



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, July 18, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 07-14-2016

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](mailto:tcclerk@traversecitymi.gov)  
Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)  
400 Boardman Avenue  
Traverse City, MI 49684

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

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

**Agenda**

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

**Pledge of Allegiance**

**1. Roll Call**

**2. Consent Calendar**

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

- a. Consideration of approving minutes of the City Commission meetings of June 27, 2016 and July 6, 2016. (Approval recommended) (Marty Colburn, Katie Zeits)

- b. Consideration of introducing an amendment to the Traverse City Code of Ordinances for Parks and Recreation Commission review and recommendation regarding public art placement in city parks and a review every five years of the Public Arts Master Plan by the Parks and Recreation Commission, Planning Commission and City Commission. (Introduction and schedule for possible enactment on August 1, 2016, recommended) (Marty Colburn, Katie Zeits)
- c. Consideration of a purchase order for three Dell Latitude 14 Rugged mobile data computers and related equipment to be utilized by the Police Department. (Marty Colburn, Jeff O'Brien) (5 affirmative votes required)
- d. Consideration of supporting a planning grant application to conduct community-wide visioning in anticipation of a Master Plan review process. (Support recommended) (Marty Colburn, Russell Soyring) (5 affirmative votes required)
- e. Consideration of authorizing a contract for the 2016 Pavement Preservation Project. (Approval recommended) (Marty Colburn, Timothy Lodge. (5 affirmative votes required)
- f. Consideration of waiving the competitive bidding process and issuing a service order to conduct an economic analysis of the community's tax base. (Approval recommended) (Marty Colburn, Russell Soyring) (5 affirmative votes required)
- g. Consideration of authorizing a service order for Fire Department uniform and related-services for Fiscal Year 2016/2017. (Approval recommended) (Marty Colburn, Jim Tuller) (5 affirmative votes required)

### **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

None.

### **4. New Business**

- a. Consideration of a request for an encroachment agreement for the installation of an ADA-accessible ramp at the entrance to the building at 101 North Park Street. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- b. Consideration of approving the City Manager's recommendation for a modification to the compensation plan for employees of the non-union administrative, confidential and technical employees (ACT). (Marty Colburn) (5 affirmative votes required)
- c. Consideration of negotiation strategy in connection with the collective bargaining agreement for the General Municipal Employees Clerical/Technical Unit; and consideration of taking action in connection with this matter. (Possible closed session)

### **5. Appointments**

- a. Consideration of establishing an ad hoc interview committee regarding two appointments to the Parks and Recreation Commission. (Marty Colburn, Katie Zeits)
- b. Consideration of establishing an ad hoc interview committee regarding one appointment to the Brown Bridge Advisory 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 Traverse City Light and Power Board meetings of May 24, 2016, and June 7, 2016.
  - 3. Minutes of the Arts Commission meetings of April 20, 2016 and May 18, 2016.
  - 4. Minutes of the Planning Commission meeting of May 3, 2016.
  - 5. Minutes of the Coast Guard City Committee meeting of May 5, 2016.
  - 6. Minutes of the Art Selection Panel Meeting of March 21, 2016.
  - 7. Traverse City Parking Services Quarterly Report for the fourth quarter of Fiscal Year 2015/2016.
- e. Reports and correspondence from non-City officials.

None.

## **7. Public Comment**

- a. Reserved.  
None.
- b. General.
- c. Mayor and City Commissioners.

## **8. Adjournment**

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The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 13, 2016

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

SUBJECT: MINUTES

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

- June 27, 2016 Special Meeting
- July 5, 2016 Regular Meeting

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

**that the minutes of the June 27, 2016 Special Meeting, and the July 5, 2016 Regular Meeting be approved.**

MC/kem

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**Minutes of the**  
**City Commission for the City of Traverse City**  
**Special Meeting**  
**June 27, 2016**



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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

**1.**

Discussion regarding a draft policy for in-street pedestrian signs.

The following addressed the Commission:

Marty Colburn, City Manager  
Penny Hill, Assistant City Manager  
Mike Coco, 325 Wellington Street  
Rick Buckhalter, 932 Kelley Street

2.

Discussion regarding a recommendation from the City Clerk and City Attorney for a November 2016 ballot proposal for a Charter amendment which would eliminate the requirement that petitions for an ordinance referendum or initiative be accompanied by an affidavit and instead sign an acknowledgement provided by the City Clerk at the time of filings.

The following addressed the Commission:

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk  
Rick Buckhalter, 932 Kelley Street  
Lauren Tribble-Laucht, City Attorney

3.

Discussion regarding the process for approving public art.

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk  
Mary Gillett, Traverse City Arts Commission Chairwoman, 1800 Wayne Street

4.

Consideration of authorizing a contract amendment to provide for additional professional services in connection with the Eighth Street Planning and Design Charrette.

The following addressed the Commission:

Marty Colburn, City Manager

Russ Soyring, City Planning Director

Moved by Richardson, seconded by Shamroe, that the Mayor and City Clerk execute an amendment to the contract with Farr Associates for additional professional services associated with the planning and design charrette for the Eighth Street Corridor (contract originally authorized February 16, 2016), in the amount of \$8,563, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Corridors Implementation CIP section of the General Fund.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

**5.**

Consideration of entering into closed session to discuss the periodic personnel evaluation of City Attorney Lauren Tribble-Laucht as requested by Ms. Tribble-Laucht. The next item being "Public Comment," the following individuals addressed the Commission:

The following addressed the Commission:

Moved by Haas, seconded by Lewis, that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the periodic personnel evaluation of City Attorney Lauren Tribble-Laucht, as requested by the City Attorney, and as authorized by MCL 15.268(a).

Roll Call:

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

No - None.

CARRIED unanimously.

6.

Consideration of entering into closed session to discuss the periodic personnel evaluation of City Manager Marty Colburn, as requested by Mr. Colburn.

The following addressed the Commission:

Moved by Haas, seconded by Shamroe, that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the periodic personnel evaluation of City Manager Marty Colburn, as requested by the City Manager, and as authorized by MCL 15.268(a).

Roll Call:

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

No - None.

CARRIED unanimously.

7.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

8.

Public Comment

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street  
Commissioner Tim Werner

Commissioner Amy Shamroe  
Mayor Jim Carruthers

The Commission entered into closed session at 8:15 p.m.

The Commission returned to open session at 8:37 p.m.

9.

Adjournment.

There being no objection, Mayor Carruthers declared the meeting adjourned at 8:38 p.m.



Benjamin C. Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)

**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**July 5, 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, Amy Shamroe, and Tim Werner.

The following Commissioner was absent: Richard I. Lewis.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(b) was removed from the Consent Calendar for individual consideration by the Commission.

**2. Consent Calendar**

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

- a. the minutes of the June 20, Regular Meeting, be approved.
- b. Removed from the Consent Calendar.
- c. 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, which was introduced June 20, 2016, be enacted with an effective date of July 15, 2016; and that the City's Purchasing and Contracting Policies and Procedures be amended to reflect the change in single-transaction spending authority as submitted with the packet materials for the July 5, 2016, City Commission meeting.

- d. the City Manager be authorized to issue two blanket purchase orders: one to Elmer's in the amount of \$50,000 and one to ATP Precision Paving in the amount of \$20,000 for asphalt with funds available in the various Street budgets.
- e. the Mayor and City Clerk execute an amendment to the contract with Scodeller Construction (originally authorized on August 3, 2015) in the amount of \$65,000, more or less, which would extend the contract to the 2016/2017 fiscal year, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, and that the City Manager be authorized to extend the contract to the 2017/2018 fiscal year, with funds available in the Capital Improvement Fund.
- f. the City Manager be authorized to issue two blanket purchase orders: one to Elmer's in the amount of \$15,000, one to Concrete Service in the amount of \$15,000, for concrete with funds available in the various Street Budgets.
- g. City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$59,831 for the purchase of one 2017 Ford Escape and one 2017 Ford Explorer to be used by the Police Department, with funds available in the Garage Fund for these planned replacements.
- h. the Mayor and City Clerk execute a three-year contract with Mead & Hunt, Inc., in the amount of \$37,250, annually, for the Cross Connection Control Program, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Water Fund.
- i. an amendment to the Traverse City Code of Ordinances, Chapter 1020, *Clarification for Publishing Public Hearing Notice for Vacation of Streets and Alleys*, which would eliminate the requirement to publish the resolution with the notice of public hearing, be introduced and scheduled for possible

enactment on August 1, 2016.

- j. the Mayor and City Clerk execute an amendment to the Parking Area Lease with River's Edge West Condominium Association for Lot Q (originally authorized July 20, 2009), which would allow use of the lot with permission from the lot owner and the City for non-public parking purposes, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.
- k. the Mayor and City Clerk execute an amendment to the agreements with Edany/BLT and T.C. Watersports (originally authorized November 2, 2015), for concessions at Clinch Park and Hickory Hills, giving the City Manager authority to authorize minor adjustments to their agreements similar to those described in the memo from Parks and Recreation Superintendent dated June 15, 2016, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously. (Lewis absent)

#### **Items removed from the Consent Calendar**

a.

Consideration of authorizing a contract for the 2016 Lead Gooseneck Replacement Project.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, that the Mayor and City Clerk execute a contract with Alpers Excavating, Inc. in the amount of \$235,879, more or less, for the 2016 Lead Gooseneck Replacement Project, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.

CARRIED unanimously. (Lewis absent)

**3. Old Business****3(a).**

Consideration of modifying the September 8, 2015, City Commission action regarding the allocation of \$300,000 in Brown Bridge Trust Parks Improvement Funds to provide for matching funds to be released as funds become available and individual projects at the Brown Bridge Quiet Area are approved by the Commission; and consideration of releasing \$10,000 of the \$300,000 allocation for the placement of a footbridge to connect hiking trails across the Boardman River, as recommended by the Brown Bridge Advisory Committee; and authorizing any necessary agreements.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Werner, that the portion of the City Commission action of September 8, 2015, regarding the inclusion of \$300,000 in the Capital Improvement Plan from the Brown Bridge Trust Parks Improvement Fund for improvements to the Brown Bridge Quiet Area be superseded to indicate that funds may be spent as matching funds are available, with the City Commission to approve projects and the release of such funds on a project-by-project basis; and that the City Commission acknowledges the \$13,000 cash donation for the East End Footbridge Project at the Brown Bridge Quiet Area as matching funds, with \$13,000 in Brown Bridge Trust Parks Improvement Funds to be released as a match to such private donation for associated expenses with this project; and finally, that the Mayor and City Clerk execute necessary agreements associated with this project as appropriate, such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.

Steve Largent, Grand Traverse Conservation District Team Coordinator

CARRIED unanimously. (Lewis absent)

**3(b).**

Consideration of adopting a resolution to place a proposal on the November 8, 2016, ballot which would amend the City Charter at Section 144 to eliminate the requirement that petitions for an ordinance referendum or initiative be accompanied by an affidavit and instead sign an acknowledgement provided by the City Clerk at the time of filings.

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Howe, that the Resolution to Amend Section 144 of the City Charter of Traverse City Relating to Affidavit for Initiatory and Referendary Petitions, which would schedule the proposed amendment to the City Charter for November 8, 2016, be adopted.

CARRIED unanimously. (Lewis absent)

**3(c).**

Consideration of adopting a resolution to place a proposal on the November 8, 2016, ballot which would amend the City Charter at Section 144 to delete the requirement that the circulator of an ordinance referendum or initiative be an adult City resident, which has been voided by state law.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, that the Resolution to Amend Section 144 of the City Charter of Traverse City Relating to the Circulator of Initiatory and Referendary Petitions, which would schedule the proposed amendment to the City Charter for November 8, 2016, be adopted.

CARRIED unanimously. (Lewis absent)

**4. New Business****4(a).**

Consideration of accepting a \$45,000 grant from the Michigan Natural Resources Trust Fund for Clancy Park Improvements and allocating \$49,000 in Brown Bridge Trust Parks Improvement Funds for the project as a match to the grant and \$4,000 raised from neighboring residents.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Haas, that the Resolution Accepting the Michigan Natural Resources Trust Fund Grant for Clancy Park Improvement Project, be adopted, and that the City Manager be authorized to execute related grant agreements, further, that \$49,000 be allocated from the Brown Bridge Trust Parks Improvement Fund to the Clancy Park Improvement Project, subject to a match of \$49,000 provided by the Michigan Natural Resources Trust Fund Grant and Neighborhood Contribution.

CARRIED unanimously. (Lewis absent)

**5. Appointments**

None.

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.

- d. Reports and correspondence from other City officials, boards and committees.
  - 1. Reports from members of the Commission serving on boards.
  - 2. Minutes of the Human Rights Commission meeting of April 11, 2016.
  - 3. Minutes of the Traverse City Light and Power Board meeting of May 10, 2016.
  - 4. Financial Statements for March 2016 from Traverse City Light and Power.
- e. Reports and correspondence from non-City officials.
  - 1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for May 2016.

**7. Public Comment**

Reserved.

None

- 1. General.
- 2. Mayor and City Commissioners.

**8. Adjournment**

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 7:33 pm.

  
\_\_\_\_\_  
Benjamin Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 20, 2016

DATE: JULY 14, 2016

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

SUBJECT: TRAVERSE CITY ARTS COMMISSION – ORDINANCE  
AMENDMENTS

Attached is a memo from City Clerk Benjamin Marentette regarding proposed changes to the public arts ordinance as discussed most recently at the June 27 Study Session.

I recommend the following motion:

**that an amendment to the Traverse City Code of Ordinances, *Review of Public Art in City Parks and Review of Public Arts Master Plan*, Section 299.09, which would provide that the Parks and Recreation Commission review conceptual public art projects to be located in a City park and to provide that the Arts Commission will review and update the Public Arts Master Plan every five years and that it be re-adopted every five years by the Parks and Recreation Commission, Planning Commission and City Commission, be introduced and scheduled for possible enactment on August 1, 2016.**

MC/bcm

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copy: Mary Bevans-Gillett, Traverse City Arts Commission Chairwoman  
Katie Zeits, Deputy City Clerk

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
COPY: Katie Zeits, Deputy City Clerk  
FROM: Benjamin Marentette, City Clerk *BM*  
DATE: Wednesday, July 13, 2016  
SUBJECT: PUBLIC ARTS ORDINANCE – HOUSEKEEPING CHANGES

As discussed at the June 27 Study Session, attached are proposed amendments to the Public Art ordinance which would provide for the following:

- That the Arts Commission conduct a formal review and update of the Public Art Master Plan every five years to ensure its consistency with the City Master Plan and Parks and Recreation five-year plan. (The ordinance currently provides that the Arts Commission regularly assess Public Art Master Plan to ensure its consistency with these plans; however, this builds in a focused, thorough review every five years.)
- That the Parks and Recreation Commission, Planning Commission and City Commission re-adopt the Public Arts Master Plan every five years. This helps to ensure harmony between the visions and efforts of these boards as it relates to public art.
- When a conceptual public art project is slated for a public park, that the Parks and Recreation Commission review it and provide input to the City Commission prior to the City Commission's consideration of the conceptual project. The Parks and Recreation Commission's input would focus on factors such as planned improvements to the park and the conceptual project's impact; consistency with the five-year Parks and Recreation Plan; and the character of the park. Certainly, other factors could be considered – this would just provide some focus.

As Arts Commission Chairwoman Mary Bevans-Gillett has indicated, beyond the specifics of the ordinance, the Arts Commission will regularly engage stakeholders on public arts endeavors. As always, please feel free to contact me with any questions.

## TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. \_\_\_\_\_

Effective date: \_\_\_\_\_

TITLE: REVIEW OF PUBLIC ART IN CITY PARKS AND REVIEW OF PUBLIC ARTS  
MASTER PLAN

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 299.09, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

### 299.01 PURPOSE AND INTENT

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City's citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City. (Ord. 1014. Passed 2-17-15)

### 299.02 DEFINITIONS

- (a) "Arts Commission" shall mean the Traverse City Arts Commission established pursuant to Section 30 of the City Charter.
- (b) "Art Selection Panel" shall mean a five-member panel appointed by the Traverse City Arts Commission, who reviews proposals made under this ordinance and make recommendations to the Arts Commission.
- (c) "Eligible Fund" shall mean a source fund for construction projects from which art is not precluded as an object of expenditure. Eligible Funds shall exclude those funds expended for construction of utilities.
- (d) "Public Arts Trust" shall mean a fund established by the City Treasurer to be used consistent with its duties as outlined in this Chapter.
- (e) "Public Art" shall mean Works of Art located in highly visible public areas or private property areas that are highly visible from public areas. These are:
  - (1) Outdoor areas on public property or outdoor areas on private property that are highly visible from public areas.
  - (2) Interior areas that are highly traveled public areas in public or private buildings. Specifically excluded are interior areas not accessible to the general public (offices, work stations, cafeterias).
  - (3) Interior and exterior wall surfaces on or in public or private buildings when the work of art is attached to the wall surface, such as a mosaic or mural and the wall surface is visible from an area that is highly traveled by the public.

BMarentette

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- (4) Notwithstanding anything to the contrary contained in this Chapter, unless funding from the Public Arts Trust is provided for the Public Art, this Chapter shall not apply to Public Art to be located on real property not otherwise subject to City authority.
- (f) "Works of Art" shall mean all forms of original creations of visual art, including, but not limited to:
- (1) Sculpture: In the round, bas relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials.
  - (2) Painting: All media, including portable and permanently affixed works, such as murals and frescoes.
  - (3) Architectural Design Features: Visual interest that may be freestanding or placed on roadway structural features such as noise walls, retaining walls, sidewalks, bridges, bike paths or approved engineered structures.
  - (4) Mosaics.
  - (5) Mixed media: Any combination of forms or media including collage.
  - (6) Digital art: An artistic work or practice that uses digital technology as an essential part of the creative or presentation process.
  - (7) Photography.

(Ord. 1014. Passed 2-17-15)

#### **299.03 ESTABLISHMENT**

There is hereby established an Arts Commission pursuant to Section 30 of the City Charter and upon recommendation of the City Manager.

(Ord. 1014. Passed 2-17-15)

#### **299.04 ESTABLISHMENT OF PUBLIC ARTS TRUST**

There is hereby established a "Public Arts Trust" fund into which will be deposited the funds appropriated pursuant to this Chapter and from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art consistent with this Chapter.

- (a) Funding For Public Art: The City Commission shall annually appropriate funds from the general fund to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate funds to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter within the Downtown District.
- (b) Private Funding of Public Art: All funds placed into the Public Art Fund through private donations or donations creating an exemption shall be expended for Public Art as hereafter provided.

(Ord. 1014. Passed 2-17-2015)

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**299.05****INCLUSIONS AND EXCLUSIONS RELATIVE TO EXPENDITURES FOR PUBLIC ART**

- (a) Inclusions. The portion of the Public Arts Trust reserved for Works of Art may be expended for the following:
- (1) The cost of the Public Art and its installation.
  - (2) Identification plaques and labels.
  - (3) Waterworks, electrical and mechanical devices and equipment which are an integral part of the Public Art.
  - (4) Frames, mats, and simple pedestals necessary for the proper presentation of the Public Art.
  - (5) Maintenance and repair of the surface of the Public Art.
  - (6) Fees to artists for the execution of final proposals for the arts commission to select from.
  - (7) Exhibitions, marketing and educational programs.
  - (8) For the support of artistic special events at a cost not to exceed five percent of the appropriation reserved for the Public Art.
  - (9) Administrative expenses at a cost not to exceed fifteen percent of the appropriation reserved for the Work of Art.
- (b) Exclusions. The portion of the Public Arts Trust reserved for Works of Art may not be expended for the following:
- (1) Reproductions by mechanical or other means of original Works of Art, however, limited editions controlled by the artist may be included.
  - (2) Art objects which are mass produced or of standard designs, such as playground sculpture or fountains.

