorize appropriations in separate amounts for personal services, for other operating expenses and for capital outlays for each department or major activity financed from revenue funds for which appropriations are made.
- (b) Transfer of Appropriations. The City Commission may transfer any unencumbered appropriation balance or any portion thereof from one appropriation account to another within the same fund. The balance of any appropriation which has not been encumbered at the end of the fiscal year shall revert to unappropriated surplus of the fund from which it was appropriated and shall be available for appropriation the following fiscal year.
- (c) Certification of Available Funds. No contract, purchase order or other commitment document involving an expenditure from appropriations shall be issued or entered into unless the City Treasurer first certifies that there is available to the credit of the appropriation concerned an unencumbered balance to meet the obligation. Before so certifying, the City Treasurer shall encumber the proper appropriation with the amount of the contract, purchase order or other commitment document.

- (d) Budget Stabilization Fund. There is hereby established a Budget Stabilization Fund pursuant to Act 30 of the Public Acts of 1978, as amended (M.C.L.A. 141.441 et seq.; M.S.A. 5.3230(1) et seq.). Such Fund shall have the limitations and purposes as established by State law for each fiscal year beginning on July 1, 1981. Thereafter, the City Commission may appropriate to the Budget Stabilization Fund, by resolution adopted by a two-thirds vote of the members elected and serving thereon, all or part of any surplus in the General Fund resulting from an excess of revenue in comparison to expenses.

(1976 Code Sec. 2.04; Ord. 123. Passed 6-15-81.)

230.04 PAYMENT PROCEDURES.

- (a) Pre-Audit of Expenditures. The City Treasurer shall receive and examine all payrolls, vouchers, bills and other claims and demands against the City, and shall not issue payment therefor unless it is found by a diligent pre-audit that the claim is in proper form, correctly computed and duly approved; that it is justly and legally due and payable; that it is charged to the proper account; and that it is accompanied by certification of a responsible official of the department concerned that the goods or services listed therein have been actually received. If the City Treasurer finds a claim to be erroneous or otherwise invalid, payment shall not be authorized and an immediate report of the circumstances shall be made to the City Manager.
- (b) Preparation of Vouchers. Verified invoices shall be assembled in the office of the City Treasurer. Vouchers shall be prepared and recorded as expenditures against the account to which the same are properly chargeable.
- (c) Register of Expenditures. After recording approved claims as expenditures and preparing checks, the City Treasurer shall transmit to the City Clerk a register showing the payee, the amount and the fund to which the amount is to be charged.
- (d) Review of Register. The City Clerk shall review the register, may examine any vouchers and invoices and, upon approval, shall sign the checks.
- (e) Signing Checks. All moneys, except petty cash, shall be disbursed by check, which check shall be signed by the City Clerk and countersigned by the City Treasurer. However, payroll checks may be signed by the Deputy City Clerk.

(1976 Code Sec. 2.05)

230.05 ASSESSMENT OF TAXES.

Repealed

(Ord. 793. Passed 4-7-08)

230.06 BONDS.

In addition to special requirements for particular bonds, all bonds running to the City shall be corporate surety or cash bonds and shall be approved by the City Attorney and filed with the City Clerk.

The effective date of this Ordinance is the _____ day of _____, 2013.

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.

Michael Estes, 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

City government, which regulations shall be compiled and shall be known as "The Administrative Code." Pending the creation of such code the City Manager may establish temporary regulations. Each officer or director of a department of the City government shall, subject to approval by the City Manager, have supervision and control of his department and shall have power to prescribe rules and regulations, not inconsistent with this Charter and the Administrative Code.

