



Notice

City Commission Regular Meeting

7:00 pm

Monday, September 19, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 09-15-2016

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Presentation by Mayor Jim Carruthers of a proclamation declaring September 21, 2016, as the *International Day of Peace* to be celebrated in Traverse City, to Tim Keenan of Veterans for Peace.

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 September 6, 2016, and September 12, 2016. (Approval recommended)
(Marty Colburn, Benjamin Marentette)

- b. Consideration of declaring three vehicles used by the Department of Public Services as surplus and authorizing a purchase order for the purchase of three pickup trucks to serve as replacements, which is a scheduled purchase. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing a service order for the removal of dead trees. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing a three-year extension to the agreement for the City's provision of administrative and burial services and grounds maintenance within the Oakwood Catholic Cemetery. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- e. Consideration of approving rates for the Hickory Hills Ski Area for the 2016/2017 Winter Season, with no increase in rates, as recommended by the Parks and Recreation Commission. (Approval recommended) (Marty Colburn, Dave Green)
- f. Consideration of authorizing a service order for downtown snow plowing and hauling services. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- g. Consideration of authorizing an agreement for management of the City-owned Brown Bridge Quiet Area and a three-year extension of the lease agreement for the caretaker's residence at the Brown Bridge Quiet Area. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- h. Consideration of approving a change order to the 2015 Pavement Preservation Contract to provide for the construction and paving of 85 new parking spaces in Lot V, at 145 West Front Street. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

- i. Consideration of amending the Traverse City Code of Ordinances, which would provide that the City Clerk issue notice of a public hearing for special improvement districts rather than the City Assessor. (Introduction and schedule for possible enactment on October 3, 2016, recommended) (Marty Colburn, Benjamin Marentette)

- j. Consideration of authorizing the following actions:
 - an amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority to allow it to transfer property to other parties upon approval of the Charter Township of Garfield Board of Trustees and the City Commission;

 - the Authority's grant of a wetland conservation easement to the Michigan Department of Environmental Quality in connection with the construction of Silver Drive (the South Campus Entrance); and

 - the City's conveyance of a wetland conservation easement for the constructed street as approved by the City electorate on November 3, 2015.

(Approval recommended) (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required for the City's conveyance of the wetland conservation easement)

Items removed from the Consent Calendar

- a.

- b.

- c.

3. Old Business

None.

4. New Business

- a. Consideration of supporting the Traverse City Arts Commission working with the Dennon Museum Center to request a David Barr sculpture for placement as public art in the City, with a formal proposal to be brought back to the City Commission for possible approval prior to installation. (Marty Colburn, Benjamin Marentette)
- b. Consideration of authorizing a contract for the Parking Lot D and Boardman River Boat Launch Improvements Project, with a substantial portion of the project cost being paid for by a Michigan Waterways Commission grant and a contribution from Hagerty Insurance. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- c. Consideration of authorizing an agreement for a transportation demand management study for suggested improvements to optimize parking facilities to leverage other modes of transportation. (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)
- d. Consideration of a request from Commissioner Gary Howe for the City Commission to adopt a resolution in support of a Traverse City to Charlevoix Trail. (Commissioner Gary Howe)

5. Appointments

- a. Consideration of approving a Mayoral appointment to the Downtown Development Authority Board of Trustees. (Mayor Jim Carruthers)
- b. Consideration of approving a Mayoral appointment to the Planning Commission. (Mayor Jim Carruthers)

- c. Consideration of approving the appointment of a Parks and Recreation Commission representative to the Arts Commission. (Marty Colburn, Katie Zeits)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Minutes of the Act 345 Retirement System meeting of May 25, 2016.
- e. Reports and correspondence from non-City officials.

7. Public Comment

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

8. Adjournment

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

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The City of Traverse City

Office of the Mayor

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



INTERNATIONAL DAY OF PEACE

Today, September 21, is International Peace Day. On behalf of the Veterans for Peace and as Mayor of Traverse City, we affirm our greater responsibility is to serve peace locally, and throughout the world.

International Peace Day was established by the United Nations in 1981. Today, I declare Traverse City, MI a partner in this historic day.

By creating this day, the United Nations devoted itself to world peace and encouraged all of humankind to work in cooperation toward this goal, at least for this day, and perhaps carrying this day over to the next, and the next.

We encourage everyone to celebrate peace day in his or her own way. You may simply light a candle, or sit in silent meditation, or in your own way clear your mind and think of those less fortunate. The day may involve your spouse, friends, acquaintances, co-workers, your neighbors, or your children. We will think Peace. We will be Peace.

So let us dedicate this day to peace building, and through our efforts create a culture of peace. All of us know conflict is inherent to life. On behalf of the City of Traverse City, and speaking for the Veterans for Peace, I propose all of Traverse City seek peaceful, effective alternatives to conflicts and disagreements of all kinds.

A healthier world lies on the horizon.

A handwritten signature in black ink, appearing to read "Jim Carruthers".

Jim Carruthers, Mayor
City of Traverse City





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 14, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- September 6, 2016 Regular Meeting
- September 12, 2016 Joint Study Session

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

that the minutes of the September 6, 2016 Regular Meeting, the September 12, 2016 Joint Study Session, be approved.

MC/kem

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
September 6, 2016



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

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

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

There being no objection, Mayor Carruthers modified the order of the Agenda to consider Agenda Item 5(a) as Old Business 3(a); and the remaining items were considered in their respective order.

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

2. Consent Calendar

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

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

- b. the City Manager be authorized to issue a confirming purchase order in the amount of \$16,047.71 to Crystal Flash Energy for 10,002 gallons of dyed #2 diesel fuel without additives priced at \$1.60445 per gallon with funds available in the Garage Fund.
- c. 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 Freightliner 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.
- d. the City Manager be authorized to issue a confirming service order to Elmer's Crane & Dozer, Inc. in the amount of \$55,095 for the removal of 750 cubic yards of dried alum sludge and to clean/dredge the north lagoon at the Traverse City Water Treatment Plant, with funds available in the Water Fund.
- e. 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.
- f. 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.
- g. 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's 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.

- h. 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, with TIF funds subject to approval by the Downtown Development Authority Board of Directors.
- i. the Resolution Scheduling Public Hearing on Special Improvement District No. 2016-004, be adopted, scheduling the public hearing for October 3, 2016.
- j. Removed from the Consent Calendar.

CARRIED unanimously.

Items removed from the Consent Calendar.

a.

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.

Moved by Lewis, seconded by Haas, that Traffic Control Orders 596, and 601 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 West State Street immediately south of 128 West State Street be adopted to be made permanent; and that Traffic Control Order 603 be referred to a Study Session for further discussion.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

3. Old Business.

3(a).

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

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

The following addressed the Commission:

Charles Judson, Downtown Development Authority Board Member
Debbie Hershey, candidate for the Downtown Development Authority Board of Trustees

Roll Call:

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

No - Werner.

CARRIED.

3(b).

Consideration of adopting a resolution supporting preliminary design and development of the West Boardman Lake Trail Loop.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Shamroe, seconded by Howe, that the Resolution Supporting the Preliminary Design and Development of the West Boardman Lake Loop, be adopted.

Benjamin Marentette, City Clerk
Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

3(c).

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.

The following addressed the Commission:

Marty Colburn, City Manager

City Clerk Benjamin Marentette asked those who are in attendance who reside in the area within the proposed special improvement district to indicate their attendance to preserve their right to further appeal and no one responded.

Mayor Carruthers opened the public hearing.

There being no one desiring to speak, Mayor Carruthers closed the public hearing.

Moved by Lewis, seconded by Richardson, 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.

CARRIED unanimously.

3(d).

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.

Moved by Werner, seconded by Shamroe, 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.

CARRIED unanimously.

4. New Business.**4(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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Haas, that the Mayor and City Clerk execute the three-year collective bargaining agreement with GME-General Unit, with terms as outlined in the document entitled *General Municipal Employees – General Unit*, dated September 6, 2016, with the agreement subject to approval as to its substance by the City Manager.

CARRIED unanimously.

4(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.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Richardson, that the Mayor and City Clerk execute the three-year collective bargaining agreement with the Police Sergeants, with terms as outlined in the *Summary of Changes for Sergeants* document dated September 6, 2016, with the agreement subject to approval as to its substance by the City Manager.

Benjamin Marentette, City Clerk

CARRIED unanimously.

4(c).

Consideration of authorizing an agreement for legal services in connection with Michigan Tax Tribunal Docket 15-002178-TT, CVS #6843-01.

The following addressed the Commission:

Marty Colburn, City Manager

Lauren Tribble-Laucht, City Attorney

Moved by Howe, seconded by Richardson, that the Mayor and City Clerk execute an agreement with 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.

Christine Maxbauer, 503 West Eighth Street

CARRIED unanimously.

4(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.

The following addressed the Commission:

Marty Colburn, City Manager
Elizabeth Hart, CH2M

Moved by Lewis, seconded by Haas, 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.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

4(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.

The following addressed the Commission:

Marty Colburn, City Manager
Dr. Andrew Muir, Ph.D., Great Lakes Fishery Commission Science Director

Heather Hettinger, Michigan Department of Natural Resources Fisheries
Biologist

Frank Dituri, 2800 River Bend, East Bay Township, Grand Traverse Band of
Ottawa and Chippewa Indians

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

Amy Beyer, Conservation Resource Alliance Director
Rick Buckhalter, 932 Kelley Street

CARRIED unanimously.

5. Appointments

Considered as Old Business 3(b).

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the 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

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Mayor Jim Carruthers
Commissioner Amy Shamroe
Commissioner Gary Howe
Marty Colburn, City Manager

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:46 pm.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT



Minutes of the
City Commission for the City of Traverse City
Joint Study Session
With Downtown Development Authority Board

September 12, 2016

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

The following Commissioners were present, constituting a quorum: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis (departed at 9:55 p.m.), Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

Mayor Jim Carruthers presided at the meeting.

1. Discussion regarding replacing the Tax Increment Financing (TIF 2) Plan.

The following addressed the Commission:

Marty Colburn, City Manager
Rob Bacigalupi, Downtown Development Authority Executive Director
Rick Buckhalter, 932 Kelley Street
LaVern Broughton, 611 Hastings Street
Tom Mair, 612 Fifth Street
Don Coe, 211 Midtown Drive , Midtown Neighborhood Association

- 2.

Discussion regarding platform cafes.

The following addressed the Commission:

Marty Colburn, City Manager
Rob Bacigalupi, Downtown Development Authority Executive Director
Benjamin Marentette, City Clerk
Rick Buckhalter, 932 Kelley Street
Don Coe, 211 Midtown Drive

(The Downtown Development Authority Board departed at 8:27 p.m.)

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

3.

Public Comment.

The following addressed the Commission:

None.

4.

Presentation of the West Boardman Lake District Plan.

The following addressed the Commission:

Marty Colburn, City Manager
Russell Soyering, City Planning Director
Michelle Foster, LSL Planning
Bob Doyle, Smithgroup JJR
Brad Strader, MKSK
Don Coe, 211 Midtown Drive, Midtown Condominium Association
Rick Buckhalter, 932 Kelley Street

Andrew Girrell, 532 Webster Street
Mary Burget, 1010 Cass Street
John Bramer, 143 East 13th Street
Steve Nance, Oryana General Manager

5.

Discussion regarding municipal utility bill disputes.

The following addressed the Commission:

Marty Colburn, City Manager
Bill Twietmeyer, City Treasurer/Finance Director
Lauren Tribble-Laucht, City Attorney

6.

Discussion regarding snow and ice control practices.

The following addressed the Commission:

Marty Colburn, City Manager
Dave Green, Director of Public Services

(Commissioner Lewis departed the meeting)

7.

Announcements from the City Clerk.

Due to the lateness of the hour, City Clerk Benjamin Marentette dispensed of the reading of announcements.

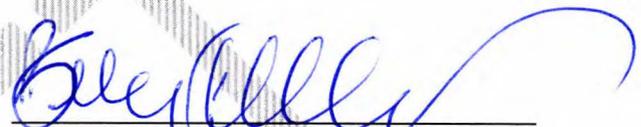
8.

Public Comment.

The following addressed the Commission:

Christine Maxbauer, 503 West Eighth Street
Marty Colburn, City Manager

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:58 pm.



Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 19,
2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2016/2017 FLEET REPLACEMENTS: #54, #79, & #81

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval to declare Trucks #54, 79 & 81 surplus, and to approve the planned purchase of three vehicles for the Streets, Parks and Recreation, and Water and Sewer Departments, using the Cooperative Purchase Program.

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

that the City Manager be authorized to declare Vehicle #54, a 2007 Dodge Dakota Pick-up, Vehicle #79, a 1999 Ford F150 Pick-up, and Vehicle #81, a 2005 Ford F150 Pick-up surplus, and the City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$91,862.00 for the purchase of three 2017 Ford F150 Pick-ups to be used by the Streets, Parks and Recreation, and Water and Sewer Maintenance Divisions, with funds available in the Garage Fund for these planned replacements.

MC/jd

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

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: September 12, 2016
SUBJECT: 2016/2017 Fleet Replacement, #'s 54, 79 & 81

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase three pieces of planned replacement equipment listed in the 2016/2017 Vehicle Replacement Schedule.

Truck # 54 is a 2007 Dodge Dakota Pick-up that is used by the Streets Superintendent daily to visit job sites, attend meetings, investigate call in complaints, etc. It will be replaced with a 2017 Ford F150 Pick-up.

Truck # 79 is a 1999 Ford F150 Pick-up that is used by the Water & Sewer Maintenance Division mainly by the Chief Water/Sewer Operator on a daily basis to visit job sites, keep track of external operations and haul equipment/parts to project sites, attend meetings and training, etc. It will be replaced with a 2017 Ford F150 Pick-up.

Equipment # 81 is 2005 Ford F150 Pick-up that is used by the Parks and Recreation Department mainly by the General Maintenance/Repair Specialist on a daily basis to visit job sites, purchase and deliver material for projects, haul equipment to and from project sites, tow trailers on an as needed basis, etc. It will be replaced by a 2017 Ford F150 Pick-up.

All three of these vehicles are parked at the garage at night and on weekends, and are available to anyone on staff during emergencies. None of them are driven home by the employees.

As Dave explains we are requesting permission to purchase all three of these trucks using the Macomb County, Mi. Cooperative Purchasing Program. By using this program we were able to buy these vehicles \$13,000 less than our original estimate.

Please request that the City Commission declare Truck's #54, 79 & 81 surplus and approve a purchase order in the amount of \$91,862.00 to Signature Ford of Owosso, Mi. for the purchase of three 2017 Ford F150 Pick-ups to be used by the Streets Division, the Parks and Recreation Division and the Water and Sewer Maintenance Division, respectively, 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: September 12, 2016

SUBJECT: Vehicle Purchase

Attached please find a bid for three vehicles from Signature Ford using the Macomb County, Mi. Cooperative Purchasing Program. The first being a replacement for Garage Vehicle #81 a 2005 Ford F150 Pick-up used by the Parks Division and its replacement will be a 2017 Ford F150 Pick-up at a cost of \$29,822.00.

The next is a replacement for Garage Vehicle #79 a 1999 Ford F150 Pick-up used by Water/Sewer and its replacement is a 2017 Ford F150 Pick-up at a cost of \$31,370.00.

The next is a replacement for Garage Vehicle #54 a 2007 Dodge Dakota Pick-up used by the Streets Division and its replacement will be a 2017 Ford F150 Pick-up at a cost of \$30,670.00.

Would you please request of the City Commission permission to issue a Purchase Order to Signature Ford of Owosso, Mi. in the amount of \$ 91,862.00 and ask that Garage Vehicles #54, #79, and #81 be deemed surplus when their replacements come in.

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

A handwritten signature in black ink, appearing to be "D. Courtad", written over a faint circular stamp.

**City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2016-17 Vehicle Replacement Schedule**

Department	Vehicle Description	Estimated Replacement Costs
Police	2011 Ford Crown Vic Patrol Vehicle	\$ 30,000
Police	2011 Ford Crown Vic Patrol Vehicle	30,000
Police	2011 Ford Crown Vic Patrol Vehicle	30,000
Police	2006 Harley Davidson Patrol Motorcycle	20,000
Police	2006 Harley Davidson Patrol Motorcycle	20,000
Police	2005 Harley Davidson Patrol Motorcycle	20,000
#54 Streets	2007 Dodge Dakota Pickup	35,000
Cemetery	2005 F350 Pickup W/Plow	50,000
Parks	2005 International Tree Truck with 55' Bucket	260,000
#79 Water Distribution	1999 Ford F150 Pickup	35,000
#87 Parks	2005 Ford F150 Pickup	35,000
Wastewater	2007 Freightliner FL80 W/Rodder, Vacuum	420,000
Wastewater	2007 Ford F250 W/Utility Body	65,000
Streets	2007 International W/Dump, Sander & Plow	245,000
Light & Power Service	2007 Freightliner W/55' Bucket	290,000
Light & Power Service	2006 International W/Pole Digger	291,721
Wastewater	2002 Ford E450 Truck W/Sewer Camera	175,000
Streets	1991 Sullair Trailer Air Compressor	25,000
Streets	1992 Swensen Sander System	20,000
Police	Six (6) Detective Vehicles-First Time Purchase	175,000
Estimated Total Replacement Cost		\$ 2,271,721



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 19,
2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: DEAD TREE REMOVAL SERVICE ORDER REQUEST

Attached is a memo from Dave Green, DPS Director, requesting that a Service Order be issued to Leonardo's Tree Service, Inc., for the removal of 38 dead trees throughout the City.

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 Leonardo's Tree Service, Inc., in the amount of \$12,180.00 for the removal of 38 dead trees throughout the City, with funds available in the Parks and Recreation Fund.

MC/jd

cc: Dave Green, DPS Director
 Derek Melville, Parks and Rec Supervisor

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DS*
DATE: September 12, 2016
SUBJECT: Dead Tree Removal Service order Request

As you know, the City experienced a massive number of tree related problems stemming from the epic August, 2015 wind storm that wreaked havoc on the region.

We thought we could keep up with our typical trimming/pruning and removal of dead and dying trees this past year and still get to the dead and/or damaged trees left over from the storm but didn't quite get to all of them. I am concerned about leaving close to 40 trees that we feel could begin to pose a danger to our residents if we leave them until we can find time in our work schedule to fit them in.

To resolve the issue I reached out to three local tree removal companies for quotes on doing this work for us before the winter season begins. Because of prior commitments and our aggressive window for the work, one of the companies did not send us a quote. The other two quotes were within \$570 of each other and were what I consider good numbers but they were over the threshold for our purchasing policy that states any transaction over \$5,000.00 must be competitively bid with sealed bids obtained. In order to save time and get this work completed this fall I would like to request City Commission approval to waive the competitive bid process and in the best interest of the City issue a service order to the low bidder Leonardo's Tree Service for this needed maintenance work.

Please request that the City Commission approve a service order in the amount of \$12,180.00 to Leonardo's Tree Service, Inc. for the removal of 38 trees throughout the City with funds available in the Parks and Recreation Fund.

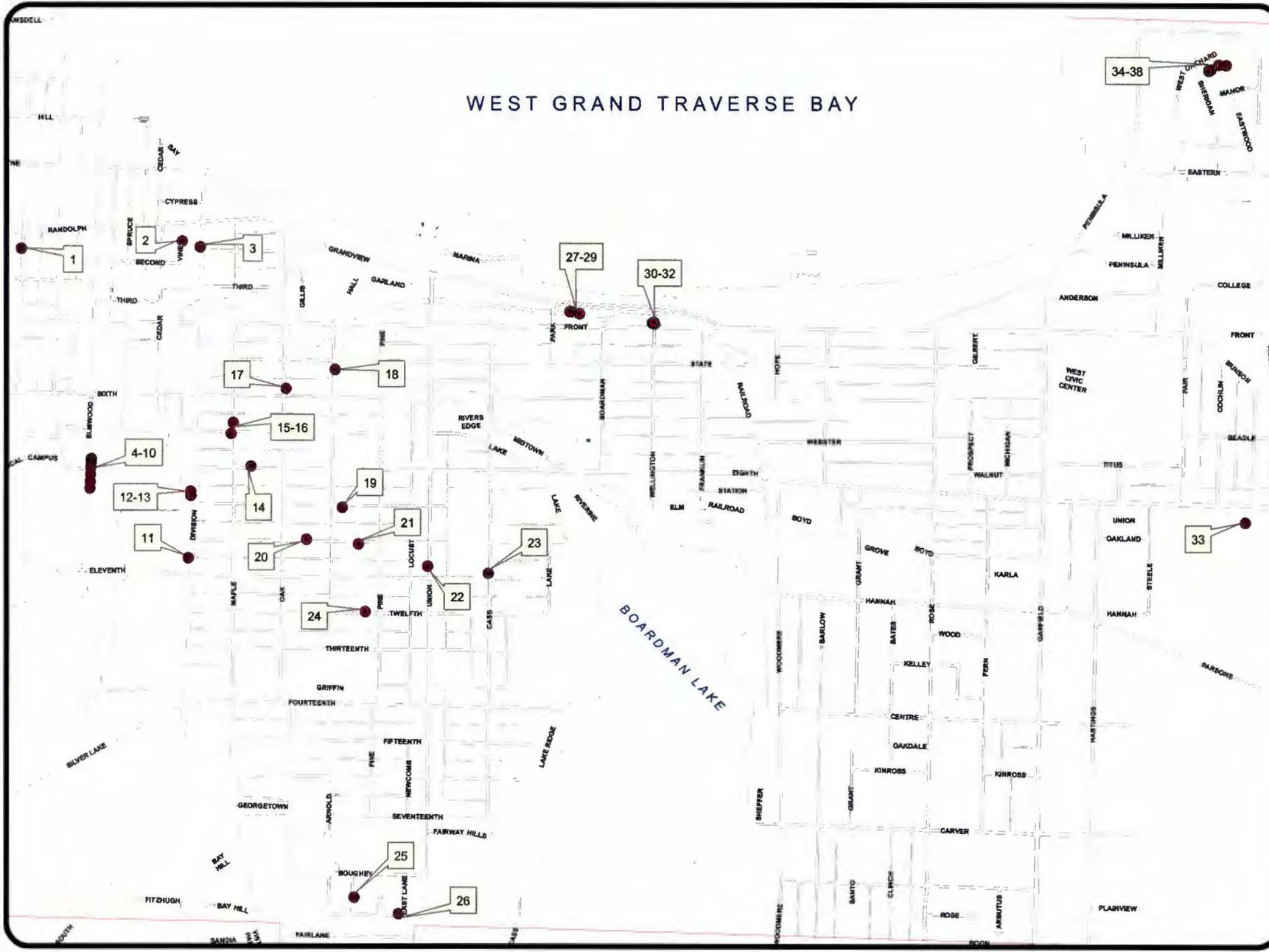
Legend

- 38 Dead Trees

Tree Removal Project



This map is based on digital databases from the City of Traverse City, Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.



WEST GRAND TRAVERSE BAY



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: OAKWOOD CATHOLIC CEMETERY – MAINTENANCE,
ADMINISTRATIVE AND BURIAL SERVICES

Attached is a memo from Director of Public Services Dave Green recommending a three-year extension to the agreement with the Catholic Diocese of Gaylord for the City to provide administrative, burial, and maintenance services at the Oakwood Catholic Cemetery, which is directly adjacent to the City's Oakwood Cemetery.

The Diocese will continue to pay the City \$36,500 per year to cover normal staff time; they also will continue to pay the City for any necessary overtime associated with the agreement. The City would continue to no longer pay the \$6,720 per year in leased office space as we now share the office space and the City will share in utility costs.

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

that the Mayor and City Clerk execute an amendment to the agreement with the Catholic Diocese of Gaylord (originally authorized September 16, 2013), for the Diocese to pay the city at a rate of \$3,041.66 per month, plus any related overtime cost for the City's provision of maintenance, administrative and burial services for the Oakwood Catholic Cemetery, and that the City share office space with the Diocese, with a sharing of utility costs, for a period ending October 1, 2019, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\oakwood catholic cemetery extension 2016

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: September 12, 2016

SUBJECT: Oakwood Catholic Cemetery Agreement Extension

Attached is a memorandum from Lauren Vaughn, Parks and Rec. Superintendent, requesting City Commission consideration and approval of a plan that would extend the agreement between The City of Traverse City and the Roman Catholic Diocese of Gaylord for shared services at Oakwood Cemetery an additional three years. The original agreement had provisions for this extension if both parties were in favor. We have received a letter in support of the extension from the Diocese of Gaylord and both Lauren and our Sexton, Brandon Morgan are also in support. I concur that the extension would be in the City's best interest for another three year term.

Therefore, please request City Commission approval for the Mayor and City Clerk to be authorized to execute an amendment to Agreement with The Roman Catholic Diocese of Gaylord that would allow the City to assume the responsibility for the administrative, burial services and grounds maintenance for the Oakwood Catholic Cemetery in exchange for monetary considerations and office space on site at Oakwood Cemetery for the next three years.



Memorandum

The City of Traverse City

TO: Dave Green, DPS Director

FROM: Lauren Vaughn, Parks & Rec. Sup't. *DSG for L.V.*

DATE: September 8, 2016

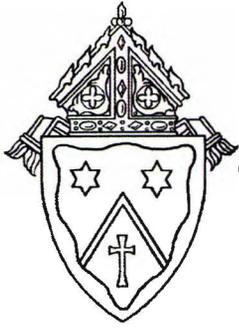
SUBJECT: *Proposed Agreement Renewal With Catholic Diocese of Gaylord*

As you know, there was language in the Cemetery agreement passed in 2013, that stated that if both the Catholic Diocese of Gaylord and the City wish to extend the existing agreement prior to October 1, 2016, that it may be extended an additional three years. Under this agreement, the City provides administrative, maintenance and burial services for the Catholic portions of Oakwood Cemetery. As part of the agreement, the Diocese pays us a set amount each year and allows us to move our office operations into their cemetery office that is located within the cemetery. In that office we conduct business for both the public and Catholic portions of Oakwood.

The agreement has worked out well for both parties. More importantly, the biggest winner is the public that does not have to try to find our previous office on Hastings Street and can handle their transactions within the cemetery instead of often having to make multiple trips between the cemetery and the office to purchase lots or to find the graves of loved ones.

We have received an affirmative letter from the Diocese of Gaylord, and both Branden Morgan, Cemetery Sexton and I agree that extending the agreement is also in the City's best interest.

Please request City Commission approval to extend the existing agreement for another three years.



DIOCESE OF GAYLORD

611 WEST NORTH STREET
GAYLORD, MI 49735
PHONE: 989.732.5147
FAX: 989.705.3589

September 1, 2016

Martin Colburn, City Manager
The City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

RE: Oakwood Cemetery

Dear Mr. Colburn:

The Diocese of Gaylord wishes to extend the existing Agreement with the City regarding Oakwood Cemetery for an additional three (3) years.

If you should have any questions, feel free to contact our Diocesan attorney, Robert T. Westerman II, at the Diocese office (989-732-5147).

Very truly yours,

DIOCESE OF GAYLORD

Fr. Matthew Wigton

Rev. Matthew Wigton
Chancellor
RTW/gmp
(90461)

CITY MANAGER'S OFFICE

SEP 02 2016

RECEIVED



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: HICKORY HILLS RATES – 2016/2017 SKI SEASON

Attached is a memo from Director of Public Services Dave Green regarding the Parks and Recreation Commission and Parks and Recreation Division staff's recommendation that the rates at Hickory Hills remain the same as the past two ski seasons.

As indicated in the attached memo from Parks and Recreation Superintendent Lauren Vaughn, although revenue for the past season was lower than the year prior, they could not conclude whether it was from the increase in rates or the unpredictable weather conditions. Therefore keeping the rates at the same level is recommended for comparison.

I recommend the following motion:

that the Resolution Establishing Fees For Hickory Hills Ski Area for 2016-2017 Season be adopted.

MC/kez

k:\tcclerk\city commission\resolutions\Hickory Hills Ski Rates 16-17_Cover Memo_20160919.doc

copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



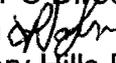
TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director
DATE: September 12, 2016 *DGC*
SUBJECT: 2016/2017 Hickory Hills Ski Rates

Attached is a memorandum from Lauren Vaughn, Parks and Recreation Superintendent, requesting that the City Commission approve a resolution adopting rates for the Hickory Hills Ski Area for the 2016-2017 ski season.

The Parks and Recreation Commission and staff again agreed on keeping the rates at the same level as last year. If you remember, two years ago seasonal rates were raised across the board and we felt it would make sense to experience an additional season in order to do an analysis on the outcome of the increase. As Lauren explains, our revenue last year was lower than the year before but we are not sure if the decline was caused by the increase in rates or by the terrible weather again. I concur with the recommendation of Lauren and the Parks & Recreation Commission and feel rates should stay at the same level as last year. I feel with the momentum that has been generated by the Hickory Hills Master Plan implementation progress so far, if the weather cooperates, this will be a banner year and a good comparison to see if we have our rates in the right slot.

We are also recommending that we keep the half price rates for City resident children that are on the free or reduced TCAPS lunch program as long as a letter from TCAPS is provided.

Please request that the City Commission approve a resolution establishing the Hickory Hills Ski Rates for the 2016-2017 winter season as presented.

TO: David Green, DPS Director
FROM: Lauren Vaughn 
RE: Proposed Hickory Hills Rates
DATE: September 8, 2016

Listed below are the suggested rates for this ski season. I am recommending keeping the rates the same as last year. For the 2014-15 season, we raised the amount for season passes by \$10.00 for individual and \$25.00 for family downhill season passes in all categories. Depending on the day of the week attending, it would take between 8 and 10 visits to pay for the season pass. The Cross Country season passes were also raised in 2014 by \$5.00 for season passes. We would keep the half price rates for City resident children that are on free or reduced TCAPS lunch program with documentation letter from TCAPS. Ski and snowboard rental rates are also included.

Our revenue was lower last year than the year before, and in fact is 9th on this list of 24 seasons while I have been here. It had to do with the weather and the shorter ski season. I think it would be prudent to leave the rates the same for at least one more season to do another comparison, hopefully with a normal length season. We were not able to open until January 9th and closed on March 13th.

I am including a sheet that gives you a summary of skier and revenue numbers for the past 24 seasons.

The Parks and Recreation Commission passed a motion 5 - 0 to recommend these rates to the City Commission at their meeting on September 1, 2016.

SUGGESTED RATE SCENARIO FOR 2016-17

Daily Rates	City Residents	Non-Residents
Saturday all day pass adult	\$18.00	\$21.00
Adult after 4pm Sat. and all other days	\$14.00	\$17.00
Child (12 and under) all days	\$13.00	\$16.00
Senior 60 and over all days	\$13.00	\$16.00
Cross Country at all times	\$ 6.00	\$ 7.00
Snow Shoeing at all times	\$ 6.00	\$ 7.00

Season Pass Rates	City Residents	Non-Residents
Adult	\$140.00	\$180.00
Child 12 and under	\$120.00	\$160.00
Senior 60 and over	\$120.00	\$160.00
Family (up to 4 people)	\$300.00	\$400.00
Each additional family member	\$ 30.00	\$ 40.00
Cross Country Family	\$ 50.00	\$ 70.00

Rental Rates	All Users
Child and Senior Sunday through Friday and Saturday after 4:00 p.m.	\$12.00
Child and Senior Saturday all day and holidays	\$14.00
Adult Sunday through Friday and Saturday after 4:00 p.m.	\$14.00
Adult Saturday all day and holidays	\$16.00

Last season was the first year for rentals and the revenue totaled \$2,730.00 for 208 rentals.

TO: Parks and Recreation Commission
 FROM: Lauren Vaughn *Lauren Vaughn*
 RE: Proposed Hickory Hills Rates
 DATE: August 26, 2016

Listed below are the suggested rates for this ski season. I am recommending keeping the rates the same as last year. In 2014 we raised the amount for season passes by \$10.00 for individual and \$25.00 for family downhill season passes in all categories. Depending on the day of the week attending, it would take between 8 and 10 visits to pay for the season pass. The Cross Country season passes were also raised then by \$5.00 for season passes. We would keep the half price rates for City resident children that are on free or reduced TCAPS lunch program with documentation letter from TCAPS. Ski and snowboard rental rates are also included.

The rates are also shown for the 2013 – 14 season so you can compare the rates prior to the increases in 2014 – 15.

Our revenue was lower last year than the year before, and in fact is 9th on this list of 24 seasons while I have been here. It had to do with the weather and the shorter ski season. I think it would be prudent to leave the rates the same for at least one more season to do another comparison, hopefully with a normal length season. We were not able to open until January 9th and closed on March 13th.

I am including a sheet that gives you a summary of skier and revenue numbers for the past 24 seasons.

SUGGESTED RATE SCENARIO FOR 2016-17

Daily Rates	City Residents	Non-Residents	2013-14	
			Rates City Res.	Rates Non-Res
Saturday all day pass adult	\$18.00	\$21.00	\$18.00	\$21.00
Saturday all day pass child (12 and under)	\$16.00	\$19.00	\$16.00	\$19.00
Adult after 4pm Sat. and all other days	\$14.00	\$17.00	\$14.00	\$17.00
Child (12 and under) after 4pm Sat. and all other days	\$13.00	\$16.00	\$13.00	\$16.00
Senior 60 and over all days	\$13.00	\$16.00	\$13.00	\$16.00
Cross Country at all times	\$ 6.00	\$ 7.00	\$6.00	\$7.00
Snow Shoeing at all times	\$ 6.00	\$ 7.00	\$6.00	\$7.00

Season Pass Rates	City	Non-	2013-14	2013-14
	Residents	Residents	Rates City Residents	Rates Non-Resident
Adult	\$140.00	\$180.00	\$130.00	\$170.00
Child 12 and under	\$120.00	\$160.00	\$110.00	\$150.00
Senior 60 and over	\$120.00	\$160.00	\$110.00	\$150.00
Family (up to 4 people)	\$300.00	\$400.00	\$275.00	\$375.00
Each additional family member	\$ 30.00	\$ 40.00	\$ 30.00	\$40.00
Cross Country Family	\$ 50.00	\$ 70.00	\$ 45.00	\$65.00

Rental Rates All Users

Child and Senior Sunday through Friday and Saturday after 4:00 p.m.	\$12.00
Child and Senior Saturday all day and holidays	\$14.00
Adult Sunday through Friday and Saturday after 4.00 p.m.	\$14.00
Adult Saturday all day and holidays	\$16.00

Last season was the first year for rentals and the revenue totaled \$2,730.00 for 208 rentals.

Hickory Hills Opening & Closing Dates and Number of Days Open

Year	Opening Date	Closing Date	Days Open	Total Ski Revenue	Total Skiers	Revenue Ranking	Skier # Ranking
1992-93	12/23/92	3/14/93	71	\$29,740.00	9,405	24	19
1993-94	12/26/93	3/13/94	76	\$30,374.00	9,070	23	20
1994-95	1/02/95	3/12/95	69	\$30,747.00	10,067	22	18
1995-96	12/16/95	3/10/96	79	\$42,023.80	11,265	20	15
1996-97	12/23/96	3/9/97	72	\$52,699.76	12,183	17	10
1997-98	1/14/98	2/28/98	45	\$40,237.50	6,601	21	24
1998-99	12/28/98	3/7/99	62	\$48,751.00	8,037	18	23
1999-2000	12/27/99	2/23/00	55	\$45,580.49	8,284	19	22
2000-01	12/22/00	3/11/01	72	\$67,683.00	12,843	14	8
2001-02	1/02/02	3/17/02	75	\$77,213.47	13,132	8	5
2002-03	12/27/02	3/16/03	79	\$75,382.80	14,562	10	1
2003-04	1/9/04	3/14/04	65	\$62,152.50	11,550	15	14
2004-05	12/27/04	3/6/05	69	\$68,775.00	10,330	13	17
2005-06	12/22/05	3/12/06	79	\$69,123.00	13,368	12	3
2006-07	1/15/07	3/11/07	56	\$53,299.00	8,485	16	21
2007-08	12/21/07	3/9/08	76	\$69,759.25	11,879	11	12
2008-09	12/19/08	3/8/09	78	\$86,603.50	12,389	5	9
2009-10	12/18/09	3/7/10	78	\$82,950.00	12,970	6	7
2010-11	12/17/10	3/13/11	85	\$90,768.50	13,050	3	6
2011-12	12/26/11	3/11/12	71	\$78,990.50	11,737	7	13
2012-13	12/27/12	3/10/13	73	\$96,835.25	13,186	1	4
2013-14	12/20/13	3/23/14	92	\$93,812.00	13,996	2	2
2014-15	12/19/14	3/15/15	85	\$87,975.00	12,056	4	11
2015-16	1/9/16	3/13/16	65	\$76,510.00	10,525	9	16

Revenue only includes ski related revenue, no concession revenue included.



**RESOLUTION ESTABLISHING FEES
FOR HICKORY HILLS SKI AREA
2016-2017 SEASON**

- Because, services are provided for the winter operation of a ski area at Hickory Hills located at 2000 Randolph Street in Traverse City that require expenditures of time and materials; and
- Because, the City Commission believes it is important that the actual costs associated with this service are not fully subsidized by the general taxpayer; and
- Because, the fees represent the recommended charges for the 2016-2017 winter season at Hickory Hills ski area; therefore, be it
- Resolved,** that the City Commission of the City of Traverse City does hereby establish the following seasonal ski rates for the 2015-2016 winter season at Hickory Hills:

<u>SEASON PASS</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Adult	\$140.00	\$180.00
Child 12 and under	\$120.00	\$160.00
Senior 60 and over	\$120.00	\$160.00
Family (up to 4 people)	\$300.00	\$400.00
Each additional family member	\$ 30.00	\$ 40.00
Cross Country family	\$ 50.00	\$ 70.00

<u>DAILY RATES</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Adult (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$ 18.00	\$ 21.00
Child 12 and under (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$ 13.00	\$ 16.00
Adult (Saturday and Holidays after 4 p.m. and all other days)	\$ 14.00	\$ 17.00
Child (Saturday and Holidays after 4 p.m. and all other days)	\$ 13.00	\$ 16.00

DAILY RATES

CITY RESIDENTS

**NON-CITY
RESIDENTS**

Senior 60 and over (all days)

\$ 13.00

\$ 16.00

Cross Country at all times

\$ 6.00

\$ 7.00

Snow Shoeing at all times

\$ 6.00

\$ 7.00

This resolution also authorizes issuing discount coupons for promotional advertising in print or electronic media or on discount cards and offering half price rates for City Resident TCAPS students that participate in the reduced price lunch program.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on September 19, 2016, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, MI.

Benjamin C Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 19,
2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2016/2017 WINTER SNOW HAULING/PLOWING
CONTRACT

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that a Service Order be issued to Molon Excavating for the 2016/2017 winter season.

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

that the City Manager be authorized to issue a blanket service order to Molon Excavating at the hourly rates included with the packet for the September 19, 2016 meeting, for winter snow hauling/plowing for the 2016/2017 season, with the City Manager to be authorized to issue two additional one-year service orders at the same prices if service is determined to be satisfactory, with funds available in the various Streets and Traverse City Parking System Funds.

MC/jd

K:\tcc\clerk\city commission\purchase orders\snow plowing and hauling downtown 2016 2017

cc: Dave Green, DPS Director
 Mark Jones, Street Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: September 12, 2016
SUBJECT: 2016/2017 Winter Snow Hauling/Plowing Contract

Attached is a memorandum from Mark Jones, Streets Superintendent, requesting that we issue a service order to Molon Excavating for the required snow hauling and plowing within the downtown area for the 2016-2017 winter season. This service order covers plowing of various parking lots and sidewalks in the Traverse City Parking System and hauling of snow removed from City Streets. This is an on-call service order, meaning that services are performed when requested to support our snow clearing operations. Molon was originally awarded the bid for this service in 2013 and in that bid, the specifications allowed for two, one year extensions as long as the price was held and we were satisfied with the service. Based on that clause we extended the 2013 contract the last two years. This year we advertised for bids to check the market conditions and Molon was read low bid again out of two qualified bidders.

As Mark mentions in his memorandum, Molon has performed reliably and responsively the last three seasons and he is satisfied with their effort. I concur with his assessment of the bids and Molon's workmanship.

Please request City Commission approval for a service order to Molon Excavating for snow plowing and removal in the downtown area for the 2016-2017 winter season with an option for two additional one year periods. Funds are available in the various Streets and Traverse City Parking System accounts.

Memorandum

To: Dave Green

From: Mark Jones, Street Department Superintendent, City of Traverse City

Date: 09-09-16 

Subject: Winter 2016-2017, Snow plowing, hauling, equipment and services

Each winter the City Street Department hires a contractor for snow removal and snow hauling in the core downtown area. While Street Department crews plow all city streets, alleys, State Trunk line, and city sidewalks, including the downtown area, snow removal is handled a little differently downtown than in the rest of the city. In the core downtown area, including Front Street and State Street, snow build up would block the parking lanes and prevent the public from accessing both metered parking and store entrances. Snow is regularly hauled away from the sidewalks, streets, and close range parking lots to ensure accessibility. This activity typically transpires from 12:00a.m. until completion, during any significant snowfall of greater than two inches of snow. Snow removal on the sidewalks usually starts first, the contractor pushes or blows the snow into the parking area of the street. On small snow events, City crew will use loaders with snow pushers to clear the streets and move the snow to designated parking lots. During larger snow events the contractor provides road graders and moves the snow to the center of the street. Then city personnel use a large loader with snow blower and loads the snow into lead trucks supplied by the contractor. This snow is hauled to City snow dump locations. Simultaneously, public metered parking lots in the downtown area are plowed, City Parks Department crews plow the lots that can accommodate stored snow, to be hauled by city crews after the snow event has subsided. The Contractor plows the parking lots where snow cannot be stored, and hauls the snow away from the immediate area. The Contractor works closely with the City Street Department to quickly remove excess snow from the immediate downtown area. Meanwhile City Street Crews and City equipment are dispatched to plow snow on the 76 miles of city streets, 25 miles of public alleys, 72 miles of city sidewalk, and 4.6 miles of bike paths in the city. Contracting snow hauling in the core downtown areas ensures that the downtown areas will continue to be open for business while the City Street Department plows, sands and protects the rest of the City during a snow event. The City Street Department oversees when and to what extent a Contractor is called in for snow removal.

The City of Traverse City received two bids for the snow plowing, hauling, equipment and services for the down town area. The contractors were Molon Excavating Inc. and Elmers crane and Dozer Inc.

Molon Excavating, Inc. bid the following for snow hauling and plowing equipment:

Lead Trucks	\$115.00 per hour
Road Grader	\$130.00 per hour
Pickup w/ Plow	\$ 85.00 per hour
Sander with material w/50/50 mix, 5 yard	\$480.00 per hour
Sander with material w/ 50/50 mix, 10 yard	\$800.00 per hour
Sander with material w/straight sand, "Garland Street". Pickup size sander. 1.5 yard	\$120.00 per hour
4.5 yard	\$100.00 per hour
Loaders 938	\$135.00 per hour
Loader 950	\$135.00 per hour
Sidewalk Equipment	\$180.00 per hour

Elmer's Crane and Dozer Inc. bid the following for snow hauling and plowing equipment.

Lead trucks	\$125.00 per hour
Road Graders	\$195.00 per hour
Pickup with Plow	\$135.00 per hour
Sander with material w/50/50 mix, 5 yard	\$420.00 per hour
Sander with material w/50/50 mix, 10 yard	\$540.00 per hour
Sander with material w/straight sand, "Garland Street". Pickup size sander. *not bid per bid specs	
5 yard	\$350.00 per hour
10 yard	\$550.00 per hour
Loader 938	\$150.00 per hour
Loader 950	\$170.00 per hour
Sidewalk Equipment	\$485.00 per hour

Bid is calculated by adding the hour rate for the equipment/material needed.

Both Molon and Elmers have won low bid in previous years, and both have been professional and prompt in the service they have provided to the City during the winter snow events. Since Molon Excavating presented low bid, and has provided good service in the past years I recommend awarding a service order for snow plowing, hauling and equipment and services to Molon Excavating Inc. at their bid prices for the 2016/2017 winter season. With option of renewal for two additional years in one year increments, if the price remains the same and the service remains satisfactory. Money is budgeted in various Street and Auto Parking maintenance accounts for this service.

101-441-801.00

585-585-801.00

202-202-801.00

Will you kindly request the City Commission support and approval to award the bid to Molon Excavating for a service order for the 2016-2017 snow plowing season. With option of renewal for two additional years in one year increments, if the price remains the same and the service remains satisfactory.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: AGREEMENTS FOR SERVICES AT THE BROWN BRIDGE QUIET AREA

Attached is a memo from Director of Public Services Dave Green recommending renewal of two agreements relating to management of the Brown Bridge Quiet Area. As explained by Mr. Green, these two agreements are for:

1. Management of the Brown Bridge Quiet Area (with a property manager living on-site)
2. Lease of the property manager's residence (the residence is owned by the City; we receive indirect payment by savings in compensation paid to the property manager who is paid less because 'lodging' is provided)

The Conservation District manages 175 acres of land and 2.5 miles of river shoreline and oversees the improvements to the property. This arrangement has worked well and I recommend it be continued for another three years; and the following motion would do so (5 affirmative votes required):

that the Mayor and City Clerk execute an agreement with the Grand Traverse Conservation District, for a three-year period (January 1, 2017, through December 31, 2019), for resource management services at the Brown Bridge Quiet Area in the amount of \$42,500 per year, with funds available in the Brown Bridge Property Maintenance Fund; and

that the Mayor and City Clerk execute a lease agreement with the Grand Traverse Conservation District, for a three-year period (January 1, 2017, through December 31, 2019), for the lease of the City-owned caretaker's residence at Brown Bridge, with such agreements subject to approval as to their substance by the City Manager and their form by the City Attorney.

MC/bcm k:\ccclerk\city commission\agreements\brown bridge quiet area conservation district 2016

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 
DATE: September 12, 2016
SUBJECT: Conservation District Agreements

We have two long-standing agreements with the Grand Traverse Conservation District for management activities at the Brown Bridge Quiet Area. We have had three such agreements in the past but since the removal of the Brown Bridge Dam a few years ago we no longer require the District's assistance in maintaining and monitoring it. I will briefly explain the two agreements:

1. **Agreement for Resource Management Services.** This agreement covers land management services by the Conservation District to the City, primarily at Brown Bridge. It includes maintaining trails and structures; monitoring public activities; purchasing supplies and materials; coordinating work projects; and securing and directing labor for projects, all as explained further in the attached "Schedule A District's Scope of Services". The District assigns an employee to perform these activities and this individual actually resides on-site in the Caretaker's Residence which is in the Brown Bridge Quiet Area giving us better overall presence at the property.

For the past three years the agreement called for the City to pay the District \$42,500.00 annually for these services. The District is comfortable with keeping the amount the same and is again asking for \$42,500.00 per year for the next three years to take care of the Quiet Area.

2. **Lease Agreement.** This agreement covers the Caretaker's Residence mentioned above. This structure has been in the Brown Bridge Area since 1920 when the dam was built and has been, by tradition, the residence for the dam caretaker, and now the overall Brown Bridge Quiet Area caretaker. The house was renovated in the spring of 2006. The value of the house is included in the District's total compensation package for the employee who lives there, i.e., this person gets paid a lesser wage but does not have to pay for lodging. The district pays for furnishings and utilities too.

Memorandum

The City of Traverse City
Department of Public Services



We have placed a lease value on this house of \$6,000.00 per year. The District doesn't pay us the \$6,000.00; it is part of our overall cost for caretaking services at Brown Bridge.

I recommend that we continue to rely on the Grand Traverse Conservation District to manage the 1300 acre Brown Bridge Quiet Area for the City. The Conservation District employs land management specialists and Parkland Stewards who are well trained and equipped to provide the required services.

Therefore, please request City Commission approval for the following:

- A three year agreement with the Grand Traverse Conservation District in the amount of \$42,500.00 per year for Resource Management Services at Brown Bridge Quiet Area.
- An amendment to the lease agreement with the Grand Traverse Conservation District for the Caretaker's Residence at Brown Bridge that will extend the lease for three more years.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: LOT V PARKING SPACES

The City closed on the purchase of Lot V on Friday, September 9, 2016. As you know, the long-term plans for this property are to construct a parking garage.

Attached is a memo from City Engineer Timothy Lodge recommending a change order to the contract with Elmer's Crane and Dozer to construct and pave 85 parking spaces. There are 18 spaces on the lot now.

Finally, attached is a memo from Downtown Development Authority Executive Director Rob Bacigalupi outlining the off-street parking spaces on the west end of downtown.

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 2015 Pavement Preservation Project (originally authorized September 8, 2015), in the amount of \$100,000, more or less, which would provide for the construction and paving of 85 parking spaces in Lot V (145 West Front Street) at the unit prices submitted by Elmer's Crane and Dozer, with funds available in the Parking System Fund, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

K:\tcclerk\city commission\agreements\parking lot v paving

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

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

FROM: Timothy J. Lodge, City Engineer 

DATE: September 12, 2016

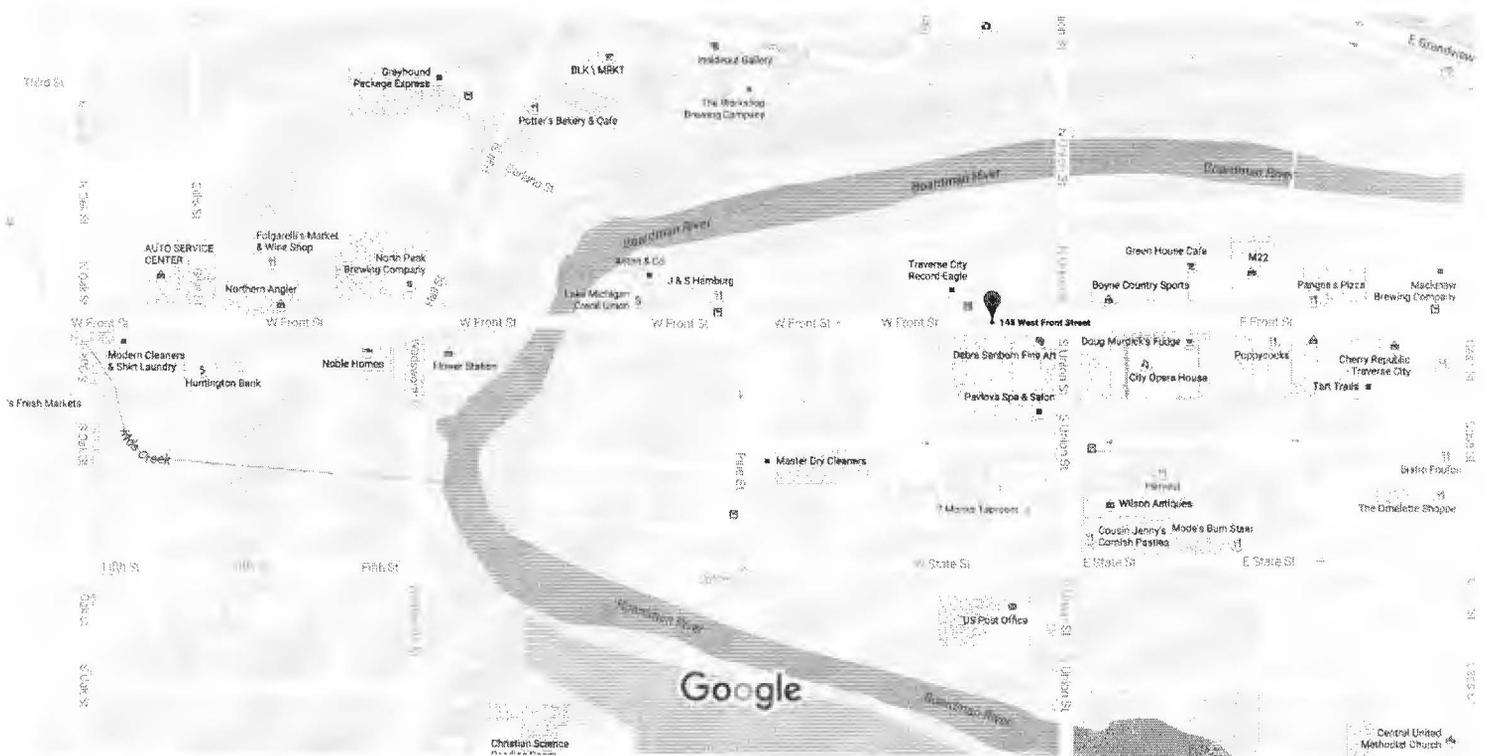
SUBJECT: 2015 Pavement Preservation Project
Contract Changes for Parking Lot V, 145 West Front Street

As requested, we obtained pricing from our current contractor for the above referenced project to construct and pave 85 parking spaces on Lot V (145 West Front) now that the City has taken possession of the property. The improved lot would be utilized until such time as the construction for the anticipated parking structure on this property begins. This will increase the number of spaces to 102.

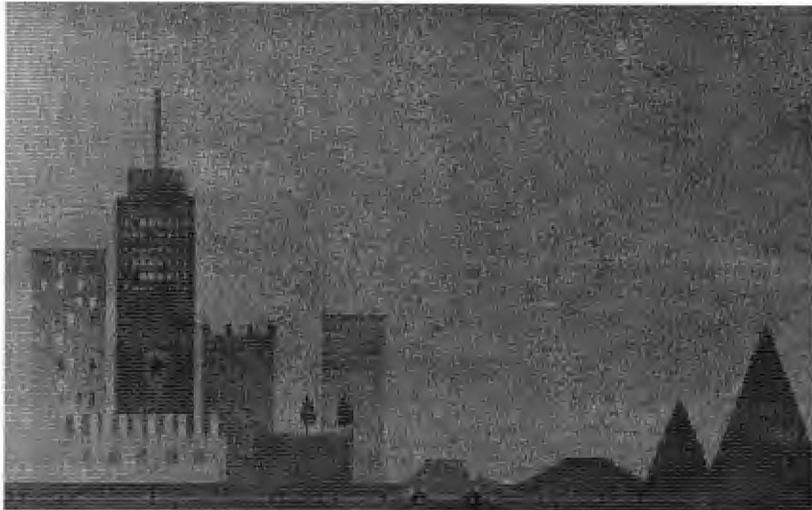
In an effort to clarify the costs for the work, we have attached the project cost tabulation sheet with the Engineer's Estimate and the cost provided by the Contractor. We have reviewed their unit prices and have found them to be consistent with our estimated cost for the work.

Therefore, we recommend that the proper City officials be authorized to execute a change order to the existing contract with Elmer's to add these contract items to their contract in the amount of \$100,000.00, more or less. Funds are available in the Parking Fund for this work.

Google Maps 145 W Front St



Map data ©2016 Google 100 ft



145 W Front St
Traverse City, MI 49684



To: Benjamin Marentette, City Clerk

From: Rob Bacigalupi, Executive Director

Re: Temporary Parking Improvements at Lot V (145 West Front)

Date: Tuesday, September 13, 2016

As discussed earlier today the addition of parking spaces at 145 West Front is important for preserving public parking on the west side of town while we work on a more permanent solution. Below is a table and map showing where public off-street spaces are on the West End and whether the lot is owned by the City or part of a short term lease. All short term lots are subject to termination within 90 days.

	Spaces	Leased/ Owned
E	57	Owned
P	36	Leased
S	84	Leased
V	18	Leased
X	46	Leased
Z	72	Leased





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC HEARING NOTICE – SPECIAL ASSESSMENT DISTRICTS

Currently, City ordinance provides that notice of public hearings for special assessments are to be sent by the City Assessor. Follow-up documentation from City Commission meetings as well as public hearing notices are completed by the City Clerk's Office. Therefore, for efficiency and consistency, I recommend that the public hearing notice mailing requirement for special assessment districts be shifted from the City Assessor to the City Clerk.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Public Hearing Notice for Special Assessment Districts*, Section 232.03, which would provide that the City Clerk mail notice of special assessment district public hearings rather than the City Assessor, be introduced and scheduled for possible enactment on October 3, 2016.

MC/bcm

K:\tcclerk\city commission\ordinance amendments\special assessment public hearing notice

copy: Polly Cairns, City Assessor

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: PUBLIC HEARING NOTICE FOR SPECIAL ASSESSMENT DISTRICTS

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 232.03, *Special Assessment District Procedures*, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

232.01 CITY COMMISSION AUTHORITY

The City Commission shall have the power to determine by resolution, with or without petition, that the whole or any part of the cost of any public improvement or abatement necessary to preserve the public health, safety, and welfare shall be defrayed by special assessment upon the property in special districts especially benefited but such determination shall not be made until the preliminary proceedings provided for in this Chapter shall have been completed. In all cases, public improvements and hazard abatement shall be made at the discretion of the City Commission. Advisory petitions for improvements may be submitted to the City Commission but they shall be advisory only and shall not be jurisdictional.

(Ord. 819. Passed 1-5-09.)

232.02 INITIATION OF PUBLIC IMPROVEMENTS.

- (a) Filing of Petitions. The initiation of a public improvement, any part of the expense of which is to be assessed against one or more lots or parcels of real estate in proportion to the probable benefit to be derived there from, may be made by petition to the City Commission, signed by the owners of 50% or more of the owners of the property to be benefited by the improvement. To permit proper planning, designing and financing, petitions for capital improvement should be filed by April 1. If a petition is filed after April 1 and the City Engineer determines the costs will appreciably change, a new petition with the revised cost information shall be circulated before the petition may be considered. The City Commission may not be able to consider any such request or petition which is filed later than April 1 of each year.
- (b) Contents of Petitions. Petitions shall be presented on forms provided by the City Clerk and shall set forth the location, extent and character of the desired improvement, the portion of the total cost which is proposed to be assessed against the property to be benefited, and the number of annual installments in which the assessment is to be divided.
- (c) City Commission Initiation. Public improvements may be initiated by City Commission resolution.
 - (1) If written objections to a proposed improvement where the cost is proposed to be defrayed in whole or in part by special assessment have been filed with the City Assessor by the owners of more than one-half of the parcels to be assessed at or

before the public hearing provided for in Section 232.03, the City Commission shall not proceed with the improvement except by the affirmative vote of 6 members of the City Commission.

- (d) **Waiver of Notice of Hearing.** The owner of record of any lot or premises may, at any time, execute, in writing, a "Waiver of Notice and Proceedings", and may file the same with the City Clerk, waiving any or all notice of hearing and other proceedings required in this chapter and in the City Charter and authorizing the City Commission to make such special assessment as the City Commission may determine against the owner and his or her property without further notice. The City Commission may thereupon, by resolution, authorize the City Manager to proceed with the improvement. Any special assessment so made shall, upon confirmation of the assessment by the City Commission, be considered the same as any other special assessment formally made under the City Charter, notwithstanding the omission of any notice or proceeding so waived.

(Ord. 819. Passed 1-5-09. Ord. 847. Passed 10-19-09.)

232.03 SPECIAL ASSESSMENT DISTRICT PROCEDURES

- (a) **Resolution on Public Improvement.** The City Commission may, by resolution determine to make an improvement and to defray the whole or any part of the cost of the improvement by special assessment upon the property especially benefited in proportion to the benefits derived or to be derived. By such resolution, the City Commission shall approve the preliminary plans for the improvement, determine the estimated cost thereof, determine what proportion of the cost of the improvement shall be paid by special assessment upon the property especially benefited and what proportion, if any, shall be a general obligation of the City, designate the special assessment district or land and premises upon which special assessments shall be levied and direct the City Assessor to prepare a special assessment roll in accordance with the City Commission's determination and to report the same to the City Commission for conformation. The City Commission may also direct the City Engineer to proceed with the preparation of final plans and specification for the improvement and may authorize the City Engineer to proceed with the advertising and taking of bids in accordance with City purchase requirements.
- (b) **Assessment of Engineering Costs.** In the event that an improvement for which a petition has been filed receive initiatory approval and hearing of necessity approval from the Commission but does not receive final construction approval, any cost incurred in the preparation of preliminary and final plans and specification may be assessed against the parcel of that would have benefited if the improvement had been made. Cost shall be assessed against the aforementioned parcels of land according to the provisions of this Chapter.
- (c) **Setting the Public Hearing.** Upon receipt of a special assessment roll, the Commission shall:
- (1) Order it filed in the office of the City Clerk for public examination,
 - (2) Fix the time and place when it will meet and review the roll and hear all persons interested in the necessity of the improvement,
 - (3) Direct the City Clerk to give notice of the hearing.

- (d) Notice of Public Hearing. The notice shall specify the time and place of the hearing and shall be published in the official newspaper of the City not less than 15 days prior to the date of the hearing. 15 days' notice shall also be sent by mail by the ~~City Assessor~~ City Clerk to each owner of property subject to assessment, as indicated by the records of the City Assessor's office, but failure to send the notice to any owner of property shall not invalidate the proceedings or assessments. All notices shall state clearly the costs of the improvement are described in the roll and that they are either "estimated costs" or "final costs".
- (e) Objection to Roll. An owner of property to be assessed may file an objection to the improvement in writing with the City Clerk. No original assessment roll shall be confirmed except by the affirmative vote of six members of the City Commission if prior to the confirmation written objections to the proposed improvement have been filed by the owner of more than one-half of the property to be assessed.
- (f) Public Hearing and Approvals.
- (1) The City Commission shall meet and review the project specifications and the special assessment roll at the time and place appointed and shall hear all persons interested in the necessity of the improvements and all oral or written objections to it.
 - (2) The City Commission may correct the roll as to any assessment or description of any lot or tax parcel, or other errors appearing in it. Any changes made in the roll shall be noted in the minutes.
 - (3) After the hearing and review, the Commission may confirm the special assessment roll with the corrections as it may have made, if any, or may refer it back to the City Manager for revision or may annul it and any proceedings in connection with it.
 - (4) Upon confirmation of any special assessment roll, the Commission shall determine the number of installments in which the assessments may be paid and shall determine the rate of interest to be charged on installments but not to exceed six percent per annum.
 - (5) The Clerk shall endorse the date of confirmation upon each special assessment roll. The roll shall, upon confirmation, be final and conclusive.

(Ord. 819. Passed 1-5-09.)

232.04 PROCEDURE FOR ASSESSING SINGLE PARCELS.

When any expense is incurred by the City upon or in respect to any single lot or tax parcel, which expense is chargeable against it and the owner of it under the provisions of the Charter, this Code, or law of the State of Michigan and is not of that class required to be pro-rated among several lots and tax parcels in a special assessment district the following procedure shall be followed:

- (a) Preparation of Account. An account of the labor, material or services for which the expense was incurred, verified by the City Manager, with a description of the lot or tax parcel and the name of the owner, if known, shall be reported to the City Treasurer who shall immediately bill the owner, if known.
- (b) Notification of Assessment. The bill shall be sent by first class mail to the owner of the

lot or tax parcel to be assessed and the bill shall notify the owner of the time of the meeting of the Commission, not sooner than 30 days thereafter, when the Commission will meet for the purpose of adopting a resolution placing a special assessment upon the lot or tax parcel for the charges unless the charges are paid prior to the date of the meeting.

- (c) Resolution of Special Assessment. At the meeting the Commission shall adopt, a special assessment resolution covering each lot or tax parcel for which charges have not been paid in full. As many lots or tax parcels may be included in a single resolution as shall be convenient. Upon adoption of the resolution, the Commission may authorize installment payments, and if installment payments are authorized, shall determine the number of installments and the rate of interest to be charged, but not to exceed six percent per annum.
- (d) Notice of Resolution. Within seven calendar days after the adoption of the resolution, the Clerk shall give notice of the lot or tax parcel owners. The notice shall be sent by first class mail to the last known addresses of the persons as shown on the assessment records of the city, or by publication. The notice shall state the basis of the assessment, the amount, and shall give a reasonable time, not less than 30 days, within which payment shall be made to the Treasurer.
- (e) Placement of Lien on Tax Roll. In all cases where payment is not made within the time set, the fact shall be reported by the Treasurer to the Assessor, who shall charge the amounts, together with a penalty as allowed by Charter, against the persons or lots or tax parcels chargeable, on the next tax roll. The special assessment resolution shall be treated as a special assessment roll and the adoption of the resolution shall correspond to the confirmation of a special assessment roll.
- (f) Other Provisions Not Applicable. The provisions of the preceding sections of this chapter with reference to special assessments generally and the proceedings necessary before making the improvements, shall not apply to assessments contemplated under this section.

(Ord. 819. Passed 1-5-09. Ord. 990. Passed 4-17-14)

232.05 FINANCING AND PAYMENT.

- (a) Payment in Full. A property owner may pay the full assessment on all special assessment projects in cash and save the interest charges.
- (b) Payment in Full upon Transfer. Special assessment are payable in full upon transfer of title to the property and upon any land division or boundary adjustment.
- (c) Installment Payments. Installments, plus interest not to exceed 6% may be made on any unpaid balance, except as otherwise provided by law. The property owner may make full payment of the balance at any time during the assessment period, plus interest due on the date of such payment.
- (d) Installment Periods. The Installment period for improvements shall be as follows:
 - (1) Water Mains. Not to exceed 10 years.
 - (2) Sanitary Sewers. Not to exceed 10 years
 - (3) Storm Sewers. Not to exceed 10 years.
 - (4) Curb and Gutter. Not to exceed 20 years.

- (5) Street. Not to exceed 20 years.
- (6) Alley. Not to exceed 10 years.
- (7) Sidewalks. Not to exceed 20 years.

(Ord. 819. Passed 1-5-09.)

232.06 ATTACHMENT OF LIEN

All special assessments contained in any special roll, including any part thereof deferred as to payment, shall, from the date of confirmation of such roll, constitute a lien upon the respective lots or parcels of land assessed and until paid shall be a charge against the respective owners of the lots and parcels of land. Such line shall be of the same character and effect as the lien created for City taxes and shall include accrued interest and penalties. No judgment or decree, nor any act of the City Commission vacation a special assessment, shall destroy or impair the lien of the City upon the premises assessed for such amount of the assessment as may be equitably charged against the same, or as by a regular mode of proceeding might be lawfully assessed thereon.

(Ord. 819. Passed 1-5-09.)

232.07 COLLECTION OF SPECIAL ASSEMENTS

- (a) Installments. The special assessment roll shall be transmitted by the Clerk to the Treasurer for collection, immediately after its confirmation. The Treasurer shall divide the assessments into installments, when so ordered by the Commission; provided that, if such division operates to make any installment less than \$10.00, then the Treasurer shall reduce the number of installments so that each installment shall be above and as near \$10.00 as possible.
- (b) Delinquent Assessments. The Treasurer shall be charged with collecting all special assessments. After an assessment or any installment becomes delinquent, the Treasurer may add the entire assessment, with any interest, collection fee or penalty, to the annual tax bill of the City attributable to the lot or premises involved, or may collect it separately by the tax sale procedure.
- (c) Additional Remedies. In addition to any other remedies and without impairing the lien therefore, any delinquent special assessment in its entire amount, together with interest, collection fees and penalties, may be collected in an action at law in the name of the City against the person assessed or liable for the same, in any court having jurisdiction thereof.

(Ord. 819. Passed 1-5-09.)

232.08 STANDARDS FOR IMPROVEMENTS.

The Standards and Specifications for improvements made according to this Chapter shall be established by written policy of the City Engineer.

(Ord. 819. Passed 1-5-09.)

The effective date of this Ordinance is the _____ day of _____, 2016.

klowran

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

Jim Carruthers, Mayor

Benjamin C. Marentette, City Clerk

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

Benjamin C. Marentette, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: SILVER DRIVE – CONSERVATION EASEMENT

Attached is a memo from City Attorney Lauren Tribble-Laucht in connection with the above matter. As explained by the City Attorney, there are three actions for the City Commission to take in connection with the already-constructed Silver Drive (also known as the South Campus Entrance) at the Grand Traverse Commons.

The following three actions are sought from the City Commission:

1. Approve an amendment to the City of Traverse City and Charter Township of Garfield Recreational Authority's (Authority) Articles of Incorporation.

Currently, the Authority's articles only provide that they may transfer property to one of the participating municipalities upon approval of the City Commission and Garfield Township Board of Trustees. This has created an issue because part of the construction of the South Campus Entrance (Silver Drive) required that a conservation easement be issued to the State of Michigan to offset the wetlands affected by the street's construction. Therefore, the proposal is to amend the Articles to allow the Authority to transfer to other parties upon approval by the City Commission and Garfield Township Board of Trustees.

2. Approve the granting of the wetland conservation easement by the Authority in connection with the construction of Silver Drive. (2.90 acres, labeled as Area #2 on the attachment)
3. To authorize the City's issuance of the conservation easement as approved by the electorate on November 3, 2016. (.05 acres labeled as Area # 3 on the attachment)

Since the City Attorney's memo was drafted, we have confirmed that the Garfield Township Board of Trustees has approved items #1 and 2.

I recommend the following motion (5 affirmative votes required for the City's issuance of the conservation easement):

that the First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority to allow the authority to transfer property to other parties upon approval of the Charter Township of Garfield's Board of Trustees and the City Commission, be approved; and

that the City Commission approves the granting of a wetland conservation easement by the City of Traverse City and Charter Township of Garfield Recreational Authority related to the construction of Silver Drive, as approved by the City of Traverse City and Charter Township of Garfield Recreational Authority at its September 7, 2016, meeting; and

that the wetland conservation easement related to the construction of Silver Drive as delineated in the materials with the September 19, 2016, packet, be granted to the Michigan Department of Environmental Quality as approved by the City electorate on November 3, 2015; and finally,

that the Mayor and City Clerk be authorized to execute related documents related to these matters.

MC/bcm

k:\tcclerk\city commission\agreements\rec authority bylaws and silver drive conservation easements

copy: Matt Cowall, Recreational Authority Executive Director

Memorandum

The City of Traverse City



TO: City Commission

CC: Marty Colburn, City Manager
Benjamin C. Marentette, City Clerk

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

DATE: September 9, 2016

SUBJECT: *Silver Drive – Conservation Easement*

As you will recall at the election of November 3, 2015, the electors approved the granting of a conservation easement related to parkland adjacent to Silver Drive. The conservation easement was a condition of the permit required to construct this roadway because the construction impacted wetlands. You will also recall that a portion of the impacted area, which was anticipated to be included in the conservation easement, belongs to the City of Traverse City and Charter Township of Garfield Joint Recreational Authority (“Rec Authority”). Therefore, since the time of the approval we have been working together with the Rec Authority as well as the DEQ to finalize all of the surveys and other documentation necessary to finalize the conservation easement requirement. This took slightly longer than anticipated as there were some concerns about accommodating planned future activities in the Rec Authority area of the easement, which were able to be addressed with agreement of the DEQ.

In the process of preparing the documentation, the Rec Authority identified an inconsistency within its Articles of Incorporation that should be corrected. Article III of the Articles indicates that the Authority may only transfer property to a participating municipality, while Article VI, Section 3 provides that it may transfer property to either a participating municipality or to another person or entity as long as the transfer is also approved by the participating municipalities (i.e. the City and Garfield Township). The Rec Authority took action on September 7, 2016 to correct this inconsistency so that it may transfer property to both participating municipalities and others with the approval of both the City and Garfield Township. In other words, the City would always have a veto opportunity if the Rec Authority transfers property. The First Amendment and the Articles of Incorporation are attached for your reference. This change to the Articles of Incorporation requires approval of the City. Therefore, the following motion would be appropriate:

That the first Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority be approved.

Next, in order to complete the granting of the conservation easement, two actions are required. First, if the City Commission wishes to allow the granting of the conservation easement on the

Rec Authority's property the City must approve the granting of the conservation easement by the Rec Authority on its property (shown as Area 2 on the attached survey) pursuant to while Article VI, Section 3 of its Articles of Incorporation. The following motion would be appropriate:

That the City Commission approves the granting of a wetland conservation easement by the City of Traverse City and Charter Township of Garfield Recreational Authority related to the construction of Silver Drive, as approved by the City of Traverse City and Charter Township of Garfield Recreational Authority at its meeting of September 7, 2016.

Finally, in order to grant the conservation easement on its property (shown as Areas 1 and 3 on the attached survey) so that the City is in compliance with the permit requirements for the construction of Silver Drive and as approved by the electors as described above, the following motion would be appropriate:

That the wetland conservation easement related to the construction of Silver drive be granted to Michigan Department of Environmental Quality as approved by the electors at the election of November 3, 2015.

**FIRST AMENDMENT TO
ARTICLES OF INCORPORATION
FOR
THE CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD
RECREATIONAL AUTHORITY**

This Amendment to the Articles of Incorporation are adopted, signed, and acknowledged by the participating municipalities for the purpose of amending Article III of the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority adopted by the City Commission of the City of Traverse City, Michigan, on June 30, 2003, and the Charter Township of Garfield Board on June 30, 2003.

Article III is hereby amended to provide in its entirety as follows:

ARTICLE III

PURPOSE

The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance, or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or otherwise transfer facilities so acquired or any part thereof or interest therein to one or both participating municipalities or to any other person or entity upon approval of the participating municipalities. Other than as limited by these Articles, the Authority is incorporated for all purposes as stated in the Recreational Authorities Act, as limited by these Articles and any subsequent amendments.

All other provisions of the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority shall be and remain the same.

This First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreation Authority shall become effective and be in full force and effect upon filing with the Secretary of State.

IN WITNESS WHEREOF, the participating municipalities have adopted and authorized to be executed this First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreation Authority, on behalf of the City of Traverse City, by the Mayor and City Clerk, and the Charter Township of Garfield, by the Supervisor and the Township Clerk.

CITY OF TRAVERSE CITY, a Michigan
municipal corporation.

James R. Carruthers, Mayor

Benjamin C. Marentette, City Clerk

CHARTER TOWNSHIP OF GARFIELD, a
Michigan municipal corporation.

Chuck S. Korn, Supervisor

Lanie McManus, Township Clerk

* Remainder of this Page Intentionally Left Blank *

The foregoing First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority was adopted by the City Commission of the City of Traverse City, Michigan at a _____ meeting duly held on the _____ day of _____, 2016.

Dated:

Benjamin C. Marentette, City Clerk

The foregoing First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority was adopted by the Charter Township of Garfield Board at a _____ meeting duly held on the _____ day of _____, 2016.

Dated:

Lanie McManus, Township Clerk

Published in the *Record-Eagle* on _____, 2016.

Filed with the Secretary of State on _____, 2016.

ARTICLES OF INCORPORATION
FOR
THE CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD
RECREATIONAL AUTHORITY

These Articles of Incorporation are adopted, signed, and acknowledged by the incorporating units for the purpose of forming a recreational authority under the provisions of Act No. 321, Public Acts of 2000 (the "Recreational Authorities Act").

ARTICLE I

NAME

This authority shall be known as the CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY, hereafter referred to as the Authority.

ARTICLE II

PARTICIPATING MUNICIPALITIES

The participating municipalities are the City of Traverse City, a Michigan municipal corporation, and the Charter Township of Garfield, a Michigan municipal corporation. They are hereafter referred to as the participating municipalities.

ARTICLE III

PURPOSE

The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance, or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or transfer any such facilities so acquired only

to a participating municipality. Other than as limited by these Articles, the Authority is incorporated for all purposes as stated in the Recreational Authorities Act, as limited by these Articles and any subsequent amendments.

ARTICLE IV

DURATION

The Authority shall be automatically dissolved within sixty (60) days from and after the election date if the electors of the Authority fail to approve a public recreation tax on all of the taxable property within the territory of the Authority by November, 2004. Notwithstanding the foregoing, if the participating municipalities, acting through their respective governing bodies within such sixty (60) day period, elect to extend its duration, then the Authority shall continue for so long as then specified by the participating municipalities. If the electors so approve such tax, the Authority's duration shall continue for so long as an approved millage remains in effect.

ARTICLE V

TERRITORY

The territory of the Authority shall be the corporate boundaries of the participating municipalities.

ARTICLE VI

POWERS AND DUTIES

Section 1 The Authority shall be an authority under Section 6 of Article IX of the State Constitution of 1963. It shall be a body corporate with power to sue and be sued in any court of the State of Michigan. It shall have the powers and duties as established by the Recreational Authorities Act and incidental thereto. MCL 123.1131.

Section 2 The Authority and the participating municipalities shall have the power to acquire and hold, by purchase, lease, option, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of the Authority. The property may include franchises, easements, or rights of way on, under, or above any property. The Authority may pay for the property from, or pledge for the payment of the property, revenue of the Authority.

Section 3 The Authority shall have the power to donate, sell, lease or otherwise transfer its property or any part thereof or interest therein to one or both participating municipalities or to any other person or entity upon approval of the participating municipalities.

Section 4 The Authority shall have the power to apply for and accept grants and contributions from individuals, the federal government or any of its agencies, the State of Michigan, a municipality, or other public or private agencies to be used for any of the purposes of the Authority.

Section 5 Before adopting by resolution a proposal for a tax authorized by the Recreational Authority Act, the proposed resolution shall be submitted to the participating municipalities and not less than 45 days be allowed for their consideration and comment.

Section 6 The Authority shall operate on a July 1 – June 30 fiscal year and the annual operating

budgets shall be submitted to the participating municipalities for review and approval.

Section 7 The Authority shall have the power to hire full-time or part-time employees and retain professional services.

Section 8 The Authority shall have the power to provide for the maintenance of all of the real and personal property of the Authority.

Section 9 The Authority shall have the power to assess and collect fees for services provided by and expenses incurred by the Authority.

Section 10 The Authority shall have the power to receive revenue as appropriated by the legislature of the State of Michigan or a participating municipality.

Section 11 The Authority shall have the power to enter into contracts incidental to or necessary for the accomplishment of the purposes of the Authority.

Section 12 The Authority's operation of public facilities shall be limited to only those public facilities and lands that it has acquired or that have been transferred to the Authority by a participating municipality. Nothing in these Articles shall obligate a participating municipality to transfer any park, recreation center, or any land or interest therein to the Authority.

ARTICLE VII

GOVERNING BODY - OFFICERS

Section 1 The Authority shall be directed and governed by a board of directors of seven members known as the "Board", three members to be appointed by the City

Commission of Traverse City, three members to be appointed by the Garfield Township Board, and one member to be appointed by the Board of Directors of the Grand Traverse Regional Land Conservancy.

Section 2 Members of the legislative body of a participating municipality are eligible for membership or appointment to the Board. At least one (1) member of each participating municipality's legislative body shall be appointed to the Board. Each member of the Board shall be a resident of the participating municipality that appoints that member. The member appointed by the Grand Traverse Land Conservancy shall be a resident of either the City of Traverse City or Garfield Township.

Section 3 The terms of the directors shall be three years. The initial terms of the directors constituting the first Board shall be staggered as follows:

- a. For the three directors appointed by the City of Traverse City:
 - One director shall serve a one-year term.
 - One director shall serve a two-year term.
 - One director shall serve a three-year term.
- b. For the three directors appointed by the Township of Garfield:
 - One director shall serve a one-year term.
 - One director shall serve a two-year term.
 - One director shall serve a three-year term.
- c. The director appointed by the Grand Traverse Regional Land Conservancy shall serve a three-year term.

Section 4 The Board shall designate one of the directors as Chairperson, another of the directors as Secretary, and another as Treasurer.

Section 5 The Board shall adopt and amend by-laws including rules of procedure consistent with the provisions of the Recreational Authorities Act. The by-laws shall provide for regular meetings of the Board, not less frequent than quarterly. The by-laws and any amendment to them shall not be effective until approved by the Traverse City City Manager and the Garfield Township Supervisor.

Section 6 The Chairperson shall preside at meetings of the Board and may sign and execute all Authority-authorized bonds, contracts, and other obligation in the name of the Authority. The Chairperson shall do and perform such other duties as may be fixed by the by-laws and from to time to time assigned by the Board.

Section 7 The Secretary shall perform all the duties fixed by the by-laws. The Secretary shall preside at meetings of the Board in the absence of the Chairperson.

Section 8 The Treasurer shall perform all duties fixed by the by-laws. The Treasurer shall be bonded for the faithful discharge of the duties as Treasurer, the bond to be of such character, form, and in such amount as the Board may require.

Section 9 No member of the Board shall receive compensation for services as a member of the Board but is entitled to reimbursement for reasonable expenses, including expenses for travel authorized by the Board incurred in the discharge of the directors' duties.

Section 10 Vacancies occurring in the office of director shall be filled by the participating municipality or other entity having appointed the vacated director position. Vacancies shall be filled within 30 days of the vacancy for the remainder of the unexpired term.

Section 11 A director may be removed from office as provided by and in accordance with the Recreational Authorities Act.

ARTICLE VIII

PUBLIC BODY

The Authority is a public body and shall comply with the requirements of the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, as amended, and the Freedom of Information Act, Act 442 of the Public Acts of 1976, as amended.

ARTICLE IX

PUBLICATION

A copy of these Articles of Incorporation shall be published once in the *Traverse City Record-Eagle*, being a newspaper circulated within the participating municipalities prior to adoption by the participating municipalities.

ARTICLE X

ADDITION OR WITHDRAWAL OF PARTICIPATING MUNICIPALITIES

Section 1 A municipality may become a participating municipality in the Authority only upon an affirmative vote of the legislative bodies of the existing participating municipalities and the proposed participating municipality. If the Authority has been authorized to levy a tax, the addition of another participating municipality shall be contingent upon approval by the electors of the proposed municipality of a tax equivalent to that which the Authority has been authorized to levy.

Section 2 A participating municipality may withdraw from the Authority on an affirmative vote of the legislative body of each participating municipality. However, in no event shall a participating municipality withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE XI

AMENDMENT

Amendments to these Articles of Incorporation shall be made only as authorized by the Recreational Authorities Act. Amendments shall be published in the *Traverse City Record-Eagle* before adoption.

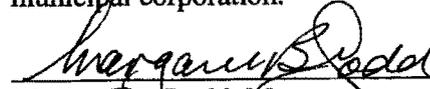
ARTICLE XII

EFFECTIVE DATE

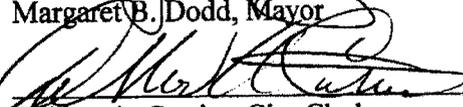
These Articles of Incorporation shall become effective and be in full force and effect upon filing with the Secretary of State.

IN WITNESS WHEREOF, the participating municipalities have adopted and authorized to be executed these Articles of Incorporation, in behalf of the City of Traverse City, by the Mayor and the City Clerk, and the Charter Township of Garfield, by the Supervisor and the Township Clerk.

CITY OF TRAVERSE CITY, a Michigan
municipal corporation.

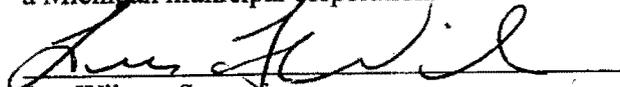


Margaret B. Dodd, Mayor

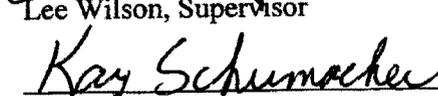


Debra A. Curtiss, City Clerk

CHARTER TOWNSHIP OF GARFIELD,
a Michigan municipal corporation.



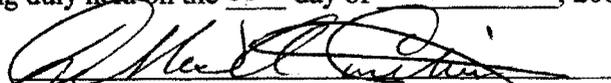
Lee Wilson, Supervisor



Kay Schumacher, Township Clerk

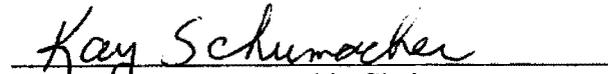
The foregoing Articles of Incorporation were adopted by the City Commission of the City of Traverse City, Michigan, at a special meeting duly held on the 30 day of June, 2003.

Dated: June 30, 2003


Debra A. Curtiss, City Clerk

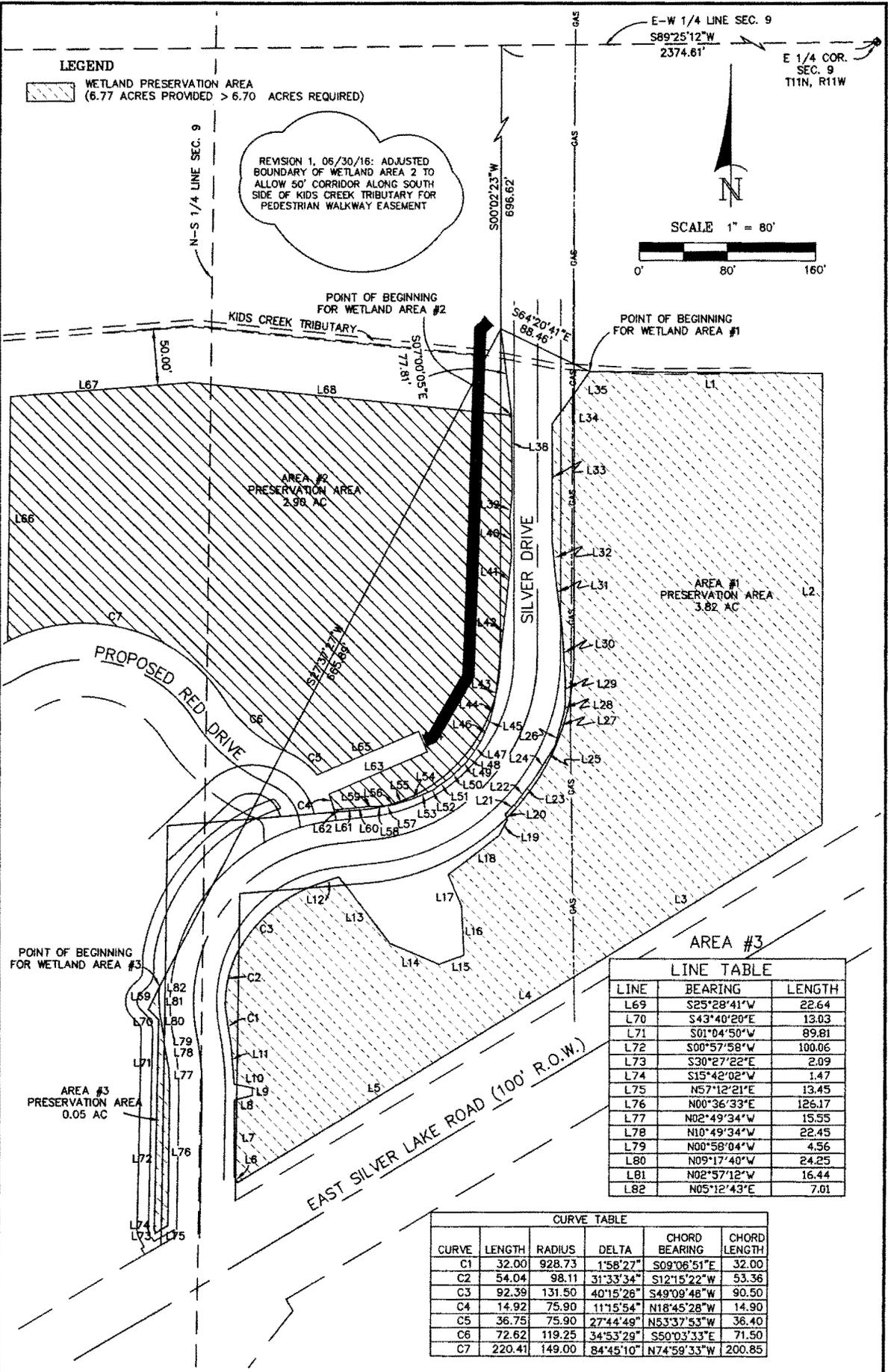
The foregoing Articles of Incorporation were adopted by the Charter Township of Garfield Board at a special meeting duly held on the 30 day of June, 2003.

Dated: July 8, 2003


Kay Schumacher, Township Clerk

Published in the *Record-Eagle* on May 18, 25 and June 29, 2003.

Filed with the Secretary of State on July 15, 2003.



LINE TABLE

LINE	BEARING	LENGTH
L69	S25°28'41"W	22.64
L70	S43°40'20"E	13.03
L71	S01°04'50"W	89.81
L72	S00°57'58"W	100.06
L73	S30°27'22"E	2.09
L74	S15°42'02"W	1.47
L75	N57°12'21"E	13.45
L76	N00°36'33"E	126.17
L77	N02°49'34"W	15.55
L78	N10°49'34"W	22.45
L79	N00°58'04"W	4.56
L80	N09°17'40"W	24.25
L81	N02°57'12"W	16.44
L82	N05°12'43"E	7.01

CURVE TABLE

CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C1	32.00	928.73	1°58'27"	S09°06'51"E	32.00
C2	54.04	98.11	31°33'34"	S12°15'22"W	53.36
C3	92.39	131.50	40°15'28"	S49°09'48"W	90.50
C4	14.92	75.90	11°15'54"	N18°45'28"W	14.90
C5	36.75	75.90	27°44'49"	N53°37'53"W	36.40
C6	72.62	119.25	34°53'29"	S50°03'33"E	71.50
C7	220.41	149.00	84°45'10"	N74°59'33"W	200.85

LEADING SURVEYING, LLC
 EDGE

1302 E. 40 1/2 ROAD
 CADILLAC, MI 49601
 OFFICE: (231) 342-5012
 CELL: (231) 342-9892

**SOUTH CAMPUS ENTRANCE
 CITY OF TRAVERSE CITY
 WETLAND PRESERVATION SHEET**

PART OF THE SE 1/4
 SECTION 9, T27N, R11W
 CITY OF TRAVERSE CITY
 GRAND TRAVERSE COUNTY, MICHIGAN

DRN: RK
 CHK: EKHS
 05/30/16
 12-0090 WP

1
 OF 2

AREA #1

LINE TABLE		
LINE	BEARING	LENGTH
L1	S89°37'51"E	211.12
L2	S00°00'00"E	405.25
L3	S58°37'08"W	297.91
L4	S58°34'28"W	24.07
L5	S58°44'00"W	297.63
L6	N25°26'32"W	6.48
L7	N00°02'55"W	68.63
L8	N75°43'35"E	16.95
L9	N02°21'38"W	6.88
L10	N77°58'08"W	16.65
L11	N04°49'50"W	35.86
L12	N70°53'48"E	24.00
L13	S37°46'02"E	75.75
L14	S67°20'40"E	48.94
L15	N70°41'13"E	24.35
L16	N02°51'41"W	43.98
L17	N23°17'49"W	31.09
L18	N52°41'08"E	57.97
L19	N26°47'14"E	16.24
L20	N24°20'50"W	5.05
L21	N44°05'48"E	13.37
L22	N37°27'03"E	12.53
L23	N37°27'03"E	13.60
L24	N31°59'58"E	23.73
L25	N31°59'58"E	12.29
L26	N16°09'24"E	10.91
L27	N15°02'56"E	20.27
L28	N07°28'08"E	8.30
L29	N00°23'52"E	19.44
L30	N03°40'47"W	48.49
L31	N07°17'17"W	52.11
L32	N05°18'09"W	27.87
L33	N00°04'41"E	104.25
L34	N37°04'37"E	28.42
L35	N34°49'53"E	29.05

AREA #2

LINE TABLE		
LINE	BEARING	LENGTH
L38	S00°27'20"E	71.59
L39	S05°32'21"W	20.71
L40	S02°36'06"E	33.88
L41	S06°14'34"W	40.47
L42	S06°22'20"W	74.68
L43	S07°20'59"W	18.04
L44	S14°06'36"W	16.96
L45	S24°26'09"W	1.16
L46	S24°34'55"W	18.72
L47	S33°28'33"W	10.87
L48	S35°21'08"W	10.97
L49	S45°40'46"W	5.64
L50	S46°17'49"W	14.89
L51	S54°38'59"W	19.45
L52	S65°01'57"W	1.88
L53	S67°04'21"W	15.55
L54	S68°57'19"W	4.02
L55	S72°59'09"W	17.09
L56	S81°40'17"W	3.98
L57	S85°35'59"W	5.01
L58	S86°17'00"W	7.42
L59	S87°50'23"W	7.75
L60	S84°43'27"W	12.55
L61	S84°41'49"W	9.37
L62	S84°17'14"W	8.55
L63	N67°00'32"E	97.40
L64	N23°20'10"W	20.22
L65	S66°54'26"W	100.49
L66	N00°44'33"E	219.61
L67	N85°24'43"E	161.11
L68	S84°19'00"E	292.54

REVISION 1, 06/30/16: ADJUSTED BOUNDARY OF WETLAND AREA 2 TO ALLOW 50' CORRIDOR ALONG SOUTH SIDE OF KIDS CREEK TRIBUTARY FOR PEDESTRIAN WALKWAY EASEMENT

CLIENT: CITY OF TRAVERSE CITY

DRN: RK

CHK: EKH3

2/10/14

12-0090WP

LEADING
SURVEYING, LLC

1302 E. 40 1/2 ROAD
CADILLAC, MI 49601
OFFICE: (231) 342-5012
CELL: (231) 342-9892

PART OF THE SE 1/4
SECTION 9, T27N, R11W
CITY OF TRAVERSE CITY
GRAND TRAVERSE COUNTY, MICHIGAN

SHEET

2

OF 2



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC ART DONATION OPPORTUNITY – DAVID BARR
ESTATE

Attached is a memo from Traverse City Arts Commission Chairwoman Mary Bevans Gillett regarding an opportunity to obtain art for public display from the David Barr Estate in partnership with the Dennon Museum Center. As mentioned by Ms. Bevans Gillett, the art would be gifted to the Dennon Museum Center, who in turn would place the artwork on long term loan to the City.

With the deadline quickly approaching, the Arts Commission is asking for support to move forward with the intent of working out details such as timing and location at a later time.

I recommend the following motion:

that the City of Traverse City supports the Traverse City Arts Commission working with the Dennon Museum Center to request art for public display from the David Barr Estate, with final authorization to be obtained from the City Commission at a future date.

MC/kez

tcclerk:/City Commission/Public Art/David Barr Estate Art_20160919.doc

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

MEMORANDUM

TO: Traverse City Arts Commission
FROM: Mary Bevens Gillett, Chair 
RE: Public Art Donation Opportunity – David Barr Estate
DATE: September 13, 2016

The Traverse City Arts Commission has an opportunity that is time sensitive (9/29 deadline) to benefit from a David Barr sculpture as a piece of public art. The Arts Commission is seeking support to work with the Dennon Museum Center to obtain a piece of art for public display.

BACKGROUND & OPPORTUNITY

David Barr was an internationally known sculptor and founder/artistic director of the Michigan Legacy Art Park. He passed away in August 2015.

<http://www.crainsdetroit.com/article/20150831/NEWS/150839982/david-barr-artist-behind-hart-plaza-arch-michigan-legacy-art-park>

The Estate of David Barr estate is offering to donate several of his sculptures to the Dennon Museum Center, Michigan Legacy Art Park and the City of Novi. The Traverse City Arts Commission was contacted by the Dennon Museum Center to see if it was interested in obtaining one of the works for public art in the city. There are seven possible pieces that are available, photos follow this memo.

Deadline to submit requests is absolutely no later than September 29. The Barr Estate's timeline is not negotiable. Wish lists must be submitted by September 29, 2016 by the Dennon Museum Center, Michigan Legacy Art Park & the City of Novi or the respective offers are forfeited. Timeline on the actual movement of the works to region is not determined, but anticipated prior to year's end.

Per the Barr estate's requirements, the artwork must be gifted to the Dennon Museum Center (or MLAP or City of Novi). NMC/Dennon, would, in turn, place the artwork on long term loan to the City of Traverse City. There is also the ability for NMC to transfer ownership to the City in the future.

FUNDING REQUIREMENTS & RELATED CONSIDERATIONS

Anticipated value of each piece if purchased or commissioned would be in the \$20,000 to \$25,000 range. These are not terribly large pieces, assuming in the 8'-10' range, which will be confirmed.

Arts Commission funding would be required for:

- Transportation from Novi to Traverse City;
- A cement pad or cement column where the sculpture at the installation site;
- A forklift to move it from the flatbed to the cement pad.

Required budget is variable due to sculpture size and ability to cost share with Dennon and MLAP.

- Since MLAP and Dennon will also be receiving sculptures, cost sharing for combined transportation and related expenses. This would significantly reduce Arts Commission cost.
- Based on input from arts professionals, anticipated budget, including installation, would be \$5,000-\$7,000.

Future funding considerations are minimal. Long term expenses are limited to regular maintenance which requires paint every 5-7 years.

Location is to be determined by the Arts Commission and City of Traverse City. We are able to move forward with the request prior to September 29, then determine final site upon confirmation. We also have the ability to request more than one piece, with assumption of additional fees as outlined above.

BENEFITS & ADDED VALUE

This opportunity offers a number of benefits to the Arts Commission and the City of Traverse City:

- Allows another substantial piece of public art to be added in the City within a short time frame
- Limited investment for a work with significant value
- David Barr is an internationally renowned artist with strong northern Michigan ties
- Collaboration with the Dennis Museum Center & Michigan Legacy Art Park
- Ability to move sculpture, if needed.
- Arts Commission funding is currently available to guarantee expenses are covered. However, this is a project where fundraising can be utilized to fund all or a significant portion of expenses.

PROCESS & NEXT STEPS

In order to follow City Commission requirements, master plan guidelines as well as the Barr Estate deadline, we propose the following timeline and considerations:

- **Special Meeting of the Traverse City Arts Commission, 9/13, 1:30pm:** The Arts Commission approved requesting City Commission approval to move forward with request.
- **City Commission Meeting, 9/19, 7pm:** Consideration by the City Commission to support the Arts Commission working with the Dennis Museum Center to request a David Barr sculpture for the purpose of public art within the City of Traverse City. If supported, the Arts Commission will be working with City Staff, stakeholders, Art Selection panel, and, if applicable, Parks & Recs.
- **Regular Arts Commission Meeting, 9/21, 3:30pm:** Further review of potential locations and recommend piece to request to Dennis.
- **Request to Dennis Museum Center for the David Barr Estate, 9/27.** If approved to move forward by the City Commission on 9/19, a formal request will be made to the Dennis Museum Center for submission to the Barr Estate.

Thank you for your consideration of this unique opportunity. I look forward to our discussion.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PARKING LOT D AND BOARDMAN RIVER LAUNCH
IMPROVEMENTS

Attached is a memo from City Engineer Timothy Lodge recommending a contract for improvements to Parking Lot D and the Boardman River launch. The City Engineer outlines in his memo the improvements that will be made in three work areas. The project was bid with an alternate for the launch ramp to include a more durable cast-in-place ramp; and Elmer's, the low bidder, provided a lesser overall bid when including the more durable boat launch ramp.

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

that the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer in the amount of \$462,744.39, more or less at the unit prices indicated in its bid, to include the cast-in-place alternate, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.

MC/bcm

K:\teclerk\city commission\agreements\parking lot d and boardman river launch

Copy: Timothy Lodge, City Engineer

Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
Rob Bacigalupi, DDA Executive Director

FROM: Timothy J. Lodge, City Engineer 

DATE: August 16, 2016

SUBJECT: Parking Lot D and Boardman River Boat Launch Improvements

This memo is to provide an update and includes a recommendation to award a construction contract for the above referenced project.

BACKGROUND

The project (CIP Project 550) has been in plan development since 2010 when the need to reconstruct the lot was identified by Parking Services. The lot currently includes 52 auto and 6 trailer parking spaces. It is used primarily in the summer months serving Clinch Park and Boardman River activities and by fishermen in the transitional times in the fall and spring. In the winter it is used for snow storage for the downtown snow removal operations.

During fundraising for Clinch Park Hagerty Insurance pledged \$50,000 to be used for improving the boat ramp in the parking lot. This was followed with grant applications to the MDNR Waterways and Coastal Zone Management (CZM) Programs. The City received and accepted a \$156,200 Waterways Grant in 2012/13. However the funding was reassigned to Emergency Dredging and the City re-applied and was successful in 2014. The City received and accepted a \$40,000 CZM Grant in 2012 but had to return the money because of the re-assigned Waterways Grant. We re-applied and accepted an \$80,000 CZM Grant in 2013 but because of environmental soil conditions discovered during the design we forfeited the funding. We re-applied for funding in 2015 but were not successful in receiving funding.

The main factor in not receiving CZM funding was the change in the scope of work that was necessitated by environmental soil conditions. The City employed an environmental consultant in 2013/14 and found soil conditions that were incompatible with the planned permeable pavement and rain gardens. The existing and proposed asphalt paved surface acts as a barrier to the environmentally impacted soils as noted in the attached communication from Otwell-Mawby.

Therefore, the storm water management systems were changed to include four bio-filter inlet and tree boxes which discharge into catch basins that will have baffles (Traverse City Outlet Covers) that reduce the amount of trash and insoluble pollutants from the storm water. They also provide sumps below the catch basin outlet to settle out and collect solids such as sand

and iron oxide. Additionally, the outlet covers will have "Bio-Skirts" attached to them. These skirts are treated with an antimicrobial agent to reduce soluble bacterial pollutants such as bird feces from leaving the catch basin and entering the river. These skirts also absorb insoluble pollutants such as oil and gas increasing the effectiveness of the baffle itself for this type of pollutant. Native plantings and trees are included in the tree lawn along the north side of the parking lot adjacent to Grandview Parkway.

CURRENT PROJECT DESCRIPTION

The work for this project is divided into three work areas as follows:

Work Area #1

1. Reconstruct the parking lot with new curbing to provide 51 auto and 6 trailer parking spaces. Four auto spaces can be converted to two trailer spaces if needed.
2. Installation of bio-filter inlets and tree boxes to capture storm water run-off along the southern edge of the lot.
3. Installation of landscaping including trees and native plantings

Work Area #2

1. Replace existing boat launch ramp and provide new skid pier for boat access including a universally accessible canoe/kayak launch. An alternate for a cast in place ramp is also included.
2. Boat cleaning/invasive species education signage

Work Area #3

1. Removal and replacement of the existing wood ramp to access the existing boardwalk near the Park Street Entrance

A design plan sheet for the project is attached for your reference. The funding for the project is anticipated as shown below.

FUNDING SOURCES	
WATERWAYS GRANT	\$ 150,951.00
HAGERTY CONTRIBUTION	\$ 50,000.00
STORMWATER FUND	\$ 100,000.00
*PARKING SYSTEM FUNDING	\$ 275,000.00
TOTAL FUNDS AVAILABLE	\$ 575,951.00

As noted * above the funding from the parking system includes an allocation of \$50,000 for the Work Area #3 items from TIF 97. We have secured the necessary permits and the plans have been approved by MDNR Waterway staff. Construction can start this fall and be complete by June 2017.

BID RESULTS

Sealed bids were received on September 9, 2016 for the above referenced project. Two bids were received for this work as follows:

Elmer's Crane and Dozer, Inc	Traverse City	\$463,041.07
Molon Excavating, Inc	Traverse City	\$494,766.28

The Engineering Department cost estimate for the project is \$502,593.75. We have reviewed the bids received and the low bid contractor's experience with similar projects and found that the low bid contractor is capable of performing the work for this project.

In addition to a segmental panel boat ramp we included an alternate work item for placing a more durable cast in place concrete boat ramp. The Contractor pricing for this option is as follows:

Elmer's Crane and Dozer, Inc	Traverse City	\$462,744.39
Molon Excavating, Inc	Traverse City	\$496,616.28

The Engineering Department cost estimate for the project with the alternate cast in place boat ramp is \$513,593.75. Therefore, it is recommended that this work be awarded to Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above-mentioned low bidder including the cast in place alternate, in the aforementioned amount of \$462,744.39, more or less, with funds available in Capital Project Fund with revenue sources as noted above.



Otwell Mawby, P.C.
Consulting Engineers

August 23, 2016

Mr. Timothy J. Lodge, P.E.
Traverse City-Engineering Department
400 Boardman Avenue
Traverse City, Michigan 49684

EMAIL: tlodge@traversecitymi.gov

**RE: PARKING LOT "D", BOAT LAUNCH PROJECT
ENVIRONMENTAL MEMO**

Dear Tim:

Pursuant to our recent telephone discussion we reviewed our file pertinent to the environmental investigations of the Boat Launch/Parking Lot 'D' property completed in 2013/2014. The work was presented in several reports which provide discussion regarding the scope of the investigation, the findings and include an environmental construction management plan (ECMP) dated September 2014. The ECMP addressed potential environmental issues that could occur during construction. These documents should be reviewed in their entirety for a more complete understanding of the environmental issues associated with the site.

Portions of the site were used historically as a bulk fuel storage and junk yard. These uses and historic fill on the site have resulted in environmental impact to the property. The field investigation completed in 2013/2014 included 27 soil borings. The borings typically encountered fill, consisting in many borings as black sandy material with coal and cinder fragments. The fill also included aggregate base and sand with brick fragments and wood. Laboratory analysis of select soil samples revealed impact with metals, semi volatile hydrocarbon constituents (PNAs) and volatile hydrocarbon constituents in excess of the MDEQ Generic Residential Cleanup Criteria (GRCC). It is reasonable to assume that the metals and PNA exceedances could exist in many locations across the site that have not been specifically laboratory tested, especially where the black sandy fill is encountered.

A large portion of the site is currently covered with a hard surface asphalt parking and drive areas. This hard surface cover prevents the infiltration of stormwater through the fill and the

potential for leaching of the PNAs and metals through the soil to groundwater with potential for subsequent migration of the groundwater to the Boardman River. The current asphalt parking area serves as an encapsulating barrier which protects users of the site from contact to the environmentally impacted soils and it effectively prevents infiltration and leaching of contaminants to groundwater.

The proposed project would remove and replace the existing hard surface with new pavement which will provide a comparable level of protection with regard to contaminant leaching and contact with the impacted soils. If the hard surfaces over portions of the site were permanently removed, such as a reduction in the parking area, and reestablished with a green area, there is an increased potential of infiltration, leaching of metals or PNA's from the impacted soils to the groundwater and migration to the Boardman River.

This memo provides a brief discussion of one issue associated with the investigation we have completed on the site. The documents referenced in the initial paragraph in this report should be reviewed for a more comprehensive understanding of the investigation, findings and ramifications of development. Please call if you have any questions or if we can provide further clarification.

Very truly yours,

OTWELL MAWBY, P.C.

A handwritten signature in cursive script that reads "Roger Mawby". The signature is written in black ink and is positioned above a horizontal line.

Roger L. Mawby, P.E.
President

RLM/th



The City of Traverse City
Engineering Department
GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, Michigan 49684

CITY OF TRAVERSE CITY BOARDMAN RIVER BOAT LAUNCH IMPROVEMENTS WORK AREA #1 AND #3 CONSTRUCTION SHEET

Revision/Issue	Date
REVIEW	11/25/13
REVIEW	11/4/15
REVIEW	2/2/16
REVIEW	8/12/16

Date	11-25-13
Project No.	14-PA-0007
Drawn by	JDM
Scale	N.A.
Sheet No.	5 OF 8

SCALE: 1" = 20'

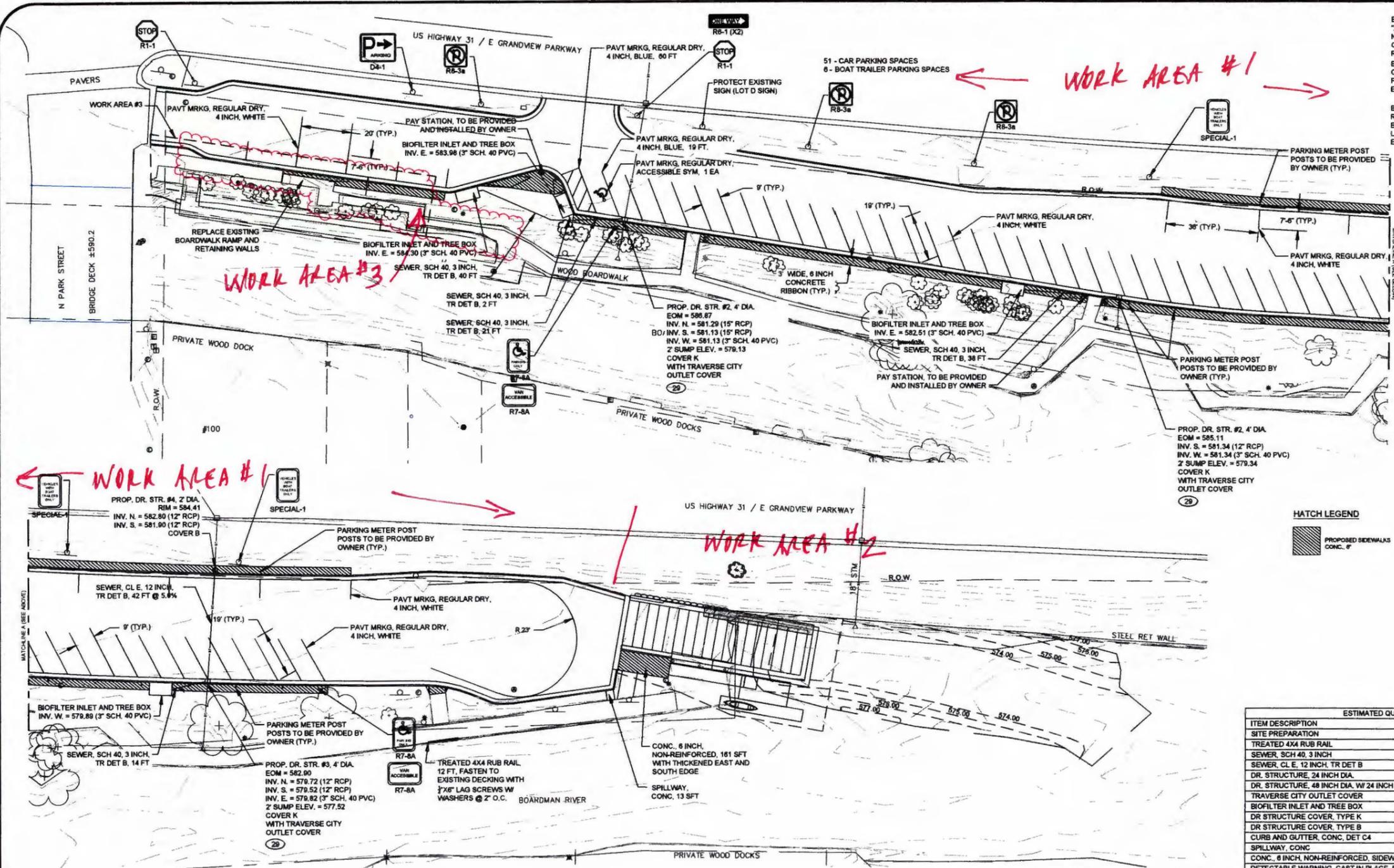
LEGEND

- ✱ FOUND PROPERTY CORNER
- ▲ BENCHMARK
- SIGN
- ⊠ GAS BOX
- ⊕ UTILITY POLE
- ⊖ GUY WIRE
- ⊗ WATER VALVE
- ⊙ PED LIGHT POLE
- ⊚ ELECTRIC RISER
- ⊛ TELEPHONE RISER/BOX
- ⊜ FIRE HYDRANT
- ⊝ CATCHBASIN
- ⊞ BEEHIVE GRATE CATCHBASIN
- ⊟ STORM MANHOLE
- ⊠ SANITARY MANHOLE
- ⊡ DECIDUOUS TREE
- ⊢ CONIFEROUS TREE
- TREE LINE
- SHRUB LINE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- OVERHEAD TELEPHONE
- UNDERGROUND TELEPHONE
- OVERHEAD CABLE TV
- UNDERGROUND CABLE TV
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- GUARDRAIL
- FENCE
- TOP/BOTTOM OF SLOPE

HATCH LEGEND

- ▨ PROPOSED SIDEWALK CONC. 6"

BM 7" IN CONC EAST SIDEWALK ON NORTH PARK STREET BRIDGE OVER BOARDMAN RIVER RIVER ELEV = 588.90
 BM CONC STOOP AT SW COR OF #429 FRONT ST. 0.18' ABOVE WALK ELEV = 588.90
 BM RR SPIKE NW FACE DOCK PILE BETWEEN S SIDE OF CONC BOAT LAUNCH AND WOOD BOARDWALK ELEV = 581.63



ESTIMATED QUANTITIES THIS SHEET: WORK AREA #2			
ITEM DESCRIPTION	UNIT	QUANTITY	
SITE PREPARATION	LSUM	1	
TREATED 4X4 RUB RAIL	FT	12	
SEWER, SCH 40, 3 INCH	FT	115	
SEWER, CL E, 12 INCH, TR DET B	FT	42	
DR. STRUCTURE, 24 INCH DIA.	EA	1	
DR. STRUCTURE, 48 INCH DIA, W/ 24 INCH SUMP	EA	3	
TRAVERSE CITY OUTLET COVER	EA	3	
BIOFILTER INLET AND TREE BOX	EA	4	
DR STRUCTURE COVER, TYPE K	EA	3	
DR STRUCTURE COVER, TYPE B	EA	1	
CURB AND GUTTER, CONC, DET C4	FT	1495	
SPILLWAY, CONC	SFT	13	
CONC. 6 INCH, NON-REINFORCED, SIDEWALKS / ADA RAMPS, DRIVEWAYS	SFT	2450	
DETECTABLE WARNING, CAST IN PLACE, REPLACEABLE, BRICK RED	FT	18	
HMA, 13A, LEVELING (165# / SYD)	TON	233	
HMA, 13A, TOP (165# / SYD)	TON	233	
PAVT MRKG, REGULAR DRY, 4 INCH, WHITE	FT	964	
PAVT MRKG, REGULAR DRY, 4 INCH, BLUE	FT	79	
PAVT MRKG, REGULAR DRY, ACCESSIBLE SYM	EA	1	
PARKING METER POST	EA	29	
SIGN, TYPE III B	SFT	30	
POST, STEEL, 3 LB (14' LENGTH)	FT	140	

ESTIMATED QUANTITIES THIS SHEET: WORK AREA #3			
ITEM DESCRIPTION	UNIT	QUANTITY	
WOOD BOARDWALK RAMP FURNISH AND CONSTRUCT	LSUM	1	

NOTES:
 1. NUMBER IN CIRCLE REFERS TO MDOT STANDARD PLAN R-96-E.

SYMBOL	LABEL	DIMENSION	AREA (SFT)	QUANTITY (EACH)	QUANTITY (SFT)
	R7-8A	12"x18"	1.5	1	1.5
	R7-8A	12"x8"	.5	1	0.5
	D4-1	24"x30"	5.0	1	5
	R8-1	12"x36"	3.0	1	3
	R8-3	12"x12"	1.0	3	3
	R1-1	30"x30"	6.25	2	12.5
	SPECIAL-1	12"x18"	1.5	3	4.5
				TOTAL	30.0



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: TRANSPORTATION DEMAND MANAGEMENT STUDY

Attached is a memo from Parking Administrator Nicole VanNess outlining a recommendation from a committee for a Transportation Demand Management Study. As explained by Ms. VanNess, a committee consisting of representatives from the City Commission, City staff, BATA, the DDA Board and DDA staff synthesized the proposals and recommends the firm Nelson Nygaard to conduct this study. The recommended firm provided the most comprehensive proposal and has allocated a team with relevant experience.

This study will recommend improvements that will allow us to better leverage our parking assets for modes of transportation beyond the automobile. Ms. VanNess outlines what will be accomplished through this study; and to ensure a beneficial amount of public engagement occurs, we recommend a \$10,000 contingency for additional public input sessions if necessary.

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

that the Mayor and City Clerk execute a contract with Nelson/Nygaard for a Transportation Demand Study in the amount of \$83,916, with funds available in the Parking Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that the City Manager be authorized to approve payment in an amount not-to-exceed \$10,000 for any additional public engagement services in connection with this matter, with funds available in the Parking Fund.

MC/bcm

K:\teclerk\city commission\agreements\parking demand management

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



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: September 13, 2016
Re: Transportation Demand Management Study Recommendation

In an effort to evaluate current processes and quantity parking for future developments, Parking Services issued a Request for Proposal to begin a Transportation Management Plan for recommendations for improvements to optimize the parking facilities we have and leverage other modes of transportation to relieve pressure on our facilities.

Parking Services has made efforts to improve its policies as outlined in the 3 Year Plan, however, there is a need for a more comprehensive approach that takes into account community input; commuter trends; and best management practices for offering pedestrian, bicycle, and transit options as an alternative to parking. We aim to be realistic about the fact that people currently use motorized vehicles to meet the vast majority of their transportation needs, and will likely continue to do so for the foreseeable future, but must simultaneously acknowledge the growing demand for other safe, convenient, and comfortable travel choices. By default, motor vehicles have been prioritized at the expense of other modes in current practices, and we recognize that people are unlikely to use other modes of transportation unless Parking Services designs, operates, and devices a plan to balance parking with all users in mind. Traverse City's size and desire to continue and increase resident's quality of life offer a strong foundation for creating this environment.

Nelson Nygaard	\$83,916
Rich & Associates	\$46,800
Walker Parking Consultants	\$70,000-\$90,000

The RFP was issued requesting proposals from qualified firms to evaluate parking and transportation within the Traverse City area. A committee consisting of Tyler Bevier from BATA, City Commissioners Gary Howe and Brian Haas, Planning Director Russ Soyring, Downtown Development Authority Board members T. Michael Jackson and Harry Burkholder, and Downtown Development Authority and Parking Services staff reviewed the proposals. The committee narrowed the field of three down to two for interviews and ultimately chose Nelson/Nygaard. Nelson/Nygaard proved to have the most thorough proposal and accomplished team.



Memorandum

Their Proposal includes:

*Two step approach: Evaluate year-round parking (6 months) and evaluate seasonal parking (1 year)

- Initiation & Engagement Phase – Nelson/Nygaard will engage with residents, business groups, and advocates/public officials.
- Conditions Assessment Phase – background document review, supply, utilization, alternative mobility networks, projected demand, and non-driving demand.
- Strategy Development Phase – capacity expansion and demand management/reduction
- Recommendations & Final Report Phase – consolidated recommendations and report summarizing findings and analysis

Our goal is to get ahead of future growth and make modifications now and incrementally rather than an after-thought approach. Reducing traffic and increasing walking, cycling and transit use, making it easy and inviting, is a primary objective of this endeavor.

I recommend the DDA Board approve and recommend to the City Commission, Traverse City Parking Services execute a contract with Nelson/Nygaard for a Transportation Demand Management Study in the amount of \$83,916.00 with funds available in the Auto Parking Fund 585-585-801.00.

While the initial proposal includes stakeholder outreach, we may come across topics that would be beneficial for additional input gathering. **I recommend the DDA Board approve and recommend to the City Commission a contingency for additional public input sessions if needed in an not-to-exceed amount of \$10,000 with funds available in the Auto Parking Fund 585-585-801.00.**



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION SUPPORTING THE TRAVERSE CITY TO
CHARLEVOIX TRAIL CONCEPT

Attached is a resolution supporting the concept of a recreational trail stretching from Traverse City to Charlevoix, as requested by Commissioner Gary Howe. Various organizations are working on this project including TART Trails, the Michigan Department of Natural Resources, Top of Michigan Trails Council and others.

The Traverse City to Charlevoix Trail has 17 resolutions of support from local organizations and units of government so far.

If the City Commission is supportive of the concept for development of the trail from Traverse City to Charlevoix, I recommend the following motion:

that the Resolution Supporting the Traverse City to Charlevoix Trail Concept, be adopted.

MC/kem

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copy: Chris Kushman, TART Trails

Traverse City to Charlevoix Trail

Introduction

The Traverse City to Charlevoix Trail (TVC-CHX Trail) has an ambitious goal to connect two regional trail networks that link the communities of Traverse City, Acme, Elk Rapids, Eastport, Norwood and Charlevoix. This requires combining what trail users want with suitable land and road right-of-ways that can support a non-motorized recreation and transportation trail. The trail will pass through beautiful scenery and provide access to parks, beaches, natural areas, communities, and other destinations along the US-31 corridor. The project builds on the vision of more than a decade of community groups working to make trail connections.

The Traverse City to Charlevoix Trail Concept Plan and Development Guide:

- 1) Makes the case for completing the gap in the 325 mile regional trail system by demonstrating the value and benefits of trails and documenting the economic impacts that trails have in this region.
- 2) Identifies and assesses route options for a contiguous bicycle and pedestrian trail from Acme Township (Traverse City) to Charlevoix Township (Charlevoix).
- 3) Provides an overall development concept plan for the preferred trail route including: recommendations for pedestrian and bicycle facilities, cost estimates for trail construction, maintenance and management options, and proposed next steps for implementation.
- 4) Offers resources and information to support trail implementation, including: options and recommendations for management and maintenance partnerships; tools to build community support, project phasing and funding strategy.

Trail Length by Segment

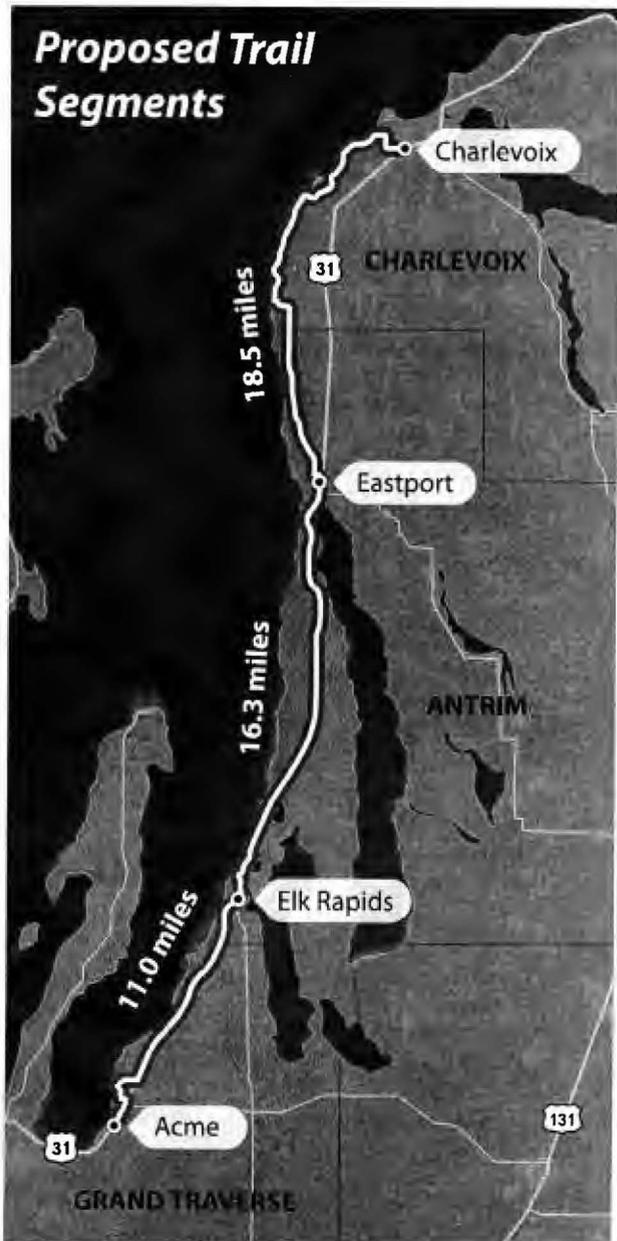
Acme to Elk Rapids	11.0 Miles
Elk Rapids to Eastport	16.3 Miles
Eastport to Charlevoix	18.5 Miles

Trail Length by County

Grand Traverse	8.4 Miles
Antrim	26.1 Miles
Charlevoix	11.3 Miles

Total Length of Trail

45.8 Miles



Project Description

Project History

In 2004, the Rotary Club of Elk Rapids hired Northwest Design Group (NDG) to investigate a route for a non-motorized recreation and transportation trail between Acme and Elk Rapids. Several possible routes were identified and evaluated by stakeholders in a series of public meetings. A concept design was developed for the preferred trail route along the US-31 Corridor from Rotary Park to Bates Road. The project stalled, in part due to the downturn in the economy, but also because no management and maintenance entity for the effort was identified.

In 2010, the Rotary Club of Elk Rapids partnered with the Elk Rapids Parks and Recreation Commission, TART Trails, and Grand Traverse Regional Land Conservancy (GTRLC) to host a public forum on trail connections between Traverse City and Elk Rapids. The workshop drew 75 participants and generated a strong, positive community response supporting the concept of a non-motorized trail to and through Elk Rapids. The trail concept was also supported by the Grand Vision for Antrim and Grand Traverse Counties.

In 2013, a State Transportation Commissioner asked MDOT planning staff to convene a meeting with interested parties to assess the feasibility of creating a trail from Traverse City to Charlevoix. Participants included representatives from county and local governments, nonprofits, local business and community members, MDOT, and the Michigan Department of Natural Resources (MDNR). To help move the effort forward and develop a design concept and action plan, TART Trails and Top of Michigan Trails Council (TOMTC) sought assistance from the National Park Service – Rivers, Trails, and Conservation Assistance Program (NPS-RTCA) to help facilitate a public planning process and develop a trail plan.

Planning Process

In November 2014, a core planning team and a stakeholder planning committee were established. The core planning team includes: TART Trails, TOMTC, GTRLC, Networks Northwest, NPS-RTCA, and NDG. The stakeholder planning committee includes: representatives from MDOT, Charlevoix, Antrim, and Grand Traverse Counties, Grand Traverse Band of Ottawa and Chippewa Indians, Acme, Milton, Elk Rapids, Torch Lake, Banks, Norwood, and Charlevoix Townships, City of Charlevoix and Traverse City, Village of Elk Rapids, Elk Rapids Chamber of Commerce, Elk Rapids Rotary, Short's Brewing Company, Grand Traverse Resort, and MDNR.

The Planning Team was responsible for:

- Project planning, facilitation and public engagement process
- Formation of a Concept Plan and Development Guide including resource inventory, design alternatives, and final recommendations
- Development of an Implementation Plan including project cost projections, implementation phasing and strategy.

The Stakeholder Planning Committee was formed to:

- Contribute to project goals and objectives
- Represent their community, agency or organization
- Host and help arrange public meetings
- Provide resource information
- Help guide planning decisions

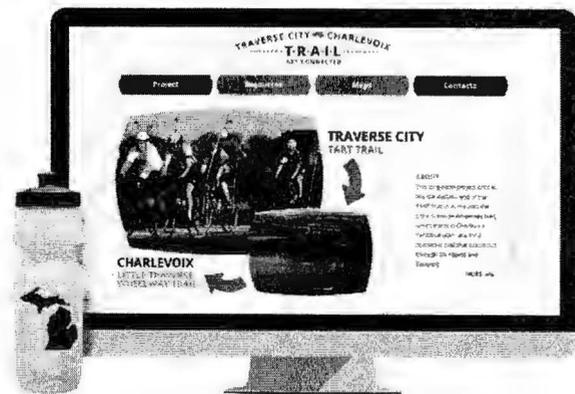
Between November 2014 and August 2015, the Planning Team conducted 10 planning committee meetings which contributed to the following:

- Resource inventory of the US-31 corridor and identification of alternative routes
- Development of project vision, goals and objectives to guide trail planning
- Identification of criteria to evaluate the trail routes
- Assessment of alternative routes and selection of a preferred route
- Concept Plan and Development Guide to include: location and type of bicycle/pedestrian facilities, trail design specifications, key trail connections, trail crossings, cost estimates for design, engineering and trail construction.
- Evaluation of trail management and maintenance options
- Recommended action plan

The trail corridor and planning committee were broken down into three manageable segments; Acme to Elk Rapids, Elk Rapids to Eastport, and Eastport to Charlevoix. The "segment work groups" met several times to conduct the resource inventory, evaluate alternative routes, and host public information meetings.



Stakeholder Planning Committee meeting in July, 2015



A project website was set up in 2014 to further outreach and share project information, updates, and resources www.traversecitytocharlevoixtrail.org

Traverse City to Charlevoix Trail Vision

The Traverse City to Charlevoix non-motorized transportation and recreation trail connects Traverse City's TART Trail to Charlevoix's Little Traverse Wheelway and the rest of the Northern Lower Peninsula Trail network. The Traverse City to Charlevoix Trail is well maintained and effectively managed. People are drawn to the trail by the wonderful opportunity to travel through exceptional scenic and agricultural landscapes which showcase the region's tremendous recreational, natural, and community assets.

Goals:

- Develop a non-motorized trail that connects two major destinations in northwest Lower Michigan that draw people from around the state and the region and provides local communities with economic development opportunities.
- Provide people of all ages and physical abilities access to more transportation choices and opportunities for active living and healthy lifestyles.
- Enhance regional identity and help create vibrant communities that attract and retain visitors, residents, and businesses.

Regional Context

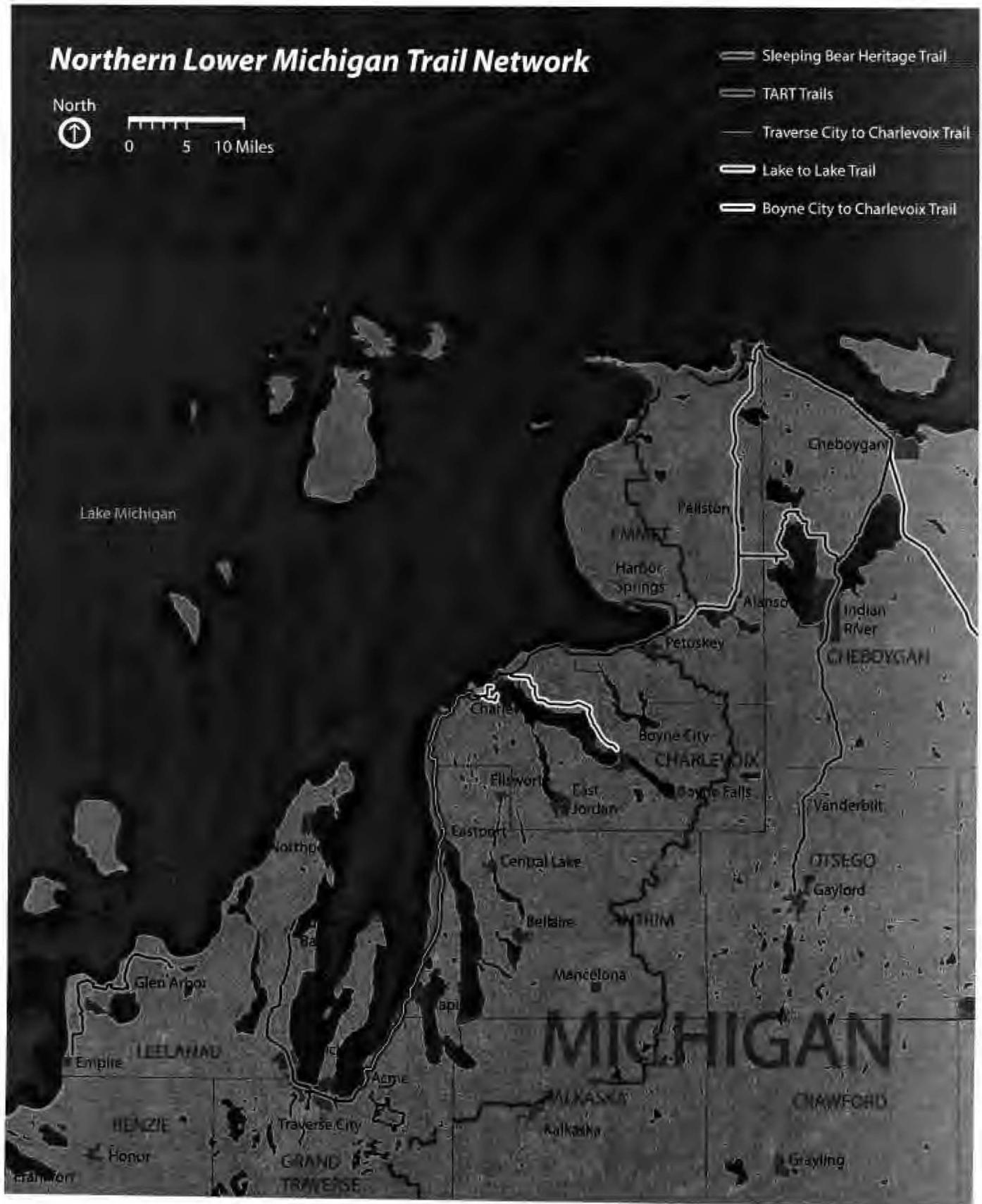
Northern Lower Michigan Trail Network

North



- Sleeping Bear Heritage Trail
- TART Trails
- Traverse City to Charlevoix Trail
- Lake to Lake Trail
- Boyne City to Charlevoix Trail

Regional Context





**A Resolution Supporting the
Traverse City to Charlevoix Trail Concept**

- 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 National Park Service – Rivers, Trails, and Conservation Assistance Program, TART Trails, Top of Michigan Trails Council, Grand Traverse Regional Land Conservancy, Networks Northwest, and Northwest Design Group have completed the Traverse City to Charlevoix Trail Concept Plan and Development Guide to identify a trail route from Traverse City to Charlevoix with cost estimations and next steps;
- Because, Traverse City believes that the proposed trail between Traverse City and Charlevoix will positively contribute to recreation and non-motorized transportation opportunities, providing connectivity between communities and desired destinations;
- Because, the conceptual plan reflects the strategic goals and objectives of the City Commission inclusive of active living, place making, trails, traffic management, parks, ADA access, and community/economic development; and
- Because, completing the trail would provide 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 development of the Traverse City to Charlevoix Trail and the positive benefits of trails, and recommends the County continue to play a supporting role in furthering trail development efforts.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on September 19, 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 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS – APPOINTMENT

Attached is a memo from Deputy City Clerk Katie Zeits indicating the Mayor's final appointment to the Downtown Development Authority Board of Directors. As indicated by Ms. Zeits, this appointment is a four year term expiring September 15, 2020; and is made by the Mayor with approval by the City Commission.

Mayor Carruthers has asked Scott Hardy to be present during the meeting for questions by fellow Commissioners.

The following motion would approve the Mayor's appointment:

that the Mayor's appointment of Scott Hardy to a four-year term expiring September 15, 2020, (seat previously held by 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: September 15, 2016
Subject: Downtown Development Authority Board of Directors – Appointment

There is one last term on the Downtown Development Authority Board of Directors that expired on September 15th, seat previously held by John DiGiacomo. Mr. DiGiacomo is seeking reappointment to the board.

Attendance Records for 2015

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, 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 appoint Scott Hardy.

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!



City of Traverse City
Application to Become Involved

RECEIVED

JUL 17 2014

Board(s)/Committee(s) on which you are interested in serving: Downtown Development Authority
(Please limit to three boards/committees)

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

Address: 521 Washington TC MI 49686
(Street) (City) (State) (Zip)

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.

Scott Hardy
Signature

7/17/14
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:\TC\CLERK\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.

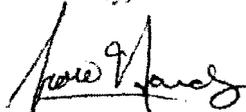
Having previous experience on the DDA Board allows me to understand both the issues and the process of the DDA immediately. Having been away from the board has also given me the opportunity to view the challenges of the downtown and DDA district with a much more balanced and realistic perspective. Grappling 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@armsco.com
(231) 492-5898



**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



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?

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[Signature]
Signature

8-11-2015
Date

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



RECEIVED

AUG 17 2015

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

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

RE: Application for Committee position on DDA

Dear City Clerk

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'David M. Shooltz', