



Notice
City Commission Regular Meeting

7:00 pm

Tuesday, September 6, 2016

Commission Chambers, Second Floor, Governmental Center
400 Boardman Avenue, Traverse City, Michigan 49684

Posted and Published: 9-1-2016

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

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

- a. Consideration of approving minutes of the City Commission meetings of August 15, 2016 and August 22, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Marty Colburn, Dave Green)

- c. Consideration of declaring a 2005 International Bucket Truck and Equipment and a 2003 Tennant Litter/Leaf Vac surplus, and authorizing purchase orders for an International with Altec Bucket package and a MadVac LN50 Compact Litter Vac for use by the Parks and Recreation Division. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing a service order for the lagoon dredging and spoils hauling project at the Water Treatment Plant. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing a service order for the purchase of software for the capital improvement program. (Marty Colburn, Russell Soyring) (5 affirmative votes required)
- f. Consideration of authorizing the renewal of an agreement for electronic legal research resources for the City Attorney. (Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- g. Consideration of authorizing an amendment to the consultant agreement with Prein & Newhof for the Water Plant Monitoring and Control Improvement Project to include additional professional services. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- h. Consideration of authorizing a consultant agreement for technical assistance with bridge design for the Cass Street Bridge Rehabilitation. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- i. Consideration of adopting a resolution scheduling a public hearing for October 3, 2016, regarding a property-owner initiated request for a special improvement district which would pave the alley south of East Front Street, east of Wenonah Street. (Adoption recommended) (Marty Colburn, Timothy Lodge, Polly Cairns)

- j. Consideration of adopting to make permanent the following traffic control orders; #596: which designates "Parking Meter Zone" on the north side of Washington Street from south Cass to the westerly driveway to 300 E. State Street, #601: which installs a Handicap Parking Sign at the parking space on the north side of West State Street immediately south of 128 West State Street , and #603: which installs "No Parking This Side of Sign," and "No Parking Between Signs" on the north side of Wayne Street near Madison Street. (Adoption recommended) (Marty Colburn, Penny Hill)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of adopting a resolution supporting preliminary design and development of the West Boardman Lake Trail Loop. (Marty Colburn)
- b. Public Hearing on the assessment roll for Special Improvement District SID 2016-003 which would cause the paving of an existing alley south of Fourteenth Street, east of Cass Street, and consideration of adopting the necessary resolution to approve the district and adopting the related budget amendment. (Marty Colburn, Polly Cairns, Timothy Lodge) (5 affirmative votes required)
- c. Consideration of authorizing a change order to the contract for 2016 Paving and Resurfacing Projects Phase I to pave the alley south of Fourteenth Street, east of Cass Street, in connection with SID 2016-003. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

4. New Business

- a. Consideration of negotiation strategy in connection with the collective bargaining agreement for the General Municipal Employees – General Unit; and consideration of taking action in connection with this matter. (Marty Colburn) (Possible closed session)
- b. Consideration of negotiation strategy in connection with the collective bargaining agreement with the Sergeants of the Traverse City Police Department and consideration of taking action in connection with this matter. (Marty Colburn) (Possible closed session)
- c. Consideration of authorizing an agreement for legal services in connection with Michigan Tax Tribunal Docket 15-002178-TT, CVS #6843-01. (Marty Colburn, Lauren Tribble-Laucht, Polly Cairns) (5 affirmative votes required)
- d. Consideration of authorizing an amendment to the Out of Scope Services Agreement with CH2M to allow for additional work to reconstruct and reinforce trough sidewalls as it relates to screw pump #1 body replacement at the Wastewater Treatment Plant. (Marty Colburn, Dave Green) (5 affirmative votes required)
- e. Presentation regarding a bi-directional fish passage project at the Union Street Dam; and consideration of adopting a resolution of intent to serve as a partner in the project. (Marty Colburn)

5. Appointments

- a. Consideration of approving the Mayor's appointments to the Downtown Development Authority Board of Trustees. (Mayor Jim Carruthers, Katie Zeits)

6. Reports, Announcements and Correspondence

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

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

- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Coast Guard City Committee meeting of July 7, 2016.
 - 3. Minutes of the Planning Commission meeting of July 6, 2016.
 - 4. Minutes of the Traverse Area District Library meeting of June 16, 2016.
 - 5. Minutes of the ACT 345 Retirement System meeting of April 27, 2016.
- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for July, 2016.

7. Public Comment

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

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: AUGUST 25, 2016

FROM: ^{mac} MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- August 15, 2016 Regular Meeting
- August 22, 2016 Study Session

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

that the minutes of the August 15, 2016 Regular Meeting, the August 22, 2016 Study Session, be approved.

MC/kem

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Minutes of the
City Commission for the City of Traverse City
Regular Meeting
August 15, 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, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioner was absent: Gary Howe

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

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

2. Consent Calendar

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

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

- c. the Resolution Scheduling Public Hearing on Special Improvement District No. 2016-003, be adopted, scheduling the public hearing for September 6, 2016.
- d. 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.
- e. 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.
- f. 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
- g. 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.
- h. 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.
- i. 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.

- j. Removed from the Consent Calendar.

CARRIED unanimously. (Howe absent)

Items removed from the Consent Calendar

- a.

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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Shamroe, the Assistant City Manager be authorized to execute the grant agreement with The United States Department of the Interior National Park Service to 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 \$52,880 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.

Carlton James Coates, 206 Birchwood

CARRIED unanimously. (Howe absent)

3. Old Business

3(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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Richardson, 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.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Howe absent)

3(b).

Consideration of authorizing a collective bargaining agreement for the Police Captains Unit.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, 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).

Roll Call:

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

No - None.

CARRIED unanimously. (Howe absent)

4. New Business

None

5. Appointments

5(a).

Consideration of establishing an ad hoc interview committee regarding three appointments to the Brown Bridge Advisory Committee

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Haas 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.

CARRIED unanimously. (Howe absent)

5(b)

Consideration of approving the Mayor's appointments to the Downtown Development Authority Board of Trustees.

Moved by Richardson, seconded by Lewis, 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.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes - Lewis, Richardson, Carruthers.

No - Haas, Shamroe, Werner.

FAILED. (Howe absent)

5(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.

Moved by Lewis, seconded by Werner, 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.

CARRIED unanimously. (Howe absent)

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

7. Public Comment

The following addressed the Commission:

- 1. Reserved.

None

- 2. General.

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

Rick Buckhalter, 932 Kelley Street

- 3. Mayor and City Commissioners.

Commissioner Richard Lewis

The Commission entered into closed session at 7:38 p.m.

The Commission returned to open session at 7:51 p.m.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Haas, that the Mayor and City Clerk execute a three-year collective bargaining agreement with the Captains of the Traverse City Police Department, for the term of July 1, 2016 to June 30, 2019,

with terms as generally described in the summary of terms for the Captains of the Traverse City Police Department, with the agreement subject to approval as to its substance by the City Manager.

CARRIED unanimously. (Howe absent)

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 7:59 p.m.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)



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

Study Session

August 22, 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.

Presentation from Traverse Area Recreational Trails (TART) regarding the Boardman Lake Loop.

The following addressed the Commission:

Marty Colburn, City Manager

Julie Clark, TART Trails Executive Director

Scott Post, Prein & Newhof Engineer

Matt Levanduski, Prein & Newhof Architect

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

Rick Buckhalter, 932 Kelley Street

Tom Auer, 6757 Franklin Woods, Peninsula Township

2.

Discussion regarding a report from Commissioner Gary Howe, City Clerk Benjamin Marentette and Traverse City West Senior High School Teacher Tak Ready regarding the Adopt-a-Commissioner Youth Engagement Program and continuation of the program.

The following addressed the Commission:

Tak Ready, TC West Senior High School Government Teacher

3.

Announcements from the City Clerk. (Katie Zeits)

The following addressed the Commission:

Katie Zeits, Deputy City Clerk

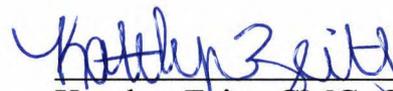
4.

Public comment

The following addressed the Commission:

Kris Erickson, Director of Grand Traverse County Parks and Recreation
Chris Maxbauer, 503 West 8th Street, Grand Traverse County Commissioner
Rick Buckhalter, 932 Kelley Street
Commissioner Brian Haas
Commissioner Gary Howe

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:28 pm.



Katelyn Zeits, EMC, CMMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016
FROM: ^{MAE} MARTIN A. COLBURN, CITY MANAGER
SUBJECT: #2 DIESEL FUEL PURCHASE

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

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Crystal Flash	Traverse City	\$1.60445
Lemmen Oil	Coopersville	\$1.60475
Brenner Oil	Mount Pleasant	\$1.6300
Fick & Sons	Grayling	Did not bid
Blarney Castle	Traverse City	Did not bid
Gilberts Service Oil	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Scotland Oil	Alma	Did not bid

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

“that the City Manager be authorized to issue a confirming purchase order in the amount of \$16047.71 to Crystal Flash Energy for 10002 gallons of dyed #2 diesel fuel without additives priced at \$1.60445 per gallon with funds available in the Garage Fund.”

MAH/wb

The previous purchase price on 5/23/16 was \$1.6781 per gallon.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: PURCHASE ORDER – INTERNATIONAL BUCKET TRUCK WITH ALTEXT BUCKET PACKAGE AND MADVAC LN50 COMPACT LITER VAC

Attached are memos from Director of Public Services Dave Green and Garage Superintendent Dave Courtad regarding the purchase of a 2017 International with Altec Bucket package and a 2016 MadVac LN50 Compact Litter Vac. As mentioned by both gentleman, these are planned purchases through the MiDeal Program.

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

that a 2005 International Bucket Truck and Equipment and a 2003 Tennant Litter/Leaf Vac be declared surplus and that a purchase order in the amount of \$187,538 to Altec Industries for a 2017 International with Altec Bucket Package and a purchase order in the amount of \$49,885 to Fredrickson Supply for a 2016 MadVac LN50 Compact Litter Vac, for use by the Parks and Recreation Division be approved , with funds available in the Garage Fund.

MC/kez

K:\tcclerk\city commission\purchase orders\Fleet Replacement 68 & 154_20160906.doc

copy: Dave Green, Director of Public Services
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: August 25, 2016
SUBJECT: 2016/2017 Fleet Replacement, #'s 68 & 154

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase two pieces of equipment for our Parks Division. Truck #68 is listed for replacement in the 2016/2017 Vehicle Replacement Schedule. Equipment # 154 is listed for replacement in the 2015/2016 Vehicle Replacement Schedule.

Truck # 68 is a 2005 International Bucket Truck that is used by the Parks Division almost daily trimming and cutting down dead branches, limbs, and trees. It will be replaced with a 2017 Freightliner Bucket Truck equipped with an Altec forestry package that includes an articulating boom/bucket. Dave is recommending we also purchase the 5 year extended warranty on the Altec Aerial bucket equipment and on the Cummins engine and I concur.

Equipment # 154 is a 2003 Tennant ATLV Litter Sucker used by the Parks Division to clean parking lots of litter and also works great during leaf pick up in our parks in the spring and fall. It is being replaced by a 2016 MadVac LN 50 Compact Litter Vac.

As Dave explains we are requesting permission to purchase # 68 using the MiDeal Program and # 154 using the Cooperative Purchasing Program CoPro+. By using these programs we received quotes \$60,577.00 under our estimated costs for these vehicles.

Please request that the City Commission declare Truck #68, a 2005 International Bucket Truck and Equipment # 154, a 2003 Tennant Litter/leaf vac surplus and approve a purchase order in the amount of \$187,538.00 to Altec Industries, Inc. of Birmingham Alabama for the purchase of a 2017 International with Altec Bucket package and a purchase order in the amount of \$49,885.00 to Fredrickson Supply of Grand Rapids, Mi. for the purchase of a 2016 MadVac LN50 Compact Litter Vac to be used by the Parks and Recreation Division with funds available in the Garage Fund for these needed replacements.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green, DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: August 15, 2016

SUBJECT: Equipment Purchase for Parks Division

Attached please find bids for two pieces of equipment for the Parks Division.

The first one is for a new Forestry Bucket truck to replace the current truck #68 a 2005 International 4300 Aerial Bucket truck, the replacement will be an Altec Model LR7-60E70RM Articulating Boom Aerial Bucket truck purchased through the MiDeal contract #071B2200264 with the State of Michigan in the amount of \$182,583.00 in addition I would recommend the purchase of the 5 year Altec extended warranty for \$2,905.00 and the Cummins Engine 5 year extended warranty for \$2,050.00. This will be used by the Parks for tree trimming and the purchase is budgeted for the 2016/2017 fiscal year.

The second piece of equipment will replace #154 a 2003 Tennant ATLV 4300 Litter Sucker, the replacement will be a MadVac LN50 Compact Litter Vac as quoted using the Cooperative Purchasing Program CoPro+ from Fredrickson Supply in the amount of \$49,885.00. This will be used by Parks for cleaning Park areas and parking lots and the purchase is budgeted in the 2015/2016 fiscal year.

Would you please request of the City Commission permission to issue a Purchase Order to Altec Industries, Inc. of Birmingham AL. in the amount of \$187,538.00 and to declare the current #68 a 2005 International 4300 be deemed surplus.

Would you also please request of the City Commission permission to issue a Purchase Order to Fredrickson Supply of Grand Rapids Mi. in the amount of \$49,885.00 and to declare the current #154 2003 Tennant ATLV be deemed surplus.

These are planned purchases and funds are available in the Garage Fund.

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2015-16 Vehicle Replacement Schedule

Department	Vehicle Description	Estimated Replacement Costs	
Police	2010 Ford Crown Vic Cruiser	\$	28,500
Police	2010 Ford Crown Vic Cruiser		28,500
Police	2006 Harley Davidson		20,000
Street	1995 F450 Dump Truck		65,000
Water	2001 F350 Dump Truck w plow		62,000
garage	2001 Dodge Ram w/Utility body,compressor		65,000
Street	2001 Holder C9700		85,000
Fire	1994 Pierce Dash Fire Pumper		618,000
TCLP	2002 Freightliner w/altec digger		285,000
TCLP	2007 GMC Savanna 4wd Van		28,000
Engineering	2001 E150 van		60,000
Parks	2000 Bombardier Groomer		300,000
Parks	1970 Bombardier Groomer		200,000
Street	2001 Holder C9700		84,000
#154 Parks	2003 Tennant Litter Sucker		38,000
TCPS	2002 Ford Ranger		27,500
Estimated Total Replacement Cost		\$	1,994,500

2016-2017

68

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 MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: WATER TREATMENT PLANT LAGOON CLEANOUT PROJECT

Attached are memos from Director of Public Services Dave Green and Water Treatment Plant Superintendent Art Krueger, recommending that the City approve and issue a service order for the required lagoon cleaning/dredging at the Water Treatment Plant. Also, as part of this service, the dredged material from 2013 must be hauled to a class 1 landfill to make room for this year's dredged material.

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

that the City Manager be authorized to issue a confirming service order to Elmer's Crane & Dozer, Inc. in the amount of \$55,095.00 for the removal of 750 cubic yards of dried alum sludge and to clean/dredge the north lagoon at the Traverse City Wastewater Treatment Plant, with funds available in the Water Fund.

MC/kem

K:\tcclerk\city commission\service order\wastewater treatment plant lagoon cleaning

copy: Dave Green, Director of Public Services
Art Krueger, Water Treatment Plant Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: August 29, 2016
SUBJECT: 2016 Water Treatment Plant Lagoon Cleanout Project

Attached is a memorandum from Art Krueger, Water Treatment Plant Superintendent, requesting approval to issue a service order to Elmer's Crane & Dozer, Inc. for the required lagoon cleaning/dredging at the Traverse City Water Treatment Plant. The lagoons receive the backwash water from the sand filters in the plant and become filled with the sediment that gets removed from the water as it cycles through the process eventually needing the cleanout. Also, as part of this project, we need to haul the dredged material we stockpiled on site after dredging the lagoons in 2013 to a class 1 landfill to make room for this year's dredged material. We stockpile the material on site so that it has ample time to dry out before we haul it away. I concur with Art's recommendation.

Please request City Commission approval of a service order in the amount of \$55,095.00 to Elmer's Crane & Dozer, Inc. for the lagoon dredging and spoils hauling project with funds available in the Water Fund.

Memorandum

City of Traverse City
Water Treatment Plant

TO: Dave Green, DPS Director

FROM: Art Krueger, WTP Superintendent



DATE: August 29, 2016

SUBJECT: Project Bids for Dried Alum Sludge Removal and Disposal; Lagoon Cleaning, Alum Sludge Removal and Stockpiling

There are two rectangular wash water lagoons located at the rear of the Water Treatment Plant property. We received public bids to remove and dispose of 750 cubic yards of dried alum sludge stored on site and to clean the north (smaller) lagoon and stockpile the wet sludge on site.

The bid results are summarized below:

Elmer's Crane and Dozer, Inc.	\$55,095.00
Northern A-1	\$57,500.00

T. Basch Inc. turned in an incomplete bid by only providing a cost for the north lagoon cleaning and no bid for the dried sludge removal and disposal.

Both of these contractors are qualified to perform the work.

Recommendation: Award a service order to the low bidder, Elmer's Crane and Dozer, Inc. for the amount of \$55,095.00 with funds available in the Water Fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: PURCHASE OF SOFTWARE FOR CAPITAL IMPROVEMENT PROGRAM

Attached is a memo from City Planning Director Russel Soyring regarding the purchase of software for the Capital Improvement Program. As explained by Mr. Soyring, the current software being used is functionality obsolete and he recommends purchasing software that would integrate into the current software used for Asset Management and Work Order Management.

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

that the competitive bidding process be waived; and that the City Manager be authorized to issue a service order to Lucity, Inc. in the amount of \$25,050 for software to manage the capital improvement program, with funds available in the Capital Projects Fund.

MC/kez

K:\tcclerk\city commission\service orders\Software for CIP_2016096.doc

copy: Russell Soyring, Planning Director



City Planning Department

TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *Russ Soyring*

SUBJECT: PURCHASE SOFTWARE FOR CAPITAL IMPROVEMENT PROGRAM

DATE: AUGUST 29, 2016

The Capital Improvement Program (CIP) Committee, a staff-led committee, has been meeting since 2013 to improve the procedures and process of the City's six-year capital improvement program. The software program that the City currently uses to facilitate the CIP is functionally obsolete. For the last 3 years, the City has hired consultants to patch and re-code the program to update it from year to year.

The CIP committee recommended the purchase of a new software program and \$15,000 was allocated in the CIP in the 2016/17 fiscal year for this purpose.

The City has selected Lucity as the vendor to integrate our Capital Improvement Program into their Project Management module. The City already uses Lucity for Asset Management and Work Order Management modules. Some users, who already use the other modules, will have familiarity with the program.

In addition, we will also explore not just using the customized CIP Project Management module, but use the Project Management module for project accounting and management- something that is currently done using Excel spreadsheets.

Other advantages to utilizing the Lucity software is that we will be able to track projects along a continuum in one program. We will enter a project into the CIP layer when it is just a concept. Next the project will move from the CIP layer to the project management layer and detailed construction documentation and accounting will be input. Finally, after construction, the project will move into the asset management layer.

The cost for the additional Lucity licenses and services is \$25,050. The fee includes data migration and customization of the CIP to meet our needs. The approved CIP allocated \$15,000 for the purchase of software. A budget amendment to the Capital Projects Fund of \$10,050 would be required to authorize the purchase. (An annual fee of \$2,400 for support and maintenance will be an ongoing expense and will be handled under the GIS budget.)

If you are supportive, a motion recommending that the competitive bidding requirement be waived and a Service Order in the amount of \$25,050 be authorized with Lucity, Inc., with funds available in the Capital Projects Fund.