Section 40. Purchasing Procedure. Competitive bids for all purchases and public improvements shall be obtained where practicable and contracts awarded to the lowest responsible bidders. The City Commission shall have the power to reject any or all bids if deemed by it to be to the advantage of the City. Sealed bids shall be asked for in all transactions involving expenditures of more than nine thousand dollars (\$9,000) and the transaction evidenced by written contract submitted to and approved by the City Commission; provided that, in cases where it is clearly to the City's advantage to contract without competitive bidding, the City Commission, by affirmative vote of five (5) members and upon recommendation of the City Manager, may so authorize. The City Commission may delegate to the City Manager authority to contract, solicit, award or reject bids and to expend money in conformity with the approved budget, which amount for any one transaction shall not be more than nine thousand dollars (\$9,000). Detailed purchasing and contracting procedures shall be established by the City Manager. The City Commission may authorize the making of public improvements by day labor. (Amended 11-8-05).

Section 41. Investigations. The City Commission, the City Manager, or any person or committee authorized by either of them, shall have power to inquire into the conduct of any department, office or officer of the City and to make investigation as to municipal affairs, and for that purpose may subpoena witnesses, administer oaths and compel the production of books, papers and other evidence. Failure to obey such subpoena or to produce books, papers or other evidence as ordered under the provisions of this section shall be a misdemeanor.

Section 42. Supervisors.
(EDITOR'S NOTE: This section was repealed by State law.)

Section 43. Board of Review. The City Commission shall appoint a Board of Review of five (5) citizens who are owners of property assessed for taxes in the City, who shall hold office at the pleasure of the City Commission. The City Commission shall fix the compensation of the members of the Board of Review. The Board of Review shall elect its own clerk who may, at the pleasure of the Board, be the City Assessor.

Section 44. City Clerk. The City Clerk shall perform all such duties as are, or may be, imposed upon him by the general laws of the State or by the provisions of this Charter, and such other duties as the City Commission may prescribe.

Section 45. City Treasurer. The City Treasurer shall have the custody of all money, bonds, notes, mortgages, leases and conveyances of value belonging to the City. He shall receive all money belonging to and receivable by the corporation and shall keep account of all receipts and expenditures thereof. He shall be collector of all taxes levied by the City; he shall collect and receive all rents, rates and dues from all public utilities owned or operated by the City. He shall



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 10, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 WATER TREATMENT PLANT CHEMICAL
SUPPLIES

Attached are memos from DPS Director, Dave Green, and Water Treatment Plant Superintendent, Art Krueger, outlining the bids received for chemicals for water treatment.

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

that the City Manager be authorized to issue a blanket purchase order to Brenntag Great Lakes not to exceed the amount of \$34,000.00 for approximately 174 tons of Aluminum Sulfate (Alum), one to Alexander Chemicals not to exceed the amount of \$28,000.00 for approximately 158 tons of Sodium Hypochlorite (Chlorine), and one to Mosaic Global Sales not to exceed the amount of \$16,500.00 for approximately 42 tons of Hydrofluosilicic Acid (Fluoride) for the purchase of chemicals to be used at the Water Treatment Plant with funds available in the Water Fund.

MC/km

K:\TCCLERK\City Commission\Purchase Orders\WWTP Chemicals 20160620.doc

cc: Dave Green, DPS Director

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: June 10, 2016
SUBJECT: 2016 Water Treatment Plant Chemical Supplies

Every year the City needs to purchase certain chemicals to be used at our Water Treatment Plant in order to produce the safest, tastiest, most aesthetically pleasing water we can for customers. Alum, Chlorine and Fluoride make up the bulk of the treatment ingredients. As it relates to Fluoride or Hydrofluosilicic Acid, the City has added it to our treated water since 1951 as a tooth decay preventative measure at target levels recommended by the Michigan Department of Environmental Quality and the Centers for Disease Control and Prevention which currently is 0.7 parts per million. Bids were requested and received on May 17, 2016 for the three chemicals listed above. Attached is a memorandum from Art Krueger, Water Treatment Plant Superintendent, requesting that annual blanket purchase orders be issued to the low bid suppliers for the chemicals as follows:

- Aluminum Sulfate (Alum), Brenntag Great Lakes, \$0.0980/Lb., not to exceed \$34,000.00
- Sodium Hypochlorite (Chlorine), Alexander Chemical, \$0.0882/Lb., not to exceed \$28,000.00
- Hydrofluosilicic Acid (Fluoride), Mosaic Global Sales, \$0.199/Lb., not to exceed \$16,500.00

Please request City Commission approval for three annual blanket purchase orders. One issued to Brenntag Great Lakes in a not to exceed amount of \$34,000.00 for approximately 174 tons of Aluminum Sulfate (Alum). One issued to Alexander Chemicals in a not to exceed amount of \$28,000.00 for approximately 158 tons of Sodium Hypochlorite (Chlorine). And one issued to Mosaic Global Sales in a not to exceed amount of \$16,500.00 for approximately 42 tons of Hydrofluosilicic Acid (Fluoride) all for the purchase of chemicals to be used at the Water Treatment Plant with required funds available in the Water Fund.

Memorandum

City of Traverse City
Water Treatment Plant

TO: Dave Green, DPS Director

FROM: Art Krueger, WTP Superintendent



DATE: June 9, 2016

SUBJECT: Water Treatment Plant Annual Chemical Bids for Alum, Chlorine and Fluoride

We received the following bids for our annual chemical supply of Alum, Chlorine and Fluoride used to treat City drinking water. The bid results along with my recommendations are summarized below:

ALUM:

One year supply of liquid Alum used as a coagulant to remove dirt, algae, and suspended material from drinking water.

Brenntag Great Lakes	\$0.0980/Lb.
Chemtrade Chemicals	\$0.1077/Lb.
USALCO	\$0.1098/Lb.
Rowell Chemical Corp.	\$0.1200/Lb.
Univar	No Bid

Recommend awarding a Blanket Purchase Order to the low bidder, Brenntag Great Lakes at \$0.098/Lb. x 333,000 Lbs. for an estimated annual cost of \$32,634.00 to purchase Alum. This annual amount may vary based upon the actual amount of water treated at the water treatment plant.

CHLORINE:

One year supply of liquid chlorine to disinfect drinking water and control Zebra Mussels.

Alexander Chemical	\$0.0882/Lb.
Haviland Products Co.	\$0.0895/Lb.
Rowell Chemical Corp.	\$0.1024/Lb.
JCI Jones Chemicals, Inc.	No Bid
Univar	No Bid

Recommend awarding a Blanket Purchase Order to the low bidder, Alexander Chemical at \$0.0882/Lb. x 300,000 Lbs. for an estimated annual cost to purchase Chlorine of \$26,460.00. This annual amount may vary based upon the actual amount of water treated at the water treatment plant.

FLUORIDE:

The EPA and MDEQ has officially lowered the target from 1.0 parts per million (ppm) to 0.7 parts ppm Fluoride in the City's drinking water. In 2012, the City water plant had already implemented the lower target of 0.7 ppm as recommended by the MDEQ. In order to continue to meet the target of 0.7 ppm, we need to purchase approximately 76,000 pounds of liquid Fluoride, an additive that promotes strong teeth. The City requires a Certificate of Analysis for each truck load of Fluoride chemical delivered to the water plant.

We received the following bids for our annual chemical supply of liquid Fluoride and the bid results along with my recommendation are summarized below:

One year supply of liquid Fluoride.

Mosaic Global Sales	\$0.199/Lb.
Univar	\$0.200/Lb.
Pencoco, Inc.	\$0.204/Lb.
Solvay Fluorides, LLC	\$0.27/Lb.

Recommend awarding a Blanket Purchase Order to the low bidder, Mosaic Global Sales at \$0.199/Lb. x 76,000 Lbs. for an estimated annual cost to purchase Fluoride of \$15,124.00. This annual amount may vary based upon the actual amount of water treated at the water treatment plant.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: TIF 2 DEVELOPMENT AREA CITIZENS COUNCIL –
APPOINTMENTS

Attached is a memo from Deputy City Clerk Katie Zeits regarding four appointments to the TIF 2 Development Area Citizens Council. As indicated by Ms. Zeits, appointments to this board should be residents of the TIF 2 development district.

An ad hoc interview committee comprised of Commissioner Shamroe; Chair, Commissioner Werner, and Commissioner Haas interviewed all interested applicants on file, and have made their recommendation.

This is a City Commission appointment.

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

that a TIF 2 Development Area Citizen's Council be established with the Committee to deliver its report and recommendations to the City Commission; and further that Maureen Smyth, Sarah Lucas, Steve Constantin, and John Serratelli be appointed to serve upon such Committee with terms expiring on December 31, 2016; and that the Downtown Development Authority provide all staff services to the Committee including Open Meetings Act compliance.

MC/kez

K:\tcclerk\city commission\appointments\DACC_20160620.doc

copy: Rob Bacigalupi, Executive Director



Memorandum

The City of Traverse City

TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk
DATE: June, 16, 2016
SUBJECT: TIF 2 Development Area Citizens Council – Appointments

The City Commission appointed an ad hoc interview committee at its April 4, 2016, Regular Meeting comprised of Commissioners Shamroe, Werner, and Haas.

The ad hoc interview committee convened and interviewed all interested candidates for the Development Area Citizens Council; Maureen Smyth, Sarah Lucas, Steve Constantin, and John Serratelli.

The City Clerk's Office advertised for this council on the city's website, Facebook and Twitter pages, and in local publications, resulting in the four aforementioned applicants. Please note that eligible applicants for this council must live within the TIF 2 Development District, limiting those who could apply.

The ad hoc interview committee has recommended that each of the aforementioned applicants be appointed to this council.

Appointments to this council are made by the City Commission.

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

Thank you!

City of Traverse City
Application to Become Involved



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

Board/Committee you are interested in serving (indicate up to three): Development Area
Citizen's Council

Name: Maureen Smyth

Residential Address: 233 Midtown Dr., Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: maureenhsmyth@gmail.com

Preferred Phone No.: 231-735-2583 Additional Phone No.: 231-421-3487

Occupation: retired senior vice president (if retired, please provide your career)
Charles Stewart Mott Foundation

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

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

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

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

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

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

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

Maureen H. Smyth
Signature

3/21/2016
Date

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



Katelyn Zeits <kzeits@traversecitymi.gov>

Development Area Citizens Council

2 messages

Maureen Smyth <maureenhsmyth@gmail.com>
To: kzeits@traversecitymi.gov

Mon, Mar 21, 2016 at 5:56 PM

Dear Katie,

I am writing in response to an e-mail from Rob Bacigalupi seeking residents of the "TIF 2 District" who are interested in volunteering to serve on a Development Area Citizens Council. I am very interested in serving on this council.

My name is Maureen Smyth and I live in the "TIF 2 District" of Traverse City. My husband, Paul, and I reside at 233 Midtown Drive. After a long career with the Charles Stewart Mott Foundation, where I held the position of Senior Vice President for Programs and Communications, I retired four years ago to Traverse City and began a second career of community involvement.

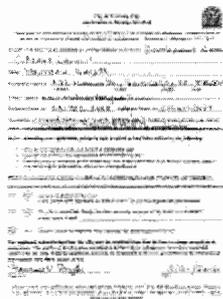
My husband and I live in the development area and whatever happens in the district affects us directly. I understand that this is an area where residential and commercial development is going to take place and I would like an opportunity to influence this development in a positive way.

Over the years I have held several leadership positions within the philanthropic community and have had extensive experience leading teams and serving on various boards and commissions. Since moving to Traverse City I have joined the board of the Grand Traverse Regional Land Conservancy and I currently serve as chair of the board of the Groundwork Center for Resilient Communities.

I have attached my application to become involved in the citizens council. Please let me know if there is anything else you need from me. I look forward to serving on the council.

