



Notice

City Commission Regular Meeting

7:00 pm

Monday, August 15, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 08-11-2016

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Presentation by City Manager Marty Colburn of awards for saving human life to Police Officer Adam Gray and Police Sergeant Steven Sivek of the Traverse City Police Department.

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 August 1, 2016 and August 8, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)

- b. Consideration of authorizing a confirming purchase order for unleaded fuel for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- c. Consideration of adopting a resolution scheduling a public hearing for September 6, 2016, regarding a property-owner initiated request for a special improvement district which would pave the alley south of 14th Street, east of Cass Street. (Adoption recommended) (Marty Colburn, Polly Cairns, Timothy Lodge)
- d. Consideration of authorizing a two-year renewal of the contract which provides a police officer to provide police services at the four in-city campuses of the Traverse Bay Area Intermediate School District. (Approval recommended) (Marty Colburn, Jeff O'Brien) (5 affirmative votes required)
- e. Consideration of authorizing a purchase order for a Ford pickup truck for operational use by the Police Department, which is a scheduled purchase. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing a purchase order for the purchase of underbody plow scraper edges. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- g. Consideration of designating Commissioner Richard Lewis as the Official Delegate and City Manager Marty Colburn as Alternate Delegate to vote on behalf of the City at the Michigan Municipal League Annual Business Meeting. (Approval recommended) (Marty Colburn)
- h. Consideration of authorizing a quitclaim deed in connection with the previously-approved vacation of a portion of East Front Street in 1996, which re-confirms that the City does not claim any ownership interest in this property, which is a housekeeping matter. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)

- i. Consideration of designating City Manager Marty Colburn as the Employer Delegate to attend the annual meeting of the Municipal Employees Retirement System. (Approval recommended) (Marty Colburn)
- j. Consideration of authorizing an agreement to accept a \$79,200 grant from the United States Department of the Interior to assist with the proper dispensation of native artifacts in the Con Foster Collection and to authorize a service order for related services. (Approval recommended) (Marty Colburn) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of authorizing a memorandum of understanding which would approve the installation of a canopy over the entrance to the City Opera House and specify the related roles and responsibilities associated with the installation. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- b. Consideration of authorizing a collective bargaining agreement for the Police Captains Unit. (Marty Colburn) (5 affirmative votes required) (Possible closed session)

4. New Business

None.

5. Appointments

- a. Consideration of establishing an ad hoc interview committee regarding three appointments to the Brown Bridge Advisory Committee. (Marty Colburn, Katie Zeits)
- b. Consideration of approving the Mayor's appointments to the Downtown Development Authority Board of Trustees. (Mayor Jim Carruthers)
- c. Consideration of extending the City Commission Ad Hoc Committee for PILOT Policy, which is developing a proposed policy for addressing requests for payment-in-lieu-of-taxes arrangements. (Commissioner Gary Howe, Chair; Commissioner Brian Haas; Commissioner Richard Lewis; Marty Colburn; Penny Hill)

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.
- e. Reports and correspondence from non-City officials.

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

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 10, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- August 1, 2016 Regular Meeting
- August 8, 2016 Study Session
- August 8, 2016 Special Meeting

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

that the minutes of the August 1, 2016 Regular Meeting, the August 8, 2016 Study Session and the August 8, 2016 Special Meeting, be approved.

MC/kem

k:\tcclerk\city commission\minutes



**Minutes of the
City Commission for the City of Traverse City**

Regular Meeting

August 1, 2016

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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

There being no objection, Agenda Item 2(e) was removed from the Agenda as requested by the City Manager.

2. Consent Calendar

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

- a. the minutes of the July 18, 2016 Regular Meeting, and the July 25, 2016 Study Session, be approved.
- b. 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 reviewed by the Parks and Recreation

Commission and re-adopted by the Planning Commission and City Commission at that time, which was introduced on July 18, 2016, be enacted with an effective date of August 11, 2016.

- c. 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, which was introduced on July 5, 2016, be enacted with an effective date of August 11, 2016.
- d. the Resolution Establishing Fees for Street/Alley Vacation Requests, be adopted as a result of a change in requirements for publishing of the public hearing notice associated with such requests; and that the City Clerk be authorized to include the reduced fee in the City's Directory of Charges.
- e. Removed from the Agenda.

CARRIED unanimously.

Items removed from the Consent Calendar

None.

3. Old Business

3(a).

Consideration of waiving the competitive bidding process and issuing a service order to conduct an economic analysis of the community's tax base.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Haas, seconded by Howe, 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 August 1, 2016,

communication.

Rick Buckhalter, 932 Kelley Street
Kathy Marx, 234 Washington Street

Roll Call:

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

No - Richardson, Carruthers.

CARRIED.

4. New Business

4(a).

Consideration of a request from Commissioner Brian Haas for an amendment to the Traverse City Code of Ordinances which would amend the Traverse City Code of Ordinances to remove the minimum distance requirement between tourist homes.

The following addressed the Commission:

Marty Colburn, City Manager
Benjamin Marentette, City Clerk
Russell Soyring, City Planning Director

Moved by Lewis, seconded by Richardson, that the City Commission refers the request from Commissioner Brian Haas for a review of the City's Tourist Home Ordinance, to include the review of the requirement that there be a 1,000 foot distance between tourist homes as well as the current marketplace and related technologies, to the Planning Commission for it to conduct a public hearing and report back on progress by January 1, 2017.

Chris Maxbauer, 503 West Eighth Street
Karla Hervold (sp?), 215 Washington Street
Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

4(b).

Consideration of a request from Commissioner Brian Haas for an amendment to the Traverse City Code of Ordinances which would amend the Traverse City Code of Ordinances to remove the limit on the number of new accessory dwelling units allowed each year.

The following addressed the Commission:

Marty Colburn, City Manager
Russell Soyring, City Planning Director
Lauren Tribble-Laucht, City Attorney
Benjamin Marentette, City Clerk

Moved by Haas, seconded by Shamroe, that the City Commission refers the request from Commissioner Brian Haas to raise the maximum number of new Accessory Dwelling Units permitted of 20 each year to the Planning Commission for it to conduct a public hearing and provide a recommendation to the City Commission for its consideration no later than October 17, 2016.

Kimberly Pontius, 9372 East Summerhill Drive, Garfield Township,
Traverse Area Association of Realtors Executive Vice President
Rick Buckhalter, 932 Kelley Street

Roll Call:

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

No - Richardson, Carruthers.

CARRIED.

4(c).

Consideration of authorizing an amendment to the agreement with CH2M for its management and operation of the Wastewater Treatment Plant, which would make various changes to the agreement and extend its term.

The following addressed the Commission:

Marty Colburn, City Manager
Kevin Dahl, CH2M

Moved by Lewis, seconded by Howe, that the Mayor and City Clerk execute amendment Number Four to the agreement for Operations, Maintenance and Management Services for the Traverse City Wastewater Treatment Plant Pumping Stations (originally authorized March 5, 2012), with the terms as generally outlined in the City Manager's August 1, 2016, communication, which would extend the agreement by five (5) years to June 30, 2022, with the agreement to renew for successive five (5) years terms automatically unless terminated by either party at least 120 days in advance, with the agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Sewer Fund.

Rick Buckhalter, 932 Kelley Street

Roll Call:

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

No - Richardson.

CARRIED.

4(d).

Consideration of a request from Maritime Heritage Alliance for a waiver of dockage fees for when the Spanish Replica ship, *El Galeon* was in the Duncan L. Clinch Marina Friday, July 22 through Monday, July 25, 2016.

Moved by Richardson, seconded by Shamroe, that the request from Maritime Heritage Alliance for waiver of the dockage fees for the Spanish replica ship *El Galeon* for the time it was docked at the Duncan L. Clinch Marina from Friday, July 22 through Monday, July 25, 2016, be approved.

The following addressed the Commission:

Marty Colburn, City Manager
Doug Roberts , 12055 South Woodwind Circle, Elmwood Township

CARRIED unanimously.

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 Act 345 Retirement System meeting of March 30, 2016.
 3. Minutes of the Planning Commission meeting of June 7, 2016.
 4. Report from the Code Enforcement Officer for April through June 2016.
- e. Reports and correspondence from non-City officials.
 1. Monthly Operations Report for the Wastewater Treatment Plant for June 2016 from CH2M.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Amy Shamroe
Mayor Jim Carruthers

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:00 pm.



Benjamin Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



**Minutes of the
City Commission for the City of Traverse City
Study Session
August 8, 2016**

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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

1.

Discussion regarding a request from Commissioners Gary Howe, Amy Shamroe, Tim Werner and Brian Haas to discuss the petitions filed with the City Clerk by the SOD Committee seeking a Charter amendment by the City voters at the November 8, 2016, election which would require any proposed building over 60 feet in height be approved by the City electorate prior to the City or City Commission granting approval for construction of any such building.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney
Marty Colburn, City Manager
Brenda Quick, 542 Fifth Street
Jack Lane, 119 Franklin Street
Grant Parsons, 6936 Mission Ridge, Peninsula Township

Rick Buckhalter, 932 Kelley Street
Ann Rogers, 1236 Peninsula Drive
Mike Jackson, 217 Sixth Street
Ellen Corcoran, 150 Pine Street
Todd Okerstrom, 808 Westminster Road
Nancy Duke, 213 Sixth Street
Patty Olson, 1815 Wayne
Priscilla Townsend, 150 Pine Street
Stewie Zacks, 203 Wadsworth Street

2.

Announcements from the City Clerk.

None.

3.

Public comment

The following addressed the Commission:

None.

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 7:43 pm.


Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

**Minutes of the
City Commission for the City of Traverse City**



Special Meeting

August 8, 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 7:44p.m.

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion;

1.

Consideration of a request from Mayor Jim Carruthers for the City Commission to adopt the necessary resolutions to place a petitioned-for proposal filed with the City Clerk on August 1, 2016, on the November 8, 2016, ballot which seeks to amend the City Charter to require that any building over 60 feet in height be approved by the electorate prior to its construction being approved by the City or City Commission, with consideration of the resolution subject to the City Clerk's determination that the petitions are sufficient.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Werner, that this matter be tabled to the August 15, 2016, meeting.

Due to the lack of a second, the motion did not come before the Commission.

Moved by Lewis, seconded by Richardson, that that the Certification of Petitions from the City Clerk attesting to the sufficiency of initiatory petitions submitted by SOD Campaign Committee requesting a charter amendment be received and filed; and that a Resolution Approving Ballot Language for the Taller Building Proposed Charter Amendment for the City Clerk's submittal to the electorate at the General Election to be held November 8, 2016, be adopted; and that a Charter Text Resolution for the Taller Building Proposed Charter Amendment, be adopted.

Lauren Tribble-Laucht, City Attorney
Rick Buckhalter, 932 Kelley Street
Ellen Corcoran, 150 Pine Street

Roll Call:

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

No - Werner.

CARRIED.

Moved by Richardson, seconded by Werner, that the privileged and confidential memo from City Attorney Lauren Tribble-Laucht regarding this issue be released to the public.

CARRIED unanimously.

2.

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

Christine Maxbauer, Grand Traverse County Commissioner

John Scrudato, 422 East State Street
Rick Buckhalter, 932 Kelley Street

3.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

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



Benjamin C. Marentette, MMC
City Clerk

Approved: _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: UNLEADED GASOLINE PURCHASE

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

The following is a summary of these bids.

Vendor	City	Price/gallon
Scotland Oil	Alma	\$1.40875
Crystal Flash	Traverse City	\$1.4833
Lemmen Oil	Coopersville	\$1.50
Fick & Sons	Grayling	Did not bid
Brenner Oil	Mount Pleasant	Did not bid
Blarney Castle	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilbert's Service	Traverse City	Did not bid

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

that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$14,088.91 to Scotland Oil Co. for 10,001 gallons of unleaded gasoline priced at \$1.40875 per gallon with funds available in the Garage Fund.

MC/km

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The previous purchase price on 6/6/16 was \$1.7738 per gallon.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2016-003, PAVING OF
EXISTING ALLEY SOUTH OF FOURTEENTH STREET, EAST OF
CASS STREET

Attached is a memo from City Assessor Polly Cairns explaining a special improvement district relating to the paving of an existing alley south of Fourteenth Street, East of Cass Street.

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

The following motion would be appropriate:

that the Resolution Scheduling Public Hearing on Special Improvement District No. 2016-003, be adopted, scheduling the public hearing for September 6, 2016.

MC/kez

K:\tcclerk\city commission\special improvement districts\schedule ph_Paving Alley_20160815.doc

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

MEMORANDUM

CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



TO: MARTIN COLBURN, CITY MANAGER
FROM: POLLY CAIRNS, CITY ASSESSOR *PSC*
SUBJECT: Tentative S.I.D. – 2016-003
DATE: August 9, 2016

Tentative S.I.D. 2016-003 **Properties to be improved:** 7
Description: Pave 20' Wide Gravel Alley south of 14th St., east Cass St.

Property Owners:

Parcel #	Owner	Address	Petitioned	Survey
28-51-878-024-00	ALPERS TYLER W	1209 CASS ST	X	Y
28-51-878-026-00	SNYDER DOROTHY E (LE)	212 E FOURTEENTH ST	X	Y
28-51-878-027-00	YEAGER JOHN A TRUST	218 E FOURTEENTH ST	X	
28-51-878-028-00	K & T TIME LLC	213 E FIFTEENTH ST	X	Y
28-51-878-029-00	K & T TIME LLC	211 E FIFTEENTH ST	X	Y
28-51-878-031-00	SWED GAIL	207 E FIFTEENTH ST	X	Y
28-51-878-033-00	MILLER PEGGY S TRUST	1215 CASS ST	X	Y

Total Estimated Cost: **\$28,750**
City/DDA Share (50%) \$14,375
Property Owners Share (50%) \$14,375

Assessable Estimated Annual Costs:
Approximately Assessable Costs: \$30.31/Front Foot Average
Largest Total Assessment (+/-) \$4,062
Lowest Total Assessment (+/-) \$1,455

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

The attached spreadsheet has been updated with responses received to date, and will be available for review to the City Commission.

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

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

A schedule of the affected parcels and costing information listed on the attached spreadsheet.

Thank you for your consideration.

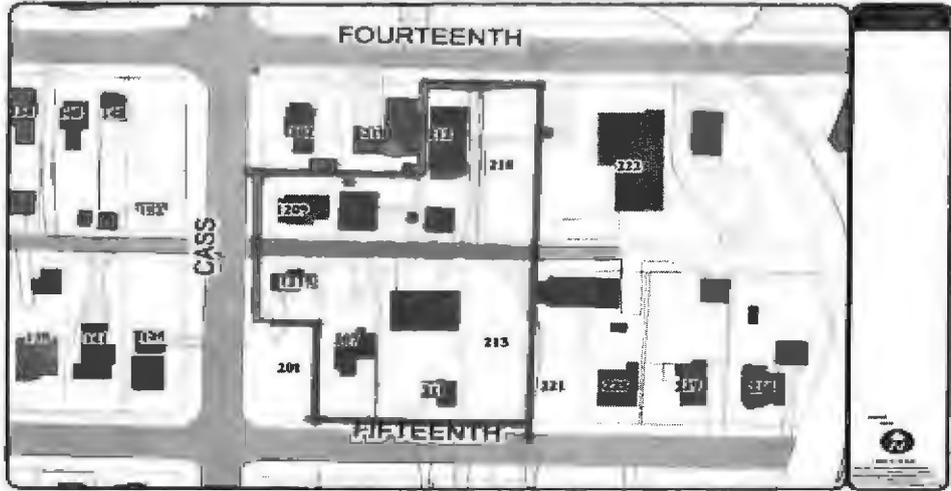
Project Name **2016-003** Pave 20' Wide Gravel Alley south of 14th St., east of Cass St.

ESTIMATE

SID reference: **2016-003**
 Description: **Pave 20' Wide Gravel Alley south of 14th St., east of Cass St.**

Prepared on: 7/14/2016
 Amended **22-Jul-16**
 Card Update

8/9/2016



Total Parcels	7
Total Project Fr Ft	474.25
Total Cost Spread	\$28,750.00
City Share	50.00%
City's Cost	\$14,375.00
Own.'s Cost	\$14,375.00
Fr Ft Rate	\$30.31
Annual Int.	4.50%
Period (Yrs.)	10

Percent Response			
	Petitioned	No	
	X	Response	
Parcel Ct.	100.00%	0.00%	
Frontage	100.00%	0.00%	
	Survey	Survey	No
	Y	N	Response
Parcel Ct.	85.71%	0.00%	14.29%
Frontage	84.92%	0.00%	15.08%

Total Percent - Petition & Survey			
	Total	Total	No
	Yes	No	Response
Parcel Ct	92.86%	0.00%	7.15%
Frontage	92.46%	0.00%	7.54%

If City parcels included				474.25	936.00	474.25	0.00			474.25	14,375.00	7	6	0	Annual
7	Parcel #	Owner	Property Address	Actual Front Yard	Actual Side Yard	Assess. Frontage	Assess. Corner Inf.	Depth	Assess. Effective	Assessment	Petitioned	Survey	Total	Estimate	
				SID Frontage	(Depth)										
1	28-51-878-024-00	ALPERS TYLER W	1209 CASS ST	134	63	134		150	134.00	\$4,062	X	Y		\$ 513.35	
2	28-51-878-026-00	SNYDER DOROTHY E (LE)	212 E FOURTEENTH ST	52	165	52		150	52.25	\$1,584	X	Y		\$ 200.18	
3	28-51-878-027-00	YEAGER JOHN A TRUST	218 E FOURTEENTH ST	48	165	48		150	48.00	\$1,455	X	Y		\$ 183.88	
4	28-51-878-028-00	K & T TIME LLC	213 E FIFTEENTH ST	55	165	55		208	55.00	\$1,667	X	Y		\$ 210.67	
5	28-51-878-029-00	K & T TIME LLC	211 E FIFTEENTH ST	75	165	75		208	75.00	\$2,273	X	Y		\$ 287.26	
6	28-51-878-031-00	SWED GAIL	207 E FIFTEENTH ST	50	165	50		208	50.00	\$1,516	X	Y		\$ 191.59	
7	28-51-878-033-00	MILLER PEGGY S TRUST	1215 CASS ST	60	50	60		208	60.00	\$1,819	X	Y		\$ 229.88	

Min	\$1,455	\$184
Max	\$4,062	\$513
Average	\$2,054	\$260



**Resolution Scheduling Public Hearing
On Special Improvement District No. 2016-003**

Because, the City Commission of the City of Traverse City, has determined to make an improvement known as Special Improvement District Number 2016-003, which would cause the paving of an existing alley south of Fourteenth Street, East of Cass Street, at the following locations:

Parcel #	Owner	Address
28-51-878-024-00	ALPERS, TYLER W.	1209 CASS ST
28-51-878-026-00	SNYDER, DOROTHY E. (LE)	212 E FOURTEENTH ST
28-51-878-027-00	YEAGER, JOHN A TRUST	218 FOURTEENTH ST
28-51-878-028-00	K&T TIME, LLC	213 E FIFTEENTH ST
28-51-878-029-00	K&T TIME, LLC	211 E FIFTEENTH ST
28-51-878-031-00	SWED, GAIL	207 E FIFTEENTH ST
28-51-878-033-00	MILLER, PEGGY S TRUST	1215 CASS ST

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

Resolved, that the City Commission of the City of Traverse City approves the preliminary plans for the improvement, determined the estimated cost, which is \$28,750 and that the city shall pay for 50% of the improvement, and the benefited property owners shall pay 50%; be it further

Resolved, that the Special Improvement District is established as indicated in this resolution and that the City Assessor be directed to prepare a special assessment roll in accordance with this determination and to report the same to the City Commission for confirmation; be it further

Resolved, that the City Engineer is directed to proceed with the preparation of final plans and specification for the improvement and to proceed with the advertising and taking of bids in accordance with city purchasing requirements; be it further,

Resolved, that a public hearing shall be held on September 6, 2016 at 7:00 p.m., in the

Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, where the City Commission shall meet to review the roll and hear all persons interested in the necessity for improvement, and the City Clerk is directed to give notice of this hearing as outlined in city ordinance.