(Ord. 1014. Passed 2-17-15)

**299.06****TRAVERSE CITY ARTS COMMISSION; COMPOSITION; TERMS OF OFFICE; COMPENSATION; EXPENSES**

The Traverse City Arts Commission will consist of nine members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining four members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

All members of the Traverse City Arts Commission, excluding those appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission, will be appointed to terms of three years. All members of

the Traverse City Arts Commission appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission will be appointed to terms of three years or for the length of their terms on their respective public bodies, whichever is shorter. Members will be eligible for reappointment. Members will serve without compensation, but may be reimbursed for actual expenses incurred in Commission activities consistent with this Chapter.

The Art Selection Panel, a five-member panel appointed by the Traverse City Arts Commission, will review proposals and make a recommendation to the Traverse City Arts Commission. The Art Selection Panel shall be comprised of one representative from the Arts Commission and four arts professionals, who have knowledge of the visual arts and/or design (public art administrators, artists, architects, landscape architects, art historians, museum and exhibition curators, art critics, educators) and who understand the challenges of Public Art, actively participate in the selection process of artists and/or artists teams. Members of the Art Selection Panel will be appointed to terms of three years.

In cases where there are one or more stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.  
(Ord. 1014. Passed 2-17-15)

#### **299.07 VACANCIES**

In the event of a vacancy on the Arts Commission that cannot otherwise be filled consistent with this section, the City Commission will appoint a replacement to serve the remainder of the unexpired term.  
(Ord. 1014. Passed 2-17-15)

#### **299.08 ORGANIZATION**

- (a) The Arts Commission will schedule regular meetings to be held at least once each month and at other times as necessary. All meetings shall comply with the Open Meetings Act.
- (b) At the first regularly scheduled meeting, the Arts Commission will develop by-laws governing the operations of such Commission.
- (c) At the first regularly scheduled meeting, a Chairperson and a Vice-Chairperson will be elected to a term of one year. Administrative staff may act as the Recording Secretary and Administrative Manager of the Arts Commission. Officers thereafter will be elected to one-year terms upon the expiration of the terms of the previously elected officers.
- (d) Five members will be considered a quorum for the transaction of business of the Arts Commission.

(Ord. 1014. Passed 2-17-15)

#### **299.09 DUTIES**

- (a) The Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission, Parks & Recreation Commission and City Commission. The Arts Commission shall regularly assess its consistency with City Master Plan and Parks and Recreation five-year plan. The Arts Commission shall conduct a formal review and update of its Master Plan every five years and ensure its consistency with the City Master Plan and the Parks and Recreation five-year plan. Upon recommendation by the Arts Commission, the Public Art Master Plan shall be re-adopted by the City Planning Commission, Parks and Recreation Commission and City Commission every five years.
- (b) It will be the duty of the Arts Commission to study and recommend a policy and guidelines to carry out the City's public art program and Public Art Master Plan, and any amendment thereto, which will include, but will not be limited to, a method or methods for the selection of artists or works of art and for the placement of Public Art in the City.
- (c) Recommend the purchase of works of Public Art or commission the design, creation, execution, and/or placement of works of Public Art and the payment therefore from the Public Arts Trust pursuant to the following procedure:
- (1) Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Arts Commission shall present a conceptual project to the City Commission and seek authorization from the City Commission for an authorized budget of funds from the Public Arts Trust and for authorization for the appropriate signatories to enter into an agreement on behalf of the City with an artist to be selected and recommended by the Arts Commission for the specific project under consideration. If the City approves the conceptual project the City Commission shall authorize the necessary individuals to execute documents necessary to carry out the project subject to recommendation of the artist by the Arts Commission. If the proposed location for the conceptual project is within a City park, prior to seeking City Commission approval, the Arts Commission shall seek the input of the Parks and Recreation Commission as to the location of the conceptual project, the input shall be provided to the City Commission for its consideration. The Parks and Recreation Commission should consider factors such as planned improvements to the park and the conceptual project's impact, if any on such improvements; consistency with the five-year Parks and Recreation Plan as appropriate; and the character of the park.
  - (2) The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision.
  - (3) The Arts Commission will seek approval of a site plan from the appropriate staff.
  - (4) The Arts Commission will prepare and send out the RFP or RFQ.
  - (5) The Arts Commission shall evaluate the proposals submitted in response to the RFP/RFQ and select an artist for the project.

- (6) Once an artist is selected and a final budget agreed upon, the City will enter into a contract with the artist. The dollar amount of the contract is subject to the funds approved by City Commission and allocated to the project and the artists' fees and fabrication costs, as well as other expenses as allowed under the terms of this Chapter.
  - (d) The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to, dissemination of knowledge with regard to arts, recognizing local artists and their work when appropriate, and cooperation with metropolitan agencies also dealing in the arts.
  - (e) The Arts Commission shall be responsible for reviewing Public Art proposed to be donated to be in compliance with the public art program and Public Art Master Plan. If the Arts Commission determines the proposed Public Art is not in compliance, it shall advise and provide steps to have the proposed donated Public Art comply with the applicable requirements and standards.
  - (f) Recommend that site plans be approved by appropriate department heads.
  - (g) Recommend that any proposed Public Art will be reviewed by the department head responsible for operation or maintenance.
  - (h) Study and recommend rules and regulations consistent with this Chapter to facilitate the implementation of its duties and responsibilities under this Chapter.
  - (i) Advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art.
  - (j) The Arts Commission will have such other duties as designated by the City Commission from time to time.
- (Ord. 1014. Passed 2-17-15)

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.

\_\_\_\_\_  
Jim Carruthers, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above

BMarentette

K:\tcclerk\ordinances\pending\299

ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on

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Benjamin C. Marentette, City Clerk

BMarentette

K:\ccclerk\ordinances\pending\299



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

FROM: <sup>*MJC*</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: IN-CAR DATA COMPUTERS FOR POLICE DEPARTMENT

Attached is a memo from Police Chief Jeff O'Brien requesting a purchase order for the purchase of three in-car data computers for use by the Police Department.

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

**that the City Manager be authorized to issue a purchase order to Dell Premier in the amount of \$9,656.76 for three mobile data computers (in-car terminals) for use by the Police Department, with funds available in the Police Department Budget.**

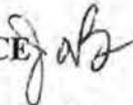
K:\tcclerk\city commission\purchase orders\police department in car computers

Copy: Jeff O'Brien, Police Chief

TRAVERSE CITY POLICE DEPARTMENT

OFFICE MEMORANDUM

TO: MARTIN COLBURN, CITY MANAGER

FROM: JEFFREY O'BRIEN, CHIEF OF POLICE 

SUBJECT: MOBILE DATA TERMINALS (MDT) – IN CAR COMPUTERS

DATE: JUNE 29, 2016

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Please find attached a quotation for Dell Latitude 14 Rugged MDT computers utilized by our patrol officers within our patrol cruisers. We currently are in need of three Latitude 14's for the replacement of two malfunctioning units and for the installation of the third into our newest Ford SUV currently received by the City Garage.

These MDT's come to us through Dell Premier using State of Michigan contact pricing. The price per MDT including computer, high-gain antenna, and docking station is \$3,218.92.

Respectfully we request the City Manager be authorized to issue a purchase order in the amount of \$9,656.76 to Dell Premier for this merchandise.

Please place this request on the July 18, 2016, City Commission meeting agenda.

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

Thank you.

JJO/ldg

Cc: File

K/Chief O'Brien/ldg/MDT.2016



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

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

SUBJECT: SUPPORT FOR PLANNING GRANT APPLICATION – MASTER PLAN

Attached is a memo from City Planning Director Russell Soyring regarding support for a Networks Northwest planning grant to conduct community-wide visioning in anticipation of a Master Plan process.

As mentioned by Mr. Soyring, by supporting this grant, the City also commits to providing a match of 30% or \$9,000 if the grant is awarded.

If the City Commission would like to support this grant, the following motion would be appropriate (5 affirmative votes required):

**that the City of Traverse City supports application for a Networks Northwest Planning Grant to conduct community-wide visioning in anticipation of a Master Plan process, which commits the City to providing a cash match of 30% or \$9,000, with funds available in the Economic Development Fund.**

MC/kez

K:\tcclerk\city commission\grants\Planning Grant Support for Master Plan\_20160718.doc

copy: Russell Soyring, Planning Director



## City Planning Department

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TO: MARTY COLBURN, CITY MANAGER

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

THROUGH: RUSS SOYRING, PLANNING DIRECTOR *Russ Soyring*

SUBJECT: SUPPORT FOR PLANNING GRANT APPLICATION- MASTER PLAN

DATE: JULY 11, 2016

The Master Plan Review Committee, a subcommittee of the Planning Commission, is currently reviewing the existing Master Plan. It is the recommendation of the committee that the current Master Plan should have some revisions. The revisions to the Master Plan will likely be presented to the Planning Commission in September and will come to the City Commission shortly thereafter.

However, the committee also feels like we need to have some community dialogue about a collective vision for Traverse City, possibly in anticipation of a future Master Plan rewrite. After conducting several stakeholder/focus group meetings regarding the current Master Plan, there was agreement from those who participated as well as the Master Plan Review Committee, that a larger, community-wide engagement process was needed to discover what the collective vision and goals are for the community now and into the future. The City has been experiencing an increase in commercial, retail and residential development. A plan for changes and growth to our community should be discussed in an objective manner and not in reaction to a specific project. The current Master Plan (adopted in 2009) took 4 years to write and was done mostly in-house. The input from the stakeholder meetings was that 4 years was an unacceptable timeline and encouraged staff and the Master Plan Review Committee to explore outside resources to accelerate the process.

Therefore, the City Planning Department would like to submit a Networks Northwest planning grant application to conduct community-wide visioning in anticipation of a Master Plan process.

**Networks Northwest- Regional Prosperity Initiative: Partnership Planning Grants Program**  
\$30,000 project to engage the community in a visioning process. The vision/Master Plan process could include the following components:

- Stakeholder assessment and interviews
- Project web site
- Internet survey
- Internet interactive map
- 3-5 engagement/workshop sessions
- Informational postings and deliverables

The grant application is due on July 31, 2016 and requires that meeting minutes of the governing body reflect the commitment to provide the required cash match. In this case the minimum cash match is 30% or \$9,000 available in the Economic Development Fund.

Please consider approval of this grant request.

# **REGIONAL PROSPERITY INITIATIVE: PARTNERSHIP PLANNING PROGRAM**

## **REQUEST FOR PROPOSALS**

**Release Date: June 17, 2016**

**Due Date: July 31, 2016**

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Michigan's Regional Prosperity Initiative (RPI) encourages local private, public, and non-profit partners to identify regionally aligned growth and investment strategies. The ultimate goal of the RPI is to foster prosperity through economic development and placemaking. Networks Northwest has funding available through the RPI for the ten-county region of Antrim, Charlevoix, Emmet, Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford, and will provide direct technical support to communities for leadership, planning, collaboration, local decision-making and action-oriented projects that will enhance our communities' sense of place and build the foundation for a stronger regional economy.

Up to five (5) technical assistance planning grant awards will be made available on a competitive basis to city, village, township, and county governments from the ten-county Networks Northwest region for projects including:

- Master plan development/updates
- Recreation plan development/updates
- Other local plans or policy development
- Process facilitation (i.e. public workshops, planning activities, meeting planning and support)
- Information services
- General planning services

A 30% financial match amount is required. Local governments are expected to contribute at least 30% of the project costs in cash (higher match contributions may increase the success of an application). These dollars will go directly to support Networks Northwest staff time. The total project cost is not to exceed \$30,000.

### **Project Application and Selection**

All city, township, village, and county governments in Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford Counties are eligible to apply.

Networks Northwest is accepting applications in the form of clear and concise proposals of no more than 5 pages. Proposals must contain all of the following:

- **Purpose Statement.** Summarize the purpose of the project.
- **Background and Need.** What has led you to apply for this grant? What is the need for this activity?
- **Project Goals and Activities.** In a brief statement, please identify the project goals. What do you hope to achieve? What activities will be completed to meet the community's needs? Who will complete the work?
- **Participant Information.** Describe your community's organizational structure, including staff capacity and leadership. Is your community collaborating with neighboring jurisdictions or other units of government in this project? If so, who are the partners and how will they participate in the project?
- **Project Area.** Please provide a brief description and/or map.
- **Project Commitment.** The proposal must include a commitment to provide cash match within the agreed-upon timeframe of the project. Appropriate documentation such as resolutions or meeting minutes showing participants' commitments to meet project obligations must be attached in the proposal.
- **Innovation.** Does your program/project incorporate a new approach, technique or methodology?
- **Community impact.** What will be different in the community if your project is successful? How will the outcomes of the project have a long-term community benefit? How will the greater Northwest Michigan regional economy benefit from this program/project?
- **Performance Measures and Accountability.** How are the impacts of this activity measurable? What is the plan to show accountability in reaching the defined project goals?

An application review committee will evaluate all applications received. The success of an application will be determined by its completeness and clarity of purpose, the likelihood of project success, and the level of commitment offered by participants.

### **To apply:**

**Grant applications must be received no later than 4 p.m. on July 31, 2016.** Please submit applications as Adobe Acrobat .pdf documents (preferred method), to [michaelwoods@networksnorthwest.org](mailto:michaelwoods@networksnorthwest.org) or mail to:

Networks Northwest  
Attn: Mike Woods, Regional Planner  
600 E. Front St., Suite 104  
PO Box 506  
Traverse City, MI 49686



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 PAVEMENT PRESERVATION CONTRACT

Attached is a memo from City Engineer Timothy Lodge recommending a change order to the contract for the 2015 Pavement Preservation Project contract to accomplish this year's Pavement Preservation project. Attached is a map showing the location of this year's efforts; and as explained by Mr. Lodge, the work will be completed by October 21, 2016.

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

**that the competitive bidding process be waived; and that the Mayor and City Clerk execute a change order to the unit prices contract with Elmer's Crane and Dozer for the 2015 Pavement Preservation Contract (originally authorized September 8, 2016), for the 2016 Pavement Preservation Project, at unit prices indicated in its bid in the amount of 769,418, more or less, with funds available in the Road Commission Millage Fund, with the change order subject to approval as to its substance by the City Manager and its form by the City Attorney.**

MC/bcm

K:\ccclerk\city commission\agreements\pavement preservation project 2016

copy: Timothy Lodge, City Engineer

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# Memorandum

The City of Traverse City  
Engineering Department



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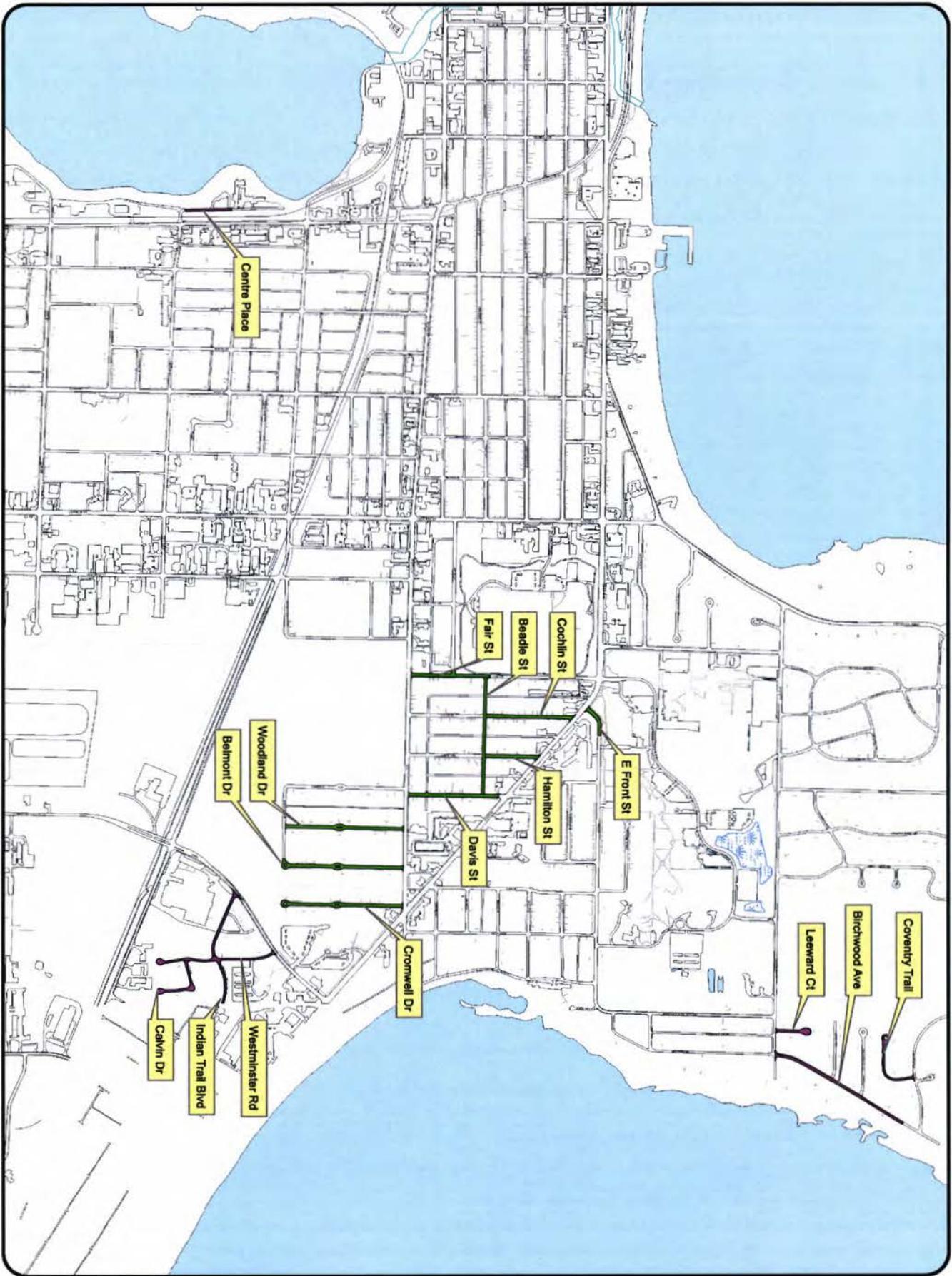
TO: Marty Colburn, City Manager  
FROM: Timothy J. Lodge, City Engineer   
DATE: July 11, 2016  
SUBJECT: 2016 Pavement Preservation Project

The Engineering and Street Departments evaluated the cost effectiveness of different Capital Preventative Maintenance (CPM) techniques to improve pavement conditions. Two CPM techniques, crush, shape and resurface and cold milling and resurfacing were selected for the 2016 Pavement Preservation Project for the 16 locations shown on the map which is attached for reference. We will use the Road Commission Millage fund of the budget and have a fund balance around \$800,000 for this work. As you know this is the remaining allocation from the 2013 voter approved Street, Roads, Highways, Bridges Repair and Improvement Millage.

This work is more or less an extension of the work we have performed on 29 locations and 4.5 miles of city streets under two construction contracts. Elmer's Crane and Dozer, Inc. is completing the work for the construction contract awarded last fall and have performed well. They were the low bid contractor and were more than \$180,000 (17%) below the other bid received for the project. Therefore, we are recommending proceeding with a change order to the existing contract because of the success of the most recent work and the large difference with the costs from the other likely bidder for the work this fall. By proceeding with a change order we have been assured that the work can be completed by October 21, 2016.

We provided the work scope, quantity and unit items to Elmer's for preparing costs for the work. They have returned our bid form with unit costs for the contract items which totals \$769,418.92. Most of the unit costs and contract items remain the same from the existing contract. However, asphalt pricing is lower and results in a savings of more than \$63,000 from the existing contract unit costs. Some of the items such as mobilization/traffic control are higher and reflect the number of and relatively short length of the locations included in the work. We analyzed the units costs with other projects in the area including Grand Traverse and Benzie County Road Commissions and found the costs comparable when factoring the number and short lengths of the work locations.

The Engineering Department's preliminary cost estimate for this work is \$806,400. Therefore, it is recommended that a change order to the 2015 Pavement Preservation Project be awarded to Elmer's Crane and Dozer Inc. and that the proper City officials be authorized to execute a unit price change order with the above-mentioned contractor, in the amount of \$769,418.92, more or less, with funds therefore available in the Road Commission Millage Fund.



**Legend**

- Green line: Asphalt Pavement
- Purple line: Concrete Pavement
- Blue line: Street Slopes

1 inch = 921 feet  
 3/9/2016  
 JLC

**North Arrow**

This map is based on digital data provided by the City of Traverse City, Traverse City, Michigan. The City of Traverse City, Traverse City, Michigan, is not responsible for any errors or omissions in this map. The City of Traverse City, Traverse City, Michigan, is not responsible for any damages or losses resulting from the use of this map. The City of Traverse City, Traverse City, Michigan, is not responsible for any damages or losses resulting from the use of this map.

## 2016 Pavement Preservation Project Location Map



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 20, 2016

DATE: JULY 14, 2016

FROM: *MC* MARTY COLBURN, CITY MANAGER

SUBJECT: ECONOMIC ANALYSIS OF LAND USES

Attached is a memo from City Planning Director Russell Soyring regarding a proposal he obtained for the firm, Urban3, to prepare a model showing the economic impact of different land uses within the City. This will provide data upon which to make land use decisions. As explained by Mr. Soyring, specifically, this will allow the City to know the amount of tax revenue and public services costs associated with land use categories.

As also explained by Mr. Soyring, the cost of this project is \$29,842. The following table represents sources of funding, which slightly exceed the project cost.

Funding source:	Amount:
National Association of Realtors	\$15,000
Traverse Area Association of Realtors (TAR)	\$ 1,500
Grand Traverse County	\$ 5,000
Planning Department Budget	\$ 5,000
Downtown Development Authority*	\$ 5,000

\*Dependent upon favorable action by the DDA Board on July 15, 2016.

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

**that the Mayor and City Clerk execute a contract with Urban3 for the Traverse City and Grand Traverse County Analytic Project, in the amount of \$29,842, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds to come from the sources as outlined in the City Manager's July 14, 2016, communication.**

MC/bcm

k:\tcclerk\city commission\agreements\traverse city analytic project

copy: Russ Soyring, City Planning Director

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# Memorandum

The City of Traverse City  
Planning Department



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TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *RSoyring*

SUBJECT: TRAVERSE CITY/ GRAND TRAVERSE COUNTY ANALYTIC PROJECT

DATE: JULY 11, 2016

The Planning Department has been in communication with Urban3, a firm that specializes in conducting economic analyses for communities' tax bases. With the State of Michigan's declining fiscal support for municipalities, it is important Traverse City understands which development types generate tax revenues commensurate with the public services the various types of developments demand.

Attached is a proposal from Urban3 to conduct an economic analysis of Traverse City and Grand Traverse County tax base on a per acre basis. Their work would include the relative potency of land uses and the creation of 2-D and 3-D graphics. Joe Minicozzi, Principal at Urban3 would present up to 6 times the findings of this analysis to the City Commission, various boards and to the community. To get a glimpse of a similar study Urban3 conducted for a community, please view the following link: <http://arcg.is/25nO10P>

The cost for this economic analysis is \$29,842. The National Association of Realtors and the Traverse Area Association of Realtor(TAAR) have committed to pay for \$ 15,000 and \$1,500 respectively to help offset this cost. Grand Traverse County has also offered to contribute \$ 5,000. The City Planning Department has budgeted \$ 5,000 for such as study in this year's budget. On Friday, the DDA will be asked if they will also contribute \$ 5,000 for the study. The Michigan Municipal League and TAAR expressed an interest in helping us develop a public engagement approach to ensure residents and businesses area aware of the presentations and the report.

If you are supportive of this analysis and working with Urban3, I recommend that the City accepts the proposal from Urban3 providing the DDA financially supports the project on Friday.

RS

Attachments: Proposal from Urban3 , National Association of Realtors Smart Growth Action Grant Application

June 20, 2016

Mr. Russell Soyring  
Planning Director  
400 Boardman Avenue  
Traverse City, MI 49684

**Re: Traverse City Analytic Project**

Dear Mr. Soyring:

Thank you for your interest in hiring Urban3 to perform an economic analysis model for Traverse City and an analysis of the mixed use project. We really enjoyed our time in Michigan at CNU Detroit and we look forward to working with you! As you know Urban3's analysis focuses on the revenue generation of land-use, and with that, the revenue production for all forms of government.

Attached is a proposal for running the analysis for your community. The majority of the data for the analysis will come from your City GIS staff and the County assessor's office. We will work with you and your staff to obtain all the appropriate data for the mixed project and for the county broadly.

This proposal is valid until July 31, 2016.

Thanks again for your interest our work and I appreciate the opportunity to work with your community.

Respectfully,



Cate Ryba  
New Projects Director

## **Proposal - Traverse City, MI:**

### **A. Economic Analysis: Value Per Acre Model**

#### **Goal:**

Urban3 will develop an economic 3D model and drill down to measure the economic effect of land uses within Traverse City.

#### **Deliverables:**

Our analysis will consider the following:

- The relative economic potency of land uses and the creation of 2D and 3D graphics
- The delivery of those models to your planning department
- An isolated analysis of various land use patterns within your community
- Comparative analysis of your municipality within your County
- Presentations of the models and powerpoint to your community, audiences determined by client (two days, up to six presentations)
- An online "StoryMap" website which will contain all graphics created as part of your analysis and an executive level narrative to complement the graphic. This will tell your community's economic "story". (optional service)

#### **Timeline and Stakeholders:**

A project of the scale of your community will typically take two months to process your data. During the time of processing, we will engage your staff if we have data needs or questions about the data. We will also share our maps and information in a format that is useable with 'off the shelf' software in your office. We will rely on your office and staff to help coordinate and market the presentations. You know your community best, and you know the critical audiences that need to be engaged. We typically recommend two full days of presentations per community. We place few restrictions on the number of presentations per day, but we typically suggest no more than three per day. This will give you up to six presentations in your community to audiences of your choosing. This could be your Chamber, Downtown Association, County Leadership, City Leadership, general public presentation at night, etc. Our staff will work with you to prepare a schedule for the week as the project advances.

#### **Site Visits:**

To perform the analysis, our project analyst will need to make an initial site visit. His work will be to procure data, connect with key members of your team that have the data and can field our questions, as well as make site visits to key properties in the study. Presentations will take place during a second visit. We typically do up to three presentations a day, as arranged by our client.

**Site Visit #1: Due Diligence and Data Collection**

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning		Site visit: Traverse City	Site visit: Traverse City		
Lunch	Travel day	Lunch with staff		Travel day	
Afternoon		Traverse City - Staff meeting	Site visit: Traverse City		

**Site Visit #2: Presentations to Community**

	Monday	Tuesday	Wednesday	Thursday	Friday
Task	Travel	Presentations	Presentations	Travel	

**Urban3 Rates**

Staff	Position	Hourly	Day Rate	Travel Rate
Joe Minicozzi	Principal	\$250	\$2,000	\$1,000
Josh McCarty	Chief Analyst	\$100	\$800	\$400
Deborah Robertson	Administrative	\$54	n/a	n/a

**Project Estimate**

Task	Position		Total
Pre-trip work	Minicozzi		\$ 1,000
	McCarty		\$ 1,200
Site Visit #1	McCarty		\$ 2,000
Model processing	McCarty		\$ 2,000
Analytics	McCarty		\$ 1,500
	Minicozzi		\$ 1,500
Storyboard	McCarty		\$ 2,000
	Minicozzi		\$ 1,250
Coordination	Minicozzi		\$ 750
Site Visit #2	Minicozzi		\$ 6,000
Post Visit/Report	Minicozzi		\$ 2,000
Storymap*	McCarty		\$ 3,200
Administrative	Robertson		\$ 432
		Subtotal	\$ 24,832
		Expenses (est.)	\$ 5,000
		<b>TOTAL</b>	<b>\$ 29,832</b>

\*Optional service



The City of Traverse City

## Communication to the City Commission

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FOR THE CITY COMMISSION REGULAR MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

FROM: *MAC*  
MARTY COLBURN, CITY MANAGER

SUBJECT: UNIFORMS AND EQUIPMENT FOR FIRE DEPARTMENT

Attached is a memo from Jim Tuller, Fire Chief, requesting that the City issue a purchase order to Tele-Rad for uniforms and equipment for the Fire Department.

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

**that the City Manager be authorized to issue a blanket purchase order to Tele-Rad for the provision of uniforms and related articles on an as-needed basis for the Fire Department for fiscal year July 1, 2016 through June 30, 2017, in the not-to-exceed amount of \$13,750.00, with funds available in the Fire Department budget.**

MC/jd

copy: Jim Tuller, Fire Chief

**Communication**  
**From the Office of the Fire Chief**

The City of Traverse City  
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684

(231) 922-4930 Ext. 2

Tuesday July 12, 2016

TO: Martin Colburn, City Manager

REF: City Fire – Uniform Vendor

City Manager Colburn,

The purpose of this memo is to request authorization for a 1-year service agreement in the not-to-exceed amount of \$13,750.00 for the provision of uniforms and related articles to City Fire by Tele-Rad Inc. located at 2351 South Cass Road, Traverse City MI.

The service agreement is part of a 5-year contract that renews with approval, at the beginning of the City Fiscal year. This proposed service agreement will be in effect for the July 01, 2016 – June 30, 2017.

A bid process was utilized through the Office of the City Purchasing Agent in 2015 with bid packages sent out to 7 local vendors and 1 out of town vendor. As a result, Tele-Rad of Traverse City was awarded the bid to supply City Fire with uniforms and related equipment

I am available at any time to review this project.

Respectfully,

A handwritten signature in cursive script that reads "Chief Tuller".

Chief Tuller,  
T.C.F.D.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

FROM: <sup>*MJC*</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: ENCROACHMENT REQUEST – 101 NORTH PARK STREET

Attached is a memo from City Engineer Timothy Lodge regarding a request from Thom Darga for an encroachment at 101 North Park Street for the installation of an ADA ramp at the main entrance to the building. Mr. Lodge articulates the reasoning behind City staff's recommendation that this request be denied; and I will not repeat them here. I also recommend denial.

I offer two alternative motions for the City Commission's consideration; one is for denial of the request and the other would approve the request. Please note that if the request is approved, Historic Districts Commission approval will be required.

I recommend the following motion:

**that the request for an encroachment for the installation of an ADA ramp to service 101 North Park Street be denied.**

Alternatively, the following motion would approve the request (5 affirmative votes required):

**that the Mayor and City Clerk execute a Permission of Encroachment Agreement with DargaWorks, LLC, for an encroachment into the City's right-of-way at property commonly referred to as 101 North Park Street, with conditions as described in the City Engineer's July 11, 2016, communication, subject to approval by the Historic Districts Commission; and further that the agreement is subject to approval as to its substance by the City Manager and its form by the City Attorney, with the approval also contingent upon receipt of new legal descriptions of the actual encroachments including a survey prepared by a professional surveyor, with DargaWorks to provide documentation of appropriate insurance coverage as required by the City Clerk.**

Copy: Thom Darga – [thom@dargaworks.com](mailto:thom@dargaworks.com)  
Tim Lodge, City Engineer

K:\ccclerk\city commission\agreements\encroachment 101 north park ada ramp

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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: July 11, 2016

SUBJECT: Encroachment Request for a Proposed 5.25' by 25.95' ADA ramp in the Park Street right-of-way to service the building located at 101 N Park St

Thom Darga of DargaWorks, Inc. has requested permission for an encroachment at 101. N. Park Street over the Park Street sidewalk right-of-way. The encroachment request is a result of the desire to construct an ADA ramp to service the existing 101 N. Park building. The proposed encroachment would project 5.25' by 25.95' into the Park Street sidewalk. The remainder of public sidewalk on Park Street excluding the brick ribbon is only 4'9". The brick ribbon is not ADA compliant.

The existing sidewalk width is shown on the *Existing Site and Demolition Plan* on page 4.1 of the applicant's submittal. The remaining sidewalk width of 4'9" is shown on the *Grading, Drainage, and Horizontal Control Plan* and *Section B-B* on page 5.1 of the applicant's submittal.

City Engineering and City Staff have reviewed the attached application submittal. City Engineering's position is to generally oppose encroachments that do not result in a public benefit. The encroachment will not result in a public benefit directly. We understand that an existing barrier free route to the second floor attorney space exists; therefore, the requested encroachment is for convenience and not necessity. Furthermore, staff has additional considerations supporting the City Engineer's recommendation for denial:

- Planning Department recommends denial because the request is inconsistent with the City Master Plan Goal 3 (walkability) by creating inadequate sidewalk widths
- Department of Public Services recommends denial because the remaining sidewalk space would be more difficult to maintain than the current configuration
- City Manager Department recommends denial because the extent of the encroachment area requested exceeds the minimum area required for barrier free access to the building
- DDA recommends conditional approval because the request is inconsistent with the TIF 97 Plan in terms of promoting pedestrian friendliness.

We recommend the encroachment as requested be denied.

Alternatively, if the application request is not denied, the applicant shall demonstrate why the existing internal barrier free route is not sufficient. If the existing route is verified as insufficient, and the existing cross slope for the public sidewalk requirements are met, then the applicant should minimize the impact on the public right of way. This should include only granting a minimal encroachment, one that would allow the applicant to meet ADA requirements while not compromising the ability for the City to comply with City's goals, objectives and ADA requirements. Furthermore, the project would also be subject to Historic Districts Commission approval.

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

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

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

**The Mayor and City Clerk be authorized to execute a Permission of Encroachment Agreement with DargaWorks, LLC, for an encroachment into the City right-of-way with conditions as described in the memo from the City Engineer dated July 11, 2016 (known as 101 N. Park Street) subject to approval as to substance by the City Manager and as to form by the City Attorney, Historic Districts Commission approval and further contingent upon the City's receipt of new legal descriptions of the actual encroachments including a survey drawing prepared by a professional surveyor, and a copy of the required insurance policy.**

TJL/ml

Attachments: DargaWorks, Inc. Application for Encroachment dated 6/22/16



City of Traverse City

RECEIVED

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

JUN 22 2016

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

PLANNING DEPT  
CITY OF  
TRAVERSE CITY

Applicant Name: DargaWorks, Inc. Phone: 231-421-5105

Applicant Email: Thom@dargaworks.com

Address: 101 N. Park Street Suite 318 Traverse City MI 49684  
Street City State Zip

Property Owner Name: Big Olives 2 (Thom Darga) Phone: 231-421-5105

Authorized Signatory of Property Owner: \_\_\_\_\_ Title: CEO

Type of request (please check one):  Encroachment

Sale of City Property

Relinquishment of City Easement

Description/location/nature of request: Install ADA Ramp to Park Street Entrance  
of the 101 N. Park Building.

Applicant Signature: [Signature] Date: 6/20/2016

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

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

(Office Use Only)

Non-refundable \$475.00 Application Fee received on: 6/23/16

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

Approval of Permission by City Commission on: \_\_\_\_\_



June 20, 2016

Mr. David Weston

City of Traverse City  
Engineer and Planning Departments  
400 Boardman Ave  
Traverse City, MI 49684

Subject: Project Application Form: Request for encroachment for wheelchair accessible walkway at Park Street Entrance- Offices of Smith Haughey Rice & Roegge Entrance, 101 North Park.

Dear David,

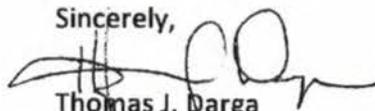
Attached please find the following documents in support of a request to install a walkway approach, ADA Compliant, to the Existing East Entrance of 101 North Park.

1. Proposed Exhibit "A" as legal description of encroachment on sidewalk for the purpose of installing an ADA Compliant (ADA) walkway approach on existing installed sidewalk (with snowmelt tie in to existing snowmelt system)
2. Proposed Walkway plan and sections sheets 1 through 8 as drawn by Prince Lund Engineering.

We propose to construct, maintain, and operate the ramp and integrated snow melt system East existing entrance or Park Street entrance for Smith Haughey Rice and Roegge. The introduction of the 4Front Credit Union to the building and the consolidation of space to the second floor of 101 North Park has resulted in our installation of a new elevator to move personnel from street level to second floor but is currently non ADA accessible due to the 15 inches of rise and steps as originally installed in 2011.

We ask that you consider favorably this request and to that end provide us with direction in the permit and installation of this ADA conforming structure.

Sincerely,

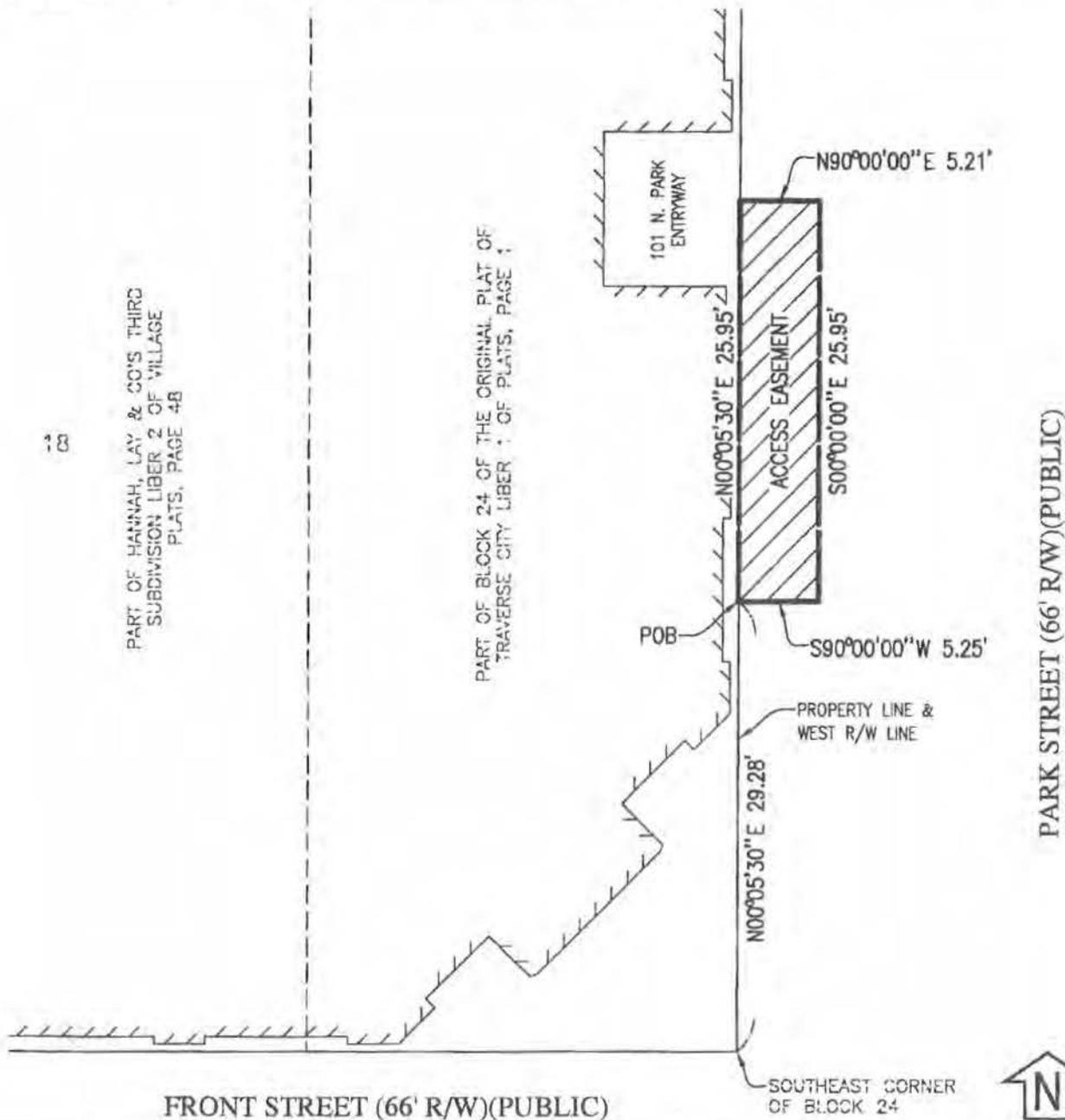


Thomas J. Darga  
Big Olives 2, LLC

# EXHIBIT "A"

**LEGAL DESCRIPTION:**

AN ACCESS EASEMENT OVER THAT PART OF SECTION 3, TOWN 27 NORTH, RANGE 11 WEST, CITY OF TRAVERSE CITY, GRAND TRAVERSE COUNTY, MICHIGAN DESCRIBED AS: COMMENCING AT THE SOUTHEAST CORNER OF BLOCK 24 OF THE ORIGINAL PLAT OF TRAVERSE CITY AS RECORDED IN LIBER 1 OF PLATS, PAGE 1; THENCE N00°05'30"E 29.28 FEET ALONG THE EAST LINE OF SAID BLOCK 24 TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID EAST LINE N00°05'30"E 25.95 FEET; THENCE N90°00'00"E 5.21 FEET; THENCE S00°00'00"E 25.95 FEET; THENCE S90°00'00"W 5.25 FEET TO THE POINT OF BEGINNING. CONTAINING 135.69 SQ.FT.



P:\201604002.01\CADD-Daniel\3D\20160400201 Exhibit A.dwg, Tab: Sheet 1, Saved by: pcohenard 6/1/2016 10:45 AM, Plotted by: Pete Chenard 6/1/2016 10:45 AM

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PART OF HANNAH, LAY & CO'S THIRD SUBDIVISION LIBER 2 OF VILLAGE PLATS, PAGE 4B

PART OF BLOCK 24 OF THE ORIGINAL PLAT OF TRAVERSE CITY LIBER 1 OF PLATS, PAGE 1

PARK STREET (66' R/W)(PUBLIC)

Client: **ACCESS EASEMENT**  
**BIG OLIVES 2, LLC**  
 PART OF SECTION 3, T27N, R11W,  
 CITY OF TRAVERSE CITY, GRAND TRAVERSE  
 COUNTY, MICHIGAN

Sheet 1 of 1

Job #20016604002.01  
 Date: 06/01/2016  
 Scale: 1" = 10'  
 Drawn: PCC  
 Chk'd.: CJP  
 Rev.:



**Gosling Czubak**  
 engineering sciences, inc  
 1200 Business Park Drive  
 Traverse City, MI 49686-8007  
 231-945-8181 800-868-1062  
 Fax 231-941-4603

- Engineers
- Surveyors
- Environmental Services
- Landscape Architecture



GENERAL NOTES

- 1. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS, DIMENSIONS, ELEVATIONS AND QUANTITIES IN THE FIELD PRIOR TO THE FABRICATION AND INSTALLATION OF ANY MATERIALS OR COMMENCEMENT OF ANY WORK. ANY DISCREPANCIES BETWEEN INFORMATION SHOWN ON THESE DRAWINGS AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER (MARK LUND, PE) AT (800) 418-2695.
2. GENERAL REQUIREMENTS - ALL MATERIAL INSTALLED ON THIS PROJECT SHALL CONFORM AND ALL WORK PERFORMED SHALL BE IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF MOST STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2012, AND SUPPLEMENTAL SPECIFICATIONS AND RECURRING PROVISIONS, WITH ANY EXCEPTIONS AS NOTED HEREIN.
3. DEFINITIONS - THE FOLLOWING DEFINITIONS IN THE STANDARD SPECIFICATIONS SHALL BE MODIFIED TO HAVE THE FOLLOWING MEANINGS:
A. OWNER - THOM DARGA, DARGAWORKS, INC.
B. ENGINEER - PRINCE-LUND ENGINEERING, PLLC
C. CITY - TRAVERSE CITY ENGINEERING DEPT.
4. WORK SEQUENCE AND CONDITION:
A. ALL WORK SHALL BE COORDINATED WITH MR. MARK LUND OF PRINCE-LUND ENGINEERING, PLLC AND/OR HIS DESIGNATED ON-SITE REPRESENTATIVE AT (800)418-2695.
B. CONTRACTOR SHALL MARK ALL UNDERGROUND UTILITIES BY NOTIFYING MISS DIG, OTHER UTILITY CLEARANCE SERVICES, AND ALL OTHER LOCAL UTILITY CONTACTS A MINIMUM OF 72 HOURS PRIOR TO DEMOLITION AND CONSTRUCTION ACTIVITIES AND SHALL PROVIDE WRITTEN VERIFICATION TO OWNER REGARDING THE DATE OF THE NOTIFICATION AND THE DISPOSITION OF THE NOTIFICATION.
C. CONTRACTOR SHALL OBTAIN A PERMIT AND IMPLEMENT AND MAINTAIN ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES IN CONFORMANCE WITH LOCAL AND STATE REQUIREMENTS.
D. CONTRACTOR SHALL VERIFY ALL QUANTITIES OF WORK TO BE PERFORMED PRIOR TO START OF WORK. SUBMISSION OF A BID SHALL CONSTITUTE ACCEPTANCE OF QUANTITIES INDICATED.
E. CONTRACTOR SHALL REMOVE AND DISPOSE, OFF-SITE, ANY MISCELLANEOUS MATERIAL AND STRUCTURES ENCOUNTERED WITHIN THE GRADING LIMITS IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS.
5. SAFETY AND PROTECTION:
A. CONTRACTOR IS SOLELY RESPONSIBLE FOR ON-SITE SAFETY AND SHALL CONTROL THE AREAS OF WORK SUFFICIENTLY TO PROTECT ALL PERSONS WITHIN THOSE AREAS. CONTRACTOR VOLUNTARILY AGREES THAT BY UTILIZING THESE DRAWINGS OR SPECIFICATIONS IN ANY MANNER, THE ENGINEER AND OWNER DO NOT HAVE CONTROL OVER THE WORK AREAS AND THEREFORE DO NOT HAVE THE ABILITY OR RESPONSIBILITY TO PROVIDE A SAFE ENVIRONMENT IN THE AREAS OF WORK.
B. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO AVOID DAMAGING, AND IF DAMAGED, SHALL REPLACE TO THE SATISFACTION OF THE OWNER, EXISTING CONSTRUCTION, VEGETATION, AND STRUCTURES NOT INDICATED TO BE REMOVED. ALL CONSTRUCTION MATERIAL SPILLS SHALL BE REMOVED AS WORK PROGRESSES.
C. CONTRACTOR SHALL ADEQUATELY PROTECT ALL MATERIALS, IN-PROGRESS WORK, AND FINISHED WORK FROM DAMAGE.
D. CONTRACTOR SHALL PROVIDE TRAFFIC CONTROLS DURING CONSTRUCTION TO PREVENT VEHICLES AND PEDESTRIANS FROM ENTERING THE AREAS OF WORK.
6. QUALITY ASSURANCE:
A. CONTRACTOR IS SOLELY RESPONSIBLE FOR QUALITY CONTROL OF THE WORK; INSPECTION AND TESTING BY THE ENGINEER OR THE OWNER'S TESTING AGENCY ARE SOLELY AT THE DISCRETION OF THE OWNER, AND IN NO WAY RELIEVE THE CONTRACTOR OF SOLE RESPONSIBILITY FOR MAINTAINING A QUALITY ASSURANCE PROGRAM.
B. CONTRACTOR SHALL PROVIDE ADEQUATE NUMBERS OF PROPERLY TRAINED, EXPERIENCED, SKILLED, AND QUALIFIED WORKERS TO COMPLETE THEIR RESPECTIVE TRADES. THESE WORKERS SHALL BE COMPLETELY FAMILIAR WITH THE SPECIFIED REQUIREMENTS AND METHODS NECESSARY FOR PROPER COMPLETION OF THE WORK.
C. CONTRACTOR SHALL PROVIDE ALL NECESSARY SUPERVISION, PLANNING, SCHEDULING, COORDINATION, INSPECTION, TESTING AND CONTROL TO PERFORM THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
7. TESTING LABORATORY SERVICES - THE OWNER MAY EMPLOY AN INDEPENDENT TESTING AGENCY TO OBSERVE THE CONTRACTOR AND TEST MATERIALS DURING PERFORMANCE OF THE WORK. CONTRACTOR SHALL NOTIFY OWNER'S TESTING AGENCY A MINIMUM OF 24 HOURS IN ADVANCE OF OPERATIONS REQUIRING FIELD OBSERVATIONS AND TESTING BY OWNER'S TESTING AGENCY.
8. CLEANING:
A. CONTRACTOR SHALL MAINTAIN ALL AREAS FREE FROM ACCUMULATIONS OF WASTE MATERIALS, DEBRIS, AND RUBBISH CAUSED BY CONTRACTOR OPERATIONS AND SHALL LEGALLY DISPOSE OF SAME.
B. CONTRACTOR SHALL REMOVE ALL CONSTRUCTION RELATED DEBRIS AND MATERIAL FROM AREAS OUTSIDE THE LIMITS OF THE CONTRACTOR'S WORK AREA ON A DAILY BASIS.
9. WARRANTY:
A. THE CONTRACTOR SHALL PROVIDE TO THE OWNER A ONE-YEAR MAINTENANCE FREE WARRANTY ON ALL WORK PERFORMED UNDER THIS CONTRACT. THE WARRANTY TIME SHALL BEGIN ON THE DATE OF FINAL ACCEPTANCE BY THE OWNER.
B. CONTRACTOR SHALL CORRECT, AT NO COST TO THE OWNER, ANY WORK FOUND TO BE DEFECTIVE IN MATERIALS OR WORKMANSHIP, DISCOVERED AT ANY TIME, PRIOR TO OR AFTER FINAL ACCEPTANCE OF THE CONTRACT. CONTRACTOR VOLUNTARILY AGREES THAT BY UTILIZING THESE DRAWINGS OR SPECIFICATIONS IN ANY MANNER, THAT THIS PROVISION SHALL CONTINUE IN EFFECT AFTER TERMINATION OF THE CONTRACT.
10. OBJECT ADJUSTMENT AND REMOVAL/REPLACEMENT
1. REMOVE, STORE, PROTECT, AND REPLACE INCLUDING BUT NOT LIMITED TO, MAIL AND PAPER BOXES, TRASH CANS, BICYCLE RACKS, SIGNS, PARKING METERS, AND OTHER OBJECTS THAT INHIBIT ACCESS TO THE WORK.
2. REMOVE AND REPLACE OR ADJUST WATER, FIRE, ELECTRIC, SIGNAL, AND OTHER UTILITY BOXES, VALVE, AND COVERS TO NEW GRADES.

EARTHWORK AND GRADING NOTES

- 1. ANY SURPLUS OR UNSUITABLE MATERIAL INCLUDING GREAT EXCAVATION UNABLE TO BE USED SHALL BECOME THE PROPERTY OF THE CONTRACTOR FOR HIS DISPOSAL AND SHALL BE INCLUDED IN THE COST OF THE PROJECT.
2. ALL NATURAL SOIL LEFT IN PLACE, IN CUT SECTIONS, AND FILL LOCATED WITHIN A 1:1 SLOPE, BENEATH STRUCTURES AND PAVEMENTS SHALL BE COMPACTED TO 95% OF THE MAXIMUM DRY DENSITY.
3. ALL FILL LOCATED OUTSIDE OF A 1:1 SLOPE BENEATH STRUCTURES AND PAVEMENTS SHALL BE COMPACTED TO 98% OF THE MAXIMUM DRY DENSITY.
4. EARTH EXCAVATION: IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE TEMPORARY STORAGE AREAS FOR EARTH EXCAVATION WHICH MAY BE NEEDED AS FILL MATERIAL IN OTHER AREAS. ANY EXTRA HANDLING OF EXCAVATED MATERIAL IS CONSIDERED INCLUDED IN THE COST OF THE PROJECT.
5. SAW CUTTING FOR PAVEMENT REMOVAL AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER, SHALL BE ADEQUATE TO PREVENT SPALLING, CHIPPING, OR DAMAGE TO EXISTING PAVEMENT EDGES LEFT IN PLACE AS DIRECTED BY THE ENGINEER.
6. CONTRACTOR SHALL USE WATER DURING ALL SAW CUTTING. CONTRACTOR SHALL CLEAN ALL BUILDING SURFACES OF DUST, CONCRETE RESIDUE AND ALL OTHER RESULTS OF CONTRACTOR'S WORK IMMEDIATELY UPON COMPLETION OF EACH REMOVAL OPERATION AS WELL AS PRIOR DEPARTING THE SITE FOR THE DAY.
7. RESTORATION NOTES
1. RESTORE AND STABILIZE ALL AREAS IN ACCORDANCE WITH THE SPECIFICATIONS.
2. ALL AREAS DISTURBED BY THE CONTRACTOR AND/OR HIS SUBCONTRACTOR BEYOND THE NORMAL CONSTRUCTION LIMITS OF THIS PROJECT SHALL BE RESTORED AS SPECIFIED OR DIRECTED BY THE ENGINEER. NO ADDITIONAL PAYMENT OR COMPENSATION WILL BE MADE FOR THIS ACTIVITY.
3. ALL FINAL GRADES SHALL SLOPE TO DRAIN TOWARD CATCH BASINS, SWALES, CURBS AND DRAINAGEWAYS. NO WATER SHALL BE ALLOWED TO POND. PONDING AREAS MUST BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
8. SOIL EROSION & SEDIMENTATION CONTROL NOTES
IN ADDITION TO THE SOIL EROSION AND SEDIMENTATION CONTROL REQUIREMENTS DESCRIBED ELSEWHERE, THE FOLLOWING MEASURES SHALL BE INCORPORATED INTO THIS PROJECT.
1. THE CONTRACTOR SHALL CONDUCT ITS OPERATIONS IN SUCH A MANNER AS TO MINIMIZE THE AREAS LEFT BARRIED DURING CONSTRUCTION AND TO DISTURB ONLY THOSE AREAS ABSOLUTELY REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
2. EROSION CONTROL ITEMS (CB INSERTS, SILT FENCE, ETC.) AS CALLED OUT ON THE PLANS AND/OR AS DIRECTED BY THE ENGINEER SHALL BE INSTALLED AND MAINTAINED ACCORDING TO THE SPECIFICATIONS, AND SHALL BE REMOVED WHEN THEY ARE NO LONGER EFFECTIVE AS DETERMINED BY THE ENGINEER. NO SEPARATE PAYMENT SHALL BE ALLOWED FOR EITHER MAINTENANCE OR REMOVAL OF THE EROSION CONTROL ITEMS.
3. THE CONTRACTOR SHALL REMOVE SEDIMENT COLLECTED IN CULVERTS, SEWERS, AND SUMPS OF ALL DRAINAGE STRUCTURES WITHIN THE PROJECT. THE ENGINEER WILL INSPECT SUMPS, SEWERS AND CULVERTS AFTER STORMS AND DIRECT THE CONTRACTOR TO CLEANOUT SUMPS AND CULVERTS TO PROVIDE FOR SEDIMENT COLLECTIONS. CLEARING SUMPS AND CULVERTS FOR SEDIMENTATION CONTROL SHALL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN THE COST OF THE CONSTRUCTION OF THE PROJECT.
4. THE CONTRACTOR SHALL FOLLOW LOCAL RULES AND REGULATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL FOR ALL MATERIALS THAT ARE DISPOSED OF OFF THE PROJECT SITE.

RESTORATION NOTES

- 1. RESTORE AND STABILIZE ALL AREAS IN ACCORDANCE WITH THE SPECIFICATIONS.
2. ALL AREAS DISTURBED BY THE CONTRACTOR AND/OR HIS SUBCONTRACTOR BEYOND THE NORMAL CONSTRUCTION LIMITS OF THIS PROJECT SHALL BE RESTORED AS SPECIFIED OR DIRECTED BY THE ENGINEER. NO ADDITIONAL PAYMENT OR COMPENSATION WILL BE MADE FOR THIS ACTIVITY.
3. ALL FINAL GRADES SHALL SLOPE TO DRAIN TOWARD CATCH BASINS, SWALES, CURBS AND DRAINAGEWAYS. NO WATER SHALL BE ALLOWED TO POND. PONDING AREAS MUST BE REPAIRED AT THE CONTRACTOR'S EXPENSE.

SOIL EROSION & SEDIMENTATION CONTROL NOTES

- IN ADDITION TO THE SOIL EROSION AND SEDIMENTATION CONTROL REQUIREMENTS DESCRIBED ELSEWHERE, THE FOLLOWING MEASURES SHALL BE INCORPORATED INTO THIS PROJECT.
1. THE CONTRACTOR SHALL CONDUCT ITS OPERATIONS IN SUCH A MANNER AS TO MINIMIZE THE AREAS LEFT BARRIED DURING CONSTRUCTION AND TO DISTURB ONLY THOSE AREAS ABSOLUTELY REQUIRED FOR THE CONSTRUCTION OF THE PROJECT.
2. EROSION CONTROL ITEMS (CB INSERTS, SILT FENCE, ETC.) AS CALLED OUT ON THE PLANS AND/OR AS DIRECTED BY THE ENGINEER SHALL BE INSTALLED AND MAINTAINED ACCORDING TO THE SPECIFICATIONS, AND SHALL BE REMOVED WHEN THEY ARE NO LONGER EFFECTIVE AS DETERMINED BY THE ENGINEER. NO SEPARATE PAYMENT SHALL BE ALLOWED FOR EITHER MAINTENANCE OR REMOVAL OF THE EROSION CONTROL ITEMS.
3. THE CONTRACTOR SHALL REMOVE SEDIMENT COLLECTED IN CULVERTS, SEWERS, AND SUMPS OF ALL DRAINAGE STRUCTURES WITHIN THE PROJECT. THE ENGINEER WILL INSPECT SUMPS, SEWERS AND CULVERTS AFTER STORMS AND DIRECT THE CONTRACTOR TO CLEANOUT SUMPS AND CULVERTS TO PROVIDE FOR SEDIMENT COLLECTIONS. CLEARING SUMPS AND CULVERTS FOR SEDIMENTATION CONTROL SHALL NOT BE PAID FOR SEPARATELY BUT SHALL BE INCLUDED IN THE COST OF THE CONSTRUCTION OF THE PROJECT.
4. THE CONTRACTOR SHALL FOLLOW LOCAL RULES AND REGULATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL FOR ALL MATERIALS THAT ARE DISPOSED OF OFF THE PROJECT SITE.

PLAN INFORMATION

DIMENSIONS AND MEASUREMENTS PROVIDED WITHIN THE DRAWINGS ARE BASED ON FIELD TOPOGRAPHIC SURVEY UNDERTAKEN BY MITCHELL & ASSOCIATES OF KINGSLEY, MICHIGAN BASED ON THE NGVD 29 DATUM.

SOIL BORING INFORMATION

THE SOIL BORING LOGS TYPICALLY DEPICT POINT LOCATIONS AND DO NOT IMPLY THAT SIMILAR SUBSURFACE CONDITIONS EXTEND INTO OTHER AREAS. NO SOIL BORINGS WERE COMPLETED FOR THIS PROJECT.

CONCRETE SLAB-ON-GRADE SPECIFICATION

PART 1 - GENERAL

- 1.1 SUMMARY
A. PARTITION
B. THIS SECTION INCLUDES CONCRETE PAVEMENT
1.2 QUALITY ASSURANCE
CONCRETE SHALL BE TESTED BY OWNER'S TESTING AGENCY. CONCRETE SAMPLING, TESTING, AND INSPECTION SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:
A. SAMPLING FRESH CONCRETE - ASTM C172, EXCEPT INITIAL SAMPLES SHALL BE TAKEN IMMEDIATELY AFTER FIRST 1/4 CUBIC YARD (CY) HAS BEEN DISCHARGED, AND SUBSEQUENT SAMPLES SHALL BE TAKEN AS SPECIFIED HEREIN. IF FOUND TO BE A NON-COMFORMANCE, THE CONCRETE SHALL BE REMOVED FROM THE FORMS.
B. SLUMP - ASTM C143, EXCEPT INITIAL SAMPLE SHALL BE TAKEN IN ACCORDANCE WITH PARAGRAPH ABOVE. ADDITIONAL TESTS SHALL BE MADE FOR EACH SET OF COMPRESSION STRENGTH TEST SPECIMENS AND AS REQUIRED BY THE ENGINEER.
C. AIR CONTENT - ASTM C631, EXCEPT AS PREVIOUSLY SPECIFIED HEREIN AND ADDITIONAL TESTS AT THE END OF THE LOAD, IF POSSIBLE.
D. CONCRETE TEMPERATURE - TAKEN EACH TIME COMPRESSION TEST SPECIMENS ARE MADE AND HOURLY WHEN TEMPERATURE IS 40F AND BELOW AND OVER 80F.
E. UNIT WEIGHT - ASTM C138, EXCEPT THE SAMPLE VOLUME SHALL BE EQUAL TO AIR CONTENT SPECIMEN.
F. COMPRESSION STRENGTH - ASTM C31 AND C39, EXCEPT ONE SET OF 3 CYLINDERS FOR EVERY 40 CY OF CONCRETE THEREOF. ONE SPECIMEN SHALL BE TESTED AT 7 DAYS AND THE REMAINING 2 SPECIMENS SHALL BE TESTED AT 28 DAYS. STRENGTH LEVEL OF THE CONCRETE WILL BE CONSIDERED UNSATISFACTORY IF THE 7 DAY COMPRESSION STRENGTH DOES NOT EQUAL OR EXCEEDS 80 PER CENT OF 28 DAY DESIGN STRENGTH. STRENGTH LEVEL OF CONCRETE WILL BE CONSIDERED SATISFACTORY IF THE AVERAGE COMPRESSION STRENGTH OF TWO CONSECUTIVE 28 DAY TESTS EQUALS OR EXCEEDS THE 28 DAY DESIGN STRENGTH, AND NEITHER INDIVIDUAL STRENGTH TEST AREA IS FALLS BELOW THE SPECIFIED COMPRESSION REQUIREMENT BY MORE THAN 100 PSI.
G. INSPECTION - ANY/ALL INSPECTION WILL BE MONITORED BY A REPRESENTATIVE Hired BY THE OWNER.
H. CONCRETE REPLACEMENT - FAILURE OF A TEST OR TO FOLLOW PROPER INSTALLATION PROCEDURES WILL REQUIRE THAT THE CONCRETE BE REMOVED AND PROPERLY REPLACED AT CONTRACTOR'S EXPENSE.
I. ADDITIONAL TESTS - CONTRACTOR MAY HAVE THE TESTING AGENCY MAKE ADDITIONAL TESTS OF IN-PLACE CONCRETE. MOST TEST RESULTS INDICATE SPECIFIC CONCRETE STRENGTHS AND OTHER CHARACTERISTICS HAVE NOT BEEN ATTAINED. TESTING AGENCY MAY CONDUCT TESTS TO DETERMINE ADEQUACY OF CONCRETE BY CORED CYLINDERS COMPARED WITH ASTM C410. CONTRACTOR SHALL PAY FOR ALL SUCH TESTS CONDUCTED. RESULTS SHALL BE FORWARDED TO THE CONTRACTOR'S ENGINEER.
1.3 SEQUENCING AND SCHEDULING
CONCRETE SHALL NOT BE PLACED BETWEEN NOVEMBER 15 AND MAY 15 WITHOUT WRITTEN PERMISSION FROM THE ENGINEER.
1.4 WARRANTY
FINISH AND ONE-YEAR WRITTEN WARRANTY WHICH SHALL COVER CRACKING, SPALLING, SETTLING, FINISHING AND FORMING.

PART 2 - PRODUCTS

- 2.1 CEMENT
PORTLAND CEMENT CONFORMING TO THE REQUIREMENTS OF THE CURRENT SPECIFICATIONS FOR PORTLAND CEMENT ASTM C150 TYPE 1.
2.2 FINE AGGREGATE
LIMESTONE OR OTHER FINE AGGREGATE THAT IS FREE OF SOFT PARTICLES OR OTHER MATERIAL THAT COULD CAUSE STAINING OR FLYING OF THE PAVEMENT SURFACE. FOR GRADATION PURPOSES ONLY, THE MATERIAL SHALL CONFORM TO MOST SPECIFICATION 2012.
2.3 COARSE AGGREGATE
WELL-GRADED LIMESTONE GRADATION AND PHYSICAL REQUIREMENTS TO CONFORM TO MOST SPECIFICATION 2012.
2.4 WATER
POTABLE WATER, EITHER IMPORTED OR FROM LOCAL PUBLIC WATER SYSTEM.
2.5 FIBER REINFORCEMENT
A. SLABS-ON-GRADE SHALL BE REINFORCED WITH GLASS OR BASALT CHOPPED FIBER OR APPROVED EQUAL.
B. ACCEPTABLE CLASS FIBER - DIMENS CORNING ANTI-CRACK HP-58/12.
C. ACCEPTABLE BASALT FIBER - KAMERYN VON 12-1/2-KV13.
D. FIBER SHALL BE MIXED INTO THE CONCRETE AT THE READY MIX PLANT OR ON-SITE IN THE DELIVERY TRUCK AT A RATE OF 2 LBS/CY.
2.6 NOT USED
2.7 NOT USED
2.8 CURING AND ANTI-SPALLING COMPOUNDS
FOR USE WHEN THE CONCRETE IS PLACED AT 40F AND ABOVE:
A. "LITENITE" WATER SEALANT BY COATINGS INTERNATIONAL, INC., 112 NORTH WARRIE, N.C., ROCKFORD, W 46381.
PHONE - (815)383-8525
FAX - (815)383-8516
WEBSITE - WWW.COATINGSINTERNATIONAL.COM
B. CONCRETEGUARD SALT-RESISTANT BY PROSOLO, INC., 3741 GREENWAY CIRCLE, LAWRENCE, KS 66044.
PHONE - (785)883-4200
FAX - (785)883-8516
WEBSITE - WWW.PROSOLO.COM
2.10 EVAPORATION RETARDANT
A. CONSPIC AQUAFLEX BY CONSPIC MARKETING AND MANUFACTURING, 636 E. 66TH TERRACE, KANSAS CITY, KANSAS 64111.
PHONE - (800)346-7351
B. CONIFLEX EVAPORATION REDUCER BY BMS CONSTRUCTION CHEMICALS, L.L.C., 23700 CHAGRAM BOULEVARD, DENVILLE, TN 37033-5514.
PHONE - (800)428-5930
FAX - (615)279-3801
2.11 ADMIXTURES
AS APPROVED BY THE ENGINEER.
2.12 FORMWORK
STEEL OR WOOD FORMS OF AN APPROVED SECTION SHALL BE USED THROUGHOUT THE CONSTRUCTION OF RADIUS 3 FEET OR LESS. 1/4-INCH PLYWOOD OR MASSIVE SHALL BE USED. ALL FORMS SHALL HAVE A HEIGHT EQUAL TO CONCRETE THICKNESS. SHUT-UP, BATTERED, BENT, TWISTED, OR BROKEN FORMS SHALL BE REMOVED FROM THE WORK. EXPANSION JOINT MATERIALS SHALL NOT BE USED AS FORMS.

CONCRETE SLAB-ON-GRADE SPECIFICATION CONT'D

2.12 CONCRETE QUALITY

- A. THE MIXTURE SHALL CONTAIN 6 SACKS PORTLAND CEMENT CONCRETE, COARSE AGGREGATE, FINE AGGREGATE, ADJUTIVES AND WATER. THE CONCRETE MIX DESIGN SHALL HAVE A MINIMUM 4000 PSI COMPRESSIVE STRENGTH AT 28 DAYS. THE MAXIMUM ALLOWABLE SLUMP SHALL BE 4.5 INCHES. AGGREGATES SHALL BE BATCHED BY WEIGHT. AIR CONTENT SHALL BE 4.5% TO 5.5%. MAINTAIN A MAXIMUM WATER/CEMENT RATIO OF 0.45 POUNDS OF WATER PER POUND OF CEMENT.
B. CONTRACTOR SHALL PROVIDE THE ENGINEER WITH DELIVERY TICKETS WHICH SHALL LIST SLUMP, SACK AND PERCENT OF AIR ENTRAINING AGENT, TIME THE TRUCK LEFT THE PLANT, ARRIVED ON THE SITE AND DEPARTED THE SITE, AND WATER ADDED AT THE SITE.
C. WHEN REQUESTED, CONTRACTOR SHALL PROVIDE DOCUMENTATION FROM THE CONCRETE SUPPLIER CERTIFYING THAT THE CONCRETE MEETS THE SPECIFICATIONS OF THIS SECTION.
D. COLOR SHALL BE LIMESTONE. CONSISTENCY OF THE COLOR SHALL BE UNIFORM THROUGHOUT THE PROJECT.

PART 3 - EXECUTION

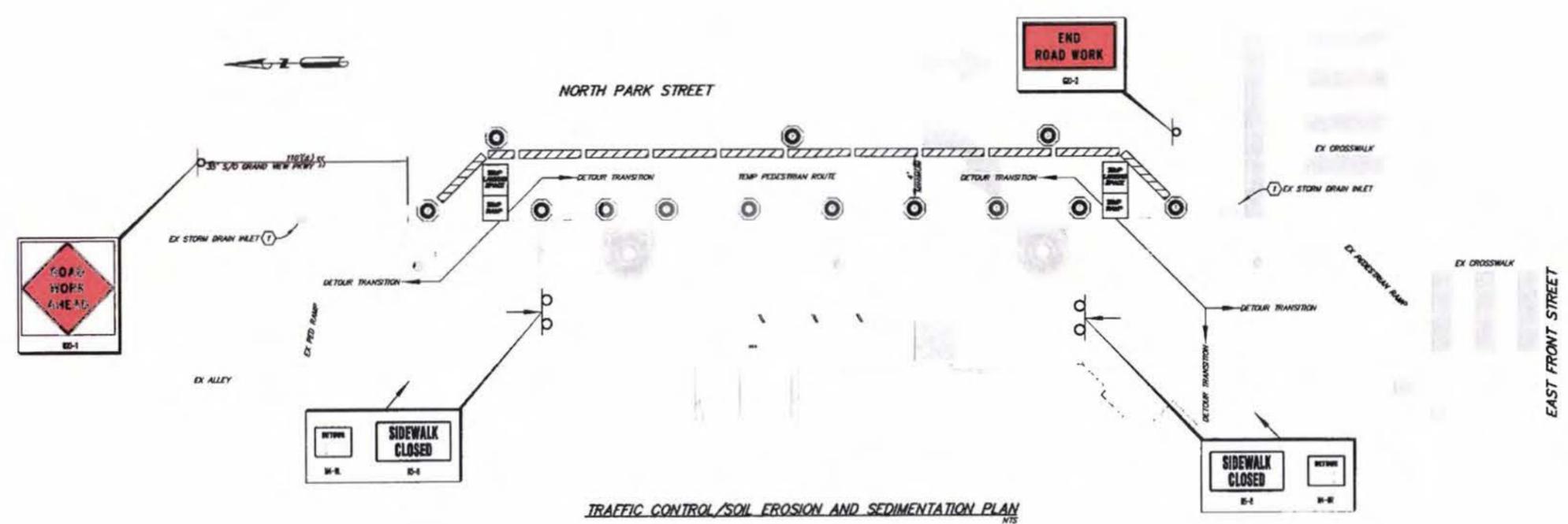
- 3.1 PLACING FORMS
A. FORMS SHALL BE SO CONSTRUCTED AND SET AS TO RECEIVE, WITHOUT SPREADING OR SETTLEMENT, THE PRESSURE OF THE CONCRETE. FORMS SHALL NOT DEVIATE MORE THAN 1/8-INCH IN 10 FEET FROM THE TRUE HORIZONTAL ALIGNMENT AND NO MORE THAN 1/8-INCH IN VERTICAL ALIGNMENT.
B. WHERE FORMS ARE SET ABOVE GENERAL SURROUNDING AREA, EARTH SHALL BE PLACED ALONG OUTSIDE EDGES OF FORMS TO ENSURE STABILITY.
C. FORMS SHALL BE CLEANED AND OILED EACH TIME THEY ARE USED.
D. FORMS SHALL BE REVIEWED BY THE ENGINEER PRIOR TO POURING.
3.2 PLACING REINFORCEMENT
A. FIBER REINFORCEMENT SHALL BE MIXED WITH CONCRETE PRIOR TO PLACING IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
B. PROVIDE HIGH RANGE SUPER PLASTICIZER AT THE PROJECT SITE TO MIX WITH THE FRESH, FRESH PORTLAND CONCRETE TO IMPROVE WORKABILITY, IF NEEDED.
3.3 PLACING CONCRETE
A. PLACING 6-INCH (OR GREATER, IF SPECIFIED) CONCRETE SHALL NOT COMMENCE UNTIL THE SUBBASE AND FORMS HAVE BEEN APPROVED. SUBBASE SHALL BE VERIFIED IN ADVANCE OF CONCRETING BUT SHALL NOT BE MOVED OR EXCESSIVELY WET. A SUFFICIENT QUANTITY OF FORMS SHALL BE PLACED TO ACCOMMODATE THE CONCRETE THAT IS SCHEDULED TO BE POURED AT ANY ONE TIME. CONCRETE SHALL BE DEPOSITED WITH A MINIMUM OF 60-MINUTE DELAY AND SHALL BE SHAKED ADEQUATELY TO FORMS AND JOINTS. IN THE CASE OF ISOLATION JOINTS, CONCRETE SHALL BE PLACED SIMULTANEOUSLY AGAINST BOTH SIDES OF THE JOINT.
B. CONCRETING SHALL NOT BE CONTINUED WHEN THE AIR TEMPERATURE IS BELOW 45F UNLESS THE AGGREGATE, WATER, OR BOTH ARE HEATED TO PRODUCE A PLACING TEMPERATURE OF THE CONCRETE BETWEEN 50 AND 60F AND UNLESS ADEQUATE PROVISIONS ARE MADE FOR MAINTAINING PROTECTION AGAINST FREEZING OF THE CONCRETE FOR AT LEAST 7 DAYS AFTER PLACING. NO CONCRETE SHALL BE PLACED ON FROZEN SUBBASE.
C. SHOULD PLACEMENT OF CONCRETE BE NECESSARY OVER OR NEAR TREE ROOTS, A THIN LAYER OF EPSOM SALTS SHALL BE PLACED ON THE AREA OF THE SUBBASE WHICH MAY BE AFFECTED BY THE ROOTS.
3.4 JOINTING
A. AS INDICATED ON THE DRAWINGS, AS DIRECTED IN THE FIELD BY THE ENGINEER AND IN THE FOLLOWING SITUATIONS, UNLESS OTHERWISE SPECIFIED:
1. CONTRACTION (CONTRACTION) JOINTS SHALL ORDINARILY BE PLACED AS SHOWN ON THE PLANS. THEY SHALL BE 1/8-INCH TO 1/4-INCH WIDE AND 1-1/4 INCH DEEP, OR 1/4 THE THICKNESS OF THE SLAB, WHICHEVER IS GREATER.
2. CONSTRUCTION JOINTS (WITH DOMELS) SHALL BE INSTALLED WHEN PLACING OPERATIONS ARE DELAYED MORE THAN A 1/2-HOUR ALLOCATIONS WHERE NORMAL CONTRACTION JOINTS WOULD OCCUR, AS INDICATED ON THE DRAWINGS AND AS DIRECTED BY THE ENGINEER.
B. JOINTS SHALL BE SAW CUT TO THE SPECIFIED DEPTH. SAWING SHALL BE PERFORMED AS SOON AS THE CONCRETE IS HARD ENOUGH TO SUPPORT THE SAW AND OPERATOR WITHOUT LEAVING PERMANENT MARKS ON THE SURFACE.
C. JOINTS SHALL BE PERPENDICULAR TO AN EDGE AND TANGENTIAL AND NORMAL TO CURVES. THE JOINTS SHALL NOT VARY FROM THE TRUE LINE MORE THAN 1/4-INCH.
3.5 FINISHING
A. CONCRETE SHALL BE PLACED AND STRUCK OFF WITH A STRAIGHT BOARD UNTIL HOOPS ARE REMOVED IN THE SURFACE AT THE REQUIRED GRADE AND CROSS SECTION.
B. ADDING WATER TO THE SURFACE OF THE CONCRETE TO ASSIST IN FINISHING OPERATIONS IS NOT PERMITTED. IF A FINISHING AND IS PERMITTED BY THE ENGINEER, IT SHALL ONLY BE AN APPROVED PRODUCT FOR THAT INTENDED PURPOSE AND THEN APPLIED ACCORDING TO THE PRODUCT RECOMMENDATIONS.
C. IMMEDIATELY AFTER THE CONCRETE HAS BEEN STRUCK OFF, THE SURFACE SHALL BE FLOATED WITH A MANGANESE BALL FLOAT, JUST ENOUGH TO PRODUCE A SMOOTH SURFACE FREE FROM IRREGULARITIES. EDGES SHALL BE ROUNDED TO A RADIUS OF 1/4-INCH WITH AN APPROVED EDGING TOOL. JOINTING SHALL THEN COMMENCE IMMEDIATELY AFTER EDGING AND BEFORE THE LARGE AGGREGATE IN THE CONCRETE HAS STARTED TO SETTLE.
D. THE ENTIRE SURFACE SHALL THEN BE STEEL-TROWELLED SO THAT THE LARGE AGGREGATE IS SET AND THE SURFACE IS FREE OF EDGING JOINTS AND FROWEL MARKS.
E. THE SURFACE SHALL BE HEAVY-BROOMED, KEEPING WORKER OUT OF JOINTS. BROOMING DIRECTION SHALL GENERALLY BE PERPENDICULAR TO THE NORMAL PATH OF TRAFFIC, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
F. SURFACE FINISHES GREATER THAN 1/8-INCH IN 10 FEET ARE UNACCEPTABLE. WALES AND SLABS SHALL BE PROTECTED FROM PEDESTRIAN TRAFFIC FOR 2 DAYS AND VEHICLES FOR 7 DAYS.
G. CONCRETE SHALL BE STAMPED AT EACH END OF THE WORK WITH THE CONTRACTOR'S NAME AND HIS CURRENT YEAR.
3.6 CURING AND ANTI-SPALLING COMPOUND APPLICATION
A. FOR TEMPERATURES ABOVE 40 DEGREES F, CONCRETE SHALL BE CURIED UTILIZING THE SPECIFIED CURING/ANTI-SPALLING COMPOUND IN ACCORDANCE WITH PRODUCT SPECIFICATIONS USING ONLY A MOTORIZED SPRAYER. THIS APPLICATION INCLUDES THE SIDES OF THE CONCRETE, ONCE THE FORMS HAVE BEEN REMOVED.
B. FOR TEMPERATURES BETWEEN 32 AND 40F AND ON CONCRETE WITHIN 36 FEET OF BUILDING ENTRANCES, CURIE PAVEMENT USING AN APPROVED WET CURIE METHOD FOR A PERIOD OF NOT LESS THAN 7 FULL DAYS WHILE MAINTAINING A CONCRETE TEMPERATURE ABOVE 54 DEGREES F FOR 14 DAYS. AFTER 30 DAYS, THE SPECIFIED WATER PROOFING COMPOUND SHALL BE APPLIED ACCORDING TO PRODUCT SPECIFICATIONS.

GENERAL AND MATERIAL NOTES
HEATED WALKWAY PROJECT
THOM DARGA, DARGAWORKS
TRAVERSE CITY, MICHIGAN

Prince-Lund Engineering, PLLC
P.O. Box 1286, Traverse City, Michigan 49783
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www.pleng.com

DRAWN BY: MAL
SCALE: AS NOTED
DATE: 08/2018
PROJECT ID: 1808-DHWGAW0905
DRAWING: DWG0905-01-1818
SHEET NO: 2.1

PROJECT: 1805-DARGAWORKS  
 DRAWING: TRAFFIC CONTROL/SOIL EROSION AND SEDIMENTATION PLAN  
 SHEET: 3.1  
 DATE: 05/18/18  
 SCALE: AS NOTED  
 DRAWN BY: MAL  
 CHECKED BY: [blank]  
 PROJECT ENGINEER: [blank]  
 PROJECT: 1805-DARGAWORKS  
 DRAWING: TRAFFIC CONTROL/SOIL EROSION AND SEDIMENTATION PLAN  
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 CHECKED BY: [blank]  
 PROJECT ENGINEER: [blank]



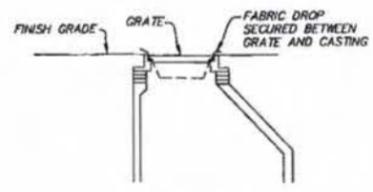
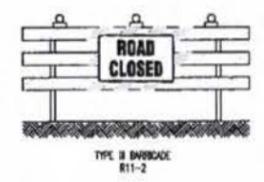
TRAFFIC CONTROL/SOIL EROSION AND SEDIMENTATION PLAN  
N75

**STORM WATER PROTECTION NOTES:**

- 1. INSTALL FABRIC DROP INLET FILTER PER DETAIL, THIS SHEET (2 TOTAL)

**SOIL EROSION AND SEDIMENTATION CONTROL AND MAINTENANCE NOTES**

1. THIS PROJECT SHALL BE CONSTRUCTED IN COMPLIANCE WITH PART 91 OF 1994 P.A. 451, AS AMENDED, THE SOIL EROSION AND SEDIMENTATION CONTROL ACT.
2. ALL EROSION AND SEDIMENT CONTROL WORK SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE CITY OF TRAVERSE CITY.
3. EROSION AND ANY SEDIMENTATION FROM WORK ON THIS SITE SHALL BE CONTAINED ON THE SITE AND NOT ALLOWED TO COLLECT ON ANY OFF-SITE AREAS OR IN WATERWAYS. WATERWAYS INCLUDE NATURAL AND MANMADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES AND PONDS.
4. STAGING THE WORK SHALL BE DONE BY THE CONTRACTOR OR CONTRACTOR'S REPRESENTATIVE AS DIRECTED IN THESE PLANS AND AS REQUIRED BY THE PROJECT ENGINEER TO ENSURE PROGRESSIVE STABILIZATION OF DISTURBED EARTH CHANGE. THE CONTRACTOR OR CONTRACTOR'S REPRESENTATIVE SHALL BE RESPONSIBLE FOR INSTALLATION AND MAINTENANCE OF SOIL EROSION AND SEDIMENTATION CONTROL DEVICES.
5. THE CONTRACTOR OR CONTRACTOR'S REPRESENTATIVE SHALL IMPLEMENT AND MAINTAIN SOIL EROSION CONTROL MEASURES AS SHOWN ON THE PLANS BEFORE AND AT ALL TIMES DURING CONSTRUCTION ON THIS PROJECT. ANY MODIFICATIONS OR ADDITIONS TO SOIL EROSION CONTROL MEASURES DUE TO CONSTRUCTION OR CHANGED CONDITIONS SHALL BE COMPLIED WITH AS REQUIRED OR DIRECTED BY THE CITY OF TRAVERSE CITY.
7. IF ANY OF THESE SECC MEASURES ON THE SITE ARE DEEMED INADEQUATE OR INEFFECTIVE, THE ENGINEER HAS THE RIGHT TO REQUIRE ADDITIONAL SECC MEASURES.
8. INSTALL INLET FILTERS ON ALL PAVEMENT DRAINAGE INLETS PER DETAIL.
9. INLET FILTERS SHALL BE INSPECTED WEEKLY OR MORE OFTEN AS DESCRIBED BELOW:
  - A. UNDER NORMAL CONDITIONS, WITHIN 24 HOURS OF RAINFALL AND DAILY DURING A PROLONGED RAIN EVENT.
  - B. BUILDUP OF SEDIMENT SHALL BE REMOVED PROMPTLY.
  - C. IF FABRIC DECOMPOSES OR BECOMES INEFFECTIVE PRIOR TO THE END OF THE EXPECTED USABLE LIFE AND BARRIER IS STILL REQUIRED, THE FABRIC SHALL BE REPLACED PROMPTLY.
10. ALL STOCKPILED SOILS SHALL BE MAINTAINED IN SUCH A MANNER AS TO PREVENT EROSION FROM LEAVING THE SITE. IF THE STOCKPILE WILL BE ON SITE FOR MORE THAN 30 DAYS, THE STOCKPILE MUST BE TARPED. SILT FENCE OR SANDBAGS MUST BE INSTALLED AROUND THE PERIMETER OF THE STOCKPILE.
11. ALL SOIL OR DIRT ON ANY ROAD OR OTHER PAVEMENT SHALL BE REMOVED IMMEDIATELY.
12. STREETS AND OR PARKING AREAS WILL BE SCRAPED ON A DAILY BASIS AND SWEEP AT A MINIMUM OF ONCE PER WEEK BY THE CONTRACTOR OR CONTRACTOR'S REPRESENTATIVE.
13. DURING DRY PERIODS, ALL DISTURBED AREAS SHALL BE WATERED FOR DUST CONTROL.
14. REMOVE ALL TEMPORARY SOIL EROSION DEVICES AFTER PERMANENT STABILIZATION IS ESTABLISHED.



DETAIL-FABRIC DROP INLET FILTER  
N75

**TRAVEL PATH NOTES**

1. ACCESSIBLE RAMPS ARE REQUIRED AT ENDS OF THE TEMPORARY BOARDWALK
2. NON-SLIP COATING SHALL BE APPLIED TO PLYWOOD
3. LENGTH OF TEMPORARY BOARDWALK SHALL BE DETERMINED BY LENGTH OF DISTURBED AREA TO SPAN

**ACCESSIBILITY NOTES**

1. ACCESS MUST BE MAINTAINED TO ALL BUSINESSES AT ALL TIMES. IF A BUSINESS HAS MULTIPLE ACCESS POINTS, ALL BUT ONE MAY BE CLOSED FOR CONSTRUCTION OPERATIONS.
2. CONSTRUCTION SHALL PROCEED IN SUCH A MANNER THAT ANY EXCAVATION THAT IS BEGUN MUST BE COMPLETELY BACKFILLED BY THE END OF THE DAY SUCH THAT FOOT TRAFFIC MAY UTILIZE THE WORK AREA.
3. CONTRACTOR SHALL PROVIDE TEMPORARY PLYWOOD RAMPS AND/OR BOARDWALKS BETWEEN BUSINESS EGRESS AND THE TEMPORARY PEDESTRIAN ROUTE WHERE PERMANENT SURFACES ARE INCOMPLETE.
4. CONTRACTOR SHALL MAINTAIN ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES.
5. CONTRACTOR SHALL CONSTRUCT AND MAINTAIN TEMPORARY ACCESSIBLE RAMPS AT LOCATIONS SHOWN ON THE PLANS. RAMPS SHALL HAVE SLOPES NO GREATER THAN 1:12 (8.33%).

**CONSTRUCTION SIGNING NOTES**

1. TEMPORARY TRAFFIC CONTROL SIGNING SHALL BE PLACED AND APPROVED BY THE ENGINEER PRIOR TO CLOSING THE SIDEWALK.
2. AS DIRECTED BY THE ENGINEER, THE CONTRACTOR SHALL PROVIDE AND MAINTAIN ANY ADDITIONAL SIGNS, BARRICADES AND LIGHTS WITHIN THE PROJECT TO PROTECT THE TRAFFIC AND WORK AREA.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COVERING AND UNCOVERING ALL CONSTRUCTION SIGNS AS NEEDED FOR THE PROPER MAINTENANCE OF TRAFFIC THROUGHOUT THE CONSTRUCTION AREA.

**TRAFFIC CONTROL/SOIL EROSION AND SEDIMENTATION PLAN**  
 HEATED WALKWAY PROJECT  
 THOM DARGA, DARGAWORKS  
 TRAVERSE CITY, MICHIGAN

**Prince-Lund**  
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 (616) 414-2885  
 www.prince-lund.com

DRAWN BY: MAL  
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 SHEET No: 3.1

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The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 20, 2016

DATE: JULY 14, 2016

FROM: *MC*  
MARTY COLBURN, CITY MANAGER

SUBJECT: COMPENSATION – ADMINISTRATIVE CONFIDENTIAL AND TECHNICAL (ACT) EMPLOYEES (NON-UNION EMPLOYEES)

The non-union employees of the City are referred to as the Administrative, Confidential and Technical (ACT) Group. This includes the senior management, management and other administrative employees. Changes to compensation cannot be retroactive for this employee group; and therefore, I recommend the following changes effective July 18, 2016:

- An increase to the pay scale of 2% for this Fiscal Year, effective July 18, 2016
- For those employees who opt out of the City's medical insurance program, increase the payment to such employees from \$2,400 per fiscal year to \$3,600 per fiscal year, pro-rated at \$300 per month. (The City's cost for a single-person on such plan is \$5,130.12; \$11,960.40 for double-coverage; and \$12,991.92 for family coverage, meaning the City would save the difference between the annual cost for the respective plan and \$3,600.)
- Paid vacation: add a tier for those employees with 20 or more years of continuous service of 184 hours (currently capped at 160 hours for employees with 15 or more years of continuous service.)
- Longevity - to comply with changes to the Fair Labor Standards Act: changed to a pro-rated payment added to the employee's hourly rate as follows: for 10 years continuous service, \$.15; for 15 years continuous service, \$.25; and for 25 years continuous service, \$.35.

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

**that the compensation for Administrative, Confidential and Technical (ACT) employees be adjusted as outlined in the City Manager's July 14, 2016, communication.**



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 15, 2016

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

SUBJECT: CLOSED SESSION – NEGOTIATION OF COLLECTIVE  
BARGAINING AGREEMENT

As allowed by the Open Meetings Act, I request that the City Commission go into closed session to discuss the strategy for negotiating the collective bargaining agreement with the General Municipal Employees Clerical/Technical Unit.

I recommend the following motion – 4 affirmative votes with a roll call vote is required:

**that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss negotiation and strategy in connection with the negotiation of all of the collective bargaining agreement with the General Municipal Employees Clerical/Technical Unit, as authorized by MCL 15.268(c).**

Following public comment, there may be action for the City Commission to take in connection with this matter.

MC/bcm

K:\tcclerk\city commission\closed session\collective bargaining\_20160718\_GMECT

copy: Kristine Bosley, Human Resources Director



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

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

SUBJECT: PARKS AND RECREATION COMMISSION – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katie Zeits regarding two expiring terms on the Parks and Recreation Commission. The seats are currently held Matthew Ross and Margaret Szajner (pronounced Shiner). 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 Matthew Ross and Margaret Szajner each be reappointed to one three-year term expiring September 1, 2019, seats previously held by Matthew Ross and Margaret Szajner, on the Parks and Recreation Commission.**

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 September 1, 2019, on the Parks and Recreation Commission, seats previously held by Matthew Ross and Margaret Szajner; and that Commissioners \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

MC/kez

K:\tcclerk\city commission\appointments\Parks & Rec\_20160718.doc

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Katie Zeits, Deputy City Clerk *KZ*  
DATE: July 14, 2016  
SUBJECT: Parks and Recreation Commission - Expiring Terms

There are two terms expiring on the Parks and Recreation Commission on September 1, 2019, seats currently held by Matthew Ross and Margaret Szajner.

Both incumbents have indicated their interest in being reappointed.

Mr. Ross, who was appointed in 2015, attended seven out of ten meetings.

Ms. Szajner attended ten out of fifteen meetings in 2015 and eleven out of twelve meetings in 2014.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in the Traverse City Young Professionals blog. Our office has also contacted all eligible individuals on file for this board. As a result, we have two applications on file so far from Andrew White and Tyler Bevier.

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

Thank you!

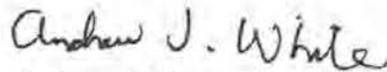
To the Traverse City Parks and Recreation Commission -

By way of introduction my name is Andrew White and I am writing to apply to serve on the Traverse City Parks and Recreation Commission. I have lived in Traverse City since 2001. I attended the Great Lakes Maritime Academy from 2001 through 2004, and since that time I have worked as a merchant marine officer on Great Lakes bulk carriers ("ore boats").

My particular interest in the parks and recreation committee has its origins in my academic background in environmental studies and my work in environmental education after graduating from college back in 1977. Also, I am very interested and involved in hiking, cycling, and cross-country skiing, and I often use our parks in those ways - so I could perhaps bring a helpful and different perspective to the Parks and Recreation Commission's meetings.

Working on ships on the Great Lakes has meant that I have often been away from home for extended periods of time. That has in the past made it difficult to participate in community activities, particularly those that require ongoing time commitments. Now that I am sailing on a very occasional basis (if at all, going forward) I would very much like to "give back" to the city community which has given me so much. I believe serving on the Parks and Recreation Committee would provide an opportunity in which I could both contribute and learn.

With Best Wishes -

  
Andrew J. White

City of Traverse City  
Application to Become Involved

DEC 21 2015



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

Board/Committee you are interested in serving (indicate up to three): PAKS & RECREATION COMMITTEE

Name: ANDREW J. WHITE

Residential Address: 253 E. 10TH STREET TRAVERSE CITY, MI. 49684  
(Street) (City) (State) (Zip)

E-Mail Address: woodstructures@hotmail.com

Preferred Phone No.: 231.645.1308 Additional Phone No.:

Occupation: MERCHANT MARINE OFFICER (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.

Andrew J. White  
Signature

DEC. 18, 2015  
Date

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

## **ANDREW J. WHITE**

253 E. 10<sup>th</sup> Street Traverse City, Michigan 49684  
Phone: 231.645.1308 e-mail: woodstructures@hotmail.com

### **Maintenance and Construction Experience**

Pendle Hill, Wallingford PA

Maintenance Coordinator May 1998 – May 2001

Worked as part of a two-person team responsible for the oversight of 23 buildings situated on 19 acres. Pendle Hill is a school and conference center which is operated by the Religious Society of Friends (Quakers).

Farm and Wilderness Foundation, Plymouth Vermont

Maintenance Director May 1988 – October 1996

Farm and Wilderness is a non-profit foundation which operates six summer camps on 2000 acres of land in Vermont. Responsible for care of vehicle fleet, buildings, and equipment. Supervised maintenance crew of college-age interns.

Maple Hill Construction, Plainfield Vermont

May 1983 – May 1988

Partner in small construction firm. Renovation and new construction work. Have held Michigan Residential Builders License since 1997.

### **Maritime Experience**

#### **License:**

United States Coast Guard 2nd Assistant Engineer Diesel, 3<sup>rd</sup> Assistant Engineer Steam. STCW endorsement. Original License June 2004. Upgraded June 2006.

#### **Work Experience:**

American Steamship Company, Williamsville NY

May 2005 – January 2012

Sailed for six years as a watchstanding engineer on American Steamship Company vessels, at first as a relief engineer, from July 2005 to January 2012 as a permanent employee.

### **Education**

Great Lakes Maritime Academy - Traverse City, Michigan

Associates Degree in Maritime Engineering May, 2004

Coursework and hands-on training in pumps, electrical systems, boilers, refrigeration, hydraulics, diesel engines, and control systems.

Antioch College - Yellow Springs, Ohio

Bachelor of Arts in Environmental Studies May, 1977

# City of Traverse City

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*I am applying to become more involved in city government to help bring a voice to the local millennial's in the community, that often feel their voice & ideas are not being heard by the local units of government. I believe my appointment to the city would help bring fresh ideas to various boards & committees in government. Growing up in suburban metropolitan Detroit, attending university in the City of Detroit, and now living in a more rural setting; I believe I can bring a more holistic approach to the various boards and commissions.*

*When I studied urban planning at Wayne State University, I created a 501(c)(3) non-profit on Michigan Avenue in Detroit to assist with the continued beautification of the corridors, and teamed up with Greening of Detroit to successfully plant 50 new trees on the corridor. This sense of community involvement would be an asset to the various boards. Additionally, I am an active volunteer at my local church here in Traverse City, and have helped the DDA & DTCA with various events they are showcasing.*

*As a current DDA Director in the Village of Bellaire, I believe I could bring the knowledge and leadership skills of serving on a local board for the municipality.*

*Sincerely,*

*Tyler Bevier*

# Tyler Bevier

1022 Lake Ridge Drive  
Apt #3  
Traverse City, MI, 49684

Tele: 248-877-1738  
Email: [tylerbevier@gmail.com](mailto:tylerbevier@gmail.com)

## Profile

I set the benchmark & standards high for myself, as I always try to go above & beyond what is expected. I try to take on new tasks, meanwhile maintaining a high performance standard.

## Experience

### **Bellaire Downtown Development Authority Director: 11/15 - Current**

As one of Michigan's youngest DDA directors, I am crafting the Development Plan & Tax-Increment Financing Plan for the Village of Bellaire. This will entail creating TIF Tables to show what the 30-year TIF Capture will be for participating taxing jurisdictions, and what our planned public improvements are. Additionally, this will involve meeting with local, county & regional stakeholders to receive their feedback on our development & TIF Plans.

### **Grand Traverse County Planning & Development Contract-Employee –8/14 - Current**

Assisted in administering their CDBG MSHDA Homeowner rehabilitation program, helping low-income homeowners with interior & exterior repairs & no-interest loans. Lead a successful crowdfunding committee to raise \$5,000.00 towards downtown Traverse City, with matching funds from MEDC. Helped lead re-branding efforts for the 8th street corridor; partnering with businesses & residents to rename to "North Boardman Lake District". Additionally, assisted greatly in presentations for various staff, and public engagement sessions

### **Bay Area Transportation Authority, Traverse City— Marketing Intern 7/1/14-8/1/15**

As an unpaid intern, I assist in the social-media outreach for various events and changes at the transit authority. I have assisted in the partnership with TART Trails for their Smart-commute week, as well as other events in Traverse City.

### **Traverse City Downtown Development Authority— Planning Intern 5/14/14 — 9/14/14**

Prepared presentations for the DDA Board on a parking and TIF District analysis I conducted, as well as assisted in the DDA's event promotions & local block parties

### **Michigan Avenue Coalition, Detroit, Michigan, President**

Started a 501(c) 3 non-profit in Detroit's neighborhood of Corktown. We assisted in planting over 50 trees as well as installing beautification elements on various corridors. Additionally, helped shovel sidewalks in the winter along neighborhood streets.

Education

**Wayne State University, Detroit, Michigan, Urban Studies & Political Science 3.72 GPA**

Skills

Community Relations, Strong Interpersonal Skills, Charismatic public skills, Urban Development, Place-making engagement, Microsoft Office, Imovie, Keynote & Pages

References

Available on request

RECEIVED

MAY 13 2016

City of Traverse City  
Application to Become Involved

CITY OF TRAVERSE CITY  
CITY CLERKS OFFICE



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

Board/Committee you are interested in serving (indicate up to three): Downtown Development Authority,  
Parks & Recreation, Planning Commission

Name: Tyler Bevier

Residential Address: 1022 Lake Ridge Dr. Apt #3, TC, MI, 49686  
(Street) (City) (State) (Zip)

E-Mail Address: tylerbevier@gmail.com

Preferred Phone No.: 248-877-1738 Additional Phone No.: \_\_\_\_\_

Occupation: DDA Director / City Planner (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.**

Tyler Bevier  
Signature

5/13/2016  
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!

**Parks & Recreation Commission**

	<u>Initial Apt. Date</u>	<u>Termination</u>
Margaret Szajner (Chairperson) 647 West Orchard Dr, TC, 49686 392-3933 (Res) 941-1986 (Bus) <a href="mailto:keedanlex@gmail.com">keedanlex@gmail.com</a>	08/16/10	<del>09/01/16</del> 09/01/19
	<i>Seeking Reappointment</i>	
Danielle Rearick 626 W. 8th St, TC, 49684 590-7476 (Res) 922-9600 (Bus) <a href="mailto:danielle@byte-productions.com">danielle@byte-productions.com</a>	09/04/12	09/01/18
William Dorrier 601 Highland Park Dr., TC, 49686 499-7058 (Res) <a href="mailto:dorrier509@yahoo.com">dorrier509@yahoo.com</a>	12/21/15	09/01/17
Brooke DiGiacomo 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) <a href="mailto:brookedigiacomo@gmail.com">brookedigiacomo@gmail.com</a>	10/07/13	09/01/17
Matthew Ross (Vice Chairperson) 625 W. Seventh St, TC, 49684 231-409-1943 (Cell) <a href="mailto:matthewross538@gmail.com">matthewross538@gmail.com</a>	05/04/15	<del>09/01/16</del> 09/01/19
	<i>Seeking Reappointment</i>	
Sabrina Newton 206 N. Oak St, TC, 49684 360-5099 (Cell) <a href="mailto:sdnewton@yahoo.com">sdnewton@yahoo.com</a>	02/16/16	09/01/18
Michelle Schuett City Manager Designee 516 ½ E. Front St. Apt. 6, TC, 49686 979-324-6111 (Cell) <a href="mailto:michelle.schuett@gmail.com">michelle.schuett@gmail.com</a>	12/22/15	11/13/17

All appointments are 3-year terms expiring 09/01.

This Commission consists of 7 members who are registered electors of the City. One member is the City Manager or designee, the other 6 are appointed by the City Commission.

**Purpose:** to make recommendations (advisory capacity) to the City Commission on matters relating to the operation, development, and planning of parks, recreation and cemetery services and activities.

Meets the 1st Thursday each month at 6:30 pm in the Commission Chambers.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 18, 2016

DATE: JULY 14, 2016

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

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – UNEXPIRED TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding a resignation by David Downer from the Brown Bridge Advisory Committee. This is a City Commission appointment and there is one applicant on file. Due to the unexpired term ending on October 5, 2016, it is recommended that the person filling this position be appointed to a subsequent term ending October 7, 2019.

The following are sample motions:

1 – to establish an ad hoc interview committee

**that the resignation of David Downer dated June 27, 2016 from the Brown Bridge Advisory Committee, be accepted and that an ad hoc interview committee be established to make recommendation regarding one three-year term expiring October 7, 2019, on the Brown Bridge Advisory Committee, seat previously held by David Downer; and that Commissioners**

**\_\_\_\_\_ , \_\_\_\_\_ , and \_\_\_\_\_ be appointed to such Committee, with Commissioner \_\_\_\_\_ to serve as Chair.**

2 – to appoint applicant

**that the resignation of David Downer dated June 27, 2016 from the Brown Bridge Advisory Committee be accepted and that Michael Vickery be appointed to one three-year term expiring October 7, 2019, seats previously held by David Downer, on the Brown Bridge Advisory Committee.**

MC/kez

K:\tcclerk\city commission\appointments\BBAC\_20160718.doc

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# Memorandum

The City of Traverse City



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TO: Marty Colburn, City Manager  
FROM: Katie Zeits, Deputy City Clerk *KZ*  
DATE: July 14, 2016  
SUBJECT: Brown Bridge Advisory Committee – Unexpired Term

There is one unexpired term on the Brown Bridge Advisory Committee expiring October 5, 2016. This seat was previously held by David Downer who has elected to resign.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in the Traverse City Young Professionals blog. Our office has also contacted all eligible individuals on file for this board. As a result, we have one application on file from Michael Vickery.

Because this term expires on October 5<sup>th</sup> of this year, I recommend making an appointment to not only fill the position for the remaining of this term, but for the subsequent term as well.

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

Thank you!



Katelyn Zeits &lt;kzeits@traversecitymi.gov&gt;

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**Fwd: Resignation**

**Deni Scrudato** <deniscrudato@yahoo.com>  
To: Kate Stroven <kstroven@traversecitymi.gov>  
Cc: Steve Largent <slargent@gtcd.org>

Wed, Jun 29, 2016 at 5:58 PM

FYI

Sent from my iPhone

Begin forwarded message:

**From:** dave's Gmail <downerdave46@gmail.com>  
**Date:** June 27, 2016 at 10:50:10 AM EDT  
**To:** Deni Scrudato <deniscrudato@yahoo.com>  
**Subject:** Resignation

Hi Deni,

I should have written this immediately following the last BBAC meeting. Procrastination seems to become part of my life. Anyway, following the last meeting it was apparent that the City, Band, and BBAC cannot be dissuaded from proceeding with this large wood habitat project. I feel that this is going to cause significant environmental harm to the Boardman River. Therefore, for me to continue to be part of an organization that is apparently promoting this, would be hypocritical on my part.

Therefore please accept this as my letter of resignation from the BBAC.

I wish you all health, wellness, and success in your future endeavors.

Sincerely,  
Dave Downer

Sent from my iPad

RECEIVED

FEB 19 2016

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



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

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

Library Board, Brown Bridge Advisory, DDA

Name: Michael Vickery

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

E-Mail Address: VICKERY@ALMA.EDU

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

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

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

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

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

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

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

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

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

Michael Vickery  
Signature

2/19/16  
Date

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



Katelyn Zeits <kzeits@traversecitymi.gov>

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## Application for Library Board

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Micheal R. Vickery <vickery@alma.edu>  
To: "kzeits@traversecitymi.gov" <kzeits@traversecitymi.gov>

Fri, Feb 19, 2016 at 3:43 PM

Dear Katie,

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

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

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

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

Regards,

Micheal Vickery

319 Washington St.

Traverse City, MI 49684

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



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

## Micheal R. Vickery

319 Washington St.  
Traverse City, MI 49684  
989.400.3229  
[vickery@alma.edu](mailto:vickery@alma.edu)

### PERSONAL & PROFESSIONAL INTERESTS

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

### EDUCATION

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

### EXPERIENCE

#### Recent Volunteer Experience

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

#### Current Professional Experience, Alma College, Michigan

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

#### Other Selected Administrative & Service Experience

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

### REFERENCES

Available on request

**Brown Bridge Advisory Committee**

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 <a href="mailto:nasper@mainstreammkt.com">nasper@mainstreammkt.com</a>	05/02/11	10/03/16
Amy Shamroe (City Commission Rep, City Res) 511 Depot View #20, TC, 49686 517-930-9999 (Res) <a href="mailto:ashamroe@traversecitymi.gov">ashamroe@traversecitymi.gov</a>	12/21/15	10/02/17
David Downer 1965 River Rd. TC, 49686 941-7122 (Res) 357-4592 (Cell) <a href="mailto:briverdown@charter.net">briverdown@charter.net</a>	09/07/10 (Eff. 10/04/10)	<del>10/05/16</del> 10/07/19
	<b>- Resigned</b>	
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) <a href="mailto:backhome@earthlink.net">backhome@earthlink.net</a>	10/02/07	10/02/17
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) <a href="mailto:pmaxba@gmail.com">pmaxba@gmail.com</a>	03/18/13	10/01/18
Edward Flees 3022 Brown Bridge Rd, TC, 49696 947-9157 (Res) <a href="mailto:mary_flees@yahoo.com">mary_flees@yahoo.com</a>	10/06/14	10/02/17
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) <a href="mailto:kreftengr@charter.net">kreftengr@charter.net</a>	03/05/07	10/01/18
Kathleen Kasdorf 3683 Broadview Ter, TC, 49684 (970) 692-9726 (Cell) 276-7637 (Bus) <a href="mailto:kathleen.kasdorf@interlochen.org">kathleen.kasdorf@interlochen.org</a>	10/07/13	10/03/16
Judith Nemitz	03/24/05	10/01/18

4572 Albert Courtade Rd, TC, 49686  
632-9009 (Res) 995-1755 (Bus)  
[jinemitz@yahoo.com](mailto:jinemitz@yahoo.com)

Deni Scrudato (City Resident) 422 E. State St, TC, 49686 922-5938 (Res) <a href="mailto:deniscrudato@yahoo.com">deniscrudato@yahoo.com</a>	09/07/10	10/01/18
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Jamie Kidwell-Brix (City Resident) 1005 E Front St., TC, 49686 (361) 549-2050 (Res) <a href="mailto:jamie.kidwell@gmail.com">jamie.kidwell@gmail.com</a>	12/21/15	10/03/16
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Dave Green, Staff

Resources:

Steve Largent  
Boardman River Program Coordinator  
Grand Traverse Conservation District  
1450 Cass Road  
Traverse City, MI 49685  
Office: 941-0960  
Fax: 941-0837  
E-mail: [slargent@gtcd.org](mailto:slargent@gtcd.org)

All appointments are three-year terms expiring the first Monday in October.

The Committee meets quarterly on the third Thursday of that month.

**This Committee consists of twelve members (not less than six members shall be City residents). They are selected as follows:**

One member of the City Commission – selected by it

One member is the City Manager or its designee – selected by City Manager

All other members appointed by the City Commission (again, half of all members must be city residents)

**Purpose:** To make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager.

Committee established by the City Commission on October 4, 1993.

Resolution establishing the Brown Bridge Advisory Committee as a twelve-member committee, to allow for the establishment of a seat to be nominated by the Traverse City Light and Power Board was adopted by the City Commission on June 4, 2001 -- this Resolution supersedes the April 3, 1993, action of the City Commission relating to the establishment and composition of the Committee.

Ordinance Amendment 651 (enacted 8-16-04) revised manner in which appointments are made; the method for appointments in light of this change is reflected above. Ordinance Amendment 872 (enacted 8-16-2010) revised manner in which appointments are made; therefore removing the provision for a Traverse City Light and Power Board seat nomination. Ordinance Amendment 1012 (enacted 2-17-15) which modifies the composition and organization of the committee, giving voting authority to the City Commissioner representative.

CITY OF WASHINGTON  
**LIGHT AND POWER BOARD**

7/18 correct

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, May 24, 2016

**Board Members -**

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

Absent:

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Karla Myers-Beman, Kelli Schroeder, Jennifer St. Amour

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

Tim Werner requested item 2b be removed from the Consent Calendar for full discussion.

**Item 2 on the Agenda being Consent Calendar**

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

- a. Minutes of the Regular Meeting of May 10, 2016.

CARRIED unanimously.

**Items Removed from the Consent Calendar**

- a. Consideration of the transfer of funds from the Fiber Fund to Electric Fund.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Moved by Shamroe, seconded by Palisin, that the Board authorizes the interfund transfer of \$175,000 from the Fiber Fund to the Electric Fund.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

None.

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

a. From Legal Counsel.

None.

b. From Staff.

1. TCL&P Funding Survey results presentation.

The following individuals addressed the Board:

Cathlyn Sommerfield, Ph.D., CS Research & Consulting, LLC  
Kelli Schroeder, Manager of HR & Communications  
Karla Myers-Beman, Controller  
Marty Colburn, City Manager

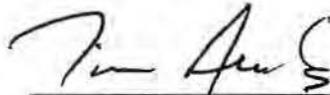
c. From Board.

None.

**Item 7 on the Agenda being Public Comment**

Rick Buckhalter, 932 Kelley St., ratepayer

There being no objection, Chairman Geht declared the meeting adjourned at 6:36 p.m.



\_\_\_\_\_  
Tim Arends, Secretary  
LIGHT AND POWER BOARD

/js

TRAVERSE CITY  
LIGHT AND POWER BOARD

7/18 cc report

Minutes of Special Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, June 07, 2016

**Board Members -**

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

Absent: Amy Shamroe

**Ex Officio Member -**

Present: Penny Hill, Assistant City Manager

**Others:** Karla Myers-Beman, W. Peter Doren, Kelli Schroeder, Scott Menhart, Peter Schimpke, Jennifer St. Amour

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

**Item 2 on the Agenda being Consent Calendar**

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

- a. Minutes of the Regular Meeting of May 24, 2016.
- b. BW-31 Project Authorization Request.
- c. Electric and Fiber Fund Budget and Capital Plan.
- d. That the Chairman and Secretary be authorized to enter into an agreement with the City of Traverse City to provide funding for the Garland Street Decorative lighting system in the amount of \$169,000.00, more or less. That the Executive Director be authorized to execute a purchase order to the Stress Crete Group in the not to exceed amount of \$41,650.00, more or less.
- e. 2016-2017 Insurance Renewal.

CARRIED unanimously.

**Items Removed from the Consent Calendar**

None.

**Item 3 on the Agenda being Unfinished Business**

None.

**Item 4 on the Agenda being New Business**

- a. Approval of wind purchase power commitment with Michigan Public Power Agency.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Patrick Bowland, MPPA  
Brent Henry, MPPA  
Karla Myers-Beman, Controller

The following individuals from the Public addressed the Board:

Kate Madigan, 400 Boughey St., ratepayer  
Dave Petrove, 9988 Riley Rd., Interlochen, non-ratepayer  
Eric Keller, 251 E. Tenth St., ratepayer

Moved by Taylor, seconded by Spence, the Board authorizes the designated member representative of the MPPA & TCL&P Energy Services agreement, the Executive Director, to sign MPPA's letter of authorization for the Wind Energy Purchase Power commitment.

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

- a. From Legal Counsel.

None.

- b. From Staff.

1. High level discussion regarding large scale Solar generation as it pertains to TCL&P.

6:38 p.m. - John Taylor departed the meeting.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Patrick Bowland, MPPA  
Brent Henry, MPPA

7:15 p.m. - Bob Spence departed the meeting.

The following individuals from the Public addressed the Board:

Greg Reisig, NMEAC, non-ratepayer  
Ann Rogers, 1236 Peninsula Dr., ratepayer  
Kate Madigan, 400 Boughey St., ratepayer

2. Presentation of third quarter financial report.

The following individuals addressed the Board:

Tim Arends, Executive Director

a. From Board

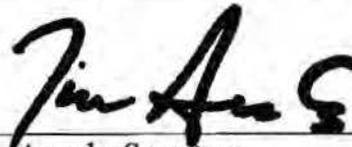
None.

**Item 7 on the Agenda being Public Comment**

a. General

No one from the public commented.

There being no objection, Chairman Geht declared the meeting adjourned at 7:19 p.m.



\_\_\_\_\_  
Tim Arends, Secretary  
LIGHT AND POWER BOARD

/js

# CITY OF TRAVERSE CITY

## Minutes

### Traverse City Arts Commission

April 20, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:30 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Amy Shamroe, Rick Korndorfer, Brooke DiGiacomo, and Jackie Shinnars.

Also present: Katie Zeits

The following were absent: Deb Lake and Jan Warren.

Various announcements were given.

Without objection by the Commission, Chair Mary Gillett changed the order of items on the agenda.

1. First item being, "Consideration of approving minutes from the Regular Meeting of March 16, 2016."

It was moved by Minervini, seconded by Shamroe to approve the minutes from the Regular Meeting of March 16, 2016, as amended.

AIF/MC (Lake and Warren absent)

2. Next item being a "Presentation from representatives of the Traverse City Coast Guard City Committee."

Representatives Steve Perdue, Polly Cairns, and Greg Matyas gave a presentation on a proposed monument to honor the Coast Guard and Traverse City as a Coast Guard City.

The following addressed the Commission:

Patty Pelizzari

By consensus, Ms. Zeits will update the Coast Guard City Committee on the recommendations of the Arts Commission,

3. Next item being "Consideration of selecting a Vice Chairperson."

It was moved by Kordorfer, seconded by Shamroe to appoint Christie Minervini as Vice Chairperson of the Arts Commission, term expiring June 15, 2016.

AIF/MC (Lake and Warren absent)

4. Next item being, "Outreach: pop-up park."

It was moved by Shamroe, seconded by DiGiacomo, to allocate \$250 to the pop-up park event, with funds available in the Public Art Trust Fund.

AIF/MC (Lake and Warren absent)

5. Next item being, "Projects/Planning: update regarding the Bryan Crough Memorial."

By consensus, Chair Mary Gillett will approach stakeholders in regard to changing the location of the Memorial to Lay Park.

The following addressed the Commission:

Todd McMillen

Patty Pelizzari

6. Next item being, "Projects/Planning: review of recommendation list."

The recommendation list was reviewed and discussed.

The following addressed the Commission:

Patty Pelizzari

Todd McMillen

7. Next item being, "Public Comment."

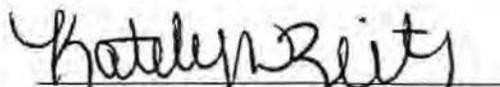
- a. General.

None.

- b. Commissioners.

None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 4:50 p.m.

  
Katelyn Zeits, Designated Secretary

## CITY OF TRAVERSE CITY

### Minutes

#### Traverse City Arts Commission

May 18, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:32 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jan Warren, Deb Lake, and Jackie Shinnars.

Also present: Katie Zeits

The following were absent: Rick Korndorfer, Amy Shamroe, Brooke DiGiacomo, and Jason Dake.

Various announcements were given.

1. First item being, "Consideration of approving minutes from the Regular Meeting of April 20, 2016."

It was moved by Minervini, seconded by Warren to approve the minutes from the Regular Meeting of April 20, 2016.

AIF/MC (Korndorfer, Shamroe, DiGiacomo, and Dake absent)

2. Next item being "Administration."

Ms. Gillett advised the Commission of new member Jason Dake and indicated he would be present the next meeting.

By consensus, Ms. Lake will choose an Arts Commissioner to attend Art Selection Panel meetings when she is unavailable.

3. Next item being "Projects/Planning."

Bryan Crough Memorial Update:

It was moved by Shinnars, seconded by Warren to approve the Bryan Crough Memorial RFQ, as amended.

AIF/MC (Korndorfer, Shamroe, DiGiacomo, and Dake absent)

Planning:

General discussion took place. By consensus, proposed art projects will be prioritized.

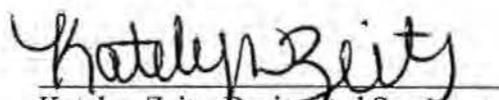
City Commissioner Gary Howe presented the Great Change Out project which would change art in the City Commission chambers on a scheduled basis. By consensus, Commissioner Howe will continue seeking input and support from the City and County.

Update:

By consensus, Ms. Gillett will be in contact with the Coast Guard City Committee to offer names of professional artists for guidance.

4. Next item being, "Outreach  
Ms. Minervini gave a general update.
5. Next item being, "Fundraising."  
Ms. Warren gave a general update.
6. Next item being, "Education."  
This item was not discussed.
7. Next item being, "Public Comment."
  - a. General.  
Patty Pelizarri
  - b. Commissioners.  
None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 4:56 p.m.

  
Katelyn Zeits, Designated Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Regular Meeting**

**TUESDAY, May 3, 2016**

**7:30 P.M.**

**Commission Chambers**  
**Governmental Center, 2nd Floor**  
**400 Boardman Avenue**  
**Traverse City, Michigan 49684**

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

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

**PRESENT:** Commissioners Michael Dow, Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson (arrived at 7:51 p.m.), Jim Tuller Jan Warren and Camille Weatherholt

**ABSENT:** Chairperson John Serratelli

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

3. **ANNOUNCEMENTS-** Mr. Soyryng announced that the Planning Commission will not hold a study session on May 17, 2016. Instead, Planning Commissioners will be encouraged to attend the 8<sup>th</sup> Street Charrette meetings at the Park Place Dome on May 16 from 7-9 p.m., May 18 from 7-9 p.m. and May 20 from 4-7 p.m. The meetings will be posted as possible public meetings as there may be a quorum of Planning Commissioners present. For more information about the 8<sup>th</sup> Street Charrette, please visit the project page at [www.envision8th.org](http://www.envision8th.org)

Mr. Soyryng further announced that the four scenarios presented as part of the West Boardman Lake District were distributed on Planning Commissioners desks and are on display outside the Commission Chambers for the public to review.

4. **APPROVAL OF MINUTES**

A. April 5, 2016 Regular Meeting minutes and April 20, 2016 Special Meeting minutes (Approval recommended)

Motion by Commissioner Howe, second by Commissioner Dow, to approve the April 5, 2016 Regular Meeting minutes and April 20, 2016 Special Meeting minutes.

Motion carried 7-0 (Commissioner Richardson and Chairperson Serratelli absent).

5. OLD BUSINESS- None.

6. NEW BUSINESS

A. Northwestern Michigan College Master Site and Facilities Plan (Presentation and Discussion)

Mr. Soyring explained that certain unique areas in our community are considered campus areas and are required to complete a Master Site Facilities Plan. A Master Site and Facilities Plan is required for current uses on all contiguous property owned by Northwestern Michigan College (NMC) and all anticipated uses within a minimum of the next five years. The procedure for reviewing the Master Site and Facilities Plan is in the Zoning Code Section 1366.08.

The presentation tonight is an introduction and presentation by NMC. At the next regular meeting, staff will complete a formal review and will provide a detailed staff report regarding Master Site and Facilities Plan.

John Dancer, Cornerstone Architects, presented on behalf of Northwestern Michigan College.

Commission discussion included comments related to pedestrian circulation on College Drive, and parking on Milliken Drive and East Front, and pedestrian connectivity through the property located on Milliken/East Front Street.

The following individuals addressed the Commission.

- Bill Twietmeyer, 300 East Bay Blvd, made general comments

No action was taken. The topic will be on the June 7, 2016 meeting for possible action.

B. Accessory Dwelling Unit (ADU) ordinance (Review and Discussion)

Mr. Soyring explained the memo dated April 19, 2016 regarding a summary of accessory dwelling units permitted in 2015 and 2016. He explained that there is currently a "waiting list" of approximately 7 tentatively reserved 2017 ADU permits. Mr. Soyring recommends no changes to the ordinance at this time due to the ordinance still being in its infancy.

Commissioner Richardson arrived at 7:51 p.m.

Commission discussion included that even though 20 permits have been issued only about 6 have achieved a certificate of occupancy. In addition, Mr. Soyring indicated that the City does not track if the units are actually rented. Anecdotally, Mr. Soyring mentioned that some of the permitted ADU's do not intend to rent the units out. In addition, possibly offering a different process for ADU's for family members was discussed. Discussion included not having enough data to evaluate the ordinance. Additionally, discussion regarding the idea of removing the limit of 10 per year as well of lessening some of the conditions related to ADU's. Discussion also included that there are concerns from the public regarding allowing increased density in single-family districts and the possible associated nuisances like parking and congestion.

The following individuals addressed the Commission.

- Todd Brown, 1763 Indian Woods Drive, made general comments
- Rick Buckhalter, 932 Kelley Street, made general comments

No action was taken. In April 2017, the Planning Commission will review the Accessory Dwelling Unit ordinance after it has been in place for 2 years.

**7. CORRESPONDENCE**

- A. Community Development Update from Jean Derenzy dated April 15, 2016
- B. Climate Health Training handout

**8. REPORTS**

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

**9. PUBLIC COMMENT**

- Todd Brown, 1763 Indian Woods Drive, made comments regarding NMC's Master Site and Facilities plan

10. ADJOURNMENT

Vice-Chairperson Koebert adjourned the meeting at 8:47 p.m.

Date: June 7, 2016

Respectfully submitted,  
Janet Fleshman ps  
Janet Fleshman, Secretary

# CITY OF TRAVERSE CITY

## Minutes

### United States Coast Guard City Committee

May 5, 2016

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

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

Also present was Katelyn Zeits and Commissioner Amy Shamroe.

The following was absent: Tom Allard.

Stan Simons chaired.

Various Announcements were given.

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

It was moved by Baker, seconded by Perdue to approve the minutes from the April 7, 2016 regular meeting.

AIF/MC (Allard absent)

2. Next item being "Update regarding the Les and Anne Biederman Foundation Grant."

Mr. Simons indicated that the Committee has received a grant award from the Foundation for use towards the Coast Guard Monument in the amount of \$15,000.

3. Next item being "Update regarding presentation to the Arts Commission."

Commissioner Amy Shamroe presented the Arts Commissions feedback to the Committee. By consensus, the Committee will reach out to other local arts for their feedback on the monument as presented.

4. Next item being "Update regarding Grand Traverse Lighthouse Museum exhibit."

Committee members are still searching for a location to host the exhibit.

5. Mr. Simons introduced discussion regarding Friday Night Live.

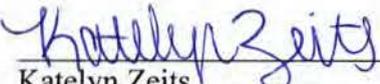
By consensus, Ms. Zeits will apply for Friday Night Live.

6. Next item being "Public Comment."

None.

7. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:50 p.m.

  
Katelyn Zeits  
Recording Secretary

# CITY OF TRAVERSE CITY

## Minutes

### Traverse City Art Selection Panel

March 21, 2016

A Regular Meeting for the Traverse City Art Selection Panel was called to order in the Second Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 2:30 p.m.

The following were present, constituting a quorum: Todd McMillen, Deb Lake, Kathleen Kasdorf, Patty Pelizzari, and Susan Nichols.

Also present: Katie Zeits

The following were absent: None.

Various announcements were given.

1. First item being, "Welcome and Introductions."

City Clerk Benjamin Marentette welcomed everyone to the meeting and proceeded to give the oath of office to each member. Panel members then gave a brief introduction for themselves.

2. Next item being, "Presentation from the City Clerk."

City Clerk Benjamin Marentette gave an overview to Panel regarding their position and what it means to serve on the Panel.

3. Next item being "Discussion regarding general direction of the Art Selection Panel."

By consensus, the Panel will meet on the first Monday of each month at 3:30 PM. Also by consensus, the Panel will discuss bylaws, and choose officers at its next meeting of April 4, 2016.

4. Next item being, "Public Comment."

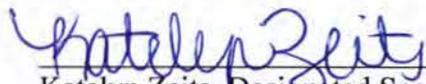
- a. General.

None.

- b. Panel Members.

None.

There being no objection, Katelyn Zeits adjourned the meeting at 3:16 p.m.

  
\_\_\_\_\_  
Katelyn Zeits, Designated Secretary

# Parking Services

Quarter 4

Fiscal Year 2015-2016

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## Our Mission Statement

To promote commerce and quality of life in Downtown, NMC Campus, and Munson Hospital area by effective management of cars and bikes in those areas. We do this with the highest level of customer service, efficient management and effective problem solving.

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## Q4 at a Glance

### Pay Station Implementation

On June 20<sup>th</sup>, we implemented new pay stations in Lot D (2) – 300 E. Grandview Parkway, Lot E (1) – 100 W. State Street, Lot G (3) – 100 E. State Street, Lot K (2) – alley east of 200 S. Union Street, Lot N (2) – off of the north alley 200 Washington Street, and Lot X (2) – Hall Street south of Inside Out Gallery. Based on feedback from the pay station install in May of 2015, we decided on a soft-launch or phased approach. During the transition period, the coin only meters remain in the lots along with the pay stations. Parkers will have the option of paying with coin at the coin only meters or paying with cash, coin or credit at the pay stations. Having both meter devices in the lots allows parkers to identify new pay station locations and familiarize themselves with the steps to initiate a parking session.

The implementation included the replacement of the two Shelby (pay station) units with Luke IIs on the ground level of the Old Town Garage.



## Current Projects

### Back-in/Forward-Out Angle Parking

The Engineering Department has implemented a new concept for on-street parking in the Traverse City area. The west side of Hall Street has been reconfigured for back-in/forward-out angle parking. *What is the proper way to back-in/forward-out angle parking?* 1) Slow down and signal a right turn when approaching the space. The same as parallel parking. 2) Pull past the parking space and stop. 3) Reverse into the parking space. *Is traditional angle parking allowed in back-in/forward-out angle parking spaces?* NO. It is improper and unsafe to cross the center line and pull into the space with the front of the vehicle first. For additional information, check-out the Parking FAQ page on the website.

## Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 5/31/2016 which is the most current available report. Please refer to the Parking System Fund monthly report for details on all revenue and expense line items.

	INITIAL BUDGET	THIS YEAR	% EXPENDED REALIZED
651.00 DECK PROCEEDS	345,000.00	321,369.15	93.15
652.00 FEES COIN	800,000.00	1,200,926.85	150.12
653.00 SURFACE PERMITS	240,000.00	208,921.42	87.05
653.05 DECK PERMITS	440,000.00	569,540.15	129.44
656.10 FINES	335,000.00	333,080.66	99.43
740.00 OPERATION SUPPLIES	46,000.00	31,037.81	67.47
801.00 PROFESSIONAL AND CONTRACTUAL	955,000.00	780,519.75	81.73
900.00 PRINTING AND PUBLISHING	22,000.00	9,862.31	44.83
920.00 PUBLIC UTILITIES	150,000.00	83,761.81	55.84
930.00 REPAIRS AND MAINTNENACE	572,000.00	149,163.65	26.08
940.00 RENTAL EXPENSE	119,000.00	142,957.74	120.13
977.00 EQUIPMENT	197,000.00	89,728.00	45.55
<b>GRAND TOTALS</b>	<b>5,792,200.00</b>	<b>4,550,321.57</b>	<b>78.56</b>

## Big Data

We would like to begin providing information based on actual data collected in our systems. Our goal is to help decision makers have the information they need to make sound decisions and to better inform the general public about the parking system.



## Garland Street Parking

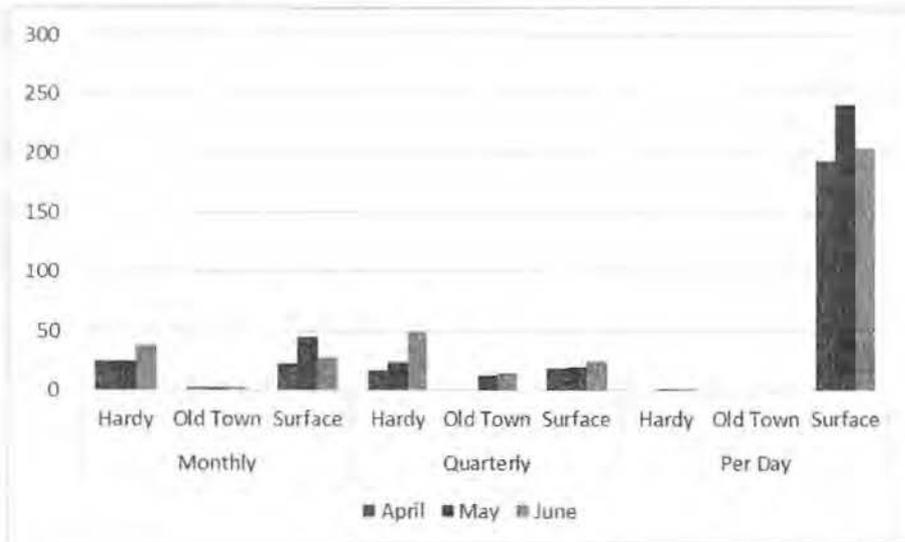
The Garland Street Reconstruction is shaping up to be a fitting enhancement to the Warehouse District. As construction is completed in sections, the street is being opened to the public for use. Please familiarize yourself, and keep in mind the Woonerf "shared space" street design. The different colored pavement is used to identify the lanes, sidewalk, and parking spaces. All parking spaces have 2 hour meters. Parking along the buildings or outside of metered spaces may mean you are parked on the sidewalk or in the roadway.

## New Oversized Vehicle Rate

The hourly rate for Vehicle and Trailer spaces in Lot D – 300 E. Grandview Parkway has increased to \$2.00/hour. These spaces are signed, and only available for use by vehicle with trailers attached.

## Permits Sold

The graph provides a breakdown on the types of permits sold by revenue line item and amount of time purchased. Quarterly permits sold outside the calendar quarter are pro-rated, but still reflected as a quarterly permit sale.



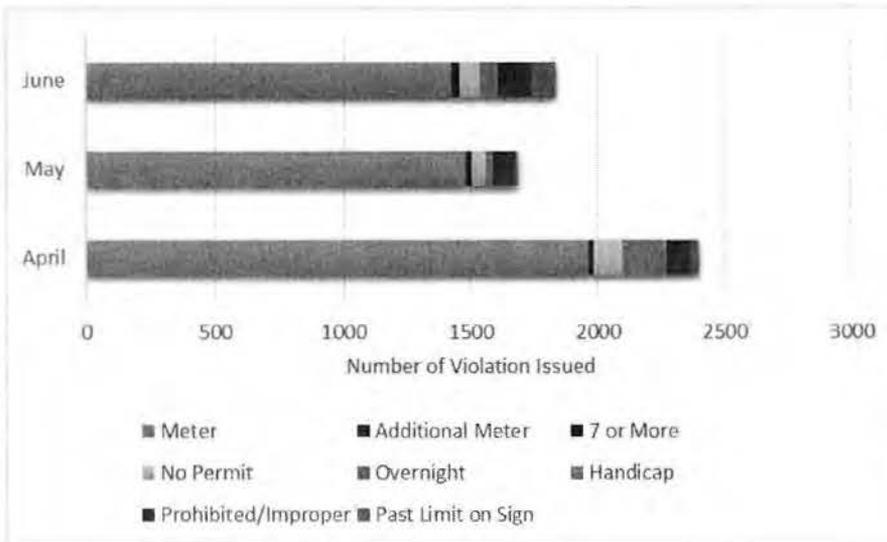
## Citations Issued by Violation Code

The graph provides an overview of the types of citations written. Each category is violation specific except the category Prohibited/Improper which is compiled of multiple violation codes, such as: in bus or taxicab area, in front of driveway, in alley, where prohibited by sign, obstructing traffic, for a prohibited purpose, direction parked & along curb, etc. The violations are not location specific and include citation issued in Cherry Capital Airport, the Downtown District, Munson Medical Area, Northwestern Michigan College, and Residential Areas.



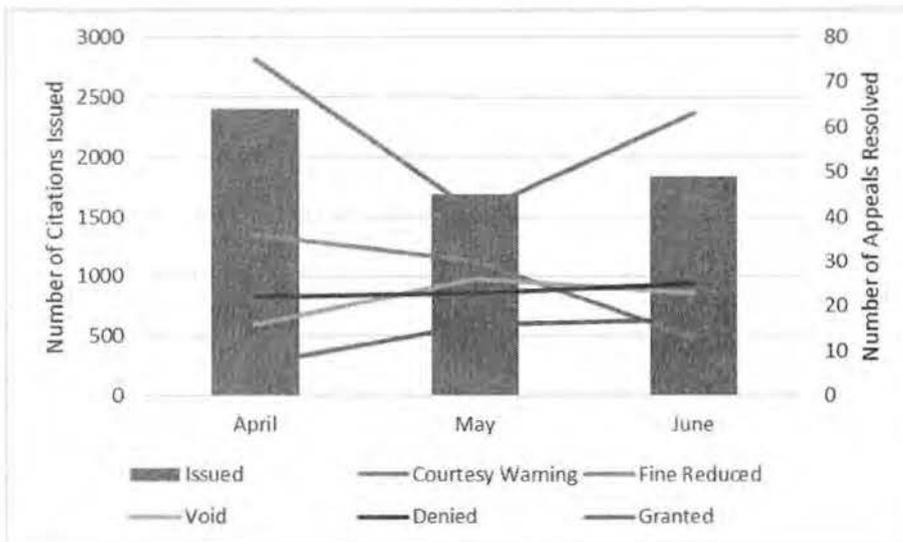
## Back-up/Overflow Lots

For many years, parking Lot E – 100 W. State, Lot N – 200 Washington, Lot J – 300 S. Union, and Lot C – 200 E. Grandview Parkway have been noted in the parking policy as metered lots that allow for overflow or back-up parking when all other permit lots are full. Over the years, these lots have become primary parking for permit holders. In an effort to offer access to 10 hour metered parking locations for part-time employees, we have restricted the metered spaces in which permits are allowed to park with a permit. Permits are only allowed at meters that are signed "Parking by City Permit Allowed Mon-Fri 8 AM-6 PM." We understand this is an inconvenience, but there are permit spaces available in designated permit lots: Z, S, V, and P. Permits may not be used at meters on Saturdays.



### Citations Issued and Appeals by Result

This graph shows the total number of citations issued and appealed with a breakdown by appeal result. We continue to provide new parkers with a Courtesy Warning in an effort to address concerns and answer questions related to parking throughout Traverse City.



### Pay Station Transactions by Payment Method

The graph shows the number of transactions processed at the 12 pay stations broken down by payment method. Excess payments refer to cash overpayments since the devices do not give refunds.



### Hours of Paid Parking

#### Metered Parking

On-street meters, off-street meters, and the space on the ground level of Old Town Garage are enforced Monday-Saturday 8 AM-6 PM.

#### Surface Lot Permits

Permits are required in dedicated permit surface lots Monday-Friday 8 AM-6 PM.

Permit lots are free and open to the public on Saturdays and Sundays.

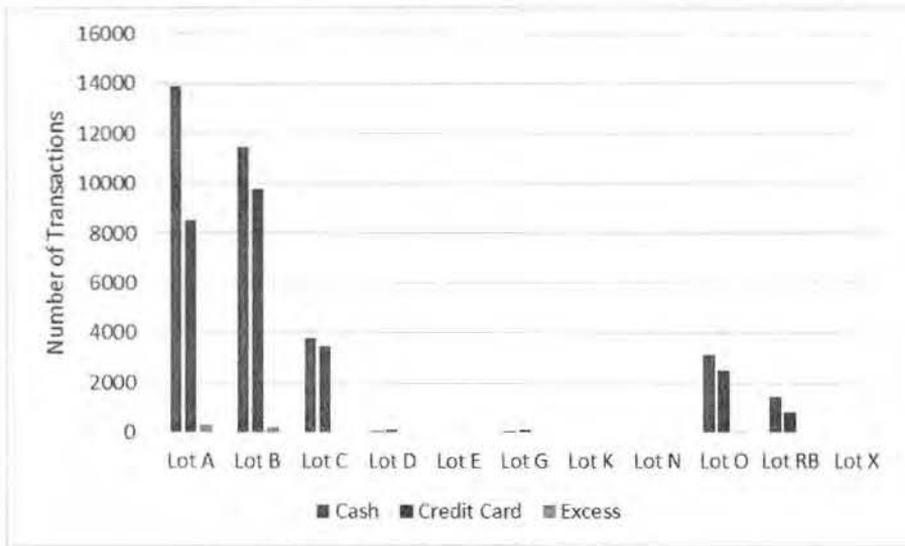
#### Parking Garage Permits

24 hour access, 7 days a week at both garages with access (proximity) card.

#### Hourly Garage Parking

Both garages are open Monday-Saturday 7 AM-midnight and Sundays 7 AM-10 PM. Vehicles will be locked in after posted closing time.

Transaction counts for the 12 new pay stations are low since they were only online the last 10 days of the quarter.



### Fluctuating Inventory

This quarter, we have bagged 798 on-street and off-street metered spaces throughout Downtown and the Munson Medical Area for varying projects and general requests for smaller events and general contractors.

### Old Town Bike Shelter

Check out the new bike shelter near the south entrance to the ground level of the Old Town Garage behind Blue Tractor.

### Suggestions

We welcome constructive feedback to improve the content that is included in the quarterly report. Please email your comments to [nicole@downtowntc.com](mailto:nicole@downtowntc.com).