Sincerely,

Maureen Smyth



application.jpeg
2414K

Katelyn Zeits <kzeits@traversecitymi.gov>
To: Maureen Smyth <maureenhsmyth@gmail.com>

Tue, Mar 22, 2016 at 12:55 PM

Thank you Maureen! :)

Katie-

Katelyn Zeits, CMC, CMMC

4/19/2016

Grand Traverse County Mail - Development Area Citizens Council

Deputy City Clerk | City of Traverse City
400 Boardman Ave. | Traverse City, MI 49684
kzeits@traversecitymi.gov | www.traversecitymi.gov/city-clerk
O: 231.922.4480 | F: 231.922.4485

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." -- John Quincy Adams

FOLLOW TRAVERSE CITY!



[Quoted text hidden]

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): _____

Development Area Citizens Council (DDA)

Name: Sarah Lucas

Residential Address: 222 Midtown TC 49684
(Street) (City) (State) (Zip)

E-Mail Address: SarahLucas@networksnorthwest.org

Preferred Phone No.: 929-5034 Additional Phone No.: 920-2116

Occupation: Regional Planning (if retired, please provide your career)

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

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

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

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

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

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

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

Sarah Lucas
Signature

4/12/16
Date

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

**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): DACC

Development Area Citizens Council

Name: Steve Constantin

Residential Address: 223 Midtown Dr, Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: steve.constantin@gmail.com

Preferred Phone No.: 231-499-4953 Additional Phone No.: _____

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

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

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

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

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

YES NO Do you or ~~immediate family members~~ currently serve on a City board or committee?
If yes, which board? DDA, City Opera House Heritage Association

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

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

Signature Steve Constantin

Date 3-3-16

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

City of Traverse City
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): _____

Development Area Citizen's Council (TIFF 2)

Name: John F Serravelli

Residential Address: 237 MidTown Dr Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: jfskbs@gmail.com

Preferred Phone No.: 231-929-3252 Additional Phone No.: _____

Occupation: Retired Chemist (if retired, please provide your career)

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

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

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

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

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? TC Planning Commission / Wife Housing Commission

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

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

Signature

Date

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

Office Of City Clerk City of Traverse City

I am applying for a seat on the Development Area Citizen's Council for the TIFF 2 area. As a resident of the TIFF 2 area of the city, I have a keen interest in assuring the continued development of this area for the betterment of the City as a whole.

I bring my expertise in city planning and knowledge of the logistics of TIFF financing which should be useful qualifications in order to be a productive member of the committee.

I am currently a member of the City of Traverse City Planning Commission and am also a member of the Traverse City / Garfield Township Joint Planning Commission focused on the property know locally as the Grand Traverse Commons (former State Mental Hospital).

Thank you for your consideration of my application for this citizen's council.

A handwritten signature in black ink, appearing to read "John F Serratelli". The signature is fluid and cursive, with a large initial "J" and "S".

John F Serratelli



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: COAST GUARD CITY COMMITTEE – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katie Zeits regarding two expiring terms on the Coast Guard City Committee. The seats are currently held by Stan Simons and Steve Perdue. As mentioned by Ms. Zeits, both incumbents are seeking reappointment. This is a City Commission appointment.

The following are sample motions:

1 – to reappoint both incumbents

that Stan Simons and Steve Perdue each be reappointed to one three-year term expiring August 25, 2019, seats previously held by Stan Simons and Steve Perdue, on the Coast Guard City Committee.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding two three-year terms expiring August 25, 2019 on the Coast Guard City Committee, seats previously held by Stan Simons and Steve Perdue; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kez

K:\tcclerk\city commission\appointments\Coast Guard_20160620.doc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk
DATE: June 16, 2016
SUBJECT: Coast Guard City Committee - Expiring Terms

There are two terms expiring on the Coast Guard City Committee on August 25, 2016, seats currently held by Stan Simons and Steve Perdue.

Both incumbents have indicated their interest in being reappointed.

In 2015, Mr. Simons attended eleven out of twelve meetings, and in 2014 he attended thirteen out of thirteen meetings.

In 2015, Mr. Perdue attended ten out of twelve meetings, and in 2014 he attended nine out of thirteen meetings.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, in the local newspaper and the Traverse City Young Professionals blog. Our office has also contacted all eligible individuals on file for all boards. As a result, there are no applications on file for this board.

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

Thank you!

Traverse City Coast Guard City Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
<p>Marty Colburn, City Manager Full Voting Authority 922-4440 (Office) mcolburn@traversecitymi.gov</p>	<p>Continuous</p>	<p>Continuous</p>
<p>Greg Matyas (Coast Guard Commander) Full Voting Authority 922-8220 (Bus) gregory.a.matyas@uscg.mil</p>	<p>03/13/15</p>	<p>Continuous</p>
<p>Stan Simons (Chairperson) 2828 E. Crown Dr, TC, 49685 946-6171 ext. 3 (Bus) sosimons72@gmail.com</p>	<p>11/07/11</p>	<p>08/25/16 08/25/19</p>
<p>Seeking Reappointment</p>		
<p>Steve Perdue (Vice Chairperson) 4544 Lands End, TC, 49686 938-9443 (Res) 922-4886 (Bus) sperdue@grandtraverseindustries.com</p>	<p>09/03/13</p>	<p>08/25/16 08/25/19</p>
<p>Seeking Reappointment</p>		
<p>Tom Allard 3022 Wild Juniper, TC, 49686 409-8811 (Preferred) 938-3177 (Alternate) allardtom@gmail.com</p>	<p>03/07/16</p>	<p>08/25/18</p>
<p>Polly Cairns 400 Boardman Ave, TC, 49684 409-9398 (Cell) 922-4450 (Bus) pcairns@traversecitymi.gov</p>	<p>10/20/14</p>	<p>08/25/17</p>
<p>Daniel Baker 14252 Bluff Rd, TC, 49686 616-340-3563 (Res) 526-4142 (Bus) daniel.baker@firstcb.com</p>	<p>10/20/14</p>	<p>08/25/17</p>
<p>David Barr 936 Wood Ave, TC, 49686 620-2523 (Cell) barrmedia@aol.com</p>	<p>10/20/14</p>	<p>08/25/17</p>

Staff and Recording Secretary - Katelyn Zeits, Deputy City Clerk
922-4480 (Bus) kzeits@traversecitymi.gov

Composition: All appointments are for three-years, with terms expiring August 25, with the initial appointments to be staggered as outlined in the ordinance. The committee consists of 8 members, who are appointed as follows: One member Ex-officio is the City Manager or designee, with full voting authority; one member Ex-officio is the Commander serving at the Coast Guard Air Station Traverse City or designee, with no voting authority; and the remaining members are appointed by the City Commission. All members may be non-city residents.

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

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

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



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 20, 2016

DATE: JUNE 16, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC COMMENT REQUEST – GARY WILSON – BLUE ANGELS

Attached is a reserved public comment request from Gary Wilson, requesting to address the City Commission regarding the Blue Angels.

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

MC/bcm

k:\tcclerk\city commission\public comment\public comment_gary Wilson 20160620

copy: Gary Wilson – via email

The City of Traverse City

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



Office of the City Clerk

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

RECEIVED

JUN 03 2016

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Please Print or Type

I, CARY WILSON, representing Myself,
pursuant to City Commission Rule 13 (see reverse side), request to be placed
under "Public Comment - Reserved" on the Agenda of the Regular Meeting
scheduled for Monday, 6/20/16.

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

I wish to address the Commission regarding the following matter:

The Blue Angels

5/3/16

Date

970-901-7397

Daytime Phone

Bonzodoto333@icloud.com

E-mail

[Signature]

Signature

1445 E Maplewing

Address

Cedar

City/Township

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

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