I hereby certify that this resolution was adopted by the City Commission at its regular meeting held on August 15, 2016, in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: CONTRACT FOR POLICE SERVICES WITH TRAVERSE BAY
AREA INTERMEDIATE SCHOOL DISTRICT

Attached is a memo from Police Chief Jeffrey O' Brien recommending a two-year contract with the Traverse Bay Area Intermediate School District (TBAISD) for the City to provide a police officer to serve at TBAISD campuses.

The Police Chief outlines the monthly reimbursement for the period of September through June in each of the two contract years. The reimbursement amount in the second year is slightly lower because of the depreciation of the police vehicle.

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

that the Mayor and City Clerk execute a two-year agreement with Traverse Bay Area Intermediate School District (TBAISD) for the provision of a police officer at TBAISD campuses, at the rate of \$9,449.50 per month for September 2016 through June 2017; and \$9,492.78 per month for September 2017 through June 2018, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\TBAISD police officer

copy: Jeff O' Brien, Police Chief

TRAVERSE CITY POLICE DEPARTMENT
OFFICE MEMORANDUM

TO: MARTIN COLBURN, CITY MANAGER
FROM: JEFFREY O'BRIEN, CHIEF OF POLICE *Jobs*
RE: TBAISD CONTRACT – POLICE SERVICES
DATE: AUGUST 5, 2016

After several months of working in partnership with the Traverse Bay Area Intermediate School District (TBAISD) and the City Attorney we were notified yesterday by the TBAISD of their Board's vote of approval to enter into a two year police services contract with our department.

The TBAISD specifically is requesting a police officer be assigned to serve their 1,131 students located throughout their four (4) in City campuses: Career Technical Center, New Campus, Traverse Heights, and Oak Park. The contract is approved to include a police officer, referred to as a School Resource Officer/SRO, along with an assigned police vehicle, and necessary police equipment. The training associated with this assignment will be paid exclusively by the TBAISD.

The TBAISD agrees to pay the City for this position on a monthly basis as follows:

<u>SCHOOL YEAR</u>	<u>MONTHS OF SERVICE</u>	<u>MONTHLY REIMBURSEMENT</u>
2016-2017	September through June	\$ 9,499.50 per month
2017-2018	September through June	\$ 9,492.78 per month

Based on this we request the City Commission authorize and approve the City of Traverse City entering into a contract for police services with the TBAISD as outlined in the Contract for the *Provisions of School Resource Officer Services to the Traverse Bay Area Intermediate School District by the City of Traverse City*. Additionally the City Manager, the City Attorney, the City Clerk and Mayor Carruthers be granted permission to sign and execute this contract as outlined.

We respectfully request the approval and execution of this document be placed on the August 15, 2016, City Commission meeting agenda.

JJO/ldg

Cc: File



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016
FROM: ^{MAC} MARTY COLBURN, CITY MANAGER
SUBJECT: 2016/2017 SCHEDULED FLEET VEHICLE
PURCHASES/REPLACEMENTS

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval for the planned purchase of one 2016 Ford F150 for use by the Traverse City Police Department.

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

that the City Manager be authorized to approve a purchase order in the amount of \$27,803.00 to Signature Ford for the purchase of one 2016 Ford F150 to be used by the Police Department with funds available in the Garage Fund for this planned purchase.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DSG*
DATE: August 8, 2016
SUBJECT: 2016/2017 Scheduled Fleet Vehicle Purchases/Replacements

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase a 2016 Ford F150 for the Police Department.

The truck, if approved, will be purchased through the Macomb County, Mi. Cooperative Purchasing Program and is included in the 2016/2017 Vehicle Replacement Schedule.

Please request that the City Commission approve a purchase order in the amount of \$27,803.00 to Signature Ford for the purchase of one 2016 Ford F150 to be used by the Police Department with funds available in the Garage Fund for this planned purchase.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green, DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: August 8, 2016

SUBJECT: Vehicle Purchase

Attached please find a bid for a 2016 Ford F150 in the amount of \$27,803.00 from Signature Ford using the Macomb County, Mi. Cooperative Purchasing Program. This will be the third vehicle of the six planned new vehicle purchases for the Traverse City Police Detective Division budgeted for the 2016/2017 Fiscal year.

Would you please request of the City Commission permission to issue a Purchase Order to Signature Ford of Owosso, Mi. in the amount of \$ 27,803.00.

This is a planned purchases and funds are available in the Garage Fund.

A handwritten signature in blue ink, appearing to be "D. Courtad", written over the typed name of the sender.



August 8, 2016

City of Traverse City
Attn: Dave Courtad
400 Boardman Avenue
Traverse City, MI 49684

Dear Dave Courtad:

Price on 2016 Vehicle Macomb County Contract Bid:

2016 Ford F150 Super Cab 4x4 Pickup 6 ½' in White **\$27,803.00 ea**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery—Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

2016-2017

YEAR	DESCRIPTION	DEPARTMENT	ESTIMATED REPLACEMENT COST
2011	Ford Crown Vic. Patrol Vehicle	Police	\$30,000.00
2011	Ford Crown Vic. Patrol Vehicle	Police	\$30,000.00
2011	Ford Crown Vic. Patrol Vehicle	Police	\$30,000.00
2006	Harley Davidson Patrol Motorcycle	Police	\$20,000.00
2006	Harley Davidson Patrol Motorcycle	Police	\$20,000.00
2005	Harley Davidson Patrol Motorcycle	Police	\$20,000.00
2007	Dodge Dakota Pickup	Street	\$35,000.00
2005	Ford F350 Pickup W/Plow	Cemetery	\$50,000.00
2005	International Tree Truck with 55' Bucket	Park	\$260,000.00
1999	Ford F150 Pick up	Water Dist	\$35,000.00
2005	Ford F150 Pick up	Park	\$35,000.00
2007	Freightliner FL80 W/ Rodder, Vacuum	Sewage	\$420,000.00
2007	Ford F250 W/Utility Body	Sewage	\$65,000.00
2007	International W/ Dump, Sander & Plow	Street	\$245,000.00
2007	Freightliner W/55' Bucket	L&P Service	\$290,000.00
2006	International W/ Pole Digger	L&P Service	\$291,721.00
2002	Ford E450 Truck W/Sewer Camera	Sewage	\$175,000.00
1991	Sullair Trailer Air Compressor	Street	\$25,000.00
1992	Swensen Sander System	Street	\$20,000.00
	→ 6 Detective Vehicles 1st time purchase	Police	\$175,000.00
Purchases 2016/2017 Fiscal Year			\$2,271,721.00



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016
FROM:  MARTY COLBURN, CITY MANAGER
SUBJECT: 2016 UNDERBODY PLOW SCRAPER BLADE EDGE PURCHASES

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval for the purchase of forty-three (43) underbody plow scraper edges for use by the DPS Department, using MiDeal pricing per quote attached.

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

that the City Manager be authorized to approve a purchase order in the amount of \$10,745.70 to Truck and Trailer Specialties for the purchase of forty-three (43) underbody plow scraper edges with funds available for this required purchase in the Garage Fund.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: August 4, 2016
SUBJECT: 2016 Underbody Plow Scraper Blade Edge Purchase

Attached is a memo from Dave Courtad, Garage Superintendent explaining that he thinks it would be in the City's best interest to use the MiDeal purchasing process to purchase our annual supply of plow blade scraping edges. In the past we would buy the replaceable edges on an as needed basis five or ten at a time which typically increased the unit price per edge. We have been averaging 35 to 45 of these a year so I believe the estimate to be accurate enough. I concur with Dave on this and would prefer to be more transparent and purchase the estimated annual quantity all at once and get City Commission approval for the overall purchase.

Please request City Commission approval to issue a purchase order to Truck and Trailer Specialties of Boyne Falls in the amount of \$10,745.70 for the purchase of forty three (43) underbody plow scraper edges with said funds available for this required purchase in the Garage Fund.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: August 4, 2016

SUBJECT: Plow Scraper Blades

Annually we need to purchase the underbody plow replacement scraping edges these are produced on a limited basis so we need to get our order in so we can have them for snow season. We replace these on a regular basis as it is a wear item. We can obtain these through MiDeal pricing (attached).

Would you please request that the City Commissioners authorize a purchase order to get Forty three (43) Underbody Scraper blades in the amount of \$10,745.70 from Truck and Trailer Specialties, of Boyne Falls.

A handwritten signature in black ink, appearing to be "D. Courtad", written over the bottom of the text block.

QUOTATION

TRUCK AND TRAILER SPECIALTIES OF BOYNE FALLS, INC.

00399 US 131 NORTH – P.O. BOX 473
BOYNE FALLS, MI 49713

Phone: 231-549-3500 – Fax: 231-549-3555 – Toll: 888-603-5506

Date: August, 04, 2016
Name: City of Traverse - Ward
Address: 625 Woodmere Ave; T.C., MI 49684
Phone: 231-922-4900 - Ext. 118
Prices quoted: Your facility
Delivery: approx 30 days

I am pleased to quote you prices and terms in accordance with specifications described below.
Prices are in effect till a minimum date of December 31, 2016; and in the process to being extended.

(43) PAC5819 – $\frac{3}{4}$ X 6 X 48, Curved Single Bevel, inserted carbide on wearing edge & carbide embedded on front side of blade, above inserted carbide. \$249.90 ea. delivered. (This is the State of Michigan Contract.)

43 @ \$249.90 = \$10,745.70 (FOB T.C. GARAGE)

Thank you,
Nadine

Accepted by: _____
Date: _____
Bid submitted by: _____
For Truck and Trailer Specialties of Boyne Falls, Inc.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 10, 2015

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING –
OFFICIAL DELEGATE AND ALTERNATE

Annually, the City Commission selects the Michigan Municipal League Annual Meeting Official Delegate and Alternate Official Delegate. The Official Delegate votes at the annual meeting on behalf of the city.

Items up for vote are: 1) Election of trustees; 2) The Core Legislative Principles Document; and 3) Other Business.

I recommend the following motion:

that Commissioner Richard Lewis be designated as Official Delegate and City Manager Marty Colburn be designated as Alternate Official Delegate to vote on behalf of the City of Traverse City for the 2016 Annual Business Meeting of the Michigan Municipal League.

MC/km

k:\ccclerk\city commission\appointments\mmlannualmeeting_2015



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: ^{*MAC*} MARTY COLBURN, CITY MANAGER

SUBJECT: EAST FRONT STREET VACATION – NMC/DENNOS

Attached is a memo from City Attorney Lauren Tribble-Laucht in connection with this matter. In April, the City Commission took action to adopted an affidavit affecting the title for the purposes of clarifying a vacation of a portion of East Front Street which was approved by the City Commission in 1996. As indicated in April, the clarifying affidavit did not change the substance of what was done some time ago with the realignment of the street; rather, it simply acknowledged that the conditions of that vacation have been fulfilled.

Since the April clarification, the title company has notified us that in the course of completing the title work, the title company has identified a gap for a portion of the property where the college is requesting title insurance. Issuance of the title insurance is contingent upon the City issuing a quitclaim deed to the college. As indicated by the City Attorney, issuance of the quitclaim deed substantively means nothing for the City because we do not have ownership interest in the property; issuance of the quitclaim deed affirms that officially.

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

that the Mayor and City Clerk execute a quitclaim deed to Northwestern Michigan College for the property identified as Parcel C in the exhibit prepared for Northwestern Michigan College by Gourdie-Fraser dated August 9, 2016, which affirms the City claims no ownership interest in this parcel in connection with a street vacation approved by resolution of the City Commission on November 18, 1996.

MC/bcm k:\ccclerk\city commission\properties\nmc east front street vacation

copy: Charles Judson, Northwestern Michigan College Legal Counsel –
cjudson@shrr.com
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager

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

CC: Benjamin C. Marentette, City Clerk

DATE: August 9, 2016

SUBJECT: *East Front Street Vacation – NMC/Dennos*

As you will recall, on April 14, 2016 the City Commission took action to record an Affidavit Affecting Title for the purposes of amending and clarifying the original resolution vacating a portion of East Front Street at the intersection of East Front Street and Munson Avenue (original resolution November 18, 1996). NMC had requested this action in anticipation of the planned expansion of the Dennos Museum in this area, which requires title issues to be resolved. NMC has now informed us that in the course of completing the title work the title company has identified a gap for a portion of the property for which NMC is requesting title insurance. The title insurance for the area in question is contingent upon the City issuing a quitclaim deed to NMC (see attached map identifying "Parcel C"). The City Engineer and I have reviewed this request and do not believe that the City has any claim to this portion of property.

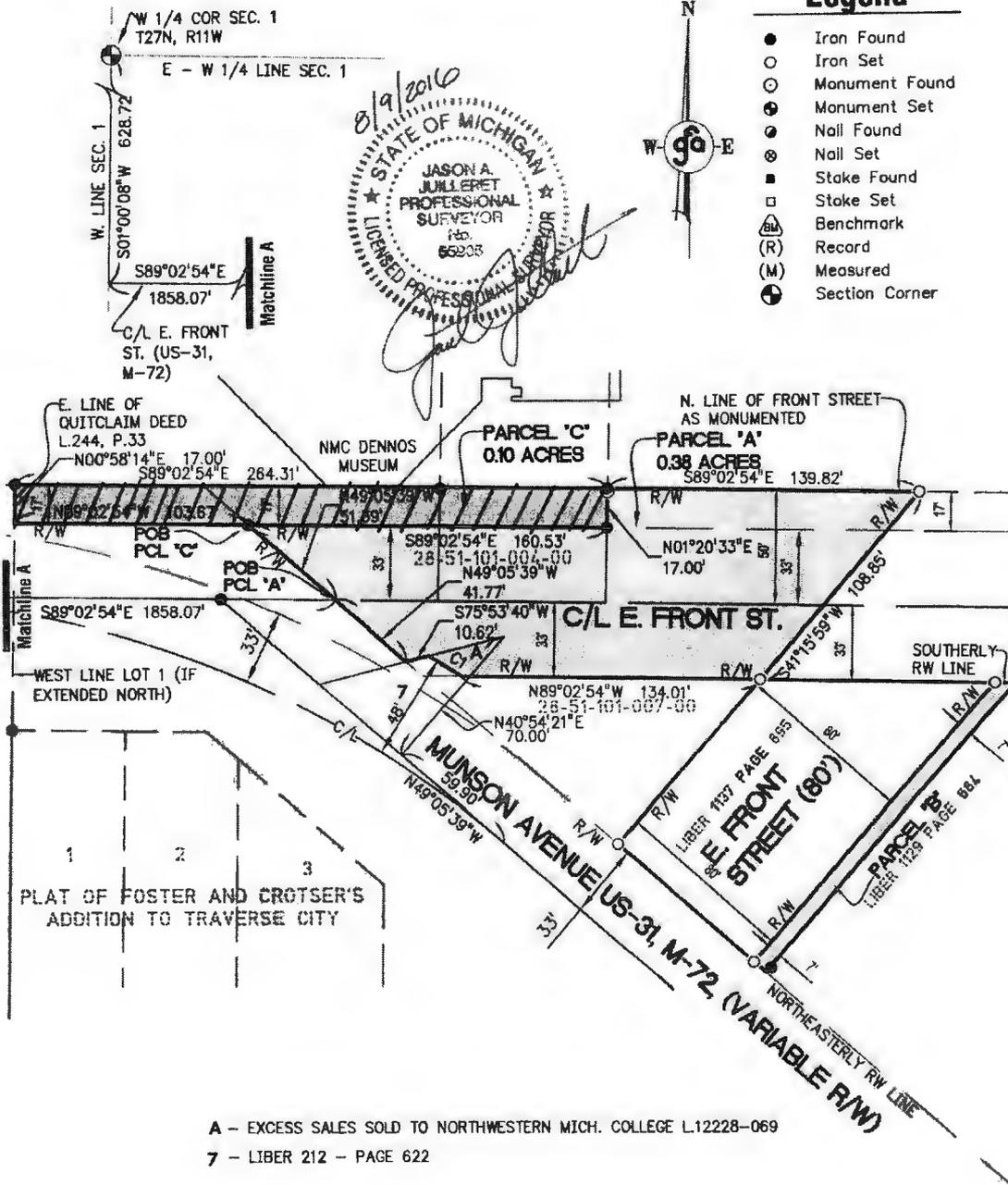
The operational effect of a quitclaim deed is that it conveys any and all right, title and interest that the grantor has in the lands described in the deed, and that the grantee acquires the right and title which his grantor had and no other. In other words, a quitclaim deed is, by definition, a deed that conveys a grantor's complete interest or claim in certain real property but that neither warrants nor professes that the title is valid. If the grantor has no interest to convey, the quitclaim deed conveys nothing. We do not believe the City has any interest in this portion of property and therefore the quitclaim will operate to convey no interest to NMC, but rather to provide an assurance to the title company that the City makes no claim on the property. Similarly, NMC has agreed to issue a quitclaim deed to a portion of property in this area to which it believes it has no claim in order to make similar assurances to the City with regard to fulfilling the terms of the original vacation of East Front Street. In addition, it benefits both the City and NMC to bring clarity to the East Front Street vacation. We believe this action will bring closure to any lingering questions of title in this area.

Finally, the June 20, 2016 letter requesting this action by the City (attached) points out two typographical errors in the Affidavit Affecting Title which should be corrected. I recommend the City Commission approves the appropriate individuals executing a quitclaim deed and take the necessary actions to correct the typographical errors in the Affidavit Affecting Title as indicated in the June 20, 2016 letter. Please contact me if there are questions regarding this memorandum. Thank you.

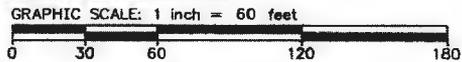
EXHIBIT

Legend

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



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	16.93	507.28	1°54'42"	N57°10'43"W	16.92



PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.ic 123 W. Front Street Traverse City, MI 49684	Gourdie-Fraser Municipal Development Transportation	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 08-09-16 BY: JASON A. JULLERET LR: MJF UN: JAJ 16249 SHT 1 OF 4
		THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.	

EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

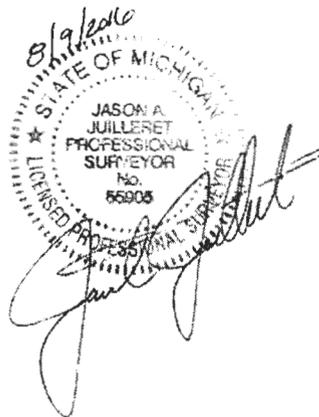
PARCEL "B"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

A 7.00 foot strip of land lying Southeasterly of adjacent to and coincident with the Southeasterly Right-of-Way line of East Front Street, said 7.00 foot strip lying North of the Northeasterly Right-of-Way line of Munson Avenue, US-31, M-72, and South of the Southerly Right-of-Way line of East Front Street.

Said Parcel contains 1,169 square feet more or less.

Subject to easements or restrictions, if any.



PREPARED FOR **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.lc 123 W. Front Street Traverse City, MI 49684	 Gourdie-Fraser Municipal Development Transportation	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE 08-09-16 BY JASON A. JULLIQUET OR MJF (CR) JAJ 16249 SHT 3 OF 4
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.

E:\PROJECTS\16249\DWG\SURVEY\16249_SY.DWG (08-09-16 1:22 PM) WFRONS

REV. .

EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

PARCEL "A"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West one-quarter corner of said Section 1;
 thence South 01°00'08" West, 628.72 feet,
 along the West line of said Section 1, to a point on the centerline of East Front Street(State Highway US-31 and M-72);
 thence South 89°02'54" East, 1,858.07 feet,
 along said centerline, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), and to the POINT OF BEGINNING;
 thence North 49°05'39" West, 51.39 feet,
 along said Easterly Right-of-Way line, to a point on the Northerly Right-of-Way line of East Front Street, said point lying 33.00 feet Northerly of and parallel with the centerline of East Front Street if extended Easterly;
 thence South 89°02'54" East, 160.53 feet,
 along said Northerly Right-of-Way line,
 thence North 01°20'33" East, 17.00 feet,
 to a point on the Northerly Right-of-Way line of East Front Street, said point lying 50.00 feet Northerly of and parallel with the centerline of East Front Street if extended Westerly ;
 thence South 89°02'54" East, 139.82 feet,
 along said Northerly Right-of-Way line, to a point on the Westerly Right-of-Way line of East Front Street;
 thence South 41°15'59" West, 108.85 feet,
 along said Westerly Right-of-Way line, to a point on the Southerly Right-of-Way line of East Front Street, said point lying 33.00 feet Southerly of and parallel with the centerline of East Front Street if extended Easterly;
 thence North 89°02'54" West, 134.01 feet,
 along said Southerly Right-of-Way line, to a point lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72);
 thence Northwesterly, 16.93 feet, along said line lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72); along the arc of a 507.28 feet radius curve to the left, the central angle of which is 01°54'42", and the long chord of which bears North 57°10'43" West, 16.92 feet;
 thence South 75°53'40" West, 10.62 feet,
 to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72);
 thence North 49°05'39" West, 41.77 feet,
 along said Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), to the POINT OF BEGINNING.

Said Parcel contains 0.38 acres more or less.

Subject to easements or restrictions, if any.

8/19/2016
 STATE OF MICHIGAN
 JASON A. JULLERET
 LICENSED PROFESSIONAL SURVEYOR
 NO. 55805



PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.5074 FAX 231.946.3703 WWW.gfa.tc 123 W. Front Street Traverse City, MI 49684	 gfa Gourdie-Fraser Municipal Development Transportation	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 08-09-16 BY: JASON A. JULLERET DR: MJF CRJ JAJ 16249 SHT 2 OF 4
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EXHIBIT

PREPARED FOR NORTHWESTERN MICHIGAN COLLEGE

PARCEL "C"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West one-quarter corner of said Section 1;
 thence South 01°00'08" West, 628.72 feet,
 along the West line of said Section 1, to a point on the centerline of East Front Street(State Highway US-31 and M-72);
 thence South 89°02'54" East, 1,858.07 feet,
 along said centerline, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72),
 thence North 49°05'39" West, 51.39 feet,
 along said Easterly Right-of-Way line, to a point on the Northerly Right-of-Way line of East Front Street, said point lying 33.00 feet Northerly of and parallel with the centerline of East Front Street , and to the Point of Beginning;
 thence North 89°02'54" West, 103.67 feet,
 along said Northerly Right-of-Way line of East Front Street, to a point on the West Line of Lot 1, if extended Northerly, of the Plat of Foster and Crotser's addition to traverse City;
 thence North 00°58'14" East, 17.00 feet,
 along said West Line extended, to a point on a line lying 50.00 feet Northerly of and parallel to the centerline of East Front Street;
 thence South 89°02'54" East, 264.31 feet,
 along said line lying 50.00 feet Northerly of and parallel to the centerline of East Front Street;
 thence South 01°20'33" West, 17.00 feet;
 thence North 89°02'54" West, 160.53 feet,
 along said Northerly Right-of-Way line of East Front Street to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), and to the POINT OF BEGINNING.

Said Parcel contains 0.10 acres more or less.

Subject to easements or restrictions, if any.

8/9/2016

PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.fc 123 W. Front Street Traverse City, MI 49684	<p>gfa Gourdie-Fraser Municipal Development Transportation</p>	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE 08-09-16 BY JASON A. JULLIURET DR MJF CDJ JAJ 16249 SHT 4 OF 4
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SMITH HAUGHEY

RICE & TOEGGE

ATTORNEYS AT LAW

101 N. Park St., Ste. 100
Traverse City, MI 49684
Phone: 231-929-4878 Fax: 231-929-4182

Charles B. Judson
Direct: 231-486-4519
cjudson@shrr.com
Also licensed in Florida

June 20, 2016

Ms. Lauren Tribble-Laucht
Attorney for City of Traverse City
400 Boardman Ave.
Traverse City, MI 49684

RE: East Front Street vacation and coordination of title for
Northwestern Michigan College related to Dennon Museum
Our File No. 200826

Dear Lauren:

As recently discussed, Northwestern Michigan College has followed up the City's action approving an Affidavit to Amend and Clarify its 1996 Resolution (which was recorded on April 22, 2016) by seeking a commitment for the issuance of title insurance for the area bordered by East Front Street and Munson Avenue, which includes the vacated portion of East Front Street. A copy of the title commitment is attached for your review.

In the course of preparing the title commitment, Don Peplinski of Corporate Settlement Solutions confirmed that there are two inadvertent errors in the City's Affidavit recorded on April 22, 2016. The first issue relates to the paragraph at the bottom of page one of the Affidavit which indicates that the legal description for the portion of East Front Street vacated by the City is attached as Exhibit A. In fact, Exhibit A represents a copy of the roadway and utility dedication transferred in 1997 by Northwestern Michigan College to the City of Traverse City for the relocated portion of East Front Street. In actuality, Exhibit B to the Affidavit contains both a drawing and a legal description for the vacated portion of East Front Street.

The second error occurs on page two of the Resolution under paragraph 1, which identifies that the deed from Northwestern Michigan College was recorded at Liber 137, page 895. In fact, the conveyance was actually the Roadway and Utility Dedication document previously referenced, as opposed to a warranty deed, and it is actually recorded at Liber 1137, page 895. You will note that Corporate Settlement Solutions is requiring these corrections be completed as a part of its ability to issue title insurance to Northwestern Michigan College.

In addition to these technical corrections, and more importantly to NMC, Schedule B, Section 1, of the proposed title commitment incorporates a requirement in paragraph 13 that a "... deed be issued from the City of Traverse City to NMC vesting fee simple title to the subject property which lies north of that portion of the vacated Front Street and adjacent to the south line of the existing Northwestern Michigan College parcel to the north." In an effort to clarify this requirement, Don Peplinski explained to me that the portion of property for which NMC is seeking to obtain title insurance includes property which could generally be described as 50 feet north of the old centerline of East Front Street that was recently vacated

June 20, 2016

Page 2

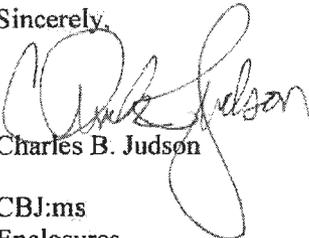
by the City of Traverse City. Consequently, Don pointed out that the survey attached to the recorded Affidavit correcting the original Resolution creates a 17 foot gap for a portion of the property for which NMC is requesting title insurance. I have included a copy of the survey that was attached to the amended Affidavit to refresh your recollection, but you will note that approximately the western half of the portion of East Front Street vacated by the City runs 33 feet north of the old centerline, while the eastern half of the vacated street shows the portion of East Front Street vacated by the City to run 50 feet from the old centerline of East Front Street. As we discussed with Tim Lodge, the City does not lay claim to property north of a line running 33 feet north of the centerline of East Front Street. However, the City does recognize that some survey monumentation exists from surveys conducted in the 1980s which imply that East Front Street had a 50 foot right of way north of the centerline for at least a portion of the east/west length of East Front Street (which either currently exists, or which existed prior to 1996). Consequently, Corporate Settlement Solutions has required that the issuance of title insurance for the area including the vacated portion of East Front Street is contingent upon the City issuing a Quit Claim Deed for this 17 foot differential, which represents the difference between a 33 foot right of way and a 50 foot right of way for the portion of East Front Street which has been vacated. I have crossed-hatched the area on the attached survey to provide you with confirmation of the area requested by NMC, and required by NMC in order to receive title insurance.

Based on prior conversations, it's my understanding that the City does not make any claim to this portion of property, and has confirmed that it has reserved an easement for utilities only for that portion of property which runs 33 foot north of the centerline from the old East Front Street location. The College received title in 1961 for this portion of its property, which generally calls for the southern line of its property to end at the edge of East Front Street as then properly documented by the City of Traverse City. Consequently, requesting the City to transfer this 17 foot area to resolve a discrepancy based upon ancient monumentation appears to serve only as an accommodation to NMC, as opposed to transferring any interest which it has previously identified or maintained. In other words, the City makes no claim to the interest in this property, and a Quit Claim Deed represents no warranties of title to NMC.

Hopefully this letter provides clarification to the documents attached. Please feel free to give me a call at your earliest convenience to confirm that you and the City Manager can support a recommendation for the correction to the Affidavit and the transfer of the 17 feet. In reality, I believe that the Quit Claim Deed actually represents nothing more than an absolute verification to the claims represented by the City in paragraph 4 of the recently executed Affidavit amending and clarifying the 1996 Resolution. Once I know that you are supporting this request, I will commission preparation of the legal description for this area.

I look forward to hearing from you at your earliest convenience.

Sincerely,



Charles B. Judson

CBJ:ms
Enclosures

cc: Vicki Cook, Vice President for Finance & Administration
Don Peplinski, CSS



OLD REPUBLIC
National Title Insurance Company

File No.: **MI-268575**

COMMITMENT

SCHEDULE A

Revision 1

1. Effective date: **May 31, 2016 8:00AM**
2. Policy or Policies to be issued: Amount
(a) Owner's Policy (6-17-06) TBD
Proposed Insured:
Northwestern Michigan College, a Michigan community college
(b) Lender's Policy (6-17-06)
Proposed Insured:
3. The estate or interest in the land described or referred to the Commitment and covered herein is
FEE SIMPLE
4. Title to said estate or interest in said land is at the effective date hereof vested in:
Northwestern Michigan College, a Michigan community college
5. The land referred to in this Commitment is situated in the **City of Traverse City of the County of Grand Traverse, State of Michigan**, and is described as follows:
SEE CONTINUATION OF SCHEDULE A FOR LEGAL DESCRIPTION

Countersigned:

Corporate Settlement Solutions

Donald C. Peplinski
Donald C. Peplinski

By: _____
Authorized Officer or Agent



OLD REPUBLIC
National Title Insurance Company

File No.: **MI-268575**

COMMITMENT

SCHEDULE A
(continued)

Parcel "A"

Part of the Northeast one-quarter of the Southwest one-quarter of Section 1, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the West one-quarter corner of said Section 1; thence South $01^{\circ}00' 08''$ West, 628.72 feet, along the West line of said Section 1, to a point on the centerline of East Front Street (State Highway US-31 and M-72); thence South $89^{\circ}02' 54''$ East, 1858.07 feet, along said centerline, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72), and to the POINT OF BEGINNING; thence North $49^{\circ}05' 39''$ West, 77.87 feet, along said Easterly Right-of-Way line, to a point on the Northerly Right-of-Way line of East Front Street; thence South $89^{\circ}02' 54''$ East, 349.13 feet, along said Northerly Right-of-Way line, to a point on the Westerly Right-of-way line of East Front Street; thence South $41^{\circ}15' 38''$ West, 224.21 feet, along said Westerly Right-of-Way line, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72); thence North $49^{\circ}05' 39''$ West, 120.71 feet, along said Easterly Right-of-Way line; thence North $40^{\circ}54' 21''$ East, 11.45 feet, leaving said Easterly Right-of-Way line; thence Northwesterly, 20.00 feet, along the arc of a 507.28 feet radius curve to the left, the central angle of which is $02^{\circ}15' 32''$, and the long of which bears North $57^{\circ}00' 18''$ West, 20.00 feet, along a line lying 70.00 feet, along a line lying 48.00 feet Easterly of the centerline of Munson Avenue (State Highway US-31 and M-72); thence South $75^{\circ}53' 40''$ West, 10.62 feet, to a point on the Easterly Right-of-Way line of Munson Avenue (State Highway US-31 and M-72); thence North $49^{\circ}05' 39''$ West, 41.77 feet, along said Easterly Right-of-Way line, to the POINT OF BEGINNING.



OLD REPUBLIC
National Title Insurance Company

File No.: **MI-268575**

**SCHEDULE B
SECTION I**

Requirements

The following are the requirements to be complied with:

1. Pay the agreed amounts for the interest in the land and/or the mortgage to be insured.
2. Pay us the premiums, fees and charges for the policy.
3. You must tell us in writing of anyone not referred to in this Commitment who will get an interest in the land or who will make a loan on the land. We may then make additional requirements or exceptions.
4. Documents satisfactory to us creating the interest in the land and/or the mortgage to be insured must be signed delivered and recorded.
5. Provide evidence of payment of all special assessments due hereunder.
6. Provide evidence of payment of all taxes due.
7. In order to issue the subject policy, the following item is required: Owner's Affidavit.
8. Note for Information: If, per Public Act 201 of 2010, the land to be insured is defined as "Commercial Real Estate" and the proposed transaction is or will be the subject of a written commission agreement running in favor of a commercial real estate broker, the Company shall be immediately notified and this Commitment will be revised and made subject to such further requirements and exceptions as deemed necessary.
9. Record Corrective Affidavit Affecting Title which corrects the previous affidavit recorded in Instrument No. 2016R-06791.
10. Northwestern Michigan College to provide insurer with Resolution authorizing conveyance of subject property and naming the Corporate Officer authorized to act on behalf of the corporation.
11. Record proper Deed from Northwestern Michigan College, a Michigan Community College District, to To BE Determined, vesting fee simple title to the subject property as to Item No. of page 2 of Affidavit recorded in Instrument No. 2016R-06791..
12. City of Traverse City to provide insurer with Corporate Resolution authorizing conveyance of subject property and naming the Corporate Officer authorized to act on behalf of the corporation.
13. Record proper Deed from City of Traverse City to Northwestern Michigan College, vesting fee simple title to the subject property which lies North of that portion of vacated Front Street and adjacent to the South line of existing Northwestern Michigan College parcel to the North.

In the event Corporate Settlement Solutions does not close the mortgage transaction, the recording of the insured Mortgage must be within 30 days of execution of the respective Mortgage, or the following exception will be shown on the final policy: Loss of priority or validity of the insured Mortgage arising out of any Bankruptcy of the Mortgagor



OLD REPUBLIC
National Title Insurance Company

File No.: **MI-268575**

SCHEDULE B
SECTION II

Exceptions

Schedule B of the policies to be issued will contain exceptions to the following matters unless the same are disposed of to the satisfaction of the Company:

1. Defects, liens encumbrances, adverse claims or other matters, if any, created, first appearing in the public records or attaching subsequent to the effective date hereof but prior to the date the proposed insured acquires for value of record the estate or interest or mortgage thereon covered by this commitment.
2. Encroachments, overlaps, boundary line disputes, variations, violations or adverse circumstances which would be disclosed by an accurate survey and inspection of the premises.
3. Boundary line disputes and overlaps which would be disclosed by an accurate survey or inspection of the premises.
4. Easements or claims of easements, not shown by the public records and existing water, mineral, oil and exploration rights.
5. Rights or claims of parties in possession not shown by the public records and any facts, rights, interests or claims that aren't shown by public records but that could be ascertained by an inspection of the land or inquiry of persons in possession of the land.
6. Any lien or right to a lien, for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the public records.
7. Any rights, title, interest or claim thereof to that portion of the land taken, used or granted for streets, roads or highways.
8. Any and all oil, gas, mineral, mining rights and/or reservations thereof.
9. Taxes or special assessments which are not shown as existing liens by the public records.
10. Property Identification Number: 28-51-101-001-00 (Part of) Tax exempt.
11. Property Identification Number: 28-51-101-004-00 (Part of) Tax exempt.
12. Property Identification Number: 28-51-101-007-00 Tax exempt.
13. Terms, conditions and restrictions by the Michigan Department of Transportation as evidenced in Quit Claim Deed recorded in Liber 1228, page 67.
14. Terms, conditions and reservations as evidenced in Resolution Vacating, Discontinuing and Abolishing a portion of East Front Street as recorded in Liber 1129, page 684. Subsequent Affidavit Affecting Title recorded April 22, 2016 in Instrument No. 2016R-06791.
15. Interest of the City of Traverse City as evidenced in Liber 1129, page 684.
16. FOR INFORMATIONAL PURPOSES ONLY. In accordance with the terms and provisions of the Commitment jacket, 'This Commitment shall be effective only when the identity of the Proposed Insured and the amount of the policy or policies committed for have been inserted in Schedule A by the Company'.

_INFO

PRIVACY POLICY NOTICE

Purpose of this Notice

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with the GLBA, we are providing you with this document, which notifies you of the privacy policies and practices of Old Republic National Title Insurance Company and Corporate Settlement Solutions.

We may collect nonpublic personal information about you from the following sources:

- Information we receive from you such as on applications or other forms.
- Information about your transactions we secure from our files, or from our affiliates, or others.
- Information we receive from a consumer reporting agency.
- Information that we receive from others involved in your transaction, such as the real estate agent or lender.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic personal information will be collected about you.

We may disclose any of the above information that we collect about our customers or former customers to our affiliates or to nonaffiliated third parties as permitted by law.

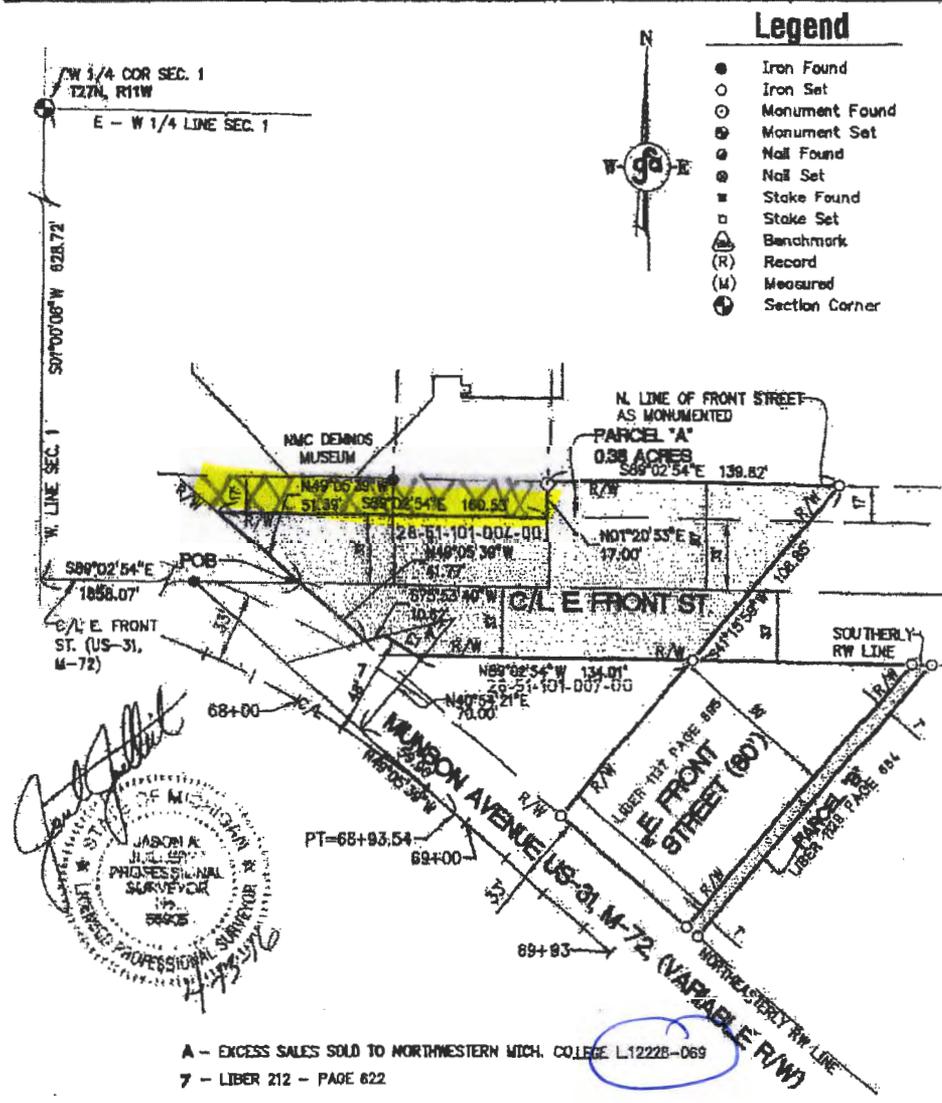
We also may disclose this information about our customers or former customers to the following types of nonaffiliated companies that perform services on our behalf or with whom we have joint marketing agreements:

- Financial service providers such as companies engaged in banking, consumer finance, securities and insurance.
- Non-financial companies such as envelope stuffers and other fulfillment service providers.

WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

EXHIBIT



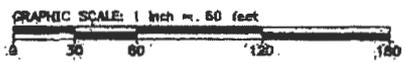
Legend

- Iron Found
- Iron Set
- ⊙ Monument Found
- ⊕ Monument Set
- ⊙ Nail Found
- ⊕ Nail Set
- ⊕ Stake Found
- ⊕ Stake Set
- ⊕ Benchmark
- (R) Record
- (M) Measured
- ⊙ Section Corner

Jason A. Jiles
 JASON A. JILES
 PROFESSIONAL SURVEYOR
 No. 58625
 STATE OF MICHIGAN
 LICENSED PROFESSIONAL SURVEYOR

A - EXCESS SALES SOLD TO NORTHWESTERN MICH. COLLEGE L.12228-069
 7 - LIBER 212 - PAGE 622

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
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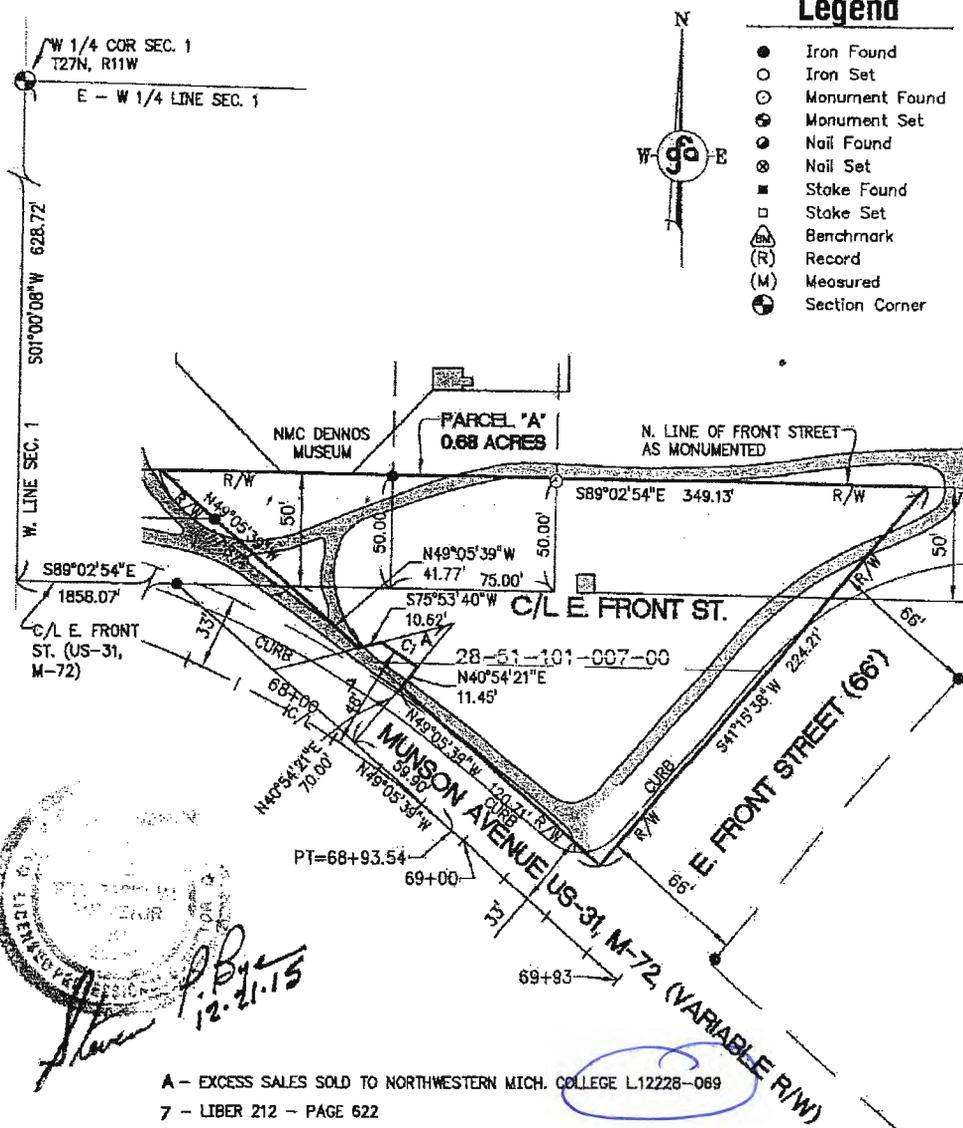
PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASE OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

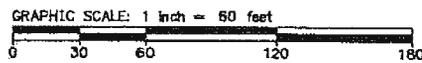
P/N 221.942.874 F/AK 221.942.873 WWW.GFA.ILC	<p>Gourdie-Fraser Municipal Development Transportation</p>	Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI.	DATE: 01-18-18 P.P.: JESSICA MILLSON C.D.: BILF C.D.: JAU 15361 SHEET 1 OF 3
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT. EXPLICITLY, GFA DISCLAIMS ANY LIABILITY FOR ANY ERRORS OR OMISSIONS THAT MAY BE FOUND IN THIS DOCUMENT.

BOUNDARY SURVEY



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	20.00	507.28	002°15'32"	N57°00'18"W	20.00



PREPARED FOR: **NORTHWESTERN MICHIGAN COLLEGE**

BASIS OF BEARINGS: U.S. STATE PLANE ZONE 2112, NAD83

PH 231.946.5874
 FAX 231.946.5703
 WWW.gfa.fc
 123 W. Front Street
 Traverse City, MI 49684



Location: PART OF THE NE 1/4 OF THE SW 1/4 SECTION 1, TOWN 27 NORTH, RANGE 11 WEST CITY OF TRAVERSE CITY, GRAND TRAVERSE CO., MI. 15361

DATE: 12-21-15
 BY: STEVEN P. BYE
 DE: MJP CC: GFB
 SHEET 1 OF 2

THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.
 PROJECT: 15361 (15361) ST. TRIANGLE DESIGNATION (12-21-15 3:50 PM) MFB/MS
 REV: ..



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 10, 2016

FROM: ^{*MTC*} MARTY COLBURN, CITY MANAGER

SUBJECT: 2016 MERS ANNUAL MEETING – EMPLOYER DELEGATE
AND ALTERNATE

Attached is a memo from Human Resource Director Kristine Bosley requesting that the City Manager be designated as the Officer Delegate for the MERS (Municipal Employees Retirement System) Annual Meeting and Deputy City Treasurer James Henderson as the Officer Alternate.

I recommend the following motion:

that Marty Colburn and James Henderson be appointed Officer Delegate and Officer Alternate Delegate respectively, for the 2016 annual meeting of the Municipal Employees' Retirement System; and that the City Manager be authorized to execute the certification of delegates.

K:\tcclerk\city commission\appointments\mersdelegate_2016

Copy Kristine Bosley, Human Resources Director

Memorandum

The City of Traverse City

Office of Human Resources



TO: MARTY COLBURN, CITY

FROM: KRISTINE BOSLEY, HUMAN RESOURCE DIRECTOR *KMB*

DATE: AUGUST 10, 2016

SUBJECT: MERS Annual Meeting - Delegates

The Municipal Employees Retirement System holds their Annual Meeting each year in the fall. Their 2016 meeting is set for September 28 through Thursday, September 29th at the Grand Travers Resort. .

The MERS Plan Document provides that our Employees' Delegate and Alternate Delegate shall be selected by secret ballot of the employees who are members of the Retirement System. This year the employees elected were, Brandon Morgan, Cemetery Sexton as Employee Delegate and Kyle Becker, Equipment Operator as Alternate.

The Employer appoints an Officer Delegate and Officer Alternate Delegate to attend this meeting. Please appoint Martin Colburn, City Manager as Officer Delegate.

Attached please find the MERS 2016 Annual Meeting Delegate and Alternate Certification form appointing the Officer Delegate. This form also indicates the Employees' selection for Delegate and Alternate.

Please present this to the City Commission at the August 15, 2016 Regular Commission meeting.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: GRANT AGREEMENT – NAGPRA COMPLIANCE FOR THE CON FOSTER COLLECTION

At the February 16 meeting this year, the Commission authorized staff to work with Bernstein and Associates to submit a grant application to the National Park Service for a grant to assist the City in properly dispensing of the Con Foster Collection. Dispensing of the collection that includes native artifacts is a complex and sensitive process, which is why we have engaged a professional to assist with the grant application and now wish to engage the professional to assist in dispensing the collection.

We were successful in obtaining a \$79,200 grant, which is the full amount requested. Attached is a memo from Assistant City Manager Penny Hill in connection with this matter.

As explained by Ms. Hill, there are two actions sought from the City Commission:

- 1) To authorize the grant agreement which accepts the grant funds; and
- 2) To waive the competitive bidding process and issue a service order to Bernstein & Associates, who is familiar with the collection, to conduct the scope of work as outlined in Ms. Hill's memo – the full cost of the service order will be covered by the grant.

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

that the Assistant City Manager be authorized to execute the grant agreement with The United States Department of the Interior National Park Service to

-Motion continued on the following page-

accept the terms of the grant and officially accept the \$79,200 grant to be used for compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) as it relates to the dispensation of the Con Foster Collection; and

that the City Commission waives the competitive bidding process for professional services and authorizes the City Manager to issue a service order to Bernstein & associates in the amount of \$39,120 for consulting services to assist with the implementation of the Grant Agreement Number P16APOO253 with the United States Department of the Interior National Park Service, with the funds to be paid for by the grant from the National Park Service.

MC/bcm

k:\tcclerk\city commission\grants\con foster collection grant award

Memorandum

The City of Traverse City

Office of the City Manager



TO: MARTIN COLBURN, CITY MANAGER
WILLIAM TWIETMEYER, CITY TREASURER

FROM: PENNY HILL, ASSISTANT CITY MANAGER

A handwritten signature in blue ink that reads "Penny Hill".

DATE: AUGUST 10, 2016

SUBJECT: SUCCESSFUL GRANT APPLICATION TO NATIONAL PARK
SERVICE - NAGPRA COMPLIANCE – CON FOSTER
COLLECTION

Background:

The City has been working with a consultant, Bernstein & Associates, to assist the City in establishing compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) with respect to items in the Con Foster collection that may be sacred objects, objects of cultural patrimony, or unassociated funerary objects. A number of items have been identified as having a strong likelihood of being subject to NAGPRA. Because Con Foster accumulated his collection nationwide, it is possible that the City could be involved in repatriation of objects nationwide.

The strategic plan developed by Bernstein and Associates for ensuring compliance with NAGPRA includes applying for NAGPRA Consultation Grants to engage experts to assist the City in order to make the determination of whether or not an object should be repatriated, and to assist in the repatriation process. The City's consultant, Bernstein and Associates, has an extensive background in assisting museums, local units of government, and others comply with NAGPRA. Bernstein and Associates came highly recommended by the Michigan Museum Association. Bernstein and Associates has previously been vetted through the Carnegie Building/City Assets Ad Hoc Committee.

About the NAGPRA Grant:

The NAGPRA Consultation/Documentation grants provide funding to work with specific groups of Indian Tribes; in the City's case, beginning with the more regional Great Lakes Tribes, and expanding outward to include other tribes as the grant budget allows. It is estimated that this will be a five year process, including four NAGPRA grant cycles. The initial grant application was submitted in March of this year. We just received notification that our application was **approved for \$79,200**, the full amount requested.

Each recipient of a NAGPRA Consultation/Documentation grant enters into a grant

Office of the City Manager, 400 Boardman Avenue, Traverse City, MI 49684 (231) 922-4440

agreement. The grant period in the agreement is always for a two year period even when the grant proposal includes a shorter timeline.

Awarded NAGPRA Consultation/Documentation grants can be extended for up to five years from the start date established in the grant agreement. After five years, any remaining grant funds are diverted to the US Treasury. Requests can be submitted to the National NAGPRA Program for time extensions, scope of work and budget modifications.

The City received a Grant Agreement from the National Park Service for \$79,200 on August 10, 2016. *The Grant Agreement must be signed by the authorized representative of the City of Traverse City and returned to the National NAGPRA office no later than August 19, 2016.* The Grant Agreement will become effective on the date of the last signature to the agreement, and will continue until July 31, 2018. The period of performance of grant activities is August 1, 2016 to July 31, 2018. The Grant Agreement includes the following:

STATEMENT OF WORK

A. The Recipient agrees to:

1. Complete the project as described by the Recipient in the Application for Federal Assistance:

- i. Facilitate disposition of human remains representing one individual from an unknown geographic location;
- ii. Facilitate disposition of human remains representing one individual identified as “woman from the western plains”;
- iii. Facilitate repatriation of funerary objects, sacred objects, and objects of cultural patrimony through consultation;
- iv. Employ a NAGPRA web-based consultation tool to share information with all summary recipients;
- v. Work with a NAGPRA consultant to draft and publish Notices of Inventory Completion for the human remains, and to complete the process for repatriation of funerary objects, sacred objects, and objects of cultural patrimony;
- vi. NAGPRA consultant will provide NAGPRA training to city officials.

2. Comply with requirements established in the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001, et seq.) and its implementing regulations (43 CFR Part 10).

B. No substantial involvement on the part of the NPS is anticipated for the successful completion of the statement of work detailed in this award. It is anticipated that involvement will be limited to actions related to monitoring project performance and technical assistance at the request of the recipient.

Consultation Agreement:

As part of the grant application process, Bernstein and Associates prepared a Letter of Commitment towards the first year of the project, which also acts as a proposal to the City for consulting services at an estimated cost of Thirty-Nine Thousand, One Hundred Twenty Dollars (\$39,120). An estimated timeline of activities and cost estimate are attached for your review. Bernstein and Associates will provide the following personnel to successfully implement the grant activities:

1. NAGPRA assistant (grant funded)

Responsibilities to include:

- Photo document items if images cannot be located
- Locate and assemble associated documentation in preparation for consultations
- Coordinate tribal travel
- On-site meeting prep (room, refreshments, etc.)
- Object handling
- Note taking
- Data entry

2. NAGPRA consultant (grant funded)

Responsibilities to include:

- Train designated individuals in NAGPRA basics including meaningful consultation, repatriation claim development and evaluation
- Train NAGPRA assistant
- Provide technical support throughout implementation
- Meeting facilitation
- Grant interim and final report writing
- Draft PESTICIDE STATEMENT
- Draft CON FOSTER COLLECTION NAGPRA COMPLIANCE PROCEDURES

City of Traverse City Responsibilities will include (not funded by grant):

- Participate in consultations
- Repatriation claim evaluation
- Authorization for publication of notices
- Grant administration and reporting
- Facilitate purchases associated with consultation including travel of tribal representatives
- Deaccession and transfer control of items to be repatriated

Recommendation:

1. It is recommended that the City Commission approve Grant Agreement Number P16AP00253 between the United States Department of Interior National Park Service and the City of Traverse City in the amount of Seventy-Nine Thousand, Two Hundred Dollars (\$79,200) and authorize Assistant City Manager Penny Hill to execute the Agreement on behalf of the City of Traverse City.

2. It is recommended that due to the consultant's familiarity with the Con Foster collection, the City Commission waive the competitive bidding process, and approve a Service Order to Bernstein and Associates in the Amount of \$39,120 for consulting services to assist in implementing the goals of Grant Agreement Number P16AP00253 between the United States Department of Interior National Park Service, and performing grant activities, with funds to be provided through the grant award.

Project Schedule

Objective/Major Activity	Month
<ul style="list-style-type: none"> - City informs B&A of grant award - Set-up grant in accounting and grant monitoring systems - Inform tribal partners of grant award and begin to schedule consultations (B&A) - Purchase supplies and equipment (City) 	October – December 2016
<ul style="list-style-type: none"> - Mail and email letters, offering disposition of the human remains - Tribes return disposition request and support for disposition forms 	January - February 2017
<ul style="list-style-type: none"> - Submit to National NAGPRA Program two draft Notices of Inventory Completion, amended CUI inventory, and other documentation required to be placed on the Review Committee agenda 	March 2017
<ul style="list-style-type: none"> - Travel to Review Committee meeting and present two separate requests for a recommendation for disposition 	May/June 2017
<ul style="list-style-type: none"> - Publish two Notices of Inventory Completion 	July/August 2017
<ul style="list-style-type: none"> - Ms. Wilbert travels to Traverse City - Work with Culture Code begins 	July/August 2017
<ul style="list-style-type: none"> - Ms. Bernstein travels to Traverse City where she will provide a NAGPRA training and facilitate consultations with tribal partners 	August 2017
<ul style="list-style-type: none"> - Transfer control of human remains will be completed no sooner than 30-days after Notices are published and finalize arrangements for physical transfers 	September 2017
<ul style="list-style-type: none"> - Email website access instructions to Indian tribes from which the City has received inquiries for images and additional documentation. - Mail announcements to all summary recipients 	October – December 2017
<ul style="list-style-type: none"> - As circumstances dictate, work together with Indian tribes through the NAGPRA process to facilitate repatriation of items made available through the website. This may include telephone and/or video conferencing as well as Notice of Intent to Repatriate Publication 	August 2017 – September 2018
<ul style="list-style-type: none"> - Document the NAGPRA process - Write and submit reports to the National NAGPRA Program 	January 2017 – September 2018

Key Personnel

Jan Bernstein, M.S., is the Managing Director of Bernstein & Associates, LLC, which she founded in 2003. Since the passage of NAGPRA, Ms. Bernstein has worked together with Indian tribes throughout the country, Native Hawaiian organizations, museums, and federal agencies on all aspects of NAGPRA implementation. These projects have resulted in the repatriation of human remains repatriating thousands of individuals and cultural items. Most of the projects were funded by NAGPRA grants written by Ms. Bernstein. In addition to implementation and grant writing, Ms. Bernstein provides NAGPRA training to Indian tribes, Native Hawaiian organizations, museums, and federal agencies through customized training and for the National Preservation Institute and National NAGPRA Program among others. Prior to the passage of NAGPRA, for the State of California, In the 1980s, she worked on a project that laid the groundwork for the eventual repatriation of 38,671 individuals, more than one million funerary objects, more than 4,000 sacred objects, and nearly 1,000 objects of cultural patrimony.

Claire Wilbert, M.S., is an associate of Bernstein & Associates, LLC. She began working with archaeological collections in 2009, received her BA in archaeology in 2010, and her MS in museum collections management in 2012. Her Master's project at the University of Colorado-Boulder was the development and facilitation of a two-day introductory training for students on the NAGPRA consultation process. Since then, she has worked extensively with ethnographic and archaeological collections, both in the U.S. and abroad. She is particularly experienced with collections management systems and the digitization of collections.

Cost Estimate

Consultants

Consultant	Day Rate	Travel Days	Non-Travel Days	Total
Jan Bernstein	\$720	11*	29	\$28,800
Claire Wilbert	\$240	27 (Plus 10 unpaid weekend days)	16	\$10,320
Consultant Total				\$39,120

Travel

Consultant	Meals (GSA rate)	Lodging	Transportation	Estimate
Jan Bernstein	9.5 days (8 full and 2 at 75%) x \$79	9 nights x \$168	Coach class airfare from Denver to Traverse City Parking at DIA	\$2,930
Jan Bernstein	4.5 days (2 full and 2 at 75%) x \$69	4 nights x \$226	Coach class airfare from Denver to Washington, DC Ground transportation in DC Parking at DIA	\$2,054
Claire Wilbert	0	36 nights x \$168	Round-trip mileage (@ \$.54/mile) from Seattle to Traverse City or Airfare & rental car	\$8,776
Travel Estimate				\$13,760.00

*B&A will not charge for travel days associated with the Washington, DC trip.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

MAC

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CITY OPERA HOUSE CANOPY

Attached is a memo from City Attorney Lauren Tribble-Laucht regarding the Opera House Canopy Project. As indicated by the City Attorney, on July 6, 2015, the City Commission conceptually approved the canopy project, provided it was approved by a subcommittee of the Historic Districts Commission, with final approval to be given by the City Commission.

The City Attorney has prepared the attached memorandum of understanding which authorizes the City Opera House Heritage Association (COHHA) to complete this work through their contractor. As indicated by the City Attorney, the lease provides that the new canopy will become property of the City's upon its installation.

I applaud the efforts of COHHA who have raised the funds for this project – adding this canopy makes the entrance to the City Opera House much more visible, allowing those who visit the Opera House to find it much more easily.

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

that the Mayor and City Clerk execute a memorandum of understanding (MOU) with the City Opera House Heritage Association which authorizes the installation of a canopy over the entrance to the City Opera House and specifies the terms of its installation, with the MOU 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\opera house canopy

copy: Diana Baribeau, City Opera House Executive Director

Thom Darga, COHHA

Timothy Lodge, City Engineer

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Lauren Tribble-Laucht, City Attorney
CC: Benjamin C. Marentette, City Clerk
DATE: August 9, 2016
SUBJECT: *Opera House Canopy Project*

As you know, the City Commission conceptually approved a canopy to be installed on the City Opera House at its meeting of July 6, 2015. Since that time the City Opera House Heritage Association (COHHA) has been working together with Thom Darga to bring the details back to the City for consideration. On May 28, 2016 the Historic Districts Commission had approved preliminary drawings for this project and directed a subcommittee to review the final construction drawings prior to the issuance of a Land Use Permit. The subcommittee commented on the final drawings, which provided two options for the “medallion” on the front of the canopy: curved or peak. The subcommittee requested that the curve design be used, which is shown on sheet 1.3a (sheet 1.3b showing the peak design has therefore been omitted from the agreement documents).

Therefore, if it is the wish of the City Commission to proceed with this project it is necessary to approve a Memorandum of Understanding (attached) similar to the MOU between the City and COHHA that was used for the third floor dressing room project. The lease with COHHA allows the tenant to make changes to the building upon consent of the City. The canopy will be fully funded and installed by COHHA and will become property of the City upon installation.

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

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) made the ____ day of _____, 2016, by and between CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan 49684, (the "City") and CITY OPERA HOUSE HERITAGE ASSOCIATION, INC., a Michigan non-profit corporation, of 106 E. Front St., Traverse City, Michigan 49684 ("COHHA").

WITNESSETH

WHEREAS, the City and COHHA have entered into a Lease dated November 20, 2012 (the "Lease") for the City Opera House, located in the 100 block of East Front Street; and

WHEREAS, pursuant to Paragraph 12 of the Lease all current and future construction and renovation shall be subject to review and approval by the City (Landlord) before construction; and

WHEREAS, Paragraph 15 of the Lease provides all fixtures, alterations, additions and improvements in or upon the premises or the building made by either party (except Tenant's trade fixtures) shall become the property of the City (Landlord) and shall remain upon and be surrendered with the premises as part thereof at the termination or other expiration of the term hereby granted; and

WHEREAS, the City Commission has granted permission to COHHA to make certain improvements to the City Opera House by way its action of _____, 2016; and

WHEREAS, COHHA shall be responsible for all costs associated with the approved renovations to the Opera House.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the adequacy of which is hereby acknowledged, the City and COHHA agree as follows:

1. COHHA shall be responsible for the cost of all labor, materials, equipment and appliances necessary and complete all the work as set forth in the attached Scope of Work (**Exhibit A** attached hereto and made a part hereof by reference) for the Opera House Canopy Project described therein (the "Project") according to the plans (**Exhibit B** attached hereto and made a part hereof by reference). COHHA shall provide the City with assurances it possesses sufficient financial means to complete the Project prior to commencement of any activities under this MOU. The estimated budget for this project is fifty-six thousand two hundred fourteen dollars (\$56,214.00). COHHA shall provide all funding for the Project. The resulting improvements to the Opera House shall be the property of the City, consistent with the terms of the Lease.

2. The Project may commence upon issuance of the required building permits and is intended to be completed by _____, 2016. Should the project be obstructed or delayed the time herein fixed for completion of the work shall be extended for good cause shown. The duration of such extension shall be determined by the City Engineer.

3. In the event that the cost of the Project exceeds amount of funds budgeted by COHHA due to change orders, delays in the work, emergency or any other reason whatsoever, COHHA shall obtain any additional necessary funding to cover additional costs in their entirety within a timeframe required by the City.

4. In the event that an unforeseen condition or other matter that may affect the cost and time of completion of the project is discovered all work shall cease on the Project and the unforeseen condition or other matter shall be evaluated by the City and COHHA to determine whether the Project shall continue. The Project will not continue unless COHHA provides evidence to the satisfaction of the City that remedies to the unforeseen conditions are acceptable to the City and it has the additional funds with which to finish the Project. If COHHA fails to provide such evidence, the City may choose to terminate the Project and pursue any remedy available at law or equity to complete the Project. In the event the City chooses to terminate the Project, COHHA shall restore the Opera House to its condition prior to the Project having been commenced. If COHHA fails to restore the Opera House to its prior condition, the City shall do so and shall be entitled to pursue any remedy available at law or equity to accomplish the same. COHHA hereby waives any defense it might otherwise have in an action by the City to recover its costs for finishing the Project or restoring the Opera House to its prior condition.

5. Indemnification. COHHA shall indemnify and save harmless the City, its officers, agents and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses arising from bodily injury or death of any persons and damage or loss of any property resulting or arising out of or in connection with the performance of any work relating to this MOU based upon any act, omission, or negligence of COHHA or its employees, agents, servants, subcontractors, or any other person or persons, including but not limited to the City, its agents, officers, or employees. The obligations to indemnify, and hold harmless contained herein shall exclude only those matters in which the claim arises out of allegations of the sole negligence of the City, its officers, agents or employees. This indemnification provision shall not be limited by reason of insurance coverage of any type. This provision is not intended to waive the defense of governmental immunity that may be asserted by the City in an action against it.

The City of Traverse City hereby reserves the right to select its own counsel in defense of any matter arising hereunder, and no payment, or acknowledgement of liability, loss, fine, penalty or charge shall be made against the City of Traverse City without its express written consent. This indemnity shall survive the expiration or termination of this Contract.

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

6. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant

may be regarded as a material breach of this MOU.

7. Insurance.

- a. COHHA agrees that the only contractor providing labor and materials in connection with the Project is Nuart Sign & Graphic Systems of 322 Welch Court, Traverse City, Michigan ("Contractor").
- b. The Contractor shall not change and shall maintain the following insurance throughout the duration of time where they are performing work on the Opera House. Such contractors shall provide a certificate of insurance to the City Clerk. Upon the request by the City Clerk, such Contractor shall provide a full copy of any insurance policy for insurance coverage required under this agreement within ten (10) days of request. This time frame may be extended by the City Clerk in cases where the policy has not been issued. All policies shall contain endorsements stating that at least ten days advance notice of cancellation or non-renewal shall be given to the City Clerk prior to termination or any change in the policy. For insurance coverage where Contractor is required to name the City as additional insured, the Contractor shall provide an endorsement to the City Clerk stating that the City has been named as additional insured onto such policy for all claims arising out of the Contractor's work. COHHA acknowledges that such Contractor may have to provide a special endorsement, rather than a blanket endorsement, due to the fact that the Contractor is not working for the City but are rather performing work on the City's property. Should any required insurance be cancelled, materially reduced or expired, all activities under this Agreement shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof accepted by the City Clerk.
 - i. Commercial General Liability Insurance. Contractor shall procure and maintain during the life of this Contract Commercial General Liability insurance in an amount not less than \$1,000,000 for all injuries, including accidental death, for each person; and subject to the same limit for each person, in an amount not less than \$1,00,000 on account of each accident; such coverage shall also apply to property damage, with coverage in an amount not less than \$1,00,000 each occurrence; a combined single limit, or aggregate in the amount not less than \$2,000,000 shall be maintained. This insurance shall name the City as additional insured.
 - ii. Workers' Compensation Insurance. Contractor shall comply with the requirements of the Michigan Worker's Compensation Law and shall maintain such insurance as will protect them from claims under said law, and from any other claim for personal injury, including death, which may arise from operations by himself or by any other contractor, or anyone directly or indirectly employed by either of them and shall give proof of such insurance to the City Clerk.

8. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to this Agreement.

Dated: _____, 2016

CITY OF TRAVERSE CITY

James C. Carruthers, Mayor

Dated: _____, 2016

Benjamin C. Marentette, City Clerk

Dated: _____, 2016

CITY OPERA HOUSE HERITAGE
ASSOCIATION, INC.

By:
Its:

Approved as to Substance:

Martin A. Colburn, City Manager

Approved as to Form:

Lauren Tribble-Laucht, City Attorney

Exhibit A: Scope of Work

DRAFT



Date: 7/29/2016

Page 0

QUOTE TO: The City Opera House
106 E. Front St.
Traverse City, MI 49684

ITEM 1;

Quote to furnish and install quantity 1 - 3 sided **marquee sign** to be installed on structure by others.

- Concept Drawings, production drawings & specifications.
- Project management.
- Site Surveys.
- Painted aluminum main body construction.
- Painted aluminum trim elements.
- Gold Leaf, UL listed LED halo lighted letters.
- Bronze / brass circular plaque, content to be determined.
- Painted aluminum suspended floor element.
- Quantity -14 LED can down lights.
- *Street and sidewalk closure permits billed at actual cost.
- **Building match plates to be provided and installed by others.
- Per customer approval.

Concept design & project management donation \$7,240.00 \$0.00

Sign \$51,954.00

Installation \$4,260.00

Total \$56,214.00

Installation Notes: This installation quote is based on "normal installation conditions" if there are extraordinary "unforeseen" conditions, for example;

- ▷ For a wall sign, beams hidden in a wall.
- ▷ For a ground mount sign, large obstacles in the ground.
- ▷ Work will be stopped and you will be consulted regarding these conditions and additional costs.

Terms: 50% deposit required to initiate project, an invoice will be provided prior to completion and the balance will be due at the time of installation or when it is picked up.

Note: These prices include "**estimated**" sales tax, which is applied to the sign only, not the installation and permits, the final invoice will have actual balance that includes sales tax.

Thank you,

Vic Starr

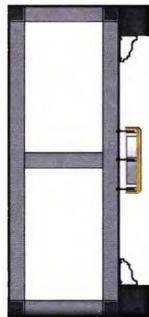


REQUIRES
ROUND PER
1-3a.

PEAK PER
1-3b NOT
ALLOWED

City Opera House: Marquee Signage/Details

31"

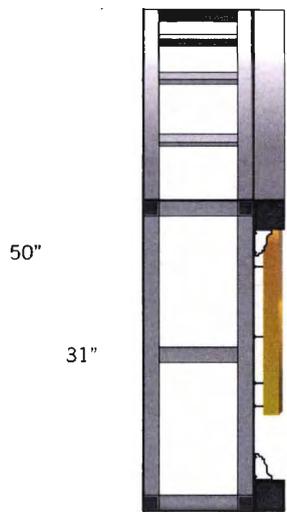


14"



120"

City Opera House: Marquee Signage/East & West canopy elevations



50"

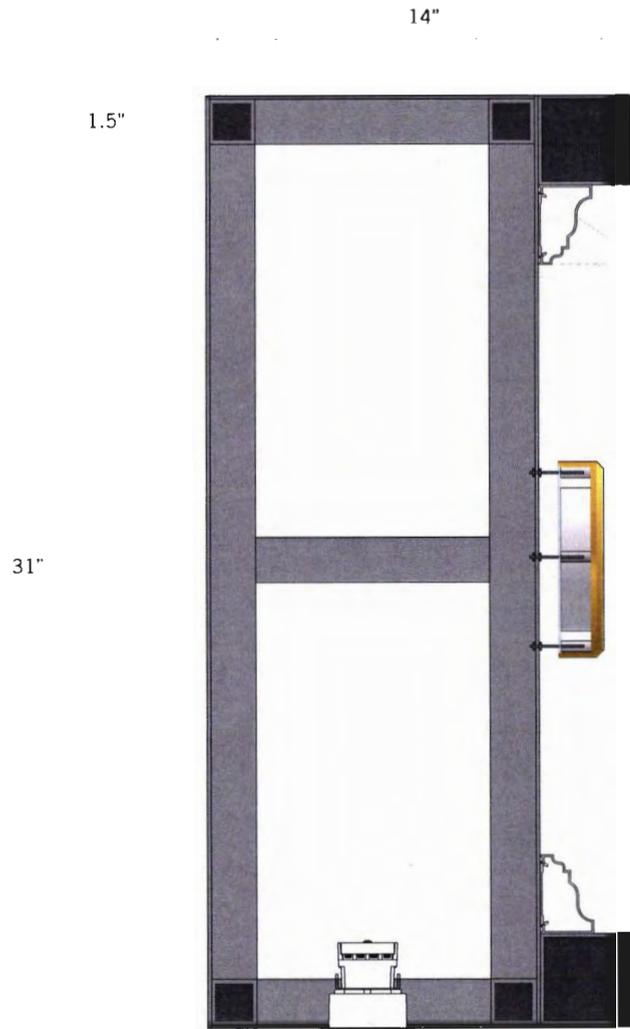
31"

14"



108"

City Opera House: Marquee Signage/North canopy elevation/Round

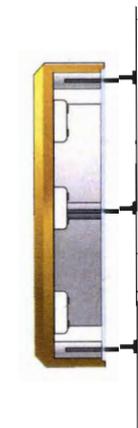


3"

2.625"

Stylnark aluminum crown extrusion
Part# 110382

6.5"



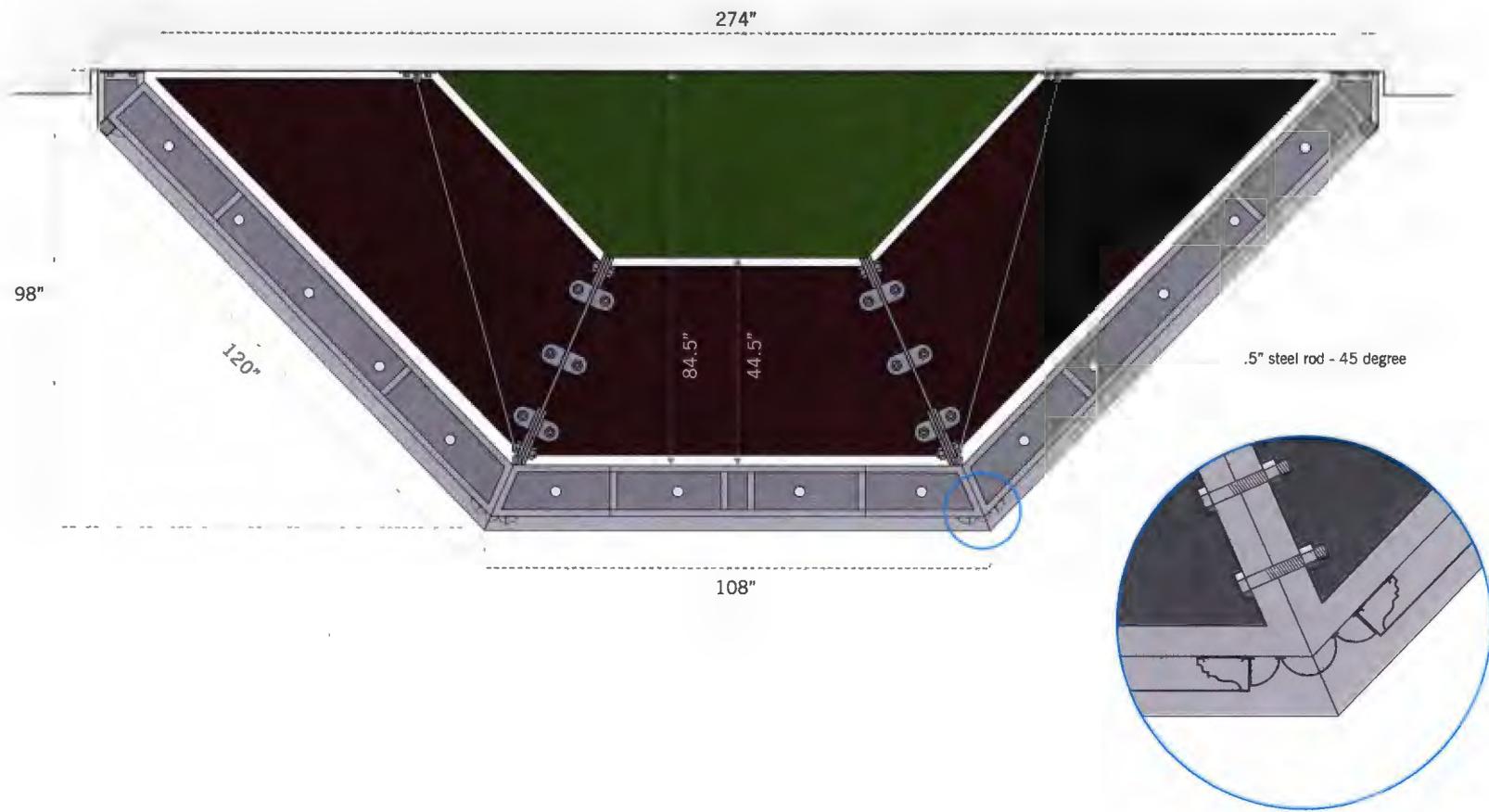
1.5" Signfoam
23k Gold leaf application

.125" acrylic

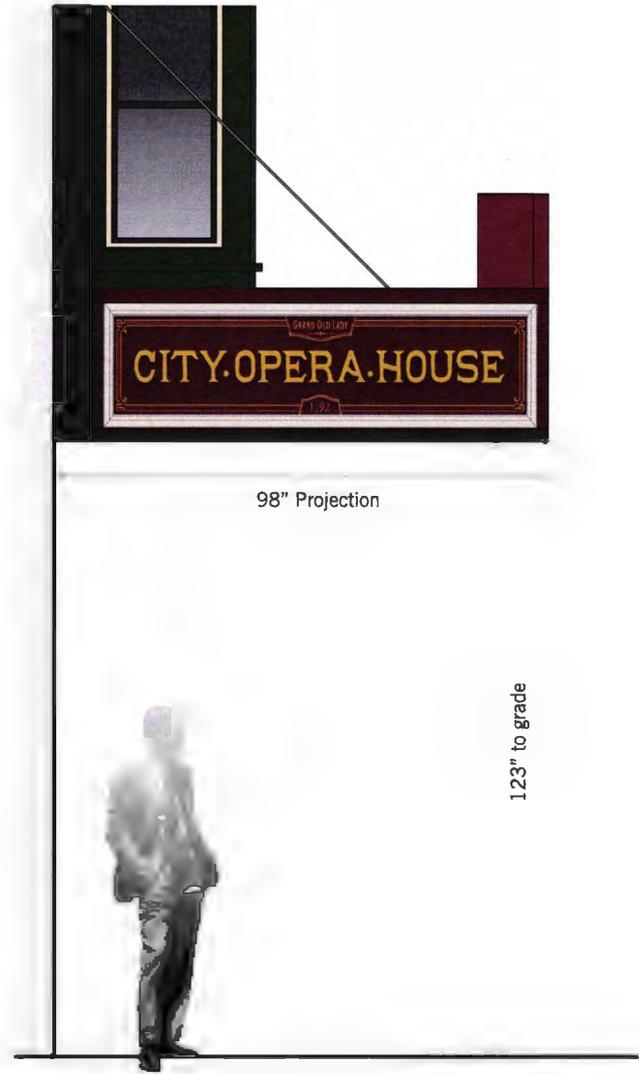
Sloan LED modules

Juno MD1LWG2 Mini LED can light

City Opera House: Marquee Signage/Cutaway view/Letter detail



City Opera House: Marquee Signage/Top view



City Opera House: Marquee Signage/Height & Projection/East elevation



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: ^{MAC}MARTY COLBURN, CITY MANAGER

SUBJECT: NEGOTIATION OF POLICE CAPTAINS COLLECTIVE
BARGAINING AGREEMENT

I request that the City Commission enter into closed session to discuss the strategy for negotiating the collective bargaining agreement with the Police Captains Unit. Following the closed session, there may be action for the City Commission to take in connection with this matter.

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

that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss negotiations and strategy in connection with the negotiation of a collective bargaining agreement with the Police Captains Unit, as authorized by MCL 15.268(c).

MC/bcm

k:\tcclerk\city commission\closed sessions\police captains



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: ^{MAC}
MARTY COLBURN, CITY MANAGER

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katie Zeits regarding three expiring terms on the Brown Bridge Advisory Committee. As mentioned by Ms. Zeits, all three incumbents are interested in reappointment and there are no applicants on file.

This is a City Commission appointment.

The following are sample motions:

1 – to reappoint incumbents

that Nelson Asper, Kathleen Kasdorf, and Jamie Kidwell-Brix each be reappointed to one three-year term expiring October 7, 2019, on the Brown Bridge Advisory Committee, seats previously held by Nelson Asper, Kathleen Kasdorf, and Jamie Kidwell-Brix.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding three three-year terms expiring October 7, 2019, on the Brown Bridge Advisory Committee, seats previously held by Nelson Asper, Kathleen Kasdorf, and Jamie Kidwell-Brix; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kez

K:\tcclerk\city commission\appointments\BBAC_20160815.doc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *kz*
DATE: August 1, 2016
SUBJECT: Brown Bridge Advisory Committee – Expiring Terms

There are three terms on the Brown Bridge Advisory Committee expiring on October 3rd, seats currently held by Nelson Asper, Kathleen Kasdorf, and Jamie Kidwell-Brix. Each of these incumbents are seeking reappointment to this board.

Attendance Records for 2015:

Nelson Asper – Present 4 out of 6 meetings
Kathleen Kasdorf – Appointed 12/21/2015
Jamie Kidwell-Brix – Appointed 12/21/2015

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 no applications on file.

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

Thank you!

Brown Bridge Advisory Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 nasper@mainstreammkt.com	05/02/11	10/03/16 10/07/19

Seeking Reappointment

Amy Shamroe (City Commission Rep, City Res) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traverssecitymi.gov	12/21/15	10/02/17
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Michael Vickery 319 Washington, TC 49684 989-400-3229, 989-400-3223 vickery@alma.edu	07/18/16	10/07/19
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Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) backhome@earthlink.net	10/02/07	10/02/17
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Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) pmaxba@gmail.com	03/18/13	10/01/18
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Edward Flees 3022 Brown Bridge Rd, TC, 49696 947-9157 (Res) mary_flees@yahoo.com	10/06/14	10/02/17
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Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) kreftengr@charter.net	03/05/07	10/01/18
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Kathleen Kasdorf 3683 Broadview Ter, TC, 49684 (970) 692-9726 (Cell) 276-7637 (Bus) kathleen.kasdorf@interlochen.org	12/21/15	10/03/16 10/07/19
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Seeking Reappointment

Judith Nemitz 4572 Albert Courtade Rd, TC, 49686 632-9009 (Res) 995-1755 (Bus) jjnemitz@yahoo.com	03/24/05	10/01/18
Deni Scrudato (City Resident) 422 E. State St, TC, 49686 922-5938 (Res) deniscrudato@yahoo.com	09/07/10	10/01/18
Jamie Kidwell-Brix (City Resident) 1005 E Front St., TC, 49686 (361) 549-2050 (Res) jamie.kidwell@gmail.com	12/21/15	10/03/16 10/07/19

Seeking Reappointment

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

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.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: ^{*mac*} MARTY COLBURN, CITY MANAGER

SUBJECT: DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS – APPOINTMENTS

Attached is a memo from Deputy City Clerk Katelyn Zeits indicating the Mayor's appointments to the Downtown Development Authority Board of Directors. As indicated by Ms. Zeits, these appointments are for four year terms expiring September 15, 2020; and are made by the Mayor with approval by the City Commission.

The following motion would approve the Mayor's appointment:

that the Mayor's reappointment of Charles Judson and appointment of Debbie Hershey and Jeff Schwartz each to a four-year term expiring September 15, 2020, seats previously held by Charles Judson, Rick Korndorfer, and John DiGiacomo, on the Downtown Development Authority Board of Directors, be approved.

MC/kez

K:\tcclerk\city commission\appointments\DDA_20160815.doc

copy: Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Katelyn Zeits, Deputy City Clerk *KZ*
Date: August 11, 2016
Subject: Downtown Development Authority Board of Directors – Appointments

There are three terms on the Downtown Development Authority Board of Directors expiring on September 15th, seats currently held by Charles Judson, Rick Korndorfer, and John DiGiacomo. Each of these three incumbents are seeking reappointment to the board.

Attendance Records for 2015

Charles Judson – Present 13 out of 14 meetings
Rick Korndorfer – Present 12 out of 13 meetings
John DiGiacomo – Present 10 out of 13 meetings

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. As a result, Debbie Hershey, Jeff Schwartz, Bradley Matson, Scott Hardy, David Shooltz, Chrissie Gonzales, Warren Call, Tyler Bevier, Brandee Southwell, and Blake Bernard all applied for the board. I have attached their applications for your reference.

The Mayor interviewed all eligible candidates for this board and as a result has elected to reappoint Charles Judson and appoint Debbie Hershey and Jeff Schwartz.

Appointments to this board are made by the Mayor and approved the City Commission.

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

Thank you!

**Downtown Development Authority
Board of Directors**

	<u>Initial Apt. Date</u>	<u>Termination</u>
Jim Carruthers - Mayor 218 West Eleventh St, TC, 49684 922-7768 (Res) jcarruthers@traversecitymi.gov	11/09/15	11/7/17
Gabe Schneider (DDA Interest) 148 E. Front St, Suite 203, TC, 49684 (517)449-6453 (Bus) gabe@northernstrategies360.com	09/08/15 (effective 09/15/15)	09/15/19
Bill Golden (DDA Interest) 122 E. Front St, TC, 49684 947-6924 (Res) 947-3367 (Bus) goldens@goldenshoestc.com	02/21/12	09/15/19
Harry Burkholder (City Resident) 418 W. 11th St, TC, 49684 421-1599 (Res) 929-3696 (Bus) burkholder@liaa.org	09/07/10	09/15/18
Allison Beers (DDA Interest) 250 E, Front St, Ste. 317, TC, 49684 883-2708 (Bus) allison@eventsnorth.com	09/08/15 (effective 09/15/15)	09/15/19
Stephen Constantin (DDA Resident/Interest) 223 Midtown Dr, TC, 49684 995-0447 (Res) steve.constantin@gmail.com	07/20/09 (Eff. 09/15/09)	09/15/17
John DiGiacomo (City Resident, DDA Interest) 440 N. Spruce, TC, 49684 714-4730 (Bus) john@revisionlegal.com	09/04/12 (Eff. 09/15/12)	09/15/16 09/15/20

Seeking Reappointment

Rick Korndorfer (City Resident, DDA Interest) 402 E. Front St, TC, 49684 590-9006 (Res) rickkorndorfer@gmail.com	09/04/12 (Eff. 09/15/12)	09/15/16 09/15/20
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Seeking Reappointment

Charles B. Judson (DDA Interest)	10/06/08	09/15/16
101 N. Park St, Ste. 100. TC, 49684		09/15/20
486-4519 (Cell) 929-4878 (Bus)		
cjudson@shrr.com		

Seeking Reappointment

T. Michael Jackson (DDA Interest)	09/03/13	09/15/17
217 Sixth St, TC, 49684	(Eff. 09/15/13)	
922-9232 (Res) 883-6272 (Cell)		
tmjackson36@gmail.com		

Leah Bagdon - McCallum (City Resident)	09/15/10	09/15/18
224 W. 17th, TC, 49684		
944-0376 (red) 995-7719 (Bus)		
lmbagdon4@hotmail.com		

Jeff Joubran (City Resident)	10/19/15	09/15/18
205 E. Front St, TC, 49684		
883-9697 (Res) 922-1600 (Bus)		
jeffjoubran@yahoo.com		

Rob Bacigalupi, Executive Director (contact person - 922-2050)

This Board consists of 12 members, including the Mayor who is a statutory member. The other members are **appointed by Mayor and approved by City Commission.**

- At least a majority of the members (7) shall be persons having an interest in property located in the downtown district, or be officers, members, principals or employees of a legal entity having an interest in property in the Downtown District or own taxable property within the City (See City Commission resolution of July 21, 1980).
- Not less than one of the members shall be a resident of the downtown district, if the district has 100 or more persons residing within it.

Members shall **not be in default** to the City, shall be **adults**, and....
Policy on Appointments and Committees

All appointments (except the Mayor) are **4-year terms** and expire 9/15.

An appointment to fill a vacancy shall be made by the mayor for the unexpired term only.

Creation of Downtown Development Authority provided for by 1975 PA 197 as amended MCL 125.1651 and TC Code §298.

Purpose: To increase property values in the business district of the City, and promote economic growth pursuant to Act 197 of the Public Acts of 1975.

The DDA was established at the September 5, 1978, regular meeting of the City Commission by ordinance.

Meets the 3rd Friday each month @ 8am in the Commission Chambers.

City of Traverse City
Application to Become Involved



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

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

Traverse City DDA

Name: Debbie Hershey

Address: 305 E. Eighth St. Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: hershey@aam.org

Preferred Phone No.: 231-350-2144 Additional Phone No.: 231-377-2029

Occupation: legal, marketing, non-profit (if retired, please provide your career)
see attached resume

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.

Debbie S. Hershey
Signature

8/01/15
Date

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

DDA Application Letter for Debra Hershey

Dear Selection Committee:

Please accept my application for a position on the DDA board in Traverse City. My husband and I moved to the area six years ago, and we have never been happier. As you can see from the attached resume, we have moved frequently due to my husband's work. However, we have now selected the Traverse City area as our permanent home.

Wherever we have lived, I have always dived into local activities as a way to connect with people and to volunteer to help strengthen my community. I have served on many non-profit boards and have assisted organizations in improving communications with their constituents.

For six years, I served as an elected school board member and worked often with local government agencies. Our board was an integral part of the discussions regarding growth and the future direction of the city of Oakwood, Ohio. Additionally, I worked for an architecture firm and assisted in the writing of master plans for various entities. Such plans have always been fascinating to me. The use of thoughtful planning to benefit the community is part of my motivation to serve on the DDA.

Since moving to Northern Michigan, I have been involved in the non-profit and arts communities. I am very familiar with budgeting, strategic planning, goal setting, and engaging the public in meaningful discussions regarding future growth strategies. I had the pleasure to work both with Bryan Crough and Rob Bacigalupi during my time at City Opera House and became interested in the work of the DDA through them.

In my positions of Executive Director and Development Director for non-profits in the area, I was involved in the planning, designing, and building of a new education center for the Grass River Natural Area and other building projects, including the new dressing room project at City Opera House.

In my professional life I have been primarily responsible for creating and executing budgets, long term goals and strategies, development plans, grant writing, public presentations, fund-raising and friend-building events, and engaging the public in discussions regarding future development. A major part of my job at Grass River and City Opera House was funding and implementing major building projects. Additionally, my legal background allows me to understand contracts, laws and policies and to apply them to decision making.

Much of my board service and volunteer efforts have focused on education and the arts. I am currently the Vice-Chair of the Artistic Committee at Old Town Playhouse and I perform, direct, and work in many volunteer capacities throughout their

season. I also volunteer at City Opera House and the State Theater. The arts culture in Traverse City is, among many things, one of factors that make our city great. I am intrigued about their future development and how it affects life in the city.

I am now retired. I have no desire to sit on boards to pad my resume or make a name for myself. My reasons for wishing to serve on the DDA are simple. We have lived in many places, and we are delighted with life in Traverse City. I retired somewhat early in life and I have much to offer. It would be interesting to sit on a board that plans for the future of our area, and I believe I have the skillset to make valuable contributions to the DDA board.

Thank you for your consideration.

Debra S. Hershey

Debra S. Hershey

305 East Eighth St.
Traverse City, MI 49684

Phone: (231) 350-2144
E-Mail: hershey@acm.org

EDUCATION

SYRACUSE UNIVERSITY: Syracuse, New York
Bachelor of Science, Communications

OHIO NORTHERN UNIVERSITY LAW SCHOOL: Ada, Ohio, Juris Doctorate

RELEVANT SKILLS:

Skilled presenter and public speaker

Creator and facilitator of strategic and long term planning for organizations

Board trainer

Bond/Operating Levy planning and implementation

Grant writer

Community leader

Successful event planner

Significant fundraising experience

International experience with both students and government officials

PROFESSIONAL EXPERIENCE

Sept 2012-Sept 2014 *Director of Development City Opera House, Traverse City:* Responsible for the development of all fundraising activities for a 120 year-old historic opera house. Includes grant writing, donor appeals, production of annual report and donor materials. Works with Board of Directors on development strategies and long range planning including strategic plans, policies, and bylaws.

Feb 2010-Sept 2012 *Executive Director, Grass River Natural Area:* Served as the Executive Director of a non-profit that manages a 1,443 acre nature preserve in Antrim County, Michigan. GRNA's mission is environmental education and the protection of the natural area. Responsibilities included creation of long term planning strategies, communications to donors, Antrim County commissioners, granting authorities, and the media. Recently created and wrote all text for a new website. Planned and executed all development activities for the organization including grants, donor appeals, long term planning documents, and events. Provided board training and orientation. Wrote and created all presentations, annual reports, and donor literature.

- Dec 2006 – Dec 2008 *President, School Toolbox LLC*: Provide communications services to school districts including development of Communications Plans, Strategic Plans, Written Materials, School Board Training, and Levy Campaign Strategies.
- May 2004 - June 2006 *Business Development and Marketing, Lorenz Williams Clinton, Dayton, Ohio*: Marketing and business development services for one of the largest and oldest architecture firms in Dayton. Worked with K-12 school clients on developing public relations materials and campaign strategies for bond levy campaigns. Wrote text for Master Planning documents, developed all presentations to schools. Also planned high profile events.
- Nov 2001 - June 2002 *Speech/Drama Teacher, Kaiserslautern High School and Ramstein Junior High School, Kaiserslautern, Germany*: Directed 43 high school students in a production of *Fiddler on the Roof* and taught speech and drama classes to middle school students.
- May 1998 - May 1999 *Field Service Representative, New Jersey School Boards Association, Trenton, New Jersey*: Provided direct training and membership services to approximately 55 school boards in southern New Jersey. Trained school board members in the areas of public engagement, school marketing, design of school bond levies and budget campaigns, parent involvement, conflict management, effective boardsmanship, strategic planning, superintendent evaluation, and board self-evaluation. Public speaker in the areas of school public relations, the design of effective bond levy campaigns, and key communicator programs. Published articles in the NJSBA's *School Leader Magazine*.
- Feb 1997 - May 1998 *District Public Information Officer, Galloway Township Public Schools, Galloway, New Jersey*: Designed a public relations plan for the school district and produced all newsletters, flyers, and brochures. Successfully planned and passed a \$19 million middle school bond levy. Tracked school funding legislation and participated in negotiating additional funding for the district. Organized community activities to strengthen support for the school system.
- Dec 1994 - June 1995 *Marketing and Public Relations Consultant, International School Wiesbaden, Germany*: Responsible for publicizing and promoting a new international school in Wiesbaden. Developed contact lists, conducted market research, designed brochures, and created and managed a high-profile media event to announce plans for the new school. Also served in many volunteer capacities including: member of the Planning Commission to build the new school, Social and Fund Raising Director, author of Orientation Manual, orientation class instructor, and member of a board-appointed committee to evaluate board governance for the Frankfurt International School.

June 1981 - June 1988 *Attorney, Sheeskin, Hillman, & Lazar, P.C., Rockville, Maryland:* Attorney in the general practice of law including experience in civil litigation, domestic relations, criminal law, negligence, and contracts.

VOLUNTEER POSITIONS

Aug 2013 – present *Old Town Playhouse Artistic Committee:* Elected position by Old Town Playhouse membership. Responsible for the long term strategies for the success of the oldest community theater in Traverse City. Select plays for the upcoming season and decide on strategies and planning for the future of the organization.

June 2007 – June 2008 *President, Oakwood Band Parents Association:* Responsible for publicity, strategic planning, communications, and fundraising.

Jan 2005 – Oct 2009 *Member of the Oakwood Rotary Board:* Chair for *That Day In May*, the largest yearly fundraising event for the Oakwood Rotary, and Chair of the Foreign Exchange Student Committee. Recipient of the 2007 Outstanding Community Leader Award.

Jan 2004 – Oct 2009 *Oakwood City Board of Education:* Elected school board position, serving as Vice-President, Student Achievement Liaison, NSBA Affiliate, Communications Chair, Legislative Liaison, and member of the Policy Committee. Led goal setting and long term planning sessions for school district.

April 2005 - June 2006 *YWCA Dayton Board of Directors:* Served on the board of the YWCA, participating in the planning of the Women of Influence Luncheon and the Professional Women's Learning Series at Sinclair Community College.

May 2005 - Oct 2005 *Dayton Construction 2005 Coordinator:* Planned event to benefit Foodbank Dayton for the AIA (American Institute of Architects). Teams of architects and engineers mentored 75 area students to design large sculptures out of food cans. Responsibilities included all aspects of the event: locating venue, corporate sponsorships, catering, entertainment, all media releases, and design of invitation and program. The goal was to raise 15,000 pounds of food, and over 41,000 pounds were collected.

Jan 2000 - April 2001 *Public speaker for DoDDS Europe schools:* Guest speaker at conferences regarding the parent's perspective on educational issues. Addressed the DoDDS Europe Principals', Assistant Principals', and "Parents as Partners" conferences.

Oct 1999 - May 2002 *Odyssey of the Mind:* Served as the European Regional Director for Odyssey of the Mind and coached three teams (grades 4-6), each of whom won the European Regional finals in successive years. Responsible for raising significant funds to send winning teams to the United States.

Sept 1999-April 2002 *School positions for DoDDS Europe schools:* Member of the Strategic Planning Committee for DoDDS Europe, charged with creating a new strategic plan and long term goals. Communications Liaison for the European Congress of PTA. In

Ramstein, Germany. Served as member of two School Advisory Committees and “Parents as Partner” Liaison.

- Dec 1996 - March 1997 *Member, Blue Ribbon Panel for Education:* Appointed by the Superintendent of Schools, Galloway Township, New Jersey, to work with four other key community leaders on school overcrowding, curriculum, and technology issues.
- May 1996 - April 1997 *Chair, Concerned Citizens for Better Schools:* Oversaw the activities of non-profit citizens’ group dedicated to ensuring quality education in Galloway Township, New Jersey. Frequent interaction with school administrators and politicians. Information source for the public.
- Sept 1992 - Dec 1993 *Editor, American Women’s Club of the Taunus Newsletter:* Edited a monthly 44-page newsletter for the international community in Frankfurt, Germany. Supervised all production aspects including writing, editing, artwork, proofreading, and layout.
- Jan 1984 - March 1990 *Hexagon, Inc:* Hexagon, a non-profit, all-volunteer membership organization, each year performs Washington’s only original, political, satirical, musical, comedy revue to sold-out audiences. Since the first show in 1956, Hexagon has contributed more than \$3 million to 30+ Washington area charities. Acted, sang and danced in Hexagon revues. Served as Social Director and Charity Vice President, responsible for heading the selection committee to choose the charity recipient. Planned a large dinner, dance, and fundraising evening to benefit the selected charity.



City of Traverse City
Application to Become Involved

RECEIVED

JUL 24 2014

Board(s)/Committee(s) on which you are interested in serving: Downtown CITY OF TRAVERSE CITY CITY CLERKS OFFICE DEVELOPMENT AUTHORITY

(Please limit to three boards/committees)

Name: JEFF SCHWARTZ E-Mail Address: jeff@eqi.tc

Address: 3016 KASS RD TRAVERSE CITY, MI 49684

Occupation: SELF-EMPLOYED (if retired, please provide your career)

Home telephone number: (231) 883-1225 Work telephone number: (231) 946-6712

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? No Do you reside within the city limits? No
Do you own taxable property within the City? YES Are you a downtown district (DDA) resident? NO Do you have ownership interest in downtown district (DDA) property? YES
Are you in default to the City? NO Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? YES
Are you a resident of a complex operated by the City? NO Do you live within the Traverse City Light and Power service area? NO
Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? NO
Are you or are any of your immediate family members a member of any other City board or Committee? No If yes, which?

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

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

Signature: Jeff Schwartz

Date: 7/22/14

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement! - Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

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To Whom It May Concern:

Recently I was invited to submit an application requesting consideration as a board member of the Downtown Development Authority.

I am a property owner downtown and, therefore, take more than a passing interest in the direction of the DDA. Also, as I near retirement, I am developing more of a sense of civic duty and a desire to "give back". I have been somewhat entrepreneurial all of my life, so business and risk-taking are not foreign to me.

If the City and the Board believes that it could benefit from my time and efforts, I would be glad to help.

Respectfully,

Jeff Schwartz

(231) 883-1225



City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: Downtown Development Authority

(Please limit to three boards/committees)

Name: Bradley Matson E-Mail Address: bcmatson@gmail.com

Address: 415 E Front Traverse City MI 49686
(Street) (City) (State) (Zip)

Occupation: Software Development (if retired, please provide your career)

Home telephone number: (231) 342 8389 Work telephone number: ()

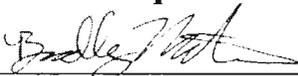
We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? Yes Do you reside within the city limits? Yes
Do you own taxable property within the City? Yes Are you a downtown district (DDA) resident? Yes Do you have Aownership interest@ in downtown district (DDA) property? Are you in default to the City? No Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? Yes
Are you a resident of a complex operated by the City? No Do you live within the Traverse City Light and Power service area? Yes Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? No
Are you or are any of your immediate family members a member of any other City board or Committee? No
If yes, which?

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

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Signature

7/12/2014
Date

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement!
- Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

K:\TCCLERK\FORMS\boardapplication.doc



City of Traverse City
Application to Become Involved

RECEIVED

JUL 17 2014

Board(s)/Committee(s) on which you are interested in serving: Downtown Development Authority

Name: Scott Hardy E-Mail Address: shardy@armscale.com

Address: 521 Washington TC MI 49686

Occupation: Project Manager

Home telephone number: (231) 492-5898 Work telephone number: (231) 947-3312

We would appreciate your answering the following questions, which simply assist the City Clerk's Office in meeting the requirements of certain City boards and committees.

Are you a registered City voter? yes Do you reside within the city limits? yes
Do you own taxable property within the City? yes Are you a downtown district (DDA) resident? ?
Do you have Aownership interest@ in downtown district (DDA) property? NO
Are you in default to the City? NO Are you an officer, member, principal, or employee of a legal entity owning property interest located in the downtown district (DDA)? NO
Are you a resident of a complex operated by the City? yes Do you live within the Traverse City Light and Power service area? yes
Are you or are any of your immediate family members employees of any level of the legislative, judicial or executive branch of government? NO
Are you or are any of your immediate family members a member of any other City board or Committee? NO
If yes, which?

Please attach a brief letter sharing with us the following information:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Any other helpful information relevant to your application.

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Signature Scott Hardy

Date 7/17/14

Thank you for your application.... volunteers secure our community's beauty and promote its enhancement! - Benjamin C. Marentette, City Clerk

Please return this application, with your letter, to: City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. Please feel free to contact our office at (231) 922-4480 with any questions.

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Scott Hardy
521 Washington Street
Traverse City, MI 49686
(231) 492-5898

Thursday, July 17, 2014

Benjamin Marentette
City Clerk
City of Traverse City
400 Boardman Ave.
Traverse City, MI 49684

RECEIVED

JUL 17 2014

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Dear Mr. Marentette,

My name is Scott Hardy and I am a lifelong, with some gaps, resident of Traverse City. I am writing to submit my name as a potential applicant for a four year term on the Downtown Development Authority. I have previously served on both the DDA and the City Commission. I also currently serve on the TCAPS School Board and the Women's Resource Center Board. I have found public service to be amazingly rewarding and take great satisfaction in giving back to the community in which I, and my family, were raised. The obligation for public service is a responsibility that has been taught to me by my parents and one which I take very seriously. I also find it very rewarding to contribute to the betterment of a community I love and find the best in Michigan.

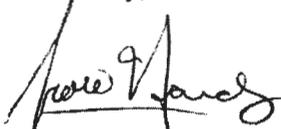
Having previous experience on the DDA Board allows me to understand both the issues and the process of the DDA immediately. Having been away from the board has also given me the opportunity to view the challenges of the downtown and DDA district with a much more balanced and realistic perspective. Grappling with the issues of a much larger TCAPS district, and the many areas outside of Traverse City we serve, has presented me with a much clearer picture of how residents of the region view Traverse City and the downtown. Also with my wife's business in downtown, which I am heavily involved with, I also see the fluid and dynamic nature of an urban retail business. I understand the financial pressure that both your DDA tenants and the DDA itself face and look forward to the opportunity to serve my city and her residents.

Scott Hardy
521 Washington Street
Traverse City, MI 49686
(231) 492-5898

I currently also serve as the TCAPS representative on the GT County Planning Commission and if appointed would ask to be replaced on that board.

In closing I look forward to interviewing for the position and would hope I am given a fair opportunity to prove just how much passion I have for serving on a commission I have respected and valued for years.

Sincerely,



Scott Hardy
521 Washington St.
Traverse City, MI 49686
shardy@armscole.com
(231) 492-5898

City of Traverse City
Application to Become Involved



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

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

Development Authority

Name: DAVID M. SHOOTZ

Address: 14612 Mallard Dr Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: david.shootz@53.com

Preferred Phone No.: 231 995 4680 Additional Phone No.: 989 791-8819

Occupation: Market President - Fifth Third (if retired, please provide your career)
BANK

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

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

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

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

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

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

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[Signature]
Signature

8-11-2015
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!



RECEIVED

AUG 17 2015

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

City of Traverse City
City Clerk
400 Boardman Ave
Traverse City, MI 49684

RE: Application for Committee position on DDA

Dear City Clerk

I would like to apply for a seat on the DDA of Traverse City. I assumed my role as Market President of Fifth Third Bank in June of 2014 and relocated to Traverse City at that time. While I have only lived and worked in the community for a little over 1 ½ years, my wife and I have grown to love and appreciate the community so much in such a little time. With our Bank's location being centered in downtown I have a strong desire to continue to help build the downtown area so that it can continue to grow and prosper through economic development and with the oversight for the betterment of the community.

I feel with my location in downtown Traverse City that I have a strong understanding of the needs of the community. We have been in this location for over 100 years in downtown Traverse City and it is my desire to protect downtown for the long term good of the community.

I have only been here for a short time but have been very active in working with a number of organizations in our community through the Bank's giving programs. We center our givings through the 3 pillars, which are economic development, healthcare and education. This is the center of the Bank's focus in the community and where we feel we can have the largest impact in the community where we work and live. Therefore we center out volunteerism around economic development with the Chamber, the DDA, and also with other organization such as, NMC and Munson. In addition, we volunteer and donate to many nonprofit organizations in the community. I currently work closely with the Chamber, Munson Foundation and the NMC Foundation. In addition we support the City Opera House in Downtown Traverse City. We also support numerous events in Traverse City, including the Cherry Festival and Beach cleanup days.

I truly hope that you will consider my application for a position on the DDA Board. I will serve and participate with the utmost respect to the City of Traverse City and be focus solely on the betterment of the City.

Sincerely,

David M. Shooltz

DAVID M. SHOOLTZ

14612 Mallard Drive
Traverse City, MI 49686
(989) 781-8819
david.shooltz@53.com

Seasoned professional sales executive with 30 years of successful banking and sales experience in Northern Michigan and Great Lakes Bay Regions.

- Recognized sales management skills in building award winning teams
- Ability to consistently lead teams to annual sales growth and profitability goals
- Excellent financial and risk management background
- Successful relationship builder with team, customers and community

PROFESSIONAL EXPERIENCE

Fifth Third Bank, Traverse City MI	November 2009 - Present
---	-------------------------

Vice President, Team Lead II of Business Banking & Market President- Northern & Great Lakes Bay Regions

- *Lead the development and expansion of net revenues within for Commercial Banking in the Region*
- *Foster the understanding of One Bank through all lines of business within the region to achieve success through the growth of all lines of business in Northern MI & the Tri Cities.*
- *High focus on staff development to grow region from Great Lakes Bay Region from Low Market Share to Top 3 statuses in each market within Region in the next 5 years*
- *Maintain Top Market Share status of our Northern MI region and continue to growth share on an annual basis.*
- *Coached staff to achieve highest CEI success within the Commercial group over the past 2 years.*

Citizens Republic Bank, Saginaw, MI	Sept 2005 – October 2009
--	--------------------------

SVP & Commercial Business Manager- Great Lakes Bay Region

- *Awarded Citizens Bank 2009 Corporate-wide Loan Sales Campaign- 2nd Place*
- *Received Citizens Bank Chairman Challenge Sales Management Award in 2008*
- *Led the growth and profitability of the Commercial Banking Department in the Great Lakes Bay Region, including Commercial Bankers, Treasury Management, Underwriters, and Commercial Loan Assistants*
- *Managed a \$500MM loan portfolio which performed at the upper tier of the corporation on an annual basis for regional profitability*

National City Bank, Saginaw MI	August 1987 – August 2005
---------------------------------------	---------------------------

Area President & Upper Middle Market Relationship Manager

- *National City's Excel Award recipient in 2003 for revenue growth in Corporation- Increased loan commitments by over \$40MM*
- *Managed commercial group of large Middle Market customer relationships in the Great Lakes Bay Region and grew loan portfolio from \$20MM in 1987 to over \$200MM*
- *(National City) First of America Bank Salesperson of the Year Award in 1993*
- *Led the Bank's integration of sales efforts to maximize cross sale opportunities between Commercial, Retail, Wealth and Mortgages in the Great Lakes Bay Region*
- *Served as Bank's lead executive in community activity and corporate donations in the Great Lakes Bay Region*

Michigan National Bank

January 1985 – July 1987

Regional Credit Management & Credit Analyst

- *Managed the Bank's regionalization of their Credit functions from the Tri City, Flint, and Port Huron markets to new headquarters in Flint, MI*
- *Efficiently managed a team of Credit Analysts to effectively process new loan opportunities, renewals and review of client relationships*
- *Successfully completed 12 month formal credit training program in 6 month period*

EDUCATION

Central Michigan University
**Bachelor of Science in Business Administration,
Double Major in Economics & Business Law**

May 1983

Central Michigan University
Masters in Business Administration- Finance

December 1984

Graduate of Leadership Saginaw Program
Graduate of Vision Tri County Leadership Program

ORGANIZATIONAL AFFILIATIONS

- Hidden Harvest- Former Board Member
- Saginaw Club- Board Member
- St Mary's of Michigan Foundation- Former Board Member
- Saginaw Northwest Kiwanis- Former Board Member
- CMU Tri County Alumni- Board Member
- Junior Achievement- Former Board Member
- Saginaw Country Club- Member
- Boys and Girls Club of Saginaw County- Former Board Member
- Saginaw Riverfront Development- Former Board Member
- SVSU Family Business- Former Board Member
- Saginaw County Chamber of Commerce- Former Board Member
- Working with the Northern MI region to find Board and Leadership opportunities due recent relocation to Traverse City

REFERENCES

References available upon request.

RECEIVED

JUN 09 2016

City of Traverse City
Application to Become Involved



CITY OF TRAVERSE CITY

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

Board/Committee you are interested in serving (indicate up to three): Arts Commission
and Downtown Development

Name: Chrissie Gonzales

Residential Address: 429 Barkow St. Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: cgonzales@lighthousegroup.net

Preferred Phone No.: 231-631-2086 Additional Phone No.: 810-923-0468

Occupation: Account Executive (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.

Chrissie Gonzales
Signature

6/7/2016
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!

June 7, 2016

To Whom It May Concern:

I am interested in becoming involved with the community by serving on the board/committee for the Arts Commission or the Downtown Development Authority.

During the last Traverse City Young Professionals meeting I had the pleasure of hearing from four different board/committee members and how/why they got involved where they did. It was inspiring to listen to how they have been able to be a part of some of the wonderful changes our community has undergone.

Community involvement is something I value and I feel very lucky to live and work in such a vibrant part of the state. I've been getting involved in a number of different groups and activities over the past few years. I volunteer at the State and Bijou Theatre's and for the Film Festival; I am on the Chamber Golf Outing planning committee; I'm a part of the new Junior Achievement/TCYP mentor program planning; I'm a member of the Chamber Singers choir; and I've been getting more involved with the Chamber and the YP's. I have a passion for giving back to our community and getting involved where I can, I'm also lucky to have an employer who supports my desire to be more involved.

I attended college at Ferris State University and while I was there I was a member of Entertainment Unlimited, the student group who organizes all campus performances from concerts to comedians. Through this experience and my love for art I would be able to contribute well to the Arts Commission team.

I also live in town as well as work and enjoy the amenities our downtown area has to offer. Being a part of the DDA would allow me to contribute to the area I live my life in and appreciate.

If you have any further questions regarding my interest and qualifications, please feel free to contact me by phone or email 231-631-2086 cgonzales@lighthousegroup.net

Thank you for your time and consideration,

Chrissie Gonzales

RECEIVED

MAY 23 2016

City of Traverse City
Application to Become Involved



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

Board/Committee you are interested in serving (indicate up to three): Downtown Development
Authority (DDA)

Name: WARREN M. CALL

Residential Address: 617 W. SEVENTH ST. TRAVERSE CITY, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: WARREN.M.CALL@GMAIL.COM

Preferred Phone No.: 231-651-9174 Additional Phone No.: 231-922-5702

Occupation: INVESTMENT BANKING (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? Local Officers Compensation Committee

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.

Warren M. Call
Signature

5/19/2016
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!

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

RE: Downtown Development Authority

Dear Mr. Marentette,

Please find enclosed my application for serving on the Downtown Development Authority Board of Directors as well as a copy of my resume as requested in the application. See below for detail on my interest and background as it relates to the application questions;

- Why are you applying for a city board or committee seat?

I would like to participate in local government and give back in a productive way to my community. I believe the Downtown Development Authority deals with some of the most important issues impacting the future of Traverse City and the quality of life for our residents and visitors.

- How do you believe your appointment would benefit the city?

I have broad knowledge in development, real estate and financial matters. I also have significant experience on non-profit and public boards with a track record of sound decision making and competent leadership.

- Describe your involvement in the community on a board/committee/volunteer capacity

I currently serve on the Local Officers Compensation Committee for the City, as the Board Secretary for Goodwill Industries, the Board Treasurer of the Michigan Legacy Art Park, the Past Chairman of the Traverse City Young Professionals, the Finance Committee Chairman for the Cherry Festival, and on the Rotary Charities Finance Committee.

I look forward to serving on the DDA should the Mayor and City Commission accept my application. Please do not hesitate to contact me with questions.

Best Regards,



Warren M. Call



Warren M. Call, MBA

Vice President, Senior Portfolio Manager

Phone: 231.922.5702

Mobile: 231.651.9174

Private Client Group

Huntington National Bank

1227 East Front Street

Traverse City, MI 49685-1350

Summary:

Warren Call is Vice President, Senior Portfolio Manager for The Private Client Group at Huntington National Bank. He oversees key-client investment portfolios, investment strategy and new business development. He holds a M.B.A. in International Finance from St. Johns University in Rome, Italy, and a B.A. in History from Michigan State University, where he was also the captain of the MSU Alpine Ski Team. A northern Michigan native, he moved back to the area after living in Europe, New York City and Utah. He lives in Traverse City with his wife and two children.

Experience:

VICE PRESIDENT, SENIOR PORTFOLIO MANAGER

Huntington National Bank – Traverse City, MI 2012 – 2015

- Oversight for Private Client Group investment portfolio strategy, policy & design

ASSISTANT VICE PRESIDENT, BROKERAGE SALES MANAGER

Huntington National Bank – Traverse City, MI 2009 – 2012

- Directed investment and insurance management for Broker/Dealer Division

PRIVATE CLIENT ADVISOR

Merrill Lynch – Traverse City, MI 2007 – 2009

- Oversight for retirement plans and institutional investment business

INSTITUTIONAL SALES MANAGER

Crystal Mountain – Thompsonville, MI 2004 – 2007

- Directed convention sales to regional and national associations

Education:

M.B.A., INTERNATIONAL FINANCE

St. John's University – Rome, Italy 2004

Presidential Scholarship Recipient for Global Program (Rome & NYC)

B.A., HISTORY

Michigan State University – East Lansing, MI 2001

Cum Laude, Captain of Alpine Ski Team

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

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

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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!

City of Traverse City

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

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 27 2016



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERK'S OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees. Our citizens 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): Parks & Recreation,
Historic Districts, DDA

Name: Brandee Southwell

Residential Address: 1237 Manitow dr #1107 Traverse City, MI, 49684
(Street) (City) (State) (Zip)

E-Mail Address: brandeesouthwell@outlook.com

Preferred Phone No.: 231-883-3368 Additional Phone No.: _____

Occupation: Staffing & Recruiting Supervisor (if retired, please provide your career)

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

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

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

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

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

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BSouthwell
Signature

5-25-16
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!

BRANDEE SOUTHWELL

1237 MANITOU DR. APARTMENT 1107

TRAVERSE CITY, MI. 49686

(231) 883-3368

BRANDEESOUTHWELL@OUTLOOK.COM

[HTTPS://WWW.LINKEDIN.COM/IN/BRANDEESOUTHWELL](https://www.linkedin.com/in/brandeesouthwell)

Summary of Qualifications

Broad based responsibilities in business including:

- *Client Account Management*
- *Database Program Development and Support*
- *Customer Satisfaction Enhancement*
- *7Years Management Experience*
- *Complaint Handling & Resolution*
- *Budget Management*
- *Project Management*
- *Recruiting and Hiring*
- *Sales and Customer Service*

Profile

Customer service and business manager with 10+ years of experience. Consistently achieved record-high customer satisfaction rankings, improvements to the bottom line, and customer retention numbers.

Respected builder and leader of customer-focused teams; instill a shared, enthusiastic commitment to customer service as a key driver of company goal attainment. Lead by example and ensure the execution of customer service improvement processes.

Professional Experience:

Staffing and Recruiting Supervisor

Kelly Services, Traverse City, MI, 2015-Present

- Provide Best-In-Class customer service to clients and employees
- Recruiting – Develop recruiting strategies to support market and customer base
- Hiring – Screening and assessing potential candidates, complete hiring paperwork, and conduct orientations
- Employee Management – Conduct performance reviews, develop training programs for employees struggling in a skill area, provide career guidance, terminations, and conduct exit interviews
- Business Development – Identify new/lost business through cold calls, warm calls, skill marketing, and networking
- Account Management – Conduct needs assessments with client, develop and present annual and semi-annual Business Reviews, request feedback on services rendered
- Analyzing needs- taking customer orders, documenting order requirements in front office systems, escalating orders to appropriate branches, conducting candidate searches, presenting candidates, scheduling interviews, following up on interviews/candidates presented, informing customers on status of orders, offering assignments to temporary employees, filling orders in front office systems, confirming orders to customer and temporary employees, conducting arrival calls, managing secondary suppliers.
- Customer and employee retention-Conducting quality control calls, conducting order extensions, documenting order activity in front office systems, managing service disruptions. Determining reporting requirements with consideration to legal constraints, creating, delivering, and presenting customer reports.
- Continuing Training- Completing Performance/Development Discussion Guide, initiating and participating in training, attending staff meetings, participating in community service/charity events, supporting Kelly Quality Management initiatives.
- Report and monitor all Work Opportunity Credits, Unemployment, Payroll designations other than Direct Deposit or Money Network Cards, and Workers Compensation for 3 branches

Operations Manager

Grand Traverse Resort, Williamsburg, MI, 2014-2015

- Run 7 out of the 10 Food and Beverage outlets
- Accomplished restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieved restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Met restaurant financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective actions.
- Planned menus by consulting with chefs; estimates food costs and profits; adjusts menus.
- Controlled costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Avoided legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maximized bar profitability by ensuring portion control; monitoring accuracy of charges.
- Maintained safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; and complying with legal regulations.
- Maintained ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.
- Updated job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhanced department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

General Manager

Hooters, Traverse City, MI, 2013-2015

- Maintained an operating budget and takes corrective action as necessary to help assure that budget goals are attained.
- Assured that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspected to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Helped plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
- Scheduled for staff, and in charge of hiring and dismissal. Monitors employee dress codes according to policies and procedures.
- Managed the long-range staffing needs of the department.
- Greeted guests and oversees actual service.
- Addressed member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- Maintained appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Managed physical inventory, merchandise orders, and liquor orders

Seasonal General Manager

Kilwin's Chocolates, Harbor Springs, MI, 2013-2013

- Set goals for the work group, developing organizational capability, and modeling how we work together.
- Created calm demeanor during periods of high volume or unusual events and manage smooth transitions to keep store operating to standard and to set a positive example for the store team
- Hired and train employees for delivering exceptional customer service.
- Responsible for overall store atmosphere and appearance.
- Planned, identified, communicated, and delegated appropriate responsibilities and practices to employees to ensure smooth flow of operations.
- Provided coaching and direction to employees to take action and to achieve operational goals.
- Monitor store environment and key business indicators to identify problems, concerns, and opportunities for improvement.
- Ensured adherence to applicable wage and hour laws for non-exempt employees and minors.
- Managed employees by regularly conducting job assessment, performance reviews, providing feedback, and setting challenging goals.
- Quality control, banking/deposits, and bookkeeping.

Food and Beverage Manager

Charlevoix Country Club, Charlevoix, MI, 2012-2013

- Set goals for the work group, developing organizational capability, and modeling how we work together.
- Create calm demeanor during periods of high volume or unusual events and manage smooth transitions to keep store operating to standard and to set a positive example for the store team
- Trained employees for delivering exceptional customer service.
- Responsible for overall store atmosphere and appearance.
- Planned, identified, communicated, and delegated appropriate responsibilities and practices to employees to ensure smooth flow of operations.
- Provided coaching and direction to employees to take action and to achieve operational goals.
- Monitored store environment and key business indicators to identify problems and concerns
- Quality control, banking/deposits, and bookkeeping.

Pit Boss and Table Games Dealer

Turtle Creek Casino, Williamsburg, MI, 2000-2012

- Monitored all dealers' procedures
- Monitored and log money transactions within my pit
- Maximized customer service while ensuring all procedures of the institution are followed.
- Knowledge base of multiple casino and hospitality accounting systems
- Continuous counting of chips, handling money, and applying the process of house rules to maintain a degree of integrity during a game.
- Reported any irregularities found in the premises and should be able to provide accurate relay of information.
- Known for exhibiting great personality, a friendly and exciting atmosphere.
- Implemented various procedures and processes in accordance with corporate guidelines and requirements

Education and Training

Grand Valley State University — Traverse City, MI 2003 to 2010

Bachelors in Social Studies and Science with minor in History Education

Northwestern Michigan College — Traverse City, MI 1999 to 2003

Associates in Science and English

Health Department— Traverse City, MI 2014

Serve Safe Certified

TIPS Certified

Volunteerism/Memberships

Traverse City Young Professionals Organization 01/16 to Present

Chamber of Commerce — Traverse City, MI 01/16 to Present

Traverse City State Theater — Volunteer 01/16 to Present

Dear Sir/Madame,

I am submitting my application to be involved. I am applying for various reasons. I moved to Traverse City almost 18 years ago after growing up in Chicago. I attended college here through NMC and decided to stay. Traverse City is not only my home but I am very passionate about our community. I am blessed to be able to raise my children here, in this beautiful tight knit town, which offers so many things that you cannot find anywhere else. I am an avid runner, camper, and nature enthusiast. These are things that our community offers us, along with, cultural growth and a sense of community, in which we don't always have in the larger cities. Over the years, I have volunteered in various areas from coaching, tutoring, and cooking for the homeless. I have done volunteering events with Goodwill and Chamber events. I have also volunteered services for the school, from tutoring to resume building and interviewing skills. I have been actively involved with TCYP and Business after Hours. I am on the committee for the TCYP Connect to help people that would like to move to this area but don't know where to start. I try and teach my children the value of giving back even if it's just your time and supporting the local community. I do this because I truly feel honored to be a part of not only such an amazing community, but a part of what makes us a community, the people that live and work here. I wish to apply so that I can further have a voice, partnership, and understanding of our community and its growth, resources, and opportunities. I believe that my appointment would benefit the city because I have a very diverse background. I am a parent who's raising her children in Traverse City and went to college at NMC. I have a background in Education and Business. I have ran multiple businesses in town, and now I currently do staffing for over 40 businesses within our local community. I would love to be involved more in other areas and hope you consider me for the Commission.

Thank you for your time,

Brandee Southwell

City of Traverse City
Application to Become Involved



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

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

Name: Blake Bernard

Residential Address: 1117 Willow Tc MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: blake@homewaters.net

Preferred Phone No.: 231.714.4787 Additional Phone No.: _____

Occupation: Real Estate (if retired, please provide your career)

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

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

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

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

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

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Signature

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!

11/24/15

Blake Bernard
Homewaters Downtown Properties
1117 Willow Street
Traverse City, MI 49684

Application to DDA Board

Why are you applying for a city board or committee seat?

I'm applying for a position on the DDA board for many reasons. Mainly, I feel as a city resident and downtown business person, it's my duty to be involved and not only know and understand what's happening in my city, but have a hands-on approach in the process. I am passionate about Traverse City and its downtown development, and enjoy being involved in the discussion on how to preserve property values but also consistently improve the downtown experience. As a REALTOR focused on downtown Traverse City properties, I certainly have the missions of the DDA very high on my priority list.

How do you believe your appointment would benefit the city?

I believe I have a unique perspective as I am not originally from Traverse City. I was on the DDA board in Kalamazoo, and come from a "small business downtown" background professionally. As a newer resident to downtown, but as someone who understands the growth and change happening in the last 20 years to Traverse City as a vacationer, I can bring fresh ideas and views that would be constructive along with those of long-time residents. I am involved in industry committees, but also have a broad reach with other community involvement. My wife, Angela, and I made a purposeful move to Traverse City and downtown as a lifestyle change - after 3 years in the area, we now live downtown and both work downtown.

Describe your involvement in the community on a board/committee or in another volunteer capacity.

Community involvement is high on my list. I have an active role within the real estate community both on a Membership Committee for the Traverse Area Association of Realtors, as well as the Public and Environmental Affairs Committee. I played a vital role in connecting our TAAR members with the recent Networks Northwest Housing Summit over the Summer as a PEAC member.

In addition, I just finished coaching the Boy's Varsity Tennis team at Traverse City West High School for the third season. I come from a collegiate tennis background, and the involvement at the high school is very rewarding as an opportunity to have a positive impact on young student athletes. We compete at a high level every year, but the most important part of the experience

for me is to have community involvement with these families and our public school system on a personal level. Although not a board or committee, it is an incredible opportunity to have positive community impact.

Thank you for the opportunity!

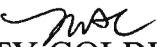


The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 15, 2016

DATE: AUGUST 11, 2016

FROM: 
MARTY COLBURN, CITY MANAGER

SUBJECT: AD HOC COMMITTEE – PAYMENT IN LIEU OF TAX (PILOT)
ARRANGEMENTS – PROPOSED POLICY DEVELOPMENT

At its August 8, 2016 meeting, the PILOT Ad Hoc Committee discussed the expiration of the Ad Hoc Committee, effective August 1, 2016. The Ad Hoc Committee has developed a draft policy for PILOTs, however, the City Commission has not formally adopted the policy, and revisions to the draft are still in progress.

In order to give the Committee adequate time to finalize a recommendation for City Commission consideration, the Ad Hoc Committee respectfully requests that the City Commission extend the PILOT Ad Hoc Committee for sixty (60) days from August 1, 2016.

I recommend the following motion:

that a City Commission Ad Hoc Committee Regarding Payment in Lieu of Tax (PILOT) Arrangements to develop a proposed policy, originally established on February 1, 2016, be re-established, with the committee to expire on November 1, 2016; and that Commissioners Howe, Haas, and Lewis be reappointed to such Committee with Commissioner Howe to serve as Chair.

MC/kez

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copy: Polly Cairns, City Assessor