RAS:ml

Attachments: Lucity Quote
CIP excerpt



Lucity, Inc.
 10561 Barkley Street, Suite 100
 Overland Park, KS 66212
 Phone # 913-341-3105

Quotation

Date	7/21/2016
Quote #	87349

Prepared For

City of Traverse City
 Larry LaCross
 625 Woodmere Ave
 Traverse City, MI 49686
 llacross@traversecitymi.gov

Project

Description	Qty	Rate	Total
SOFTWARE & SUPPORT			
Lucity Work	6	2,000.00	12,000.00
Constant Connection Program (Annual Support & Maintenance)	1	2,400.00	2,400.00
SERVICES			
Data Migration (per hour)	20	125.00	2,500.00
Remote Configuration/Training (per hour)	20	125.00	2,500.00
Onsite Configuration/Training (per hour)	16	187.50	3,000.00
Report Development (per hour)	12	125.00	1,500.00
DIRECTS			
Air Travel (per trip)	1	550.00	550.00
Onsite Expenses (per day)	2	300.00	600.00
NOTES:			
- Directs are estimated costs only and will be billed at actual cost.			
- Constant Connection Program			
* Fee is twenty percent (20%) of total amount of software license fees for products covered under the Program			
* Fees in subsequent years subject to annual increase of two and one-half percent (2.5%)			
* Fee will be pro-rated to expire with existing Annual Support & Maintenance renewal period			
PURCHASE TERMS:			
1. Above quoted prices are good for sixty (60) days from date of quote.			
2. Above prices are in U.S. dollars. Sales tax is an estimate only at the time.			
3. License fees for any Lucity GIS solutions do not include Esri software.			
4. Invoice terms are net due upon receipt. Finance charges at the maximum allowable rate will be incurred 30 days from invoice date.			
5. Shipping and handling is included.			
6. Solutions that are priced "per install" do not include the cost of the device or any further software that may be required to run the Lucity program.			
Total sales tax calculated by AvaTax		0.00	0.00

Total \$25,050.00

CITY OF TRAVERSE CITY, MICHIGAN
SIX YEAR CAPITAL IMPROVEMENT PLAN
Budget Year 2016-2017 by Fund

All Projects Submitted for 2016/17

Date/Time Printed: 6/29/2016 11:14:18 AM

Project ID	Project	Cat	Carry Forward 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Project Cost	City Funds	Non-City Funds
GENERAL FUND Cemetery												
47	CEMETERY-Install Cremation Niches in Mausoleum	M	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
48	CEMETERY-Paving of Main Loop in First Addition	M	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
Total Cemetery			\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00
Facilities												
922	*FACILITIES-2nd Floor Governmental Center Remodel	M	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00
938	*FACILITIES-517 Wellington Building	M	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00
937	*FACILITIES-Carnegie Building Maintenance	M	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00
772	FACILITIES-Engineering Department Heat and remodel	M	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00
Total Facilities			\$20,000.00	\$20,000.00	\$180,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$295,000.00	\$295,000.00	\$0.00
Fire												
977	*TCFD-Fire detection and suppression system installation	M	\$0.00	\$0.00	\$125,000.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$210,000.00	\$210,000.00	\$0.00
840	TCFD-Replacement phone system	M	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
976	*TCFD-Storage building at Fire Station 02	C	\$0.00	\$0.00	\$0.00	\$144,000.00	\$0.00	\$0.00	\$0.00	\$144,000.00	\$144,000.00	\$0.00
Total Fire			\$0.00	\$0.00	\$135,000.00	\$229,000.00	\$0.00	\$0.00	\$0.00	\$364,000.00	\$364,000.00	\$0.00
General Government												
784	GEN GOVT-Annual City Computers	M	\$0.00	\$35,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$185,000.00	\$185,000.00	\$0.00
843	GEN GOVT-Capital Improvement Program software purchase/upgrade	M	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
4	GEN GOVT-City Document Management System	M	\$0.00	\$0.00	\$46,500.00	\$54,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$175,500.00	\$175,500.00	\$0.00
950	*GEN GOVT-New Voting Technology	C	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00
925	*GEN GOVT-Purchase new Accounting Software	M	\$0.00	\$0.00	\$220,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$220,000.00	\$220,000.00	\$0.00
978	*PLAN-Projects submitted by the Planning Commission	V	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
Total General Government			\$0.00	\$50,000.00	\$366,500.00	\$84,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$665,500.00	\$665,500.00	\$0.00
Local/Foundation Grant												
322	GRANT-Kids Creek Stormwater Grant	M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,000.00	\$0.00	\$196,000.00
Total Local/Foundation Grant			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$196,000.00	\$0.00	\$196,000.00



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: CITY ATTORNEY LEGAL RESEARCH RESOURCE SERVICES
(WESTLAW) – RENEWAL

Attached is a memo from City Attorney Lauren Tribble-Laucht recommending a contract renewal with Westlaw, which provides legal research resource services. This agreement would be renewed for three years, with a rate increase of 3% each year.

The cost of the agreement is currently \$371.90 a month. By entering into a three year agreement the City is able to hold the monthly cost to the contracted rate with an annual 3% increase.

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

that the Mayor and City Clerk execute a contract with Thomson Reuters (Westlaw) for City Attorney legal research resource services, for a three-year period beginning October 2016, at the initial annual rate equivalent of \$4,596.72, and increasing 3% per year thereafter, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the City Attorney Department Budget.

MC/kez

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copy: Lauren Tribble-Laucht, City Attorney

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Lauren Tribble-Laucht, City Attorney *LJL*
DATE: August 10, 2016
SUBJECT: Contract Renewal for Westlaw Subscription

This office utilizes Westlaw, a part of Thomson Reuters services, for the majority of its legal research. Westlaw is the most efficient and cost effective provider of same. In the past, the City has entered into a series of one (1) year renewal agreements with Westlaw for those services, however in 2010 and 2013 the City entered into a three (3) year contract renewal to take advantage of the special renewal prices offered. Entering into those agreements has allowed the City to hold costs at the contracted rate even through Westlaw increased rates for non-contracted entities during that time.

The current three year contract expires at the end of September 2016. With a minimum term of 36 months, the renewal rate offered would be at an initial increase of 3% over the current monthly charge of \$371.90 and a yearly rate increase of 3% thereafter.

Under the terms of the proposed three (3) year contract renewal with Westlaw Next, the yearly rate increases are as follows:

<u>New Month Charge</u>	<u>Renewal Term</u>	<u>% Increase During Renewal Term</u>
\$383.06	36 months	3% yr 1 3% yr 2 3% yr 3

I recommend the City enter into this three (3) year contract renewal to take advantage of the contract rate over the standard usage rates. These costs are already included in the 2016-2017 department budget. I have attached the proposed three year contract renewal agreement with Thompson Reuters with the above referenced terms to provide subscription legal research to the City Attorney's office, subject to approval as to substance by the City Manager and as to form by the City Attorney, with funds available from the City Attorney's Professional and Contractual budget.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: 2015 WATER TREATMENT PLANT MONITORING AND
CONTROL IMPROVEMENTS PROJECT – AMENDMENT

Attached is a memo from City Engineer Timothy Lodge regarding an amendment to the above project agreement. As indicated by Mr. Lodge, and also by Water Treatment Plant Superintendent Art Krueger, during the project construction phase, some important scheduling changes occurred and additional items that were outside of the original scope of work. Therefore, increasing the final cost for the work performed. These changes have been detailed in the attached memo from the Water Treatment Plant Superintendent.

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

that the Mayor and City Clerk execute an amendment to the agreement with Prein & Newhof (originally authorized on February 2, 2015) for additional services related to the 2015 Water Treatment Plant Monitoring and Control Improvements Project as outlined in the Water Treatment Plant Superintendent dated August 15, 2016, communication, with funds available in the Water Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kez

K:\tcclerk\city commission\agreements\SCADA Project Contract Amendment_20160906

copy: Timothy Lodge, City Engineer
Art Krueger, WTP Superintendent

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer *Lodge*

DATE: August 29, 2016

SUBJECT: 2015 Water Treatment Plant Monitoring and Control Improvements
Project Amendment to Consultant Agreement

In February 2015 the City Commission authorized a consultant agreement amendment with Prein & Newhof to add construction administration, site visits to observe the contractor's work and other construction related services to ensure the contractor's compliance with the plans, specifications and MDEQ Permit requirements to their existing Consultant Agreement at a cost not to exceed \$96,300. During the project several scheduling changes and changes to the scope of work were necessary to complete the project. The specific changes are detailed in the attached Memorandum from Art Krueger the Water Treatment Plant Superintendent.

Therefore, it is recommended that an amendment to the existing Consultant Agreement with Prein & Newhof in the amount of \$14,768.62 be authorized for the Water Plant Monitoring and Control Improvement Project with funds available in the Water Fund.

Memorandum

City of Traverse City
Water Treatment Plant

TO: Dave Green, DPS Director

FROM: Art Krueger, WTP Superintendent



DATE: August 15, 2016

SUBJECT: Additional Construction Engineering Services for Water Treatment Plant Monitoring and Control Improvements Project

The construction engineering services for this project was approved in February 2015 by the City Commission in the amount of \$96,300. Per Tim Lodge's Memo to Jered Ottenwess dated January 26, 2015, Amendment No. 2 was added to the existing Consultant Agreement with Prein & Newhof for this amount. The construction phase of this project has been completed and is near final close-out pending a few minor punch list items that Water Treatment Plant (WTP) staff is handling directly with the General Contractor, Windemuller Electric. Therefore, Prein & Newhof has completed their work, but during the project construction phase, some important scheduling changes occurred and additional items out of the original scope of work were discovered that needed to be addressed.

Following is a list of additional construction engineering work performed by Prein & Newhof to adequately support the project:

- Project phasing change coordination with Contractor and WTP to maintain WTP water production and pumping to the distribution system
- Meetings
 - Additional project meetings at the WTP
 - Additional project meetings by teleconference at key points in the project schedule
 - Additional progress discussions with the WTP superintendent by telephone
- Participated in discussions to remedy onsite operational challenges
- Site visits
 - Phase II – Additional time spent for Factory Acceptance Testing of Control System at Windemuller
 - Phase III
 - Additional time spent on Acceptance Testing of Control System working with WTP and Contractor

Mr. Dave Green
August 15, 2016
Page 2 of 2

- Additional site visits
- Recommended date of substantial completion and provided input, as requested by City representatives, during their liquidated damages negotiations with the Contractor
- Construction administration conducted to approximately five months beyond the schedule set forth in the Contract Document.

Total cost for additional construction engineering services: **\$14,768.82**

Please note that this amount brings the total for construction engineering services from **\$96,300 to \$111,068.82**, but stays within the original total project budget for Project 103 in the 2014/15 CIP of \$1,100,000 as outlined in Tim Lodge's memo dated January 26, 2015.

Therefore, I am requesting that the existing Consultant Agreement for Prein & Newhof be amended to include the additional professional services as outlined above in the amount of **\$14,768.82** for the Water Treatment Plant Monitoring and Control Improvements Project with funds available in the Water Fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{mac}MARTY COLBURN, CITY MANAGER

SUBJECT: TECHNICAL ASSISTANCE FOR BRIDGE DESIGN

Attached is a memo from City Engineer Timothy Lodge recommending an agreement for technical assistance associated with bridge design which will augment the efforts of the City Engineering Department in ensuring proper completion of the Cass Street Bridge Rehabilitation.

The engineering department received proposals from AECOM and NDG. As indicated by the City Engineer, AECOM has worked with the City since 2010 on a number of bridge projects, and has extensive experience in bridge rehabilitation and replacement, while also proposing the lower cost.

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

that the competitive bidding process be waived; and that the Mayor and City Clerk execute a consultant agreement with AECOM in the amount of \$41,199.60 for technical assistance associated with bridge design for the South Cass Street Bridge, with funds available in the Public Improvements Fund, specifically TIF 97 and TIF II, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kem

K:\tcclerk\city commission\agreements\bridge design services Cass St_20160906

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *Lodge*
DATE: August 29, 2016
SUBJECT: Technical Assistance for Bridge Design Cass Street Bridge Rehabilitation

We have received funding from the Local Bridge Program through the Michigan Department of Transportation for the West Front Street Bridge (\$1,100,000 for FY2013), 8th Street Bridge (\$750,000 for FY2013), South Cass Street Bridge (\$850,000 for FY2015) and the Park Street Bridge (\$850,000 for FY 2017). We plan to have the West Front Street Bridge and the 8th Street Bridge ready for construction bids later this year with completion in 2017. We have collected topographic surveying data for the South Cass Street and Park Street Bridges and our surveying consultant will provide the mapping to us in the next few weeks.

As you know conditions for the South Cass Street Bridge have deteriorated over the past year to a point where we have closed the sidewalk on the east side and have placed the structure on a more frequent inspection schedule. With our forecasted work load and commitment to the West Front Street and 8th Street Bridge Projects and staff maternity leave (6 months) we have solicited proposals for the design of the Cass Street Bridge Rehabilitation from two bridge engineering consultants as follows:

Consultant	Location	Cost
AECOM	Marquette/Traverse City	\$ 41,199.60
NDG	Petoskey	\$ 45,928.00

Both firms are well qualified to perform the work needed for the rehabilitation of the bridge. AECOM has worked with the City on an as needed basis for the City's bridges since 2010. They have extensive experience in the design of short and medium span bridge rehabilitation and replacement. Furthermore, they have provided the detailed structural analysis of the bridge.

Therefore, we recommend that the City Commission authorize a Consultant Agreement with AECOM in the amount of \$41,199.60 with funds available in the Public Improvements Fund, specifically TIF 97 and TIF II, subject to approval as to substance by the City Manager and as to form by the City Attorney.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: *MC*
MARTY COLBURN, CITY MANAGER

SUBJECT: SPECIAL IMPROVEMENT DISTRICT 2016-004, PAVING OF
EXISTING ALLEY SOUTH OF EAST FRONT STREET, EAST OF
WENONAH 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 East Front Street, east of Wenonah 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. 2016-004, be adopted, scheduling the public hearing for October 3, 2016.

MC/kez

K:\tcclerk\city commission\special improvement districts\schedule ph_Paving Alley_20160906.doc

copy: Polly Cairns, City Assessor
Dave Brown, Deputy 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. – 2016-004
DATE: August 29, 2016

Tentative S.I.D. 2016-004 **Properties to be improved:** 11
Description: Pave 16' wide gravel alley south E. Front St., east Wenonah St.

Parcel #	Owner	Property Address	Petitioned	Survey
28-51-554-009-00	RAJKOVICH ETTA MARY TRUST	111 WENONAH ST	X	Y
28-51-554-010-00	GAVIN DANIEL & PATRICIA	2012 E FRONT ST	X	Y
28-51-554-011-00	SCHMUCKAL JOYCE ANN TRUST	2028 E FRONT ST	X	Y
28-51-554-012-00	KISS SUSAN G & MICHAEL W	2016 E FRONT ST	X	
28-51-554-013-00	JENKINS ANTHONY L	2020 E FRONT ST	X	Y
28-51-554-014-00	STEGMEIER JEFFREY C & CYNTHIA L	2025 SHAWNEE ST	X	
28-51-554-014-10	COSGROVE ELLY	122 S EAST BAY BLVD	X	Y
28-51-554-015-00	HUBBELL WILLIAM A & PAMELA G TRUST	2015 SHAWNEE ST	X	N
28-51-554-017-00	GIBSON AMANDA	115 WENONAH ST	X	N
28-51-554-018-00	FIELD SHANNON & PEOPLES LAYLAN	2011 SHAWNEE ST	X	Y
28-51-554-028-00	RADEMACHER RONALD N & LENORE	100 S EAST BAY BLVD	X	Y

Property Owners:

Total Estimated Cost: **\$55,800**
 City/DDA Share (50%) \$27,900
 Property Owners Share (50%) \$27,900

Assessable Estimated Annual Costs:
 Approximately Assessable Costs: \$31.705/Front Foot Average
 Lowest Total Assessment (+/-) \$1,585
 Largest Total Assessment (+/-) \$4,122

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

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.

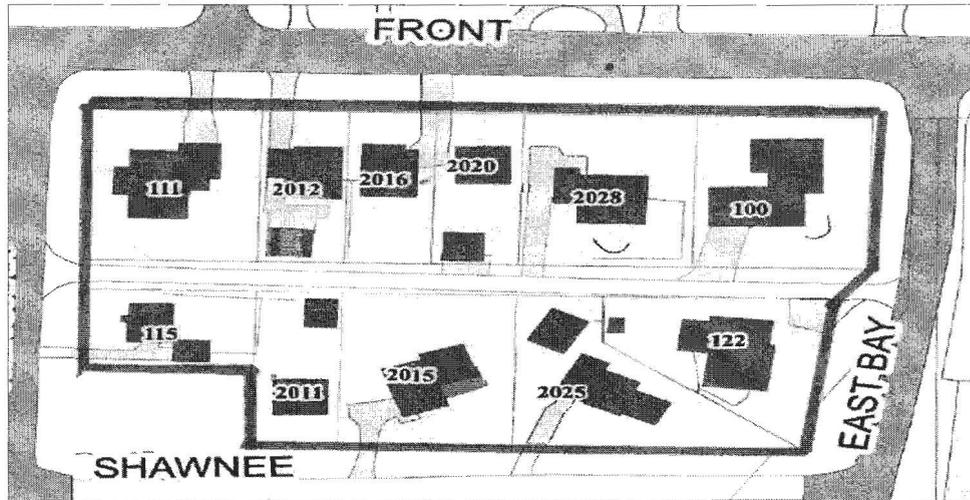
Thank you for your consideration.

Project Name **2016-004** *Pave 16' wide gravel alley south E. Front St., east Wenonah St.*

ESTIMATE

SID reference: **2016-004**
 Description: **Pave 16' wide gravel alley south E. Front St., east Wenonah St.**

Prepared on: 7/14/2016
 Amended **25-Jul-16**
 Petition/Card Upd: 8/9/2016



Total Parcels	11
Total Project Fr Ft	880.00
Total Cost Spread	\$55,800.00
City Share	50.00%
City's Cost	\$27,900.00
Own.'s Cost	\$27,900.00
Fr Ft Rate	\$31.70
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
		Y	N
Parcel Ct.	63.64%	18.18%	18.18%
Frontage	66.35%	17.69%	15.96%

Total Percent - Petition & Survey				
		Total	Total	No
		Yes	No	Response
Parcel Ct.	81.82%	0.00%		18.18%
Frontage	83.18%	0.00%		16.83%

11	Parcel #	Owner	Property Address	Actual Front Yard	Actual Side Yard (Depth)	Assess. Frontage	Assess. Corner Inf.	Depth	Assess. Effective	Assessment	Petitioned	Survey	Total	Annual Payment Estimate
				Alley Frontage										
1	28-51-554-009-00	RAJKOVICH ET TA MARY TRUST	111 WENONAH ST	100	125	100		150	100.00	\$3,170	X	Y		\$ 400.68
2	28-51-554-010-00	GAVIN DANIEL & PATRICIA	2012 E FRONT ST	50	125	50		150	50.00	\$1,585	X	Y		\$ 200.34
3	28-51-554-011-00	SCHMUCKAL JOYCE ANN TRUST	2028 E FRONT ST	100	125	100		150	100.00	\$3,170	X	Y		\$ 400.68
4	28-51-554-012-00	KISS SUSAN G & MICHAEL W	2016 E FRONT ST	50	125	50		208	50.00	\$1,585	X			\$ 200.34
5	28-51-554-013-00	JENKINS ANTHONY L	2020 E FRONT ST	50	125	50		208	50.00	\$1,585	X	Y		\$ 200.34
6	28-51-554-014-00	STEGMEIER JEFFREY C & CYNTHIA L	2025 SHAWNEE ST	50	125	50		208	50.00	\$1,585	X			\$ 200.34
7	28-51-554-014-10	COSGROVE ELLY	122 S EAST BAY BLVD	130	125	130		209	130.00	\$4,122	X	Y		\$ 520.88
8	28-51-554-015-00	HUBBELL WILLIAM A & PAMELA G TRUST	2015 SHAWNEE ST	100	125	100		210	100.00	\$3,170	X	N		\$ 400.68
9	28-51-554-017-00	GIBSON AMANDA	115 WENONAH ST	100	63	100		211	100.00	\$3,170	X	N		\$ 400.68
10	28-51-554-018-00	FIELD SHANNON & PEOPLES LAYLA N	2011 SHAWNEE ST	50	125	50		212	50.00	\$1,585	X	Y		\$ 200.34
11	28-51-554-028-00	RADEMACHER RONALD N & LENORE	100 S EAST BAY BLVD	100	125	100		213	100.00	\$3,170	X	Y		\$ 400.68

Min	\$1,585	\$200
Max	\$4,122	\$521
Average	\$2,536	\$321



**Resolution Scheduling Public Hearing
On Special Improvement District No. 2016-004**

Because, the City Commission of the City of Traverse City, has determined to make an improvement known as Special Improvement District Number 2016-004, which would cause the paving of an existing alley south of East Front Street, east of Wenonah Street, at the following locations:

Parcel #	Owner	Address
28-51-554-009-00	RAJKOVICH ETTA MARY TRUST	111 WENONAH ST
28-51-554-010-00	GAVIN DANIEL & PATRICIA	2012 E FRONT ST
28-51-554-011-00	SCHMUCKAL JOYCE ANN TRUST	2028 E FRONT ST
28-51-554-012-00	KISS SUSAN G & MICHAEL W	2016 E FRONT ST
28-51-554-013-00	JENKINS ANTHONY L	2020 E FRONT ST
28-51-554-014-00	STEGMEIER JEFFREY C & CYNTHIA L	2025 SHAWNEE ST
28-51-554-014-10	COSGROVE ELLY	122 S EAST BAY BLVD
28-51-554-015-00	HUBBELL WILLIAM A & PAMELA G TRUST	2015 SHAWNEE ST
28-51-554-017-00	GIBSON AMANDA	115 WENONAH ST
28-51-554-018-00	FIELD SHANNON & PEOPLES LAYLAN	2011 SHAWNEE ST
28-51-554-028-00	RADEMACHER RONALD N & LENORE	100 S EAST BAY BLVD

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 \$55,800 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 October 3, 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 September 6, 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 SEPTEMBER 6, 2016

DATE: AUGUST 24, 2016

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

SUBJECT: TRAFFIC CONTROL ORDERS 596, 601, AND 603

Attached is a memo from Assistant City Manager Penny Hill indicating that Traffic Control Orders #596, #601 and #603 have been in effect for at least 90 days and are ready to be adopted by the Commission as permanent. These traffic control orders are as follows:

- #596: Designate Parking Meter Zone on the north side of Washington Street from south Cass to the westerly driveway to 300 E. State St.
- #601: Install Handicap Parking Sign at the parking space on the north side of W. State St. immediately south of 128 W. State St.
- #603: Install "No Parking This Side of Sign," and "No Parking Between Signs" on the north side of Wayne Street as indicated in the attached memo.

I recommend the following motion:

that Traffic Control Orders 596, 601 and 603, which designate a Parking Meter Zone on the north side of Washington Street, install a Handicap Parking sign at the space on the north side of W. State St., immediately south of 128 W. State St., and install "No Parking This Side of Sign" and "No Parking Between Signs" along Wayne Street as outlined in the attached memo, be adopted to be made permanent.

MC/kem

K:\tcclerk\city commission\traffic control order\TCO 596, 601, 603 20160906.doc

copy: Timothy Lodge, City Engineer

The City of Traverse City
Office of the City Manager

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



TO: Martin Colburn, City Manager
Timothy J. Lodge, P.E., City Engineer

FROM: Penny Hill, Assistant City Manager 

DATE: Monday, August 22, 2016

SUBJECT: Traffic Control Orders 596, 601 and 603 to be made permanent

The following Temporary Traffic Control Orders have been in effect for at least 90 days and are ready to be made permanent.

NEW TCO#	Description	Location	Replaces or Impacts TCO#
596	<i>Designate Parking Meter Zone</i>	On the north side of Washington Street from South Cass Street to the westerly driveway to 300 E. State St.	N/A
601	<i>Install "HANDICAP PARKING" sign</i>	At the parking space on the north side of W State St., immediately south of 128 W State St.	N/A
603	<i>Install "NO PARKING THIS SIDE OF SIGN" sign</i> <i>and</i> <i>Install "NO PARKING BETWEEN SIGNS" sign</i>	On the north side of Wayne St, approximately 65 feet west of the crosswalk, and on the south side of Wayne St, approximately 70 feet east of the crosswalk, as shown in the attached drawing. <i>and</i> On the north side of Wayne St, approximately 40 west of the crosswalk, as shown on the attached drawing.	N/A

TCO 596 was recommended by City staff to install parking meters on Washington St. to deter all day parking by employees who work in the area.

TCO 601 was proposed by a City business to identify a handicap parking space on State Street where no handicap parking exists.

TCO 603 was proposed by a City resident to improve sight distance at the intersection of Wayne St. and Madison St.

The authority of the City Manager for these Temporary Traffic Control Orders has expired and they must be extended or made permanent by the City Commission in order to continue. The City Commission can always rescind a Traffic Control Order at a later date if they so choose.

The Transportation Committee has reviewed Temporary TCO Nos. 596, 601, and 602 and it was the consensus to recommend that they be made permanent.

Temporary Traffic Control Orders are on file with the City Clerk's office.

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax
tcmanage@traversecitymi.gov



TRAFFIC CONTROL ORDER NO.: 596 DATE: December 3, 2015

Those streets within the following described area shall be designated hereby as a **Parking Meter Zone**:

North Side of Washington Street from South Cass Street to the Westerly Driveway to 300 East State Street

which will allow general placement of meters, subject to other traffic control orders restricting parking.



Martin Colburn
City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Recommended by the City of Traverse City Transportation Committee on November 19, 2015.

Confirmed by the City Commission _____
(Date)



Washington St Extension of Meter Zone

Print Date: 11/18/2015
Image Date: 05/06/2014
Level: Community

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax
tcmanage@traversecitymi.gov



TRAFFIC CONTROL ORDER NO.: 601 DATE: May 5, 2016

The following sign regulating traffic shall be installed at the following designated location:

“HANDICAP PARKING”

at the parking space on the north side of W State St, immediately south of 128 W State St.



Martin Colburn
City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Recommended by the City of Traverse City Transportation Committee on April 21, 2016.

I certify that this Traffic Control Order was made permanent by the City Commission at its meeting held on _____, in the Commission Chambers, second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 Fax
tcmanage@traversecitymi.gov



TRAFFIC CONTROL ORDER NO.: 603 DATE: May 16, 2016

The following signs regulating traffic shall be installed at the following designated location:

“NO PARKING THIS SIDE OF SIGN”

On the north side of Wayne St, approximately 65 feet west of the crosswalk, and on the south side of Wayne St, approximately 70 feet east of the crosswalk, as shown in the attached drawing.

“NO PARKING BETWEEN SIGNS”

On the north side of Wayne St, approximately 40 feet east of the crosswalk, as shown in the attached drawing.

This traffic control order is to ensure that vehicles are not parking too close to the crosswalk, allowing greater sight distance for those wishing to use the crossing and for drivers approaching the crossing.

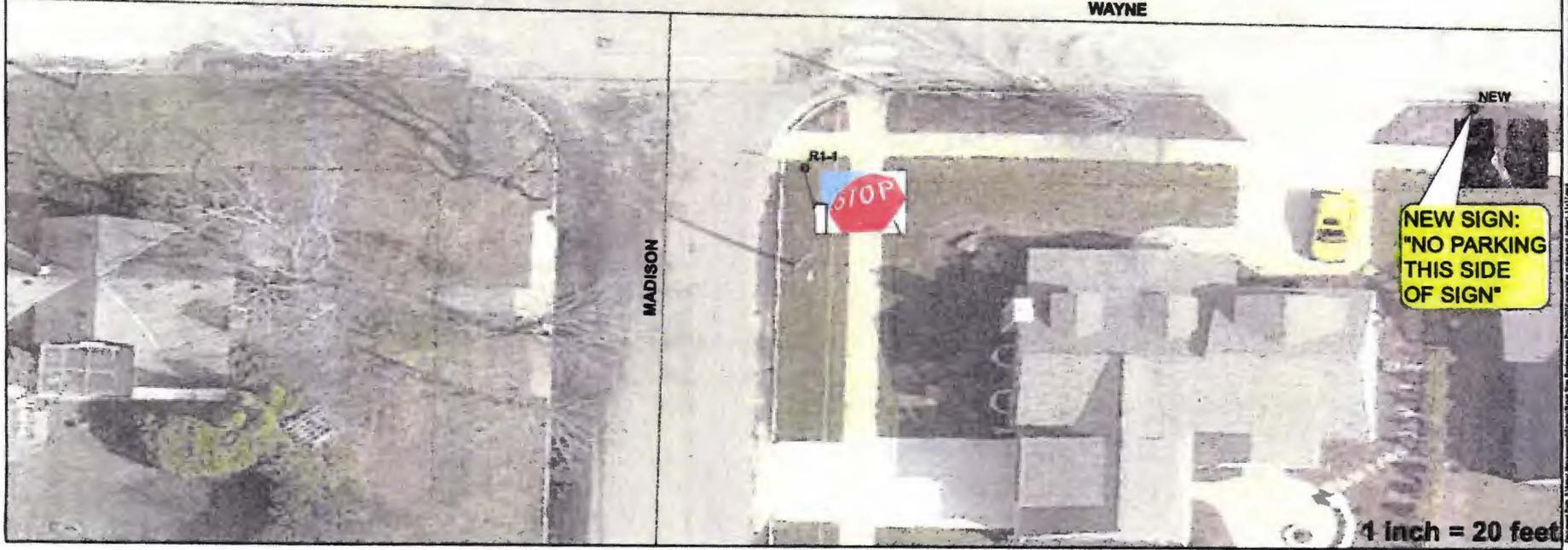
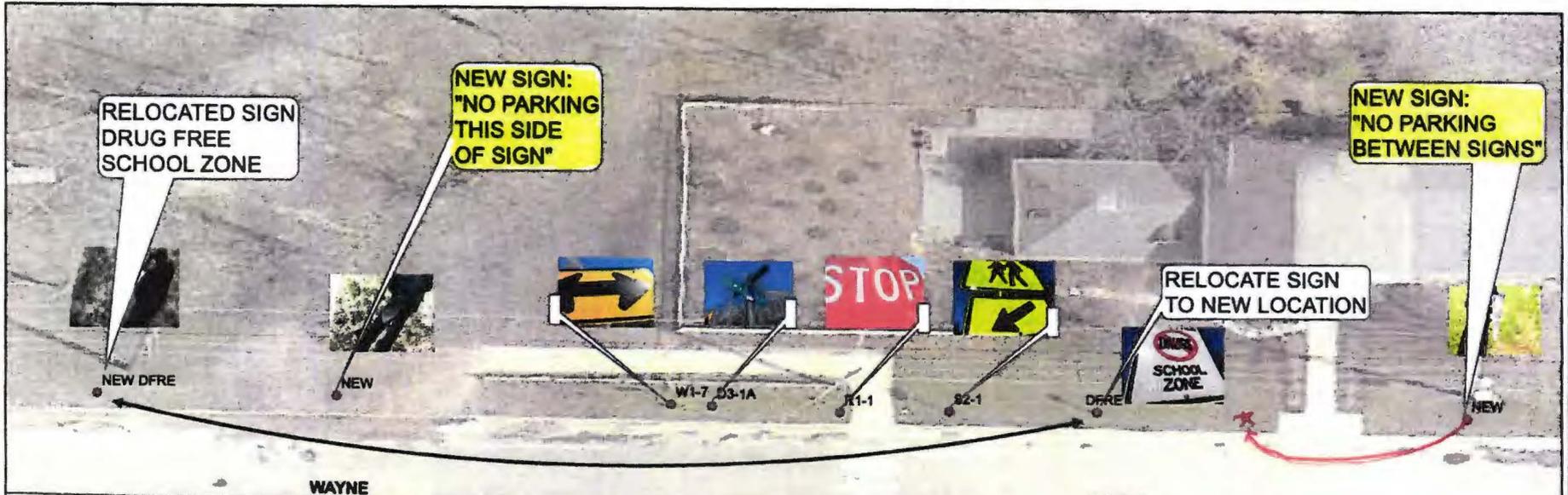
Martin Colburn
City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Recommended by the City of Traverse City Transportation Committee on April 21, 2016.

I certify that this Traffic Control Order was made permanent by the City Commission at its meeting held on _____, in the Commission Chambers, second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk



2016 STREET SIGN WORK MAP

N
S
E
W

5-02-16
ST



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION SUPPORTING THE PRELIMINARY DESIGN AND DEVELOPMENT OF THE WEST BOARDMAN LAKE LOOP

At the August 22, 2016 Study Session of the City Commission, TART Trails Executive Director Julie Clark and representatives from Prein and Newhof presented an update regarding the final stretch of the West Boardman Lake Loop. Attached is a resolution supporting the preliminary design and development of this final stretch as presented by Ms. Clark.

If the City Commission is supportive of the preliminary design and development of the final stretch of the loop, I recommend the following motion:

that the Resolution Supporting the Preliminary Design and Development of the West Boardman Lake Loop, be adopted.

MC/kez

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copy: Julie Clark, TART Trails



**A Resolution Supporting the
Preliminary Design and Development of the
West Boardman Lake Loop**

- Because, the Traverse City Master Plan and Recreation Plan calls for encouraging the development of non-motorized transportation trails that connect the City, encouraging a healthy lifestyle by providing a safe bicycling and walking trail; and
- Because, the City of Traverse City, in conjunction with Grand Traverse County and Garfield Township, has conducted a study utilizing the services and expertise of TART (Traverse Area Recreation and Transportation Trails, Inc.) to identify a western route to establish the completion of the West Boardman Lake Loop;
- Because, the City of Traverse City, working in partnership with Grand Traverse County and Garfield Township, has completed the eastern portion of the trail as well as the northwestern component inclusive of a bridge providing community connectivity while enhancing non-motorized transportation;
- Because, Traverse City believes that the continuation to complete the trail between 14th Street and Grand Traverse County Medalie Park, will positively contribute to both the recreation and non-motorized transportation opportunities, providing connectivity to establish communities, and desired destinations;
- Because, the preliminary design and development plan submitted to the Traverse City City Commission by TART for the West Boardman Lake Loop, reflects the strategic goals and objectives of the City Commission inclusive of active living, placemaking, trails, traffic management, parks, ADA access, West Boardman District, and community/economic development; and
- Because, completing the trail provides positive social, environmental and economic benefits and experiences to the community and the region, now; therefore be it
- Resolved, that the City of Traverse City supports the preliminary design and development plan of the West Boardman Lake Loop as presented at its meeting on August 22, 2016, and recommends continuation of efforts of the partnership of Grand Traverse County, Garfield Township, and the City of Traverse City to pursue identifying funding sources to implement such plan, and furthering the trail developments.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at

its Regular Meeting held on September 6, 2016, in the Commission Chambers of the 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 SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{mpc} MARTY COLBURN, CITY MANAGER

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

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

Attached are a previously submitted memo and worksheet 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.

City Treasurer/Finance Director William Twietmeyer, indicated that the current rate for a ten-year treasury note is 1.62% and per Resolution an additional 2% is applied equaling 3.62%; that interest rate has been incorporated. City Charter states that interest rates may go as high as 6%.

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

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

Motion on the next page

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

that the Resolution Approving Special Improvement District SID No. 2016-003, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by \$28,750 to reflect the revenue and expenses for this project.

MC/kez

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copy: Polly Cairns, City Assessor
Dave Brown, Deputy City Assessor
Timothy Lodge, City Engineer
William Twietmeyer, City Treasurer/Finance Director

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: \$474.25/Front Foot Average
Largest Total Assessment (+/-) \$1,455
Lowest Total Assessment (+/-) \$4,062

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

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.

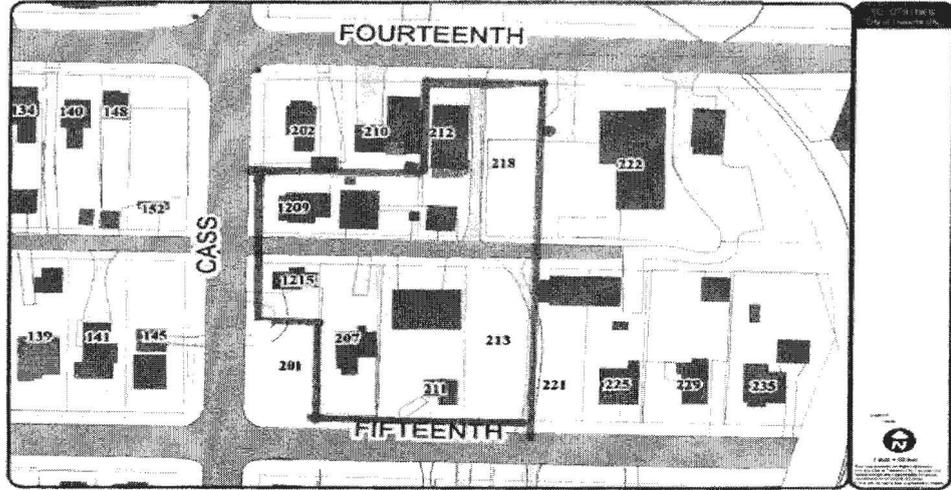
Project Name **2016-003** *Pave 20' Wide Gravel Alley south of 14th St. , east of Cass St.*

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%

# City parcels included	7			474.25	938.00	474.25	0.00		474.25	14,376.00	7	6	0		
	7	Parcel #	Owner	Property Address	Actual Front Yard	Actual Side Yard	Assess. Frontage	Assess. Corner Inf.	Depth	Assess. Effective	Assessment	Petitioned	Survey	Total	Annual Payment 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			\$ 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 Approving Special Improvement District No. 2016-003

Because, the City Commission of the City of Traverse City has held a special improvement proceeding, and caused proper notices to be published and mailed to property owners of record for such proceeding, in accordance with the provisions of Chapter 10 and Section 97 of the City Charter of the City of Traverse City and Michigan Statute, for Special Improvement District No. 2016-003; and

Because, Special Improvement District No. 2016-003 for the alley pavin project in the alley South of Fourteenth Street, East of Cass Street, and the same is hereby approved by the City Commission, acting as a Board of Review and the City Clerk is hereby instructed to report the same as prescribed by city ordinance; and

Because, written objections of the owners of more than one-half (1/2) of the property to be assessed have not been received as provided for in Section 107 of Chapter 10 of the Charter of the City of Traverse City, Michigan; now, therefore be it

Resolved, that a Special Improvement Roll No. 2016-003 for defraying the costs and expense 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

In the sum of \$28,750, be and the same is hereby adopted, and confirmed with the City Clerk who is hereby directed to endorse upon such roll the date of its confirmation and to file the same with the Office of the City Treasurer; be it further

Resolved, that the special assessment contained in such roll are hereby ordered to be collected in the same manner provided by the Charter of the City of Traverse City and the statutes of the State of Michigan; and the City Clerk is hereby authorized and directed to attach his warrant to a certified copy of a special improvement roll

Public Hearing
On Special Improvement District No. 2016-003
Page 2

commanding the City Treasurer to collect from each of the persons assessed in such roll the amounts of money assessed to and set opposite his name therein; be it further

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

Resolved, that the amount of such special improvement shall be divided into ten year annual installments with the interest rate at the rate up to 6% per annum or at a rate of interest borne by bonds that shall be due and payable August 31, 2017, after the due date of the first installment; be it further

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

I hereby certify that this resolution was adopted by the City Commission at its special meeting held on September 6, 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 SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: ALLEY PAVING FOR SID 2016-003 – ALLEY SOUTH OF
FOURTEENTH STREET, EAST OF CASS STREET

Attached is a memo from City Engineer Timothy Lodge recommending a change order to the contract for the 2016 Paving and Resurfacing Projects Phase I, which would provide for the alley paving contemplated in Special Improvement District 2016-003, earlier on the agenda. This is for paving the alley south of Fourteenth Street, east of Cass Street.

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

that the Mayor and City Clerk execute a unit prices change order to the contract with Elmer's Crane and Dozer for the 2016 Paving and Resurfacing Projects Phase I (originally authorized March 21, 2016), in the amount of \$25,151, more or less, for paving the alley south of Fourteenth Street, east of Cass Street, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Special Assessment Fund.

MC/kez

K:\tcclerk\city commission\agreements\paving and resurfacing projects 2016 phase One change order_20160906.doc

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer 

DATE: August 29, 2016

SUBJECT: 2016 Pavement and Resurfacing Phase 1
Contract Change Order for Alley Paving SID 2016-003

A public hearing for the Special improvement District 2016-003 is schedule for the September 6, 2016 City Commission Meeting. In the event that the SID is approved we are requesting consideration of a change order with Elmer's to complete the work yet this construction season. We provided an itemized breakdown of contract items and quantities and Elmer's provided a written cost estimate for the work including unit prices. We have reviewed their unit prices and have found them to be consistent with our estimated cost for the work.

Therefore, we recommend that the proper City officials be authorized to execute a change order to the existing contract with Elmer's to add contract items 400 through 409 to their contract in the amount of \$25,151.00, more or less. The cost is within the amount of the SID if so authorized by the City Commission.

CITY OF TRAVERSE CITY

AUTHORIZATION FOR CHANGE(S) IN CONTRACT

Identification of Project: **2016 Paving and Resurfacing Phase I Project**

Name of Contractor: **Elmer's Crane and Dozer, Inc.**

Contract Date: **March 22, 2016**

Change Order: **#3**

Date: **September 20, 2016**

Description of Change(s): Add paving existing gravel alley south of 14th St. east of Cass St. in accordance with SID 2016-003 to project as Location #4.

Location #4: Alley south of 14th St. and east of Cass St.

Item No	Est Qty	Unit	Description of Items	Unit Price	Total Price
400	1	LSUM	MOBILIZATION / TRAFFIC CONTROL	5000.00	5000.00
401	4.6	STA	TRENCHING, 2.5 FT. WIDTH	400.00	1840.00
402	64	FT	EDGE TRIMMING	4.00	256.00
403	475	SYD	AGGREGATE BASE, 2 INCH	5.00	2375.00
404	140	SYD	AGGREGATE BASE, 8 INCH	10.00	1400.00
405	1	EA	DR STRUCTURE COVER, ADJ, CASE 1	350.00	350.00
406	2.3	STA	MACHINE GRADING, MODIFIED	2000.00	4600.00
407	60	TON	HMA, 13A (220#/SYD)	92.50	5550.00
408	50	SYD	SHOULDER, CL I, 2 INCH	10.00	500.00
408	65	SYD	4 INCH SCREENED TOPSOIL, SEED, FERTILIZER, MULCH	20.00	1300.00
409	1	LSUM	CONSTRUCTION SURVEYING AND STAKING	1980.00	1980.00
TOTAL					\$25,151.00

**Total Increase, more or less, for 2016 Paving and Resurfacing Phase I Project \$25,151.00
Twenty Five Thousand, One Hundred Fifty One DOLLARS**

(write in amount)

The above change(s) are hereby authorized. All other provisions of the Contract between the parties shall remain in full force and effect

CHANGES IN CONTRACT TIME:

The contract time will be increased by 14 calendar days. The date for completion of all work will be in accordance with the notice to proceed for Location #2 and #3 (W. Ninth St. and Alley south of 16th St. between Cass St. and S. Union St.) plus 14 calendar days. Date for completion is **October 6, 2016.**

APPROVALS REQUIRED:

CONTRACTOR:


Digitally signed by Jeff S. Saxton
DN: cn=Jeff S. Saxton, o=Elmer's
Crane and Dozer, Inc., ou,
email=jsaxton@tealmelms.com,
E=US
Date: 2016.08.16 14:08:38 -04'00'

Jeff Saxton, Elmer's Crane and Dozer, Inc.

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney

RECOMMENDED BY:

Timothy J. Lodge, City Engineer

CITY OF TRAVERSE CITY:

By _____
James C. Carruthers, Mayor

APPROVED AS TO SUBSTANCE:

Martin A. Colburn, City Manager

By _____
Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MC}MARTY COLBURN, CITY MANAGER

SUBJECT: CLOSED SESSION – NEGOTIATION OF COLLECTIVE
BARGAINING AGREEMENT

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

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

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

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

MC/kez

K:\tcclerk\city commission\closed session\collective bargaining GME_20160906.doc

copy: Kristine Bosley, Human Resources Director



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MAC} MARTY COLBURN, CITY MANAGER

SUBJECT: CLOSED SESSION – NEGOTIATION OF COLLECTIVE
BARGAINING AGREEMENT

As allowed by the Open Meetings Act, I request that the City Commission go into closed session to discuss the strategy for negotiating the collective bargaining agreement with the Sergeants of the Traverse City Police Department.

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

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

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

MC/kez

K:\tcclerk\city commission\closed session\collective bargaining Sergeants_20160906.doc

copy: Kristine Bosley, Human Resources Director



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{mc}MARTY COLBURN, CITY MANAGER

SUBJECT: AGREEMENT FOR LEGAL SERVICES IN CONNECTION WITH
MICHIGAN TAX TRIBUNAL DOCKET 15-002178-TT, CVS #6843-
01

Attached is a memo from City Assessor Polly Cairns regarding an agreement for legal services as it relates to Michigan Tax Tribunal Docket 15-002178-TT, CVS #6843-01. As explained by Ms. Cairns, this is a recommendation of both her and City Attorney Lauren Tribble-Laucht.

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

that the Mayor and City Clerk execute an agreement Fahey Schultz Burzych Rhodes, PLC, in the amount not to exceed \$15,000 for representation in CVS #6843-01 v. City of Traverse City, Michigan Tax Tribunal Docket 15-002178-TT, with funds available in the City Assessor department budget, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kez

K:\tcclerk\city commission\agreements\Tax Tribunal Legal Services_2016906.doc

copy: Polly Cairns, City Assessor
Dave Brown, Deputy City Assessor

MEMORANDUM

CITY OF TRAVERSE CITY



TO: MARTIN COLBURN, CITY MANAGER
FROM: Polly Cairns, City Assessor & Lauren Tribble-Laucht, City Attorney
SUBJECT: Approval request for property tax legal services for Michigan Tax Tribunal Docket 15-002178-TT
DATE: August 30, 2016

Property under appeal: CVS #6843-01-v City of Traverse City
Property ID 28-51-634-074-01 aka 626 W Front Street

Request is for approval to engage the services of Ross Bower, of Fahey Schultz Burzych Rhodes PLC, Attorneys at Law, to represent the City of Traverse City against pending Michigan Tax Tribunal Docket 15-002178-TT, as filed by CVS #6843-01, the tenant occupying 626 W Front Street. The attached letter of engagement provides for a not to exceed amount of \$15,000, without prior approval.

It is in the best interest of the City to engage the services of Fahey Schultz Burzych Rhodes PLC for this upcoming Michigan Tax Tribunal trial, as we expect the docket will proceed to the full Tribunal for the hearing process. Preparation and attendance for this hearing will require a significant amount of time from the City Attorney's office. In light of the volume of other matters currently being handled by the City Attorney's office, it is prudent for this matter to be handled by outside counsel.

Hearing is scheduled in Lansing, at the Michigan Tax Tribunal's main offices, for a two-day trial, beginning at 9:00 am each day, on October 11 & 12, 2016.

Subject property was purchased in 2012 for \$1,798,000, and the new CVS store was construction on site, with reported construction costs of \$4,100,000. The subject property was transferred June 2016, for \$7,519,000, leased fee estate. The 2015 Assessment records indicate a true cash value of \$3,459,461, fee simple estate.

Subject property was appraised on behalf of the City for MTT valuation purposes determining a true cash value of \$4,125,000, fee simple, and \$6,610,000 leased fee.

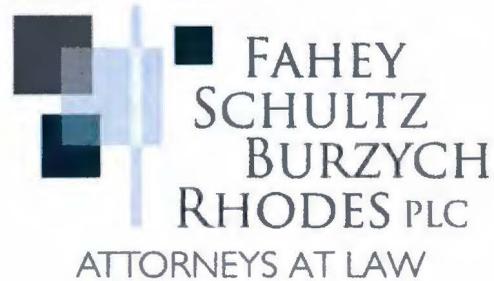
Petitioner is requesting a true cash value of \$1,600,000, representing the value in contention of \$927,301, from the 2015 Taxable Value as set by the Assessment roll.

The Petitioner has filed a separate docket on the subject property for 2016 as well. If the City Commission wishes to engage, Fahey Schultz Burzych Rhodes PLC as recommended by the City Assessor and the City Attorney the following motion would be appropriate:

That the Mayor and City Clerk execute an agreement for legal services with Fahey Schultz Burzych Rhodes PLC in an amount not to exceed \$15,000.00 for representation in CVS #6843-01 v City of Traverse City, Michigan Tax Tribunal Docket 15-002178-TT, with funds available in the City Assessor's budget.

ROSS K. BOWER II

rbower@fsbirlaw.com
517.381.3190 direct
517.381.3181 fax
517.974.2390 cell



August 24, 2016

Marty Colburn, City Manager
City of Traverse City
City Manager's Office
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, MI 49684

Via Email

Dear City Manager Colburn:

Re: CVS #6843-01 v City of Traverse City; MTT Docket No. 15-002178

We are pleased that you have contacted us to represent the City of Traverse City in this matter. This engagement letter is to confirm our representation of your interests. This letter serves as an agreement about the nature and scope of our relationship. Our representation will officially commence and we will serve as your counsel when we are in receipt of a copy of this letter signed by you.

The firm is dedicated to the highest ethical standards. Although I do not believe that your interests are directly adverse to interests of another client, if such circumstances were to arise, the firm could withdraw from representing you. The firm also may represent existing or new clients in any matter that is not substantially related to our work for you.

We will hold strictly confidential all sensitive or proprietary information you give us during the course of our dealings. We will not reveal your confidences or secrets without your consent. If the firm, through its representation of you, obtains confidential information that conceivably could be used by another client to your material disadvantage, we may withdraw from representing you or that other client in order to avoid a conflict of interest.

Our responsibility in representing you is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling matters of this sort. In turn, we will need your full and timely cooperation. This will likely include providing us with written materials relating to the matter for which you are retaining us.

The firm and I will pursue this matter on your behalf conscientiously and without delay, but with regard for the firm's workload and the nature of the legal system. I will keep you reasonably informed about the status of this matter and I welcome requests for information at any time.

Marty Colburn, City Manager
August 24, 2016
Page 2

We hope to establish a mutually rewarding and enduring relationship with you, and hope that, in the end, you will be pleased with our service. Nevertheless, you are free to terminate our services at any time by written notice to us to that effect. We may also terminate our services to you by written notice to that effect, if you unreasonably fail to cooperate with us, if you fail to pay our monthly statements in a timely manner, or if we determine that our continued representation of you would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical. Clearly, I do not expect any of that to be the case, however.

To be sure that you are fully aware of our anticipated services and how you will be charged, our services will be rendered on an hourly basis. Attorneys in the firm are presently billing at rates from \$150 to \$310 per hour, depending upon experience and expertise. However, we are pleased to offer the City a capped rate at \$200 per hour. By a capped rate, I mean that if the rate of the attorney working on your matters exceeds the cap, you will be charged the capped rate of \$200 per hour. If the rate of the attorney is below the cap, you will be charged the attorney's actual rate. For the CVS #6843-01 v City of Traverse City (MTT Docket No. 15-002178) matter, we also agree that our total fees will not exceed \$15,000 without prior approval from the City. We will submit invoices to you on a monthly basis and also charge you for any actual, out of pocket cost items we incur in your representation. Invoices not paid within sixty (60) days will be charged interest of 1% per month from the date of the invoice.

Although this letter is intended to deal with the captioned matter, it will also govern any other legal services that you may request in the future, unless we mutually agree in writing to a different arrangement with respect to future matters. To the extent we can help you in some other way, we would be happy to do so.

Should you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please sign and return the enclosed copy, so we can officially begin to represent your interests. I look forward to working with you.

Very truly yours,

FAHEY SCHULTZ BURZYCH RHODES PLC



Ross K. Bower II

RKB/tnb

AGREED:

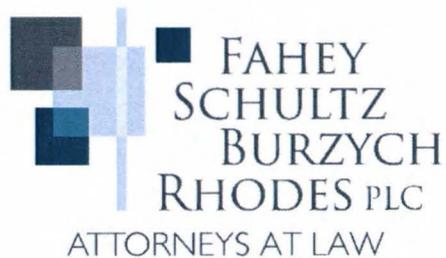
By: _____
Marty Colburn, City Manager

Dated: _____, 2016



CITY of
TRAVERSE CITY MICHIGAN

**PROPOSAL TO PROVIDE PROPERTY TAX
LEGAL SERVICES TO
THE CITY OF TRAVERSE CITY**



Fahey Schultz Burzych Rhodes PLC

4151 Okemos Road

Okemos, Michigan 48864

Tel: (517) 381-0100 ■ Fax: (517) 381-5051 ■ Website: www.fsbrlaw.com

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Ross K. Bower II	
Stacy L. Hissong	
Steven L. Koski	

WELCOME TO OUR FIRM

Fahey Schultz Burzych Rhodes PLC is a limited liability company law firm representing, cities, counties, townships, and special authorities throughout the State of Michigan. Our office is located at 4151 Okemos Road, Okemos, Michigan 48864. Our law firm entity (PLC) is registered in the State of Michigan.

Three core values drive us—experience, responsiveness and affordability.

Experienced. When we created this firm in January 2008, the firm's four founding partners each had 20-30 years of municipal law experience. Our experience and expertise are widely recognized – we are proud of our recognition as a Tier 1 firm in the inaugural publication of "The Best Law Firms in America" by U.S. News. That recognition continues today.

Responsive. We are always available and accessible when our clients need legal help, or just general advice. We will respond to your phone calls or emails within 1 hour, usually immediately. We understand the demands you face. Each of our lawyers has a direct dial number, "smart" cell phone, dedicated desktop fax and email for your convenient communication at all times. Our staff of 16 lawyers allows each of us backup when necessary, so there will always be an attorney available to assist you.

Affordable. We make maximum use of technology and management to deliver excellent service at a reasonable cost. Through each of our lawyers, cities have direct access to complete Michigan and federal online legal databases, in addition to our own database of nearly 40 years of research, documents and legal opinions. We control costs and strive to operate efficiently, effectively and successfully.

FACILITY

Fahey Schultz Burzych Rhodes PLC employs 16 lawyers, including 6 partners (members), 9 associates, and 1 of counsel. We also employ 2 paralegals, 3 legal assistants, and 1 CPA professional. Our law firm has steadily grown from 4 lawyers at our founding to 16 lawyers today. Our office has 3 conference rooms and an electronic library in addition to hard copy referenced materials

MUNICIPAL LEGAL EXPERIENCE

Fahey Schultz Burzych Rhodes PLC lawyers have the experience and the solutions to proactively address the issues municipalities must face daily. Our firm's expertise extends to all the areas in which municipalities may require legal counsel, including:

Act 425 Agreements	Code Enforcement	Employment & Personnel
Annexation	Collective Bargaining	Environmental Issues
Appeals	Drains	Freedom of Information
Arbitration & Mediation	Economic Development	Joint Agreements
Cable Television	Elections	Lake Improvements
Cemeteries	Emergency Services	Libraries

FAHEY SCHULTZ BURZYCH RHODES PLC

Liquor Licensing
Litigation
Open Meetings
Ordinance Drafting
Personal Property Tax
Planning Law

Property Acquisition
Public Improvements
Resolutions & Contracts
Sanitary & Storm Sewers
Special Assessments
Tax Appeals

Telecommunications
Utilities
Water/Sewer Authorities
Water Systems
Wetlands
Zoning & Land Use

However, for this proposal to provide limited legal services, you can count on our lawyers' expertise to assist the City in dealing with the full array of related municipal legal challenges, regarding:

Property Tax Matters

Tax Appeals. We have extensive experience before the Michigan Tax Tribunal in property tax assessment and special assessment appeals, including major commercial and industrial cases. One of our attorneys, Stacy Hissong, is also a licensed general real estate appraiser, which will give the City of Traverse City the benefit of additional expertise on tax valuation matters unlike any other firm representing municipalities in this state. Another one of our attorneys, Ross Bower, litigates cases before the Tax Tribunal for municipalities across Michigan. Our firm has been at the forefront of large tax appeals in all of the key issues impacting property tax laws, including big box stores.

APPELLATE REPRESENTATION

Over our long and very active history of representing municipalities in Michigan, we have addressed countless issues before the Michigan appellate courts. We are very familiar with the laws that govern municipalities because we directly participated in many of the cases where those laws were developed. A listing of our ***published*** appellate cases involving municipal issues (in addition to hundreds of other cases that resulted in unpublished opinions) includes the following notable cases:

Oshtemo Charter Twp v Kalamazoo Co Rd Com'n, 302 Mich App 574 (2013)
Elba Twp v Gratiot Co Drain Comm'r, 493 Mich 265 (2013)*
Kane v Williamstown Twp, 301 Mich App 582 (2013)
Ferrero v Walton Twp, 295 Mich App 475 (2012)
Oshtemo Twp v Kalamazoo Co Rd Comm'n, 288 Mich App 296 (2010)
Goldstone v Bloomfield Twp Public Library, 479 Mich 554 (2007)*
English Gardens LLC v Howell Township, 480 Mich 962 (2007)*
Jackson County Drain Comm'r v Village of Stockbridge, 270 Mich App 273 (2006)
Carrier Creek Drain v Land One, LLC, 477 Mich 954 (2006)*
City of Taylor v Detroit Edison Co, 475 Mich 109 (2006)*
Goldstone v Bloomfield Twp Public Library, 268 Mich App 642 (2005)
Casco Twp v Secretary of State, 472 Mich 566 (2005)*
Inverness MHC v Bedford Twp, 263 Mich App 241 (2004)
Willis v Deerfield Twp, 257 Mich App 541 (2003)
Harbor Telegraph LLC v Oakland County, 253 Mich App 40 (2002)
Century Cellunet v Summit Twp, 250 Mich App 543 (2002)

FAHEY SCHULTZ BURZYCH RHODES PLC

Sun Communities v Leroy Twp, 241 Mich App 665 (2000)
Choe v Flint Charter Twp, 240 Mich App 662 (2000)
Hamlin v Charter Twp of Flint, 165 F3d 426 (CA 6 1999)
Smith v Charter Twp of Union, 227 Mich App 358 (1998)
Kiesel Intercounty Drainage Dist v MDNR, 227 Mich App 327 (1998)
Consumers Power Co v Michigan Consol Gas Co, 213 Mich App 82 (1995)
Baker v Waste Mgt of Michigan, Inc, 208 Mich App 602 (1995)
Altman v Charter Township of Meridian, 439 Mich 623 (1992)*
Wheatfield Twp v Williamston, 184 Mich App 745 (1990)
Eyde Construction v Meridian Charter Twp, 149 Mich App 802 (1986)
Eyde Bros Dev v Eaton County Drain Comm'r, 427 Mich 271 (1986)*
Williamston v Wheatfield Twp, 142 Mich App 714 (1985)
Eyde Bros Dev v Eaton County Drain Comm'r, 145 Mich App 269 (1985)
Parisi v MTA, 123 Mich App 512 (1983)
Ottawa County Farms, Inc v Polkton Twp, 131 Mich App 222 (1983)
Charter Twp of Meridian v Roberts, 114 Mich App 803 (1982)
Eyde Construction Co v Meridian Charter Twp, 118 Mich App 43 (1982)
Willsmore v Oceola Twp, 106 Mich App 671 (1981)
Huxtable v Charter Twp of Meridian, 102 Mich App 690 (1981)
Meridian Charter Twp v New Buffalo, 101 Mich App 805 (1980)
Kethman v Oceola Twp, 88 Mich App 94 (1979)
Doe v Oceola Twp, 84 Mich App 514 (1978)

*Michigan Supreme Court cases.

MUNICIPAL SEMINARS AND PRESENTATIONS

In recognition of our expertise and skills at oral presentation, our attorneys are often called upon by Michigan municipal professional organizations to provide seminars and presentations to municipal officials, fellow attorneys and others. Here is a list of our recent municipal presentations and seminars over the last few years:

2016

- *What Every Elected Official Needs to Know About Assessing*. January 2016, MTA, Ross Bower.
- *Big Boxes Revisited*. January 2016, MTA, Bill Fahey.
- *Rethinking Employment Issues & Policies*. January 2016, MTA, Lizzie Mills.
- *Property Tax: Current Issues, Legislation Updates, and Litigation Strategies*. March 2016, MAMA, Ross Bower & Steve Koski.

2015

- *Top Ten Employment Practices*. January 2015, MTA, Lizzie Mills & Steve Koski.
- *Top Ten OMA & FOIA Myths*. January 2015, MTA, Bill Fahey & Steve Koski.
- *Private Disputes: Should the Township Get Involved?* January 2015, MTA, Chris Patterson.
- *Personnel Policy Issues*. January 2015, MTA Legal Institute, Lizzie Mills.
- *Dark Stores/Big Box Retailers*. March 2015, MAC, Ross Bower.
- *Regulating Alternative Energy Projects*. April 2015, MATS, Chris Patterson.
- *Employment Law Urban Legends*. April 2015, MATS, Lizzie Mills.
- *Managing Human Resources*. June 2015, MTA, Steve Schultz & Lizzie Mills.

FAHEY SCHULTZ BURZYCH RHODES PLC

- *Right to Farm Act*. August 2015, MATS District Meeting, Steve Koski.
- *Property Tax and Special Assessments*. September, 2015 MTA Sup'r Retreat, Ross Bower.
- *Dealing With Distressed Properties*. October 2015, MATS Conference, Chris Patterson.
- *Property Taxes for Supervisors*. October 2015, MATS Conference, Ross Bower.

2014

- *Joint Municipal Agreements*. November 7, 2014, MTA Macomb County, Bill Fahey.
- *Township Employment Polices*. October 23, 2014, MATS, Bill Fahey & Lizzie Mills.
- *Top Ten FOIA & OMA Myths*. August 28, 2014, MTA, Bill Fahey & Steve Koski.
- *Mind Your Mining*. August 28, 2014, MTA, Bill Fahey & Steve Koski.
- *Drainage Rights: Avoiding Headaches & Litigation*. July 2014, Hissong, Bower & Dutcher.
- *Employment Issues*. April 24, 2014, MATS, Bill Fahey & Lizzie Mills.
- *Township Policies & Procedures*. April 23, 2014, MATS, Bill Fahey & Lizzie Mills.
- *Who's the Boss?* March 25-27, 2014, MTA, Steve Schultz.
- *Open Meetings & Access to Information*. March 10, 2014, MAMC, Steve Schultz.
- *Employment Decisions: Who's the Boss?* January 29, 2014, MTA, Steve Schultz.
- *Living with Your Joint Service Contract*. January 29, 2014, MTA, Bill Fahey.

2013

- *Zoning & Planning Update*. December 2013, MTA Menominee County, Chris Patterson.
- *Financing Emergency Services*. April 30, 2013, Barry Community Foundation, Bill Fahey.
- *Best Practices for Township Supervisors*. April 24, 2013, MATS, Bill Fahey.
- *Legal Issues for Township Supervisors*. April 25, 2013, MATS, Bill Fahey.
- *Issuing Permits to Work in County Drains*. February 14, 2013, MACDC, Stacy Hissong.
- *Nuts & Bolts of Property Tax Cases*. February 8, 2013, State Bar, Stacy Hissong.
- *Protecting Your Property Tax Revenue*. January 24, 2013, MTA, Bill Fahey & Ross Bower.
- *Legal Pitfalls in Human Resources*. January 24, 2013, MTA, Steve Schultz.
- *Liquor License Matters*. January 24, 2013, MTA, Mark Burzych.

2012

- *New Officials Workshop*. December 2012, Hissong, Schultz, Fahey, Mills & Bower.
- *Public Meetings: Practical Experiences BOD's*. July 2012. MACDC, Ross Bower.
- *Intergovernmental Cooperation*. May 24, 2012, American Public Works Assoc, Bill Fahey.
- *Ethics in Local Government*. April 23, 2012, Michigan Treasurer's Assoc, Steve Schultz.
- *Drain Improvements: Learn All the Steps!* February 16, 2012, MACDC, Stacy Hissong.
- *Legislative Changes for Public Employers*. February 10, 2012, State Bar, Steve Schultz.
- *Urban Cooperation Strategies*. January 26, 2012, MTA, Bill Fahey & Steve Schultz.
- *Michigan Labor Law Essentials*. January 26, 2012, MTA, Steve Schultz.
- *Township Topics*. January 25, 2012, MTA, Fahey, Schultz, Hissong, Bower & Mills.
- *Protecting Your Data: Keep Sensitive Data Secure*. January 25, 2012, MTA, Steve Schultz.
- *Effective Arbitration Procedures*. Michigan Public Service Institute, Steve Schultz.

MUNICIPAL REFERENCES

We serve more than 100 townships and many other municipal governments, including cities, villages, counties, district libraries, lake improvement districts and drain commissioners. You are welcome to contact any of our clients or professional associates, including the following references or you can contact us for any copies of specific contracts and billing statements the City may wish to review.

City of Fenton – 301 S. Leroy Street, Fenton, MI 48430

Lynn Markland, Manager – (810) 629-2261

The City of Fenton has been a client of our firm since the firm opened in January 2008. The firm has a general municipal services contract with the City and represents the City on all general counsel matters excluding criminal prosecution. All of the attorneys included in this proposal participate in the representation of the City.

Grass Lake Charter Township – 373 Lakeside Drive, Grass Lake, MI 49240

Jim Stormont, Supervisor – (517) 522-8464

Grass Lake Charter Township has been a client of our firm since June 2011. The firm has a general municipal services contract with the Township and represents the Township on all general counsel matters excluding criminal prosecution. All of the attorneys included in this proposal participate in the representation of the Township.

Bath Charter Township – 14480 Webster Road, Bath, MI 48808

Paula Clark, Supervisor – (517) 641-6728

Beth Botke, Assessor – (517) 641-6728

Bath Charter Township has been a client of our firm since July 2013. The firm has a general municipal services contract with the Township and represents the Township on all general counsel matters excluding criminal prosecution. All of the attorneys included in this proposal participate in the representation of the Township.

Meridian Charter Township – 5151 Marsh Road, Okemos, MI 48864

Frank Walsh, Manager – (517) 853-4250

David Lee, Assessor – (517) 853-4400

Meridian Charter Township has been a client of our firm since June 2015. The firm has a general municipal services contract with the Township and represents the Township on all general counsel matters excluding criminal prosecution. All of the attorneys included in this proposal participate in the representation of the Township.

Oneida Charter Township – 11041 Oneida Road, Grand Ledge, MI 48837

Don Cooley, Supervisor – (517) 622-8078

Oneida Charter Township has been a client of our firm since the firm opened in January 2008. The firm has a general municipal services contract with the Township and represents the Township on all general counsel matters excluding criminal prosecution. All of the attorneys included in this proposal participate in the representation of the Township.

TEAM OF MUNICIPAL ATTORNEYS

We propose the following outstanding team of notable and experienced municipal attorneys to serve the City of Traverse City (also see attached resumes):

Lead Counsel (Property Tax) – Ross K. Bower II leads our firm's Property Tax Team and concentrates on counseling municipal clients in real and personal property tax appeals, taxable and assessed value appeals, religious exemption claims, charitable exemption claims, agricultural exemption claims, principal residence exemption claims, elderly or disabled family housing exemption claims, classification appeals, special assessment appeals, and all other property tax related matters. Ross regularly appears before the Michigan Tax Tribunal on behalf of our municipal clients. If we are selected by the City, Ross would assist the City on property tax matters. He also frequently presents seminars regarding property tax issues. Ross has been named a *Rising Star* by *Michigan Super Lawyers* and was recognized as one of the *Top 5 under 35* attorneys in Ingham County in 2012. Ross graduated *cum laude* from Cooley Law School and received his undergraduate degree from Kalamazoo College. rbower@fsbrlaw.com



Stacy L. Hissong has specialized in water resources law, drain law, condemnation and property tax matters for nearly 20 years. She has worked with dozens of municipalities and more than forty drain commissioners throughout the state and serves as general counsel for the Michigan Association of County Drain Commissioners. Stacy is also licensed as a general real estate appraiser, which allows her to give our clients deeper insight into property valuation issues in matters before the Michigan Tax Tribunal. Stacy is a regular presenter at the MTA's Annual Conference and a regular speaker at MACDC conferences on water resource and drain-related topics. She is also a frequent author for *Pipeline Magazine*. Stacy is a member of the *Appraisal Institute* and the *International Right of Way Association*. shissong@fsbrlaw.com

Steven L. Koski has practical experience in local government, having served on the Republic Township Board and its Planning Commission prior to joining our firm. While on the Township Board, he gained experience on a wide range of issues facing townships. Steve also knows state government, having served as a member of the legislative staff of State Senator Steve Bieda. Steve works closely with Ross Bower on property tax matters and with Lizzie Mills and Steve Schultz on employment matters. He graduated *cum laude* from Cooley Law School and received his undergraduate degree from Northern Michigan University. His legal credentials and experiences in state and local government make him highly qualified to assist in serving the City of Traverse City. skoski@fsbrlaw.com



FAHEY SCHULTZ BURZYCH RHODES PLC

ACCESSIBLE AND RESPONSIVE

When you need legal help, you often need it *right now*. We make it a top priority to be accessible and responsive to our municipal clients. The demands on municipal officials frequently involve urgent matters or meetings and can arise outside traditional business hours and without warning. We understand that our service to the City requires that we be on call to assist you immediately, 24 hour a day, 7 days a week, whenever you need our help. In the event that an urgent in-person meeting must be scheduled, Ross Bower or one of our other attorneys acceptable to the City can be available at the City Hall in about three hours.

We leverage modern technology to ensure prompt access to us and vice versa. We respond to your phone calls or emails within 1 hour, usually immediately. Each lawyer has a direct dial number, "smart" cell phone, dedicated fax line and email for your convenient communication at all times. You will have our cellphone numbers and you may call them at any time. Our commitment to stay connected guarantees you the highest level of service and ensures accessibility and responsiveness, day and night.

Ross Bower is available as needed for City Council or other department meetings. In addition, each of us has the backup of our other lawyers to assure coverage as and when needed.

FEES AND CHARGES

We serve municipalities efficiently and economically. We know that municipalities must carefully manage their legal expenses. To that end, we propose the following rates and billing practices for the City.

Our standard hourly rates currently range up to \$310. Our discounted municipal rates are currently \$225 for partners. However, for the City of Traverse City, we propose a \$200 maximum hourly rate for legal services. In other words, if the lawyer's standard rate is less than \$200, the City will receive the lower rate, but if the lawyer's rate is more than \$200, you will not be billed more than \$200 per hour. Current rates that would be charged for lawyers handling the matters proposed herein would be:

Ross Bower	\$200	Stacy Hissong	\$200	Steve Koski	\$165
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We will assign the right professional to each matter based on experience, efficiencies and abilities. If a matter requires only the experience of an associate, we would assign an associate. When a partner is required, we will assign a partner. When a particular specialty is required, an attorney with that specialty would be assigned.

Specific transactions may be billed to the City at a fixed fee, to be agreed upon between the City and our firm. The amount of the fixed fee could not be exceeded by our firm, regardless of the amount of attorney time the transaction may require. We are more than willing to discuss alternative fee arrangements at your request. For the CVS #6843-01 v City of Traverse City (MTT Docket No. 15-002178) matter, we agree that our total fees will not exceed \$15,000 without prior approval from the City.

Legal fees can be better managed by understanding which City officials are authorized to request legal services. We will work with you to clarify who may engage our services.

Our rates are inclusive of all overhead costs. We will not charge you separate "cost" items for mileage, facsimiles, emails, telephone charges, overtime, photocopying within our office and other similar costs. Any additional costs we charge are limited to our actual, out-of-pocket cost (without a markup) for such items as witness fees, title work, third party messenger or overnight delivery services, process servers, court transcripts, court and government filing fees, outside printing, newspaper notices and similar third-party charges.

NO CONFLICTS OF INTEREST

There are no other pending matters or client relationships that would present a conflict of interest in the representation of the City of Traverse City.

NON-DISCRIMINATION

The firm does not discriminate against any individual because of race, color, national origin, sex, age, height, weight, marital status, handicap or any other reason prohibited by applicable laws in our consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay or other forms of compensation, demotion or separation.

AUTHORIZED NEGOTIATIONS

Ross Bower is authorized to negotiate the proposed contract with the City of Traverse City. Ross can be reached directly at (517) 381-3190 or rbower@fsbrlaw.com.

SUMMARY

Fahey Schultz Burzych Rhodes PLC and its lawyers are excited about the opportunity to represent and serve the City in a limited capacity. Our focus on serving municipalities, our depth and breadth of legal skills and our years of municipal experience will benefit the City in ways that no other law firm can match. We look forward to assisting the City of Traverse City and its Council and officials in an effective and efficient manner.

Very truly yours,

FAHEY SCHULTZ BURZYCH RHODES PLC



Ross K. Bower II
517.381.3190 direct tel
517.381.3181 direct fax
517.974.2390 cell
rbower@fsbrlaw.com

FAHEY SCHULTZ BURZYCH RHODES PLC

Ross K. Bower II

Partner

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Ross has been an attorney at the firm since shortly after it opened in 2008. He works almost exclusively in the areas of general municipal law and property tax law. In recognition of his service to municipal clients, Ross has been selected as a "Rising Star" by the Super Lawyer's publication (2010-Present) and was named a "Top 5" attorney in Ingham County under the age of 35 in 2012.



He is experienced in administrative, trial, and appellate courts in an array of matters including property tax assessments, drain projects, ordinance prosecution and enforcement, and zoning and planning. Ross represents municipal clients all over the state, including Bath Charter Township, the City of Battle Creek, Breitung Township, the City of Fenton, Oneida Charter Township, Marquette Township, Eagle Township, Howell Township, Grass Lake Charter Township, Pine River Township, Webster Township, Vernon Township, Otsego Lake Township, Whitewater Township, and multiple County Drain Commissioners and Water Resources Commissioners.

Ross is also active in the community and served as general counsel and board member of the Erickson Learning Center Foundation, moot court judge for Michigan Youth in Government, judge for high school simulated congressional hearings, and committee chair for the annual "Horn of Plenty" fundraiser in Ingham County.

Hubbard, Fox, Thomas, White & Bengtson, P.C.

Before joining Fahey Schultz Burzych Rhodes PLC, Ross was a summer associate and then associate attorney at the Hubbard law firm from 2006-08. At Hubbard, Ross focused on municipal representation, drain law, general civil and criminal litigation, and administrative law matters.

Michigan Department of Attorney General

During law school, Ross clerked at the Attorney General's office in the State Appellate and Habeas Corpus sections of the Criminal Appellate Department. While clerking for the Attorney General's office, Ross researched Fourth Amendment case law and assisted in deciding a course of action with regard to a state appeal, in addition to drafting legally substantive answers to habeas petitions.

Experience:

9.5 years

Education:

Juris Doctor, *Cum Laude*, Thomas M. Cooley Law School, Lansing, MI, 2007

Bachelor of Arts in Anthropology and Sociology, Kalamazoo College, Kalamazoo, MI 2004

Memberships:

Ingham County Bar Association, Young Lawyers Section (Past-President)

Eaton County Bar Association

State Bar of Michigan, Administrative, Public Corporation Law, and Criminal Law Sections

Michigan Township Association

Admitted:

All State and Federal Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2008

Hubbard, Fox, Thomas, White & Bengtson, P.C., 2006-08

Michigan Department of Attorney General, 2005

Stacy L. Hissong

Partner

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Stacy is a member (partner) of the firm. She is the firm's lead municipal utilities attorney and practices almost exclusively in that area of law. Stacy has more experience with the Drain Code and the day-to-day operations of stormwater management across the state than any other attorney in Michigan.

Stacy has been instrumental in the coordination and organization of many drain association conferences and district meetings. She has presented at dozens of drain association conferences, district meetings and new drain commissioner schools on a range of drain and stormwater related topics. Stacy also authored and/or edited a substantial portion of the drain association's procedures manual.

Stacy was a key member of the team representing the drain association during the Legislature's last attempt at recodification of the Drain Code. Stacy assisted in preparing draft legislation and amendments, met with stakeholders, legislators and staff at work group meetings, testified at legislative committee meetings, presented status updates to drain association membership and prepared memoranda regularly updating drain association membership on the latest legislative issues.

Stacy's dedication to her work was recognized when she became the first recipient of the Darwin D. McLeod Distinguished Service Award.

Vertalka & Vertalka, Inc.

In addition to her credentials as an accomplished attorney, Stacy is also licensed as a general real estate appraiser. As an appraiser for Vertalka, she inspected properties and prepared appraisals for a variety of real properties in Michigan for purposes of litigation, tax appeals, condemnation and use by financial institutions. Her specialized experience as an appraiser offers an enhanced level of advice and counsel to municipal clients involved in acquiring property, condemnation litigation and property tax appeals.

Hubbard, Fox, Thomas, White & Bengtson, P.C.

Stacy was a shareholder and vice-president of the Hubbard firm while she worked as an attorney there from 1997-2007. At Hubbard, Stacy focused on drain and municipal law representation, as well as condemnation, environmental and administrative law matters. She presented on a variety of topics at drain association events and published articles on various drain and stormwater issues. She performed services as general counsel for the drain association, as well as representing approximately forty different drain offices and dozens of inter-county drainage boards.



Experience:

20 years in law

9 years in appraisal

Education:

Juris Doctor, *Magna Cum Laude*, Thomas M. Cooley Law School, Lansing, MI, 1996

Bachelor of Arts in Business Administration, Michigan State University, East Lansing, MI, 1993

Memberships:

Ingham County Bar Association

Appraisal Institute

International Right of Way Association

Michigan Township Association

Admitted:

All State and Federal Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since July 2010

Vertalka & Vertalka, Inc., 2007-2010

Hubbard, Fox, Thomas, White & Bengtson P.C., 1997-2007

Steven L. Koski

Associate

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Steve has been an attorney at the firm since 2014. He works in the firm's municipal practice, with an emphasis in the areas of property tax law, labor and employment law, and code enforcement. Prior to joining the firm, Steve graduated *cum laude* from the Thomas M. Cooley Law School.

Steve's work at the firm includes researching and drafting opinion letters and memoranda on a range of issues facing his clients. He has provided guidance to and represented his clients in many matters, including the initiation and implementation of special assessments, responding to Freedom of Information Act requests, code enforcement, and property tax appeals related to valuation, classification, and exemptions.

Township Trustee

Steve brings personal experience in township government into his practice. From 2008-2012, Steve served as a Trustee on the Republic Township Board. He also was the liaison to the Planning Commission. During his term of office, Steve experienced first-hand the range of issues facing municipalities, which has provided him a unique perspective in the representation of municipal clients.

Eaton County Prosecuting Attorney's Office

Before joining Fahey Schultz Burzych Rhodes PLC, Steve was a legal extern in the Eaton County Prosecuting Attorney's Office. His duties at the Prosecutor's Office included conducting criminal pretrial conferences, at which he would negotiate plea bargains or recommend matters for prosecution. Steve also gained great exposure to criminal trials, successfully gaining a conviction in a jury trial for retail fraud and observing and assisting in numerous trials related to misdemeanor and felony offenses.

Michigan Senate

During law school, Steve served as a legal extern and then legislative assistant to State Senator Steve Bieda. Steve assisted the Senator in the advancement of his legislative agenda, which included drafting proposed legislation, negotiating with other legislators and their staff members, and testifying in front of Senate and House committees. One initiative Steve worked on, in conjunction with local officials and the Michigan Townships Association, was to provide more protection for local units of government and the taxpayers from individuals and groups that use the Freedom of Information Act for harassment purposes.



Experience:

2.5 years

Education:

Juris Doctor, *Cum Laude*, Thomas M. Cooley Law School, Lansing, MI, 2013

Bachelor of Science in Political Science, Northern Michigan University, Marquette, MI, 2010

Memberships:

Ingham County Bar Association, Young Lawyers Section

State Bar of Michigan, Administrative, Public Corporation Law, Administrative and Regulatory Law Section, Labor Law Section, and Young Lawyers Section

Michigan Township Association

Admitted:

All State Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2014

Eaton County Prosecutor's Office, Legal Extern, 2011-2013

Michigan Senate, Legislative Aide, 2013

Michigan Department of Attorney General, Legal Extern, 2012



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: *MAC*
MARTY COLBURN, CITY MANAGER

SUBJECT: AMENDMENT TO OUT OF SCOPE SERVICES AGREEMENT
WITH CH2M RELATING TO SCREW PUMP REPLACEMENT

Attached is a memo from Director of Public Services Dave Green regarding work being performed to replace screw pump #1 at the Wastewater Treatment Plant authorized as part of an Out Of Scope Services Agreement with CH2M on September 21, 2015. As explained by Mr. Green, while performing the necessary replacement and reconditioning work, the concrete underneath and around the screw pump deteriorated away leaving an estimated 8" thick sidewall greatly compromising the integrity of the sidewall.

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

that the Mayor and City Clerk execute an amendment to the Out of Scope Services Agreement with CH2M for various replacement items at the Wastewater Treatment Plant (originally approved on September 21, 2015), in the amount of \$210,766, for additional work to reconstruct and reinforce trough sidewalls as it relates to screw pump #1 body replacement at the Wastewater Treatment Plant, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Sewer Fund with reimbursement of approximately \$105,388 or 50% of the cost by our Township partners.

MC/kez

K:\tcclerk\city commission\agreements\ch2m out of scope change order_20160906.doc

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Marty Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: August 29, 2016
SUBJECT: WWTP Screw Pump Replacement Project (CIP # 893)

Attached is a memorandum from Elizabeth Hart, Project Manager for CH2M explaining new developments in one our 2015/2016 fiscal year Capital Improvement Projects previously approved for construction last year. This major repair project was identified in our CIP because of its scope and cost, and was deemed necessary in order to help assure that the plant continues to perform at the high standards this very complex community asset was constructed to do.

As Liz details in her memo, as work preceded, it became evident that the concrete that makes up the screw pump trough sidewalls had deteriorated to the point that securing the new stainless steel deflector plates to the walls wasn't possible without major work and investment. While it is unfortunate that prior knowledge of this hidden condition wasn't known, I concur with Liz's recommendation to move forward it fix the problem now. CH2M will treat this as a pass through expense and not subject to their typical 20% mark up.

Therefore, please request City Commission approval for an amendment to the Out of Scope Services Agreement with CH2M in an amount of \$210,766.00 to cover the additional work required to reconstruct and reinforce the sidewalls of the trough of Screw Pump # 1 at the Traverse City Wastewater Treatment Plant with funds available in the Sewer Fund with reimbursement of approximately \$105,388.00 or 50% of the cost by our Township partners.



MEMORANDUM

TO: Marty Colburn
CC: Dave Green
FROM: Elizabeth Hart

DATE: August 24, 2016

SUBJECT: TCWWTP Screw Pump #1 Replacement-Request for Approval of Change Order

The replacement of screw pump #1 and reconditioning of the trough was approved by the commission on September 17th, 2015. This project is #893 in the City's capital improvement plan.

CH2M contracted Elmer's to perform the necessary trough reconditioning work in December 2015. While removing the existing top layer of grout, chunks of the concrete underneath the grout started to break away. (This was a result of the poor condition of the concrete.) To remove the grout layer, Elmer's had to remove the entire trough. This was included in the original scope of work and would not result in additional cost to the City. When Elmer's had completed the demolition, CH2M, with Elmer's assistance, assessed the condition of the remaining concrete walls and foundation to ensure they would adequately support the new screw body and deflector plates. Our assessment showed that the foundation was in good repair.

The sidewalls of the screw pump trough were originally 12" thick. After performing our assessment, we estimated the current wall thickness to be 8", having deteriorated approximately 2" on both sides of the wall. This greatly compromises the integrity of the walls, and prevents secure attachment of the new stainless steel deflector plates. The deflector plates are needed to prevent wastewater from flowing backwards resulting in decreased pumping efficiency. During high flows they act as an extension of the trough allowing the pump to operate at maximum capacity. CH2M asked Gosling Czubeck to come up with options for addressing the above described concrete deterioration. Attachment 1 outlines the trough wall repair/replacement options Gosling provided, the option of doing nothing until the City can budget for the additional cost, and the option of replacing the trough and reinforcing/replacing the sidewalls at a later date.

CH2M recommends Gosling Czubeck's concrete reinforcement option for addressing the trough walls. It was the least expensive option that would result in regaining maximum operability and efficiency of all three screw pumps. Addressing the concrete walls of the trough was not included in the project's original scope of work, thus a change order is required to proceed. We are asking the Commission to approve a change order for the completion of Gosling Czubeck's reinforcement option amounting to \$210,766. (Attachment 2 summarizes the change order expenses, and Attachment 3 is Elmer's change order estimate for both of Gosling Czubeck's options) CH2M would treat this additional cost as a pass through expense not subject to our out of scope markup.

Attachment 1.

Screw Pump #1- Trough Wall Repair Options				
	Option	Cost	Advantage	Disadvantage
A	<u>Wait Until Project Can Be Budgeted for in 2017-2018</u>	Cost for shrink wrapping new screw body to protect from the elements. Cost of renting a pump around pump if screw pumps #2 or #3 were out of service. (Approximately \$888/day)	Less immediate impact on the City's budget.	During high flow events (approximately 4-6 times a year primarily during rainfall, and snow melt events) we need two screw pumps to keep up with influent flows. With this option, we would have screw pump #2 and #3 in operation. If one of these was taken out of service, as a result of a mechanical issue, we would not have a backup in place, and would have to rent a backup pump to minimize the risk of bypassing partially treated waste water to the river until the pump could be put back in service. (A backup pump may not be immediately available) Would still have to address side wall concrete at a later date, and may cost more at that time.
B	<u>Replace only the screw pump trough</u> (This excludes the walls)	Included in original scope of work. Additional cost for removing screw body to do repair on trough walls in the future. Cost of renting a pump around pump if screw pumps #2 or #3 were out of service as a result of decreased efficiency of screw pump #1. (Approximately \$888/day)	Less immediate impact on the City's Budget. We could install the new screw body for screw pump #1, without deflector plates.	We could not reliably install the deflector plates without reconditioning the walls because they are attached to the walls. Without the deflector plates, the efficiency of the pump is significantly reduced. With this Scenario, if Screw Pump #2 or #3 was taken out of service as a result of a mechanical issue, screw pump #1 would not have the efficiency needed to act as a stand alone backup. During high flow events (approximately 4-6 times a year primarily during rainfall, and snow melt events) we would have to rent a backup pump to minimize the risk of bypassing partially treated waste water to the river until the pump could be put back in service. (A backup pump may not be immediately available) Would have the risk of concrete falling into the screw pump trough and damaging the new screw body. Would still have to address side wall concrete at a later date, and may cost more at that time.
C	<u>Gosling Czubeck's Concrete Reinforcement Option</u> -This option includes the reconditioning/reinforcing of the existing trough walls.	\$177,650	The reinforcement of the current concrete should address the deterioration of the walls in a manner that would result in the walls maintaining needed integrity for years to come, and in three operational screw pumps, regaining the originally designed pump redundancy and efficiency. (Deflector plates would be installed)	Increased project cost for the City to absorb this fiscal year.
D	<u>Gosling Czubeck's Cast-in-Place Option</u> -This option includes removing the trough walls and replacing them with new concrete. The wall adjacent to screw pump #2's trough would be removed to the base of the trough, and the wall that is adjacent to the parking lot would be removed entirely. (The removed portion of the wall would be replaced with new concrete)	\$237,240	This would result in new trough walls for screw pump #1, and in three operational screw pumps, regaining the originally designed pump redundancy and efficiency. (Deflector plates would be installed)	This option is the most expensive approach to addressing the concrete wall deterioration. This would require taking screw pump #2 out of service for several weeks while the work is being performed, which adds additional cost to the project and a vulnerability of bypassing partially treated waste water to the river. We would have to rent a bypass pump during the construction of the new walls. The rental of a bypass pump is estimated to cost \$888/day, and we would need to have it onsite for a minimum of 3 weeks totaling an estimated \$18,648 in rental fees.

Attachment 2.

Change Order Expense Breakdown for Option C	
Item	Expense
Elmer's -Reinforcement of Screw Pump Trough Walls	\$177,650
Elmer's- install of stainless angle mounted to the concrete to support fiberglass covers	\$10,080.00
Elmer's-Mount and Install Screw Pump Lower Bearing Assembly	\$13,000
Contingencies	\$10,036
Total	\$210,766
<p>Note: CH2M chose Elmer's to assist with the Screw Pump Replacement installation scope of work because they were familiar with the removal and installation of the screw pump body (having assisted us with this project in the past), they were capable of performing all duties encompassed by the scope of work, they have performed quality work for us in the past, and they met all of our safety requirements.</p>	

Attachment 3



Esphalt™ - Excavation - Concrete - Cranes

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com

Proposal submitted to:

CH2M
606 Hannah Ave
Traverse City, Michigan
Attn: Elizabeth Hart

August 23, 2016—Revised
Elizabeth.hart@ch2m.com
922-4922
PROPOSAL # 2015-5407

We hereby submit specifications and estimates for:

- Option C in Attachment 1.-Sika / Euclid, wall repair option for interior damaged walls in screw pump # 1. Total: \$ 177,650.00
Option D in Attachment 1.-Wall removal and replacement option in screw pump # 1. Total: \$ 237,240.00
Need with either option C or D -Provide and install angle stainless (2" x 2" x 3 / 8") mounted to the concrete to carry the fiberglass covers Total: \$ 10,080.00
Need with either option C or D -Mount and install the steel fabricated lower bearing assembly provided by CH2M.- Total: \$ 13,000.00

Notes:

Any damage to screw pump # 2 will be repaired on a time and material basis.
Not included: Winter Conditions.
Based on plans by Gosling / Czubak: Dated: 7-22-16: Sheets 1, 2 & 3.
Full Depth wall removal of shared wall, adjacent to screw pump # 2 will not be possible per plan sheet 3 / section # 3. This scope of work and price include removal to +/- top of the grouted trough layer. New wall replacement will begin here.
Does not include removal / replacement of screw pump # 2 or removal replacement of grout layer in screw pump # 2.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

Authorized Signature [Signature] Name: Eric Sanborn
Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment

- Check/cash upon invoicing
Charge by VISA/MC upon completion of work

Account # Exp Date
Tax ID #
Elmer's reserves the right to request a credit report with this proposal.
Authorized Signature

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature
By: (Sign and return copy upon acceptance)
Its:
Date of Acceptance

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$5.00 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
Get recent references from the contractors you are considering.
Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
All project specifications and payment terms should be written in the contract.
The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured - Daily quality control checks for all products



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: ^{MAC}MARTY COLBURN, CITY MANAGER

SUBJECT: PRESENTATION AND RESOLUTION OF INTENT TO SERVE AS A PARTNER IN THE BI-DIRECTIONAL FISH PASSAGE PROJECT

On Monday night, Dr. Andrew Muir, PhD, Science Director of the Great Lakes Fishery Commission will be in attendance to discuss a potential option for the Union Street Dam which includes a bi-directional fish passage and a control of invasive species such as the sea lamprey.

After the presentation, the Commission will be asked to support a resolution of intent to serve as a partner in this project along with members of the Boardman River Implementation Team and the Great Lakes Fishery Commission.

If the City Commission is supportive of this partnership, I recommend the following motion:

that the Resolution of Intent to Serve as a Partner in the Bi-Directional Fish Passage Project at Union Street Dam, be adopted.

MC/kez

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**Resolution of Intent to Serve as a Partner in the
Bi-Directional Fish Passage Project at Union Street Dam**

- Because, the City of Traverse City along with the members of the Boardman River Implementation Team have been diligently working to remove the dam system along to Boardman River in effort to clear fish passageways; and
- Because, the City of Traverse City along with the members of the Boardman River Implementation Team have successfully accomplished removing the Brown Bridge Dam; and
- Because, the City of Traverse City, working in partnership with the members of the Boardman River Implementation Team are currently working on the removal of Boardman Dam and Sabin Dam; and
- Because, those same agencies are working to ensure safe structures through the Union Street Dam and redesign the means of a clear native fish passageway, including the removal of invasive species such as sea lamprey, now; therefore be it
- Resolved, that the City of Traverse City supports the intent to serve as a partner in the design of Union Street Dam in conjunction with the Boardman River Implementation Team as well as the Great Lakes Fishery Commission to meet the City's goal of a safe dam which creates a clear native fish passageway that deters invasive species from passing through the river.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on September 6, 2016, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

Selective Bi-directional Fish Passage Project Briefing

May 24, 2016

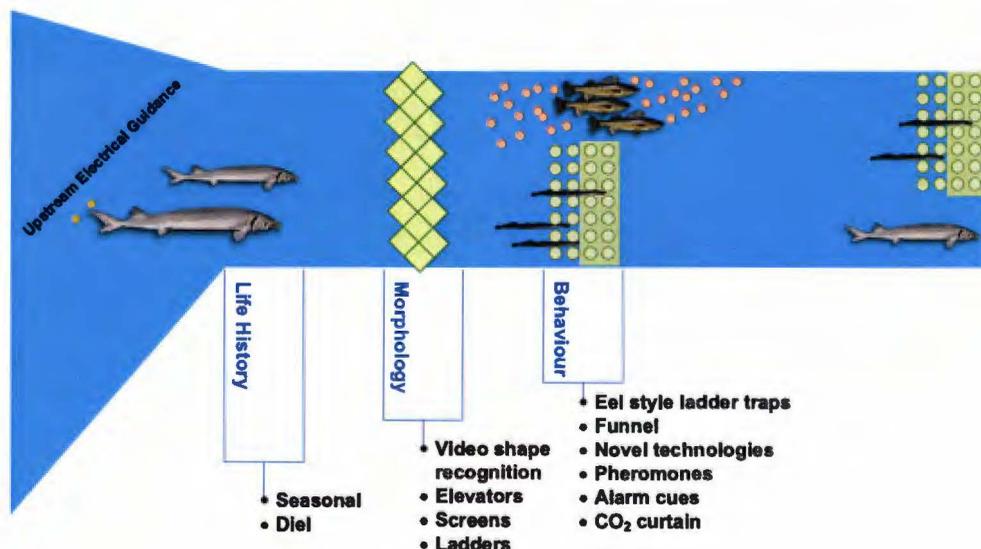
Funding Status—Great Lakes Restoration Initiative FY2016 (Focal Area 5) and FY2017 (Focal Area 4) ~\$500,000 per year.

Project Overview—The goal of the project is to provide bi-directional movement of native and desirable fishes while removing invasive fishes on a fragmented river. A channel (s) will be constructed on a river system that is both a strong producer of invasive sea lampreys and supports populations of native and desirable fishes. The channel will be constructed in association with an existing or new barrier and provide researchers and engineers the ability to engage in natural experiments to integrate a suite of tools and technologies for fish passage and invasive species control to achieve selective fish passage. For example, velocity barriers, electrical, light, or alarm cue guidance, video shape recognition, and eel ladder style traps are just some technologies that could be serially or sequentially installed in the experimental channel to pass and remove animals. The project is a real-scale, natural adaptive management experiment in that pre-construction survey data will be collected, the channel will be constructed to restore connectivity around the barrier, and then experimental treatments will be applied within the channel to optimize passage and sorting efficacy. After each species-dependent experimental cycle, the system can be surveyed for animals above and below the barrier, and on the basis of survey results manipulated to optimize selection. Once optimized (~10 y maximum), the system will become fully operational at that site for the long-term and purposed to pass fish. Lessons learned from the experimental phase can then be applied to other like rivers and optimized to create selective fish passage at new sites.

It is important to establish realistic expectations. Each river has unique physical, chemical, and hydrological characteristics; therefore, one solution will not fit all. For this reason, the project will be implemented to ensure that approaches and optimizations of integrated technologies can be adapted to other systems, but it is unrealistic to expect the entire integrated system to be exportable.

Project objectives—(1) develop and implement selective bi-directional fish sorting technology as an adaptive management experiment; (2) determine protocols and methods for implementing bi-directional selective fish passage throughout the Great Lakes Basin; and (3) set solutions in a global context so the approach can be exported.

Methods—The following workshops will be held to: (1) identify site-specific needs to allow bi-directional selective passage on the basis of the ecology of the target species (Nov 2016); (2) identify design elements that would meet the needs identified in Workshop I (Spring 2017); (3) integrate the location and design elements to produce a refined site-specific design (Summer 2017). Once the workshops are complete, the experimental system will be constructed (2018-2019). Once constructed, an agenda of research to optimize selection will be implemented (2019-2025). Once optimized, the facility will become operational at that site (2026).

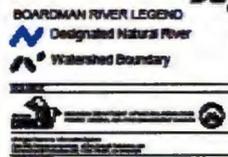


Traverse City Briefing:

Site Selection for the Bi-Directional Selective Fish Passage Project



BOARDMAN RIVER
6 September 2016



Meeting Objective: To obtain a resolution from Traverse City identifying the Boardman River Union Street Dam as the site for the Selective Fish Passage Project and identifying the City as a project partner.

1. Who am I?

2. Project overview

3. Site selection

4. Why the Boardman River?

5. Why is the project important to the city?

6. What does project partnership look like?

Andrew Muir

- Science Director, Great Lakes Fishery Commission
- M.Sc. Guelph, ON
- PhD. Purdue, IN
- 16 yrs experience on the Great Lakes of North America



Project Goal — **Bi-directional movement** of desirable fishes through and **removal** of invasive fishes in fragmented watersheds (selective passage)

Project Objectives

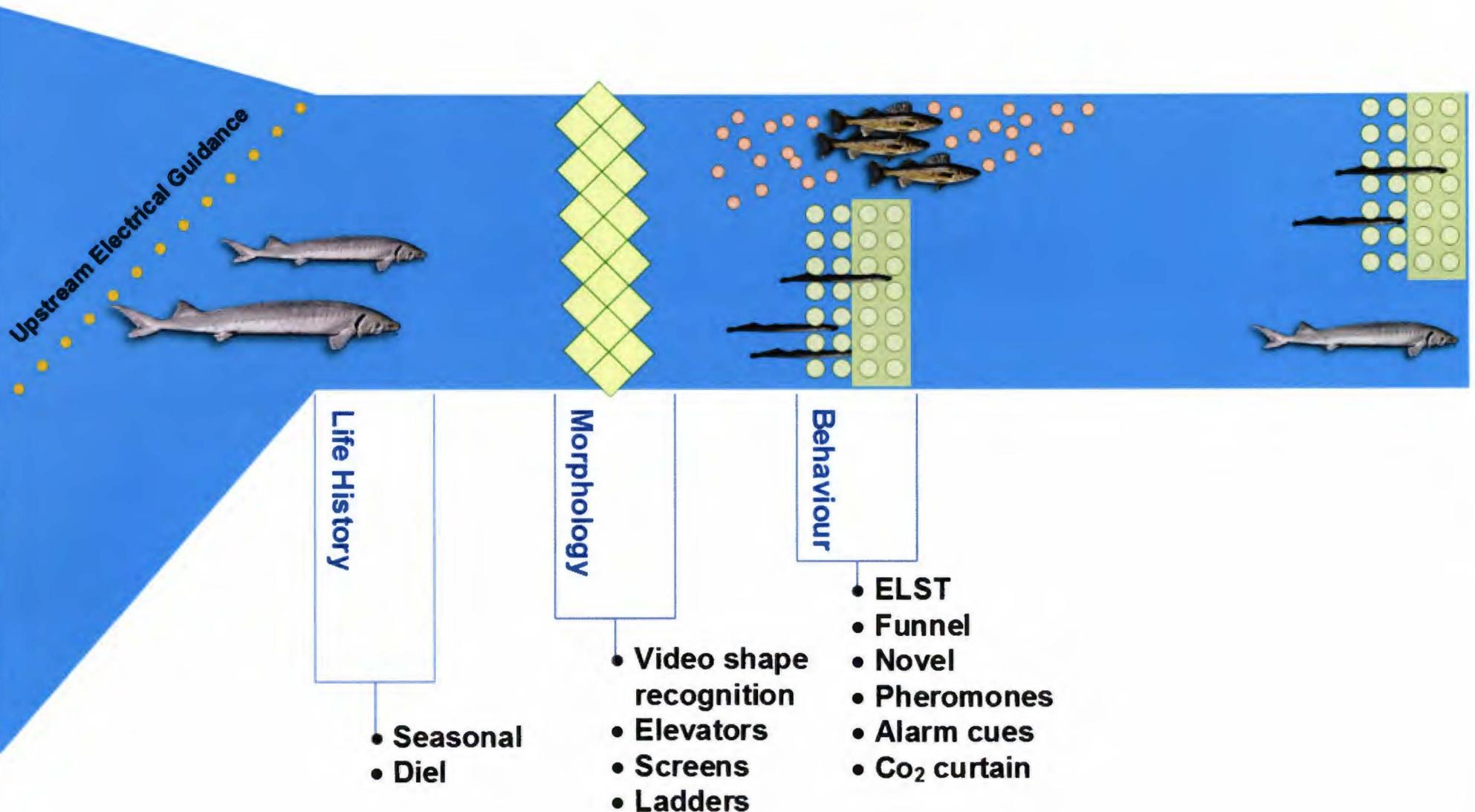
- (1) Develop and implement selective bi-directional fish sorting technology as an adaptive management experiment
- (2) Determine protocols for implementing selective bi-directional fish passage throughout the Great Lakes Basin
- (3) Set solutions in a global context so the approach to the problem can be exported



Process

- Channel(s) constructed in association with an existing or new barrier
- Natural experiments to integrate a suite of tools and technologies for fish passage and invasive species control
- Once optimized for the river, will become operational at that site
- Lessons learned and approach will be applied elsewhere

Integrating technologies



- Fish Passage Project Planning Committee

- GLFC
- USACE
- USGS
- USFWS (SL Control)
- DFO (SL Control)
- New York (CLC)
- OMNRF (CLC)
- MSU (GLFC PERM)
- UofG (GLFC PERM)
- Michigan (as of July 2016)



US Army Corps
of Engineers.



Fisheries and Oceans
Canada



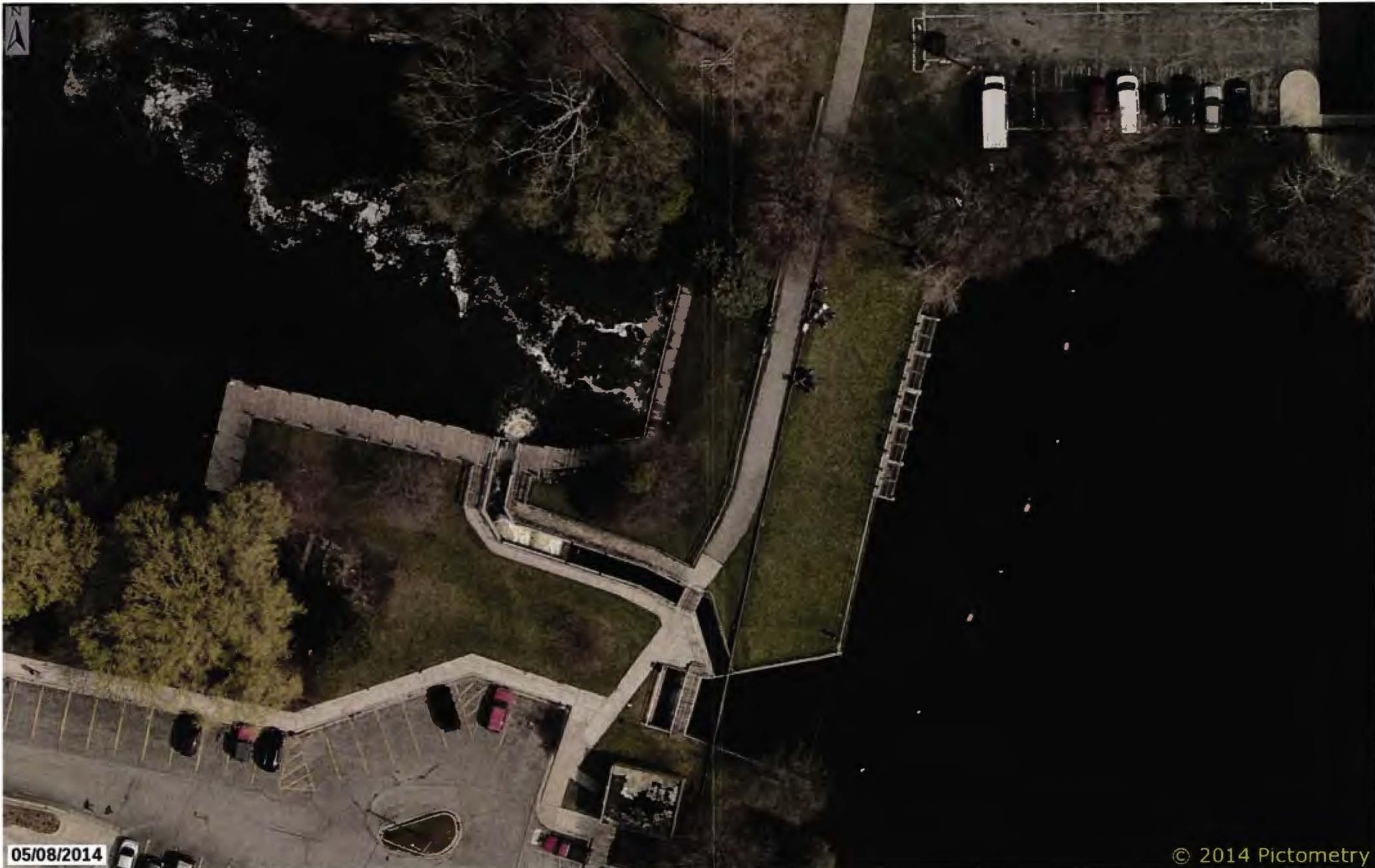
Ontario
Ministry of Natural Resources



Site selection

- Site selection criteria developed (n=17)
- Criteria ranked in order of importance
- Deal breakers identified (e.g., land not available)
- 12 potential sites (L. Erie, Huron, Michigan, Superior)
- Sites evaluated against selection criteria and scored
 - Boardman – 48
 - Thunder Bay – 48
 - Little Manistee – 45
 - Cheboygan – 44
- Follow up site visits (July 2016)

Boardman – Union Street



Why the Boardman River?

- Physical, chemical, and biological attributes
- Sea lamprey & desirable and native fishes
- Site owned by city; no competing interests for water
- Property can be modified and can likely work within existing footprint
- Desire by Tribe, State, Army Corps, and city for fish passage solutions
- Will address city issues about existing infrastructure

Why the Boardman River?

- Interest in resource (7-9000 visitors to weir per year) – could make site a living laboratory
- Aligns with existing restoration projects
- Timeline fits with existing timeline for Union Street Dam fish passage solutions
- Leverage resources



RISKS

- Novel approach – never been done before
- May not be successful
- May require sea lamprey treatment

BENEFITS

- Generation of new science
- Success is huge
- Global implications
- Education opportunities
- Pride in caring for resources

What is partnership?

- Local logistical support
- Provide local contacts
- Participate in project workshops
- Participate in generation of communications products
- Participate in project oversight and visioning

Meeting Objective: To obtain a resolution from Traverse City identifying the Boardman River Union Street Dam as the site for the Selective Fish Passage Project and identifying the city as a project partner.

Discussion: Will the city support Boardman River Union Street as the site for the Selective Fish Passage Project and join the project team?



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 6, 2016

DATE: SEPTEMBER 1, 2016

FROM: MARTY ^{MC} COLBURN, CITY MANAGER

SUBJECT: DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS – APPOINTMENTS

Attached is a previously distributed 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.

Mayor Carruthers has asked the individuals he is recommending for appointment to be present during the meeting for questions by fellow Commissioners.

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_20160906.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)		
jcfffjoubran@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.: 231-377-2009

Occupation: legal, marketing, nonprofit (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.

Debra 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 boardmanship, 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

Debra Hershey – page 4

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 Development Authority

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

Address: 3016 Cass Rd. Traverse City, MI 49684

Occupation: SELF-EMPLOYED

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 E. Schwart

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.

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.

Bradley Matson
 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 Authority

(Please limit to three boards/committees)

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

Address: 521 Washington TC MI 49686

Occupation: Project Manager (if retired, please provide your career)

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.

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: 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. K:TCCLERK\FORMS\boardapplication.doc

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.

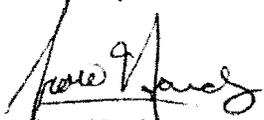
Having previous experience on the DDA Board allows me to understand both the issues and the process of the DDA immediately. Having been away from the board has also given me the opportunity to view the challenges of the downtown and DDA district with a much more balanced and realistic perspective. Grappling 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@armscoie.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.: 989 781-8819

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?

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]
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,

A handwritten signature in black ink, appearing to read 'David M. Shooltz'.

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
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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 Barklaw St Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: cgonzales@lighthousegrp.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.

Charshad Small
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



CITY OF TRAVERSE CITY
CITY CLERK'S 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 (DCA)

Name: WARREN M. CALL

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

E-Mail Address: WARRENMCALL@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?

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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.

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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 CLERKS OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees. Officers 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 Tk 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?
If yes, please note applicants in default to the City are not eligible for consideration.

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

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

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

Signature: [Handwritten Signature] Date: 11/24/15

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!

CITY OF TRAVERSE CITY

Minutes

Coast Guard City Committee

July 7, 2016

A Regular Meeting for the Coast Guard City Committee was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:05 p.m.

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

Also present was Katelyn Zeits, Katy McBenge, and Mark Robowski.

The following was absent: Tom Allard and Dave Barr.

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the May 5, 2016 regular meeting."

It was moved by Baker, seconded by Cairns to approve the minutes from the May 5, 2016 regular meeting.

AIF/MC (Allard and Barr absent)

2. Next item being "Consideration of selecting a Chairperson and Vice Chairperson."

It was moved by Baker, seconded by Cairns, to reappoint Stan Simons and Steve Perdue and Chairperson and Vice Chairperson, respectively, until July 6, 2017.

AIF/MC (Allard and Barr absent)

3. Next item being "Discussion regarding potential grants."

By consensus, Mr. Colburn will follow up with Traverse City Light and Power, Mr. Perdue will follow up with the Grand Traverse Community Foundation, and Mr. Matyas will follow up with Rotary regarding possible grant opportunities.

4. Next item being "Discussion regarding Committee's involvement in a Coast Guard Centennial Celebration."

Discussion took place. By consensus, Mr. Matyas will bring opportunities to the Committee as they arise.

5. Next item being, "Updates."

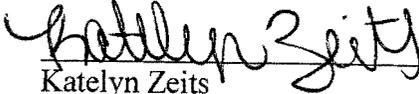
1. Street Banners – Ms. Zeits informed the Committee that the printing of these are in the final stages.
2. Monument Project – Mr. Simons will continue to work with the Arts Commission on a refined design.
3. Paratus 14.50 – The move is still in progress.
4. Friday Night Live – The Committee will participate in the August 12th Friday Night Live – all members are welcome to attend.

6. Next item being "Public Comment."

None.

7. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:44 p.m.



Katelyn Zeits
Recording Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

Wednesday, July 6, 2016
7:30 P.M.
Training Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.
2. **ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jan Warren (arrived at 7:34 p.m.) and Camille Weatherholt

ABSENT: Commissioner Jim Tuller

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

3. **ANNOUNCEMENTS-** None.

4. **CONSENT CALENDAR**

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

- A. June 7, 2016 Regular Meeting and June 21, 2016 Study Session minutes (Approval recommended)
- B. Possible establishment of Traffic Calming Review Committee (Approval recommended)
- C. Brown Bridge Quiet Area East End Footbridge Project- Review for Consistency with Master Plan (Approval Recommended)

Motion by Commissioner Richardson, second by Commissioner Howe, to approve the Consent Calendar as read. Motion carried 7-0 (Commissioners Tuller and Warren absent).

5. **OLD BUSINESS-** None.

Commissioner Warren arrived at 7:34 p.m.

6. NEW BUSINESS

- A.** Consideration of adopting Munson Medical Center Master Site and Facilities Plan dated June 14, 2016 (Approval Recommended)

Commissioner Weatherholt recused herself from this agenda item due to an appearance of a conflict as she is employed by Munson Medical Center. Commissioner Weatherholt left the meeting at 7:34 p.m.

Commissioner Warren arrived at 7:34 p.m.

Mr. Soyryng summarized his June 30, 2016 communication to the Planning Commission. Staff is recommending the Master Site and Facility Plan be approved with the understanding that the general concerns or issues raised by staff will be addressed as part of site plan review and approval process as projects come forward.

The following individuals addressed the Commission:

- Steve Tongue, Munson Medical Center
- Chris DeGood, AECOM

Commission discussion.

Motion by Commissioner Warren, second by Commissioner Koebert, that based on the staff analysis provided in the Communication to the Planning Commission memo from the Planning Director dated June 30, 2016 and the attachments listed in the aforementioned memo, I move that the Master Site and Facilities Plan for Munson Medical Center dated June 14, 2016 be approved provided the Circulation Plan is revised to reflect the existing and intended circulation pattern.

Commission discussion.

Motion carried 7-0 (Commissioner Tuller absent, Commissioner Weatherholt recused.)

Commissioner Weatherholt re-joined the meeting at 8:13 p.m.

- B.** Consideration of Site Plan Review requested by Doug Mansfield, Mansfield Land Use Consultants on behalf of Northporte Development, LLC for the properties commonly known as 1106, 1120 and 1128 East Front Street for a pharmacy, coffee shop and retail building (Approval Recommended)

Mr. Soyring explained that the pharmacy, retail building and coffee shop are allowed by right but are required to come before the Planning Commission because the development would generate more than 500 trip ends per day.

Mr. Soyring noted that a revised site plan was emailed and distributed tonight. Mr. Soyring summarized his communication to the Planning Commission dated June 30, 2016 as well as the Site Plan Review Staff Report 16-SPR-01. Mr. Soyring noted that a correction is needed on page 8 of 8 of the site plan staff report because it currently references the wrong site plan number and address and that it be changed to the following, "Staff recommends that *16-SPR-01* for the properties commonly known as *1106, 1120, and 1128 E. Front Street* be approved..." Everything else in the staff report remains.

Commission discussion.

The following individuals addressed the Commission:

- Doug Mansfield, Mansfield Land Use Consultants

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Richardson, that the request from Doug Mansfield, Mansfield Land Use Consultants on behalf of Northporte Development, LLC for Site Plan Review 16-SPR-01 for development of a pharmacy, coffee shop and retail building located at 1106, 1120 and 1128 East Front Street be approved with conditions as outlined in Site Plan Review Staff Report 16-SPR-01 as well as two additional conditions of a 7 foot sidewalk along East Front Street and working to narrow the Garfield Avenue entrance with concurrence by the Fire Department.

Commission discussion.

Motion carried 8-0 (Commissioner Tuller absent).

7. CORRESPONDENCE

- A. Community Development Update- June 2016
- B. Land Use Ordinance Matrix- Mrs. Luick explained that this document is a reference tool for the Planning Commission and the public to easily reference what uses are allowed by district without paging through the entire zoning ordinance. The document is posted online with the zoning code.

Commission discussion.

8. REPORTS

- A. City Commission - Commissioners Richardson reported.
- B. Board of Zoning Appeals – Commissioner Koebert reported.
- C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.
- D. Arts Commission- Commissioner Warren reported
- E. Planning Commission
 - 1. Master Plan Review Committee—Commissioner Dow reported.
 - 2. Parking Regulation Committee- Commissioner Serratelli reported. Commission discussion.
 - 3. Traffic Calming Review Committee- No report, the committee was formed earlier in this meeting.
- F. Planning Department—Mrs. Luick reported that the July 19 study session will be cancelled.
 - 1. Public Engagement Plan Committee- No report.
 - 2. Community Development/Economic Development- No report.
 - 3. Capital Improvement Program- No report.

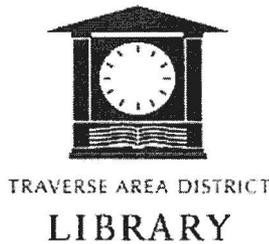
9. PUBLIC COMMENT- None.

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 9:14 p.m.

Date: AUGUST 2, 2016

Respectfully submitted,
Janet Fleshman RS
Janet Fleshman, Secretary



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, June 16, 2016 at 5:00pm
Fife Lake Public Library
77 Lakecrest Ln., Fife Lake, MI 49633

1. Call to Order

The meeting was called to order by President Gillman at 5:00pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary), Jones, Payne, and Kachadurian (Treasurer). Moyer (Trustee) was absent. Also present were Zeits (Counsel), Parsons (Director), Olson and Carpenter (Staff).

2. Approval of agenda

It was MOVED by Marek, SUPPORTED by Beasley, to approve the agenda as presented. Kachadurian requested an amendment to insert as item 7a Library Director Review Preliminary Report, with items 7a and 7b then moving to items 7b and 7c respectively. With agreement to the amendment by Marek and Beasley, motion CARRIED.

3. Approval of minutes

It was MOVED by Beasley, SUPPORTED by Marek, to approve the regular meeting minutes of May 19, 2016 as presented. Motion CARRIED.

4. Public Comment

President Gillman opened the floor for public comment. There was none.

5. Reports and Communications

a. Director Report

Parsons confirmed her written report and added the following:

- The Summer Reading Club registration began June 6th and registration figures are high. A special kick-off event is scheduled for June 20th when reporting begins.
- Summer Reading Club major sponsors include: Hagerty Insurance; Chemical Bank; and Shape Up North, a community collaborative program.
- TADL's Sight & Sound Department was the recipient of a generous \$1000 donation from a library patron to help fund a new Media Lab in the department.

President Gillman noted that Departmental Reports were included in the board packet. There were no additions to those reports.

b. Financial Report

Parsons confirmed her May report, highlighting the following:

- May Revenue – Property taxes received to date total \$4,317,033 and have exceeded the budgeted amount of \$4,225,000. The second half of State Aid is usually received in July. Penal fines are usually received in July and August. Parsons indicated that penal fines may be trending up. Overdue fines are comparable to last year at this time and interest has increased over last year. Overall, revenues are positive.
- March Expenses – Salaries and wages are on target for this time of year. Health insurance and hospitalization costs will even out over the year. Unemployment and workers comp expenses are incurred later in the summer and are not expected to be large. Professional and contractual services are down following the switch to in-house server hosting which eliminated the contract payment with Equinox. Property tax reimbursements are way down

from last year, but Parsons noted that at the recent Garfield Township meeting it was announced that Grand Traverse Mall is again seeking a tax break which may affect the library's reimbursement figures. Overall, expenses are in line at this time.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), introduced FLPL Board members present at the meeting. FLPL is partnering with the school's Meet and Eat program by advertising upcoming programs occurring just before and after the meal to encourage them to attend the library programs as well. Kintner gave a shout out to BATA who provided transportation for local seniors to attend the Senior Expo. She also announced the library's annual auction held on July 4th each year and thanked TADL board member Jones for his help in coordinating the event.
- Renee Kelchak, Director of Interlochen Public Library (IPL), announced their book sale on June 24th and a site celebration to take place on July 31st. The Cherry Capital Men's Chorus will perform at the celebration, and there will be an opportunity to purchase engraved 'bricks for books' which will line the pathways and garden area of the new building.

A written report from Vicki Shurly, Director of Peninsula Community Library (PCL), was included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed the A/V Upgrade for the McGuire Community Room following a presentation by Olson and recommend approval of the project under Old Business, item 6b.
- Finance Committee – Kachadurian reported that the committee had met and discussed the A/V Upgrade project and reviewed the audit report. The committee received information that the MERS liability payment for next year has increased from 15.6% to 17.24% of covered payroll and TADL's plan funding level at the end of 2015 was 62%. A payment was made in early 2016 therefore raising the percentage funded at this time.
- Personnel Committee – Kachadurian reported that the committee had met and discussed the Director Evaluation which was added to the agenda under New Business, item 7a.
- Policy Committee – Jones reported that the committee had met and discussed the Code of Ethics Policy and the Smoking Policy, to be discussed under New Business, items 7b and 7c. They also discussed, at length, the unattended child policy but are not yet ready to move forward with any recommendations to the full board.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence noted that Under the Stairs Gift Shop will have a grand opening celebration on June 25 showcasing new changes and providing visitors an opportunity to become members of the TADL Friends of the Library. The gift shop continues to feature a unique themed book sale each month. The Friends Board is updating their procedures and bylaws. Volunteer Friends continue to sort books for the September book sale.

Parsons introduced Andy Schuck, TADL's new Youth Services Coordinator, who was in attendance at the meeting. She noted that the board can anticipate hearing more from Schuck at future meetings.

6. **Old Business**

a. *2015 Audit Report*

Parsons noted that the auditors from Dennis, Gartland and Niergarth presented a clean and unqualified audit to the members of the Finance Committee at their last committee meeting. She felt the audit experience was smooth and an overall good experience. Kachadurian noted that

TADL has been preparing for the changes in reporting regulations as it relates to the MERS unfunded liability as approved on the Budget Amendment Resolution of December 2015. He also noted that the 15% benchmark used in that resolution will be discussed at a future Finance Committee meeting to determine if it would be prudent to increase that amount. Parsons referenced the management discussion and analysis report which further explains multiple aspects of the audit.

It was MOVED by Marek, with SUPPORT from Kachadurian, to receive and file the 2015 audit report and communications letter. Motion CARRIED.

b. *A/V Upgrade for McGuire Community Room*

Aaron Olson, Audio-Visual Department Coordinator for TADL, provided a brief background and overview of the current status of the audio amplification and the video presentation and recording equipment in the McGuire Community Room. RFPs were accepted and reviewed to bring the equipment and service capability up to prime operational needs. He noted that the current A/V equipment has far exceeded its efficiency and technological lifespan. Improvements would include compliance upgrades, streaming capabilities, and a higher level of professional output. Some of the old equipment would be liquidated in the upgrade process. After presenting his findings to the Finance and the Facilities and Services Committees, Olson reported that WAARA, a local company with whom TADL has a positive and established relationship, has been recommended to do the project.

For clarity purposes, due to a budget figure error in paragraph four to be corrected to "an amount not to exceed \$80,000", and the addition of WAARA as the selected contractor, Beasley read the amended A/V Upgrade for the McGuire Community Room in its entirety. It was MOVED by Marek, and SUPPORTED by Jones, to accept the resolution as read by Beasley. A roll call vote was taken with the following results:

Jones – Aye	Payne – Aye	Kachadurian – Aye
Gillman – Aye	Marek – Aye	Beasley – Aye

Motion CARRIED.

7. **New Business**

a. *Director Evaluation Preliminary Review*

Kachadurian compiled Director Evaluations from each of the trustees prior to the meeting and noted that the results were positive and very consistent across the board. There are no areas of concern with Parsons' performance at this time. The Personnel Committee has asked Parsons to submit a set of goals to be discussed with the committee and a final review will be brought before the board at a future date.

b. *Code of Ethics Policy*

A Code of Ethics Policy, presented by the Policy Committee, was submitted to the board for review. Gillman inquired as to impetus behind the policy and Jones responded that it was brought before the board as general common practice among many municipal boards and was a sample upon which to base a discussion. Much discussion and several concerns were aired. Gillman provided two alternate ethics policy samples to the board for discussion purposes. Zeits (Counsel) offered commentary on the history and background of the policy drafted and presented to the board. It was MOVED by Marek, with SUPPORT from Kachadurian, to send the ethics policy back to the Policy Committee for revision and restructuring to a more simplified format to bring back to the board for further review. A roll call vote was taken with the following results:

Jones – Nay	Payne – Nay	Kachadurian – Aye
Gillman – Aye	Marek – Aye	Beasley – Nay

Motion FAILED.

With the presented Code of Ethics Policy still on the table, it was MOVED by Jones, with SUPPORT from Beasley, to adopt the Code of Ethics Policy as presented. A roll call vote was taken with the following results:

Jones – Aye	Payne – Nay	Kachadurian – Nay
Gillman – Nay	Marek – Nay	Beasley – Aye

Motion FAILED.

c. *Smoking Policy Discussion*

Numerous complaints are placed in the library's Suggestion Box and made to staff members about the smoking situation at the entrance to the library. Parsons felt compelled to bring it to the attention of the board for discussion. Because of the smoking scenario, some patrons often feel uncomfortable and offended and find it unsightly when using the library. It was noted that there are many non-smoking campuses in the region and that the staff are prepared to enforce a smoke-free campus at TADL. The current Behavior Policy addresses smoking parameters on library grounds. The discussion revealed a strong sentiment by a majority of the board to preserve legal rights of all who visit the library and suggested the possibility of implementing alternative procedures to reduce the impact of a smoking campus.

Kachadurian suggested a motion to not adopt a new smoking policy. It was then MOVED by Marek, with SUPPORT from Jones to make no changes to the smoking policy as directed in the current Behavior Policy. Jones requested an amendment to accept Marek's motion and prohibiting further smoke-free campus discussions for a period of two years. The amended motion was accepted by Marek, with support from Kachadurian. A roll call vote was taken with the following results:

Jones – Aye	Payne – Nay	Kachadurian – Aye
Gillman – Aye	Marek – Aye	Beasley – Aye

Motion CARRIED.

8. Public Comment

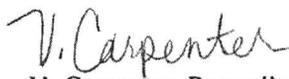
President Gillman opened the floor for public comment. Gloria VanHoose, Blair Library Committee, stated the committee had been working on a storage building for storing books and holding book sale fundraisers. The committee has also located a possible building site for a library in Blair Township and indicated a desire to present a business plan to the TADL Facilities Committee. Pat Thompson, IPL Board President, reported that the IPL new building fund has reached \$2.1 million and needs another \$400K to reach their goal. She expressed, on behalf of IPL, satisfaction working with Parsons. IPL has also received the member library contract and would like to complete the process by the first of July.

Gillman recognized Scott Morey, Assistant Director Technology, who was also in attendance, for his contribution to the A/V Upgrade for the McGuire Community Room project.

9. Adjournment

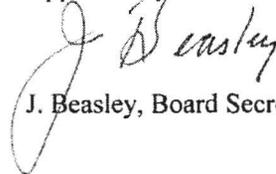
With a motion by Payne and support from Jones, President Gillman adjourned the meeting at 6:18pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on August 18, 2016,



J. Beasley, Board Secretary

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: April 27, 2016
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, C. Rueckert, J. Jenkins, J. Bussell
ABSENT: W. Kuhn
GUESTS:
STAFF: J. Henderson, M. Buis

W. Twietmeyer called the regular meeting to order at 12:09 pm.

J. Jenkins participated via telephone.

Moved by C. Rueckert, seconded by J. Bussell that the minutes of the March 30, 2016 regular meeting be approved.

Motion approved 4-0.

Warrant No. 600 in the amount of \$195,427.69 for Retirees Benefits for May 2016 was approved and signed by C. Rueckert and J. Bussell.

Mark Buis of Gabriel, Roeder, Smith & Company gave a presentation of the June 30, 2015 actuarial report. The Board asked questions about the report and the actuarial assumptions.

Copies of the Summary Annual Report were distributed to the Board. Additional copies will be distributed to the active members of the retirement system.

Moved by C. Rueckert, seconded by J. Bussell to authorize the payment of \$8,800 to Gabriel, Roeder, Smith & Company for the actuarial valuation.

Motion approved 4-0.

The Board discussed the proposal for investment advisory services from The Bogdahn Group.

Moved by C. Rueckert, seconded by J. Bussell to accept the proposal for investment advisor services from The Bogdahn Group, direct the Board's Secretary to prepare a consultant agreement for those services that will be rendered, and to terminate the consultant agreement with Gray & Company and to direct the Board's Secretary to provide notice of such to Gray & Company.

Motion approved 4-0.

W. Twietmeyer reported that Kirk VanDagens from PNC will be in attendance at the June 29 Board meeting to review their performance as fixed income manager.

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

Motion approved 4-0.

Meeting adjourned at 12:53 pm

William E. Twietmeyer

William E. Twietmeyer
Secretary/Treasurer

9/6 CC Ref/AJ



MONTHLY OPERATING REPORT

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

COPY: Dave Green, Director of Public Services
Benjamin Marentette, City Clerk
Traverse City Commission
Grand Traverse County Board of Public Works
Kevin Dahl, CH2M, Regional Business Manager

FROM: Elizabeth Hart, Project Manager

A handwritten signature in black ink, appearing to be 'Elizabeth Hart', written over a horizontal line.

DATE: August 15, 2016

SUBJECT: Monthly Operations Report for July 2016

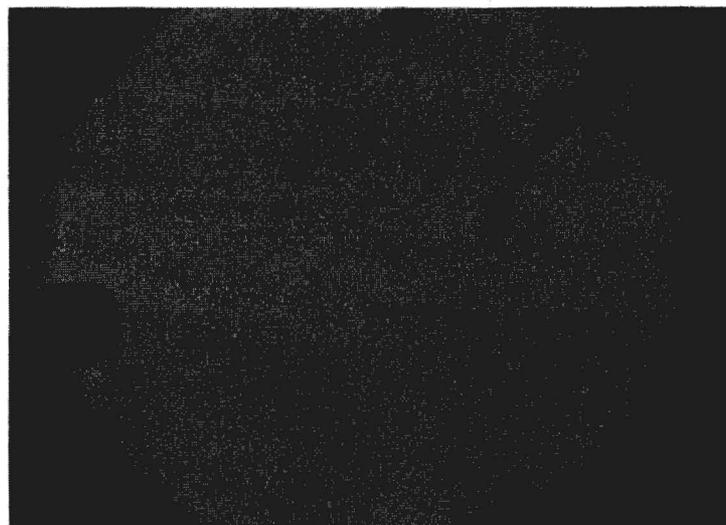
Attached to this report are the following items: July's report to the state which has been electronically submitted, and July's financial summary for the TCRWWTP and the Grand Traverse County Septage Facility. July's monthly loadings and flows will be included in the monthly report for August.

TRAVERSE CITY

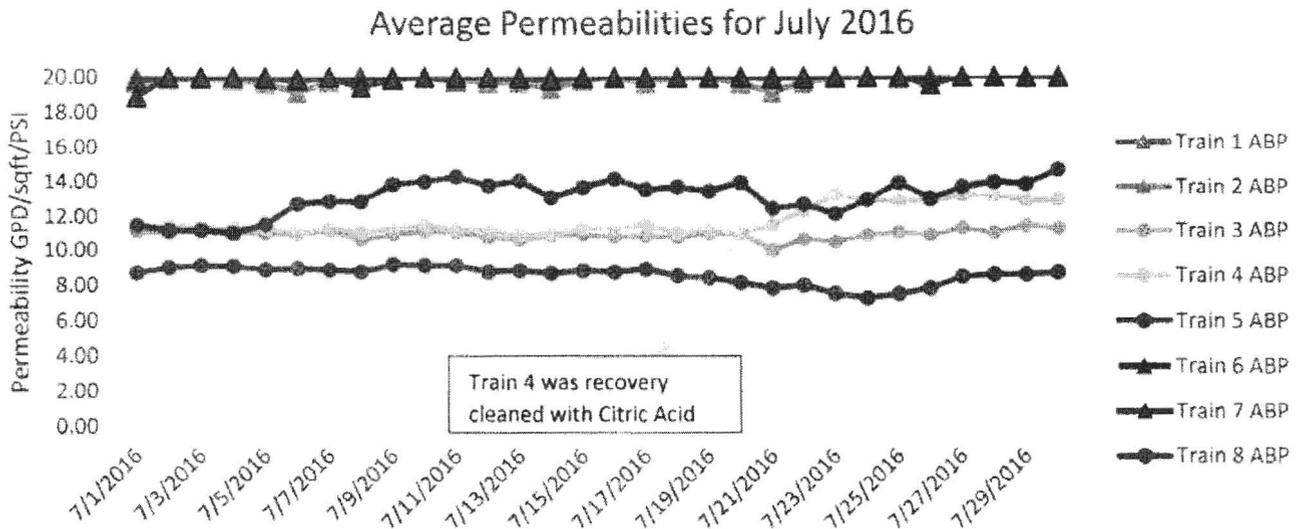
OPERATIONS AND PROJECTS

The Treatment Plant was in full compliance through the month of July. We have not observed comma shaped Gram positive bacteria (CSGPB) in the biomass since mid-December. (Please refer to the photo below)

Microscope Picture of Treatment Plant Biomass 7-13-16

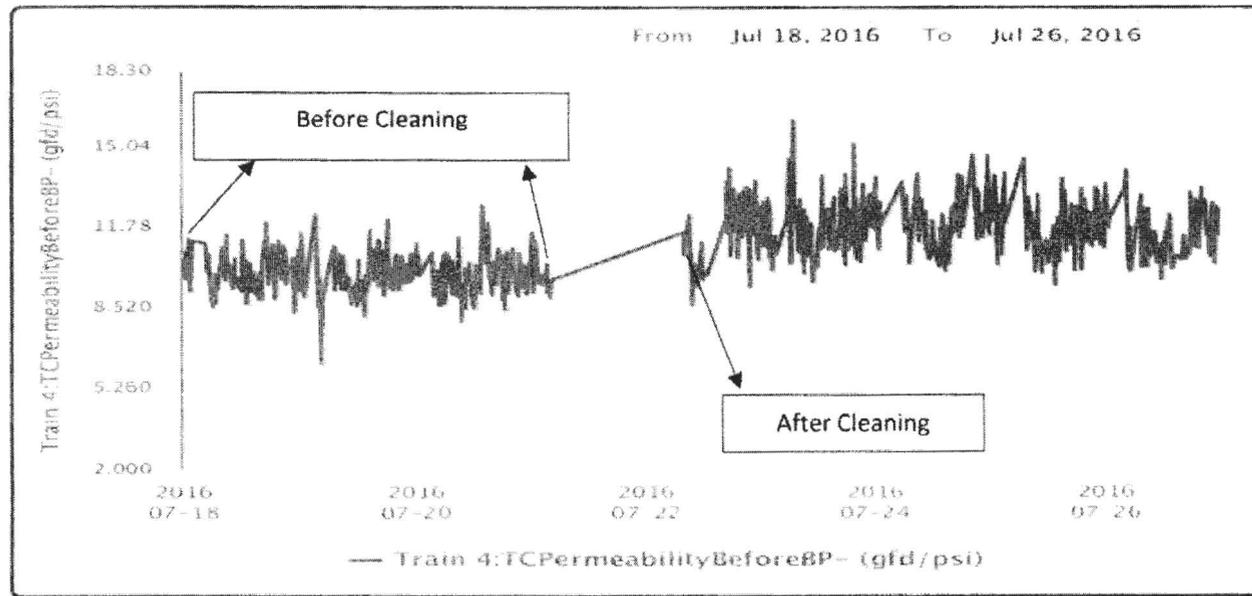


We are able to permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds DEQ requirements. (Please refer to the permeability graph below)



Note: Trains that have triangle shaped markers have 500Ds cassettes.

Train #4 Citric Acid recovery cleaning results



We removed grease and oil from Coast Guard Lift Station's wet well.

We removed grease out of Woodmere Lift Station's wet well.

Windemuller installed the new control cabinet at the TBA Lift Station. (CIP #892)

We received the new screw body for screw pump #1. (CIP #893)

Synagro began a biosolids haul.

Maintenance

The roof on the Administration Building was repaired.

We replaced the scour airline isolation valve for Train #6.

We repaired Membrane Train #2's outlet gate.

We replaced Train #3's air inlet actuator, solenoid and beacon.

We repaired the Primary gallery sump pump.

Topline installed a high level float for the GBC containment structure.

We adjusted the cutter teeth on the recirculation pump for Digester #4.

TCRWWTP Items of Importance		
TCRWWTP Action Items	Status	Estimated Total Cost
Membrane Replacement (890)	The City has decided to replace 1 train of membranes per year until all 8 trains are replaced. We recommend budgeting to replace trains at 8yrs of life. 4 trains replaced 4 more trains remain	800,000/train(updated per GE's 2016 proposal)
Comma Shaped Gram Positive Bacteria(CSGPB)	CH2M and the University of Michigan have completed fine tuning the scope of work to be included in the CSGPB study. Study to tentatively begin in the fall of 2016.	\$125,000
Primary Header –Engineering Study of the facility's headworks to be performed first	The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. CH2M included in City's capital improvements for 2016/2017. (#902)	TBD

TCRWWTP Items of Importance		
TCRWWTP Action Items	Status	Estimated Total Cost
Digester Condition Assessment and Reconditioning	Digesters #3 and #4 have been in service since 1959. CH2M recommends a condition assessment and related reconditioning for each digester within the next three years. CH2M included this recommendation in the City's capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning)	\$125,000/Digester
TBA Lift Station Pumps, Controls, Pump pit needs reconditioning.	Contractors have installed the new control panel, and the pump pit has been relined as of 7-11-16 .(Capital Improvement #892)	\$75,000
The Membrane Gates need Replacing	Eight membrane gates and two aeration basin gates replaced as of Spring 2016 8 additional membrane gates to replace.	\$44,874/ 4 gates installed
Front Street Lift Station and Main Plant Programmable Logic Controls (PLC)5 Upgrade	Front Street and the Main plant both have a PLC 5 that are obsolete and as a result difficult to support. CH2M recommends the replacement of both PLC 5s in the City's 2016/2017 capital improvement plan. (#899) In July 2016, CH2M had one of their PLC experts visit the facility with the purpose of having him create an RFP for this project.	\$152,640
3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.	Capital Improvement #893 July 29 th , CH2M received the screw body for screw pump #1. Waiting on Contractors to estimate the cost of each of the options the engineer has recommended for the screw pump trough reconditioning.	\$200,000/Screw Pump
West SST needs a new Biosolids pump	The plant is required to have a pump that can fill Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in the City's 6 year capital Improvement Plan.(Capital Improvement #894) CH2M obtaining quotes for mechanically driven Diaphragm Pump.	\$104,411

IPP

We met with Kris Rockwood, of Press on Juice, to discuss the requirement of installing an Inspection Manhole (IMH) at her eighth Street location. The City sent a follow-up letter to Ms. Rockwood stating, that she will have until November 11, 2016 to get the Inspection Manhole installed.

We received a report from Alco Tech Wire, which detailed the maintenance and cleaning of their Oil and Water Separator (OWS). The report stated, that despite their increased efforts in cleaning the OWS, their test results continue to show elevated levels of Fats Oils and Greases (FOG) in their discharge. As a result, they have discontinued use of a water soluble lubricant in their process.

We received all of the Significant Industrial Users' semi-annual self-monitoring reports by their scheduled due date.

As a result of their self-monitoring report, a Notice of Violations (NOV) was issued to Munson Medical Center, for non-compliant discharge at their outfall-003, and for failure to notify the Control Authority of the non-compliance with 24 hrs. They have since demonstrated a return to compliance.

GTCSF ITEMS OF IMPORTANCE		
GTSF Action Items	Status	Estimated Cost
Bio-Filter Media Replacement	Completed	
ATAD Tank Cleaning	Completed	
Pump Pulling Capabilities Needed	Completed	
SNDR Pump Seal is Leaking-2016	New pump purchase approved by BPW/recieved-CH2M to install when high temperature alarm has been installed-Completed	
Pumps are Aging-2016,2018,2020	Pump Replacement Included in 5 Year Capital Improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	\$7,500/pump
Modification to Foul Air-2017	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan.	\$30,000
Grit Removal -2018	CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	TBD
Fine Screens Modification Needed to remove rags and not impede forward flow-2018	CH2M has developed a modification strategy/included in 5 yr. capital plan	\$18,000
Rock Trap for Grease Pump-Needed to protect pump from large debris-2018	CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr.	\$18,000
Bio-solids Load Out Pipe Needed-2020	CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio- solids from outside the building. CH2M included this recommendation in the 5yr Capital Improvement Plan.	\$7,500
Sludge Storage Capacity-2020	CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.	TBD

GTSF Reoccurring Projects		
Project	Frequency	Estimated Cost
Bio-Filter Media Replacement	Work completed in 2014 and should be budgeted for on a 7 year basis.	\$130,000
ATAD Tank Cleaning	Completed in 2015 and should be budgeted for every 7 years.	\$46,000
Grit Removal	Cleaning of the Unloading Bay Rock Traps and floor drains as needed.-	\$1,200 each cleaning-estimated \$14,400/year
	Annual Cleaning of the Influent Equalization Basin	\$36,000
	Annual Cleaning of the Post Equalization Basin (note 2016 is the first year this tank will be cleaned out, it maybe that this tank needs to be cleaned out every 5 years, but for budgeting purposes I would count on every year)	\$10,000
MBR Tanks Cleaned	First to be done in 2017	TBD

Operations

The daily average effluent BOD loading for the month of July was 56.6 lbs./day.

We observed the average unloading time for the haulers in July to be 14.6 minutes, with an average unloading rate of 185 gallons/minute. The pictures below depict the general condition of the unloading bays. The bays are cleaned a minimum of twice a day.

Unloading Bays (7-8-16)





Maintenance

- We replaced the East Unloading Bay Pinch Valve. (Refer to the picture above of the East Unloading Bay)
- Windemuller replaced one of the control components in Power Control Panel 2 responsible for sending power to the West Unloading Bay beacon. The beacon is now working.
- The Rotary Drum Thickener (RDT) was not operating. Windemuller replaced several of the RDT's communication modules that contained faults and recalibrated the level sensor in the discharge hopper. The RDT is now back to normal operation.

Other

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. John Divozzo and CH2M continue to work together to prioritize the facility's needs. CH2M developed a scope of work for each project that is scheduled to be performed in 2016, and obtained related quotes. The Grand Traverse Board of Public Works approved the Post Equalization Tank cleaning. CH2M will provide a memo pertaining to the Post Equalization pump replacement project in the near future. This table has been updated as of May 2016.

Capital Improvement Recommendations-Listed in Order of Importance		
Contract Year	Project	Estimated Cost
2016	Post Equalization Tank Cleaning	\$40,000
2016	Sludge Storage Pump Repair (original estimate \$20,000)	\$14,696
2016	Two Post Equalization Pumps Replaced	\$15,000
2017	Modify Foul Air System	\$30,000
	-Connect Post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2017	MBR Tank Cleaning	TBD
2018	Modify Fine Screens and Compactor	\$18,000
2018	Grit Removal Feasibility Study	\$12,000
2018	Grit Removal System Added (Requires Feasibility Study)	TBD
2018	Replace four Lift Station/EQ Tank Submersible Pumps	\$28,000
2018	Install Rock Trap on Grease Load Out Line	\$18,000
2019	Replace East & West Load Out Rock Traps	\$65,000
2019	Sludge Storage Feasibility Study	\$10,000
2020	Sludge Load Out Line	\$7,500
2020	Replace two Lift Station/EQ Tank Submersible Pumps	\$14,000
2020	Sludge Storage Expansion	TBD

Traverse City Regional Waste Water Treatment Plant

EXPENSE CATEGORY	Jul-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 16,936.91	\$ 193.80	\$ 16,743.11	\$ 203,242.96	\$ 193.80	\$ 186,499.85	\$ 16,743.11
CLIENT PLANT & EQUIP	\$ 10,416.67	\$ 2,628.42	\$ 7,788.25	\$ 125,000.00	\$ 2,628.42	\$ 117,211.75	\$ 7,788.25
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ -	\$ 687.50	
EDUCATION, TRAINING, MEETINGS	\$ 3,391.67	\$ 866.00	\$ 2,525.67	\$ 7,700.00	\$ 866.00	\$ 5,174.33	\$ 2,525.67
ELECTRICITY	\$ 40,400.00	\$ -	\$ 40,400.00	\$ 484,800.00	\$ -	\$ 444,400.00	\$ 40,400.00
EMPLOYEE EXPENSE	\$ 789.21	\$ 27.56	\$ 761.65	\$ 9,470.55	\$ 27.56	\$ 8,708.90	\$ 761.65
INSURANCE	\$ 3,044.66	\$ 719.34	\$ 2,325.32	\$ 36,535.95	\$ 719.34	\$ 34,210.63	\$ 2,325.32
LABOR	\$ 72,857.16	\$ 62,387.96	\$ 10,469.20	\$ 858,148.07	\$ 62,387.96	\$ 847,678.86	\$ 10,469.20
OPERATING EXPENSES	\$ 12,622.90	\$ 6,584.15	\$ 6,038.75	\$ 135,587.17	\$ 6,584.15	\$ 129,548.43	\$ 6,038.75
OUTSIDE SERVICES	\$ 7,643.08	\$ -	\$ 7,643.08	\$ 91,717.00	\$ -	\$ 84,073.92	\$ 7,643.08
SOLIDS HANDLING	\$ 700.00	\$ 11,450.00	\$ (10,750.00)	\$ 173,433.00	\$ 11,450.00	\$ 184,183.00	
SUPPLIES	\$ 916.67	\$ 516.45	\$ 400.22	\$ 11,000.00	\$ 516.45	\$ 10,599.78	\$ 400.22
TELECOMMUNICATIONS	\$ 850.00	\$ 140.00	\$ 710.00	\$ 10,200.00	\$ 140.00	\$ 9,490.00	\$ 710.00
TRAVEL COSTS	\$ 1,591.01	\$ 2,228.81	\$ (637.80)	\$ 26,842.08	\$ 2,228.81	\$ 27,479.89	
UTILITIES-OPERATIONS	\$ 1,212.50	\$ -	\$ 1,212.50	\$ 14,550.00	\$ -	\$ 13,337.50	\$ 1,212.50
TOTALS	\$ 173,434.94	\$ 87,742.49	\$ 85,692.45	\$ 2,188,976.78	\$ 87,742.49	\$ 2,103,284.33	\$ 85,692.45

July Repair Expenses Over \$1,000		
Vendor	Item	Cost
Hurst Mechanical	HVAC System Repair	\$1,717.00

Grand Traverse County Septage Facility

EXPENSE CATEGORY	Jul-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 276.30	\$ 822.38	\$ (546.08)	\$ 3,315.60	\$ 822.38	\$ 3,861.68	
CLIENT PLANT & EQUIP	\$ 833.33	\$ -	\$ 833.33	\$ 10,000.00	\$ -	\$ 9,166.67	\$ 833.33
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ -	\$ 50.42	\$ 4.58
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EMPLOYEE EXPENSE	\$ 65.23	\$ -	\$ 65.23	\$ 782.75	\$ -	\$ 717.52	\$ 65.23
INSURANCE	\$ 310.94	\$ 87.60	\$ 223.34	\$ 3,731.23	\$ 87.60	\$ 3,507.89	\$ 223.34
LABOR	\$ 10,406.58	\$ 7,176.04	\$ 3,230.54	\$ 122,529.08	\$ 7,176.04	\$ 119,298.54	\$ 3,230.54
OPERATING EXPENSES	\$ 895.84	\$ 366.84	\$ 529.00	\$ 10,648.06	\$ 366.84	\$ 10,119.06	\$ 529.00
OUTSIDE SERVICES	\$ 4,416.67	\$ -	\$ 4,416.67	\$ 53,000.00	\$ -	\$ 48,583.33	\$ 4,416.67
SOLIDS HANDLING	\$ 2,772.50	\$ 2,120.00	\$ 652.50	\$ 33,270.00	\$ 2,120.00	\$ 32,617.50	\$ 652.50
SUPPLIES	\$ 75.00	\$ 35.15	\$ 39.85	\$ 900.00	\$ 35.15	\$ 860.15	\$ 39.85
TELECOMMUNICATIONS	\$ 96.00	\$ -	\$ 96.00	\$ 1,152.00	\$ -	\$ 1,056.00	\$ 96.00
TRAVEL COSTS	\$ 79.17	\$ -	\$ 79.17	\$ 950.00	\$ -	\$ 870.83	\$ 79.17
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ -	\$ 171.88	\$ 15.63
TOTALS	\$ 20,247.76	\$ 10,608.01	\$ 9,639.75	\$ 240,521.22	\$ 10,608.01	\$ 230,881.47	\$ 9,639.75

No Discharge

Parameter		Quantity or Loading		Units	Quality or Concentration		Units	Sample Freq	Sample Type
Flow 50050	Sample Measurement	5,098	5,442	MGD	----	----	----	Daily	Report Total Daily Flow
Final Effluent (1)	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily		----	----	----		
Total Suspended Solids 00530	Sample Measurement	<44	<44	lb/day	<1	<1	mg/L	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average		----	30 Maximum Monthly Average			
Carbonaceous Biochemical Oxygen Demand (CBOD5) 80082	Sample Measurement	<100	<141	lb/day	6	<3	mg/L	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average		----	25 Maximum Monthly Average			
Ammonia Nitrogen (as N) 00610	Sample Measurement	<9	40	lb/day	<1	1	mg/L	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	790 Maximum Monthly Average	(Report) Maximum Daily		----	11 Maximum Monthly Average			
Total Phosphorus (as P) 00665	Sample Measurement	20	24	lb/day	0.5	0.5	mg/L	3X Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	36 Maximum Monthly Average	(Report) Maximum Daily		----	0.5 Maximum Monthly Average			
Total Mercury 71900	Sample Measurement	<0.02	<0.02	lb/day	<0.50	<0.50	ng/L	Quarterly	Calculation
Final Effluent (1)	Permit Requirement	(Report) Maximum Monthly Average	(Report) Maximum Daily		----	(Report) Maximum Monthly Average			
Total Silver 01077	Sample Measurement	<0.02	<0.02	lb/day	<0.50	<0.50	ng/L	Weekly	24-Hr Composite
Prior to Disinfection (B)	Permit Requirement	0.38 Maximum Monthly Average	(Report) Maximum Daily		----	5.3 Maximum Monthly Average			
Fecal Coliform 74055	Sample Measurement	----	----	----	<1	<1	#/100mL	3X Weekly	Grab
Final Effluent (1)	Permit Requirement	----	----		----	200 Max Monthly Geometric Mean			
CBOD5 Minimum % Removal 80091	Sample Measurement	----	----	99	----	97	%	Monthly	Calculation
Percent Removal (K)	Permit Requirement	----	----		85 Minimum Monthly % Removal	----			
Total Suspended Solids Minimum % Removal 81011	Sample Measurement	----	----	100	----	99	%	Monthly	Calculation
Percent Removal (K)	Permit Requirement	----	----		----	----			

Parameter		Quantity or Loading		Units		Quality or Concentration		Units	Sample Freq	Sample Type
	Permit Requirement	****	****		85	****	(Report)		Monthly	Calculation
					Minimum Monthly % Removal		Minimum Daily % Removal			
pH	Sample Measurement	****	****		7.1	****	7.7	SU	3X Weekly	Grab
00400				****						
Final Effluent (1)	Permit Requirement	****	****		8.0	****	9.0		3X Weekly	Grab
					Minimum Daily		Maximum Daily			
Dissolved Oxygen	Sample Measurement	****	****		8.0	****	****	mg/L	3X Weekly	Grab
00300				****						
Final Effluent (1)	Permit Requirement	****	****		6.0	****	****		3X Weekly	Grab
					Minimum Daily					

General Report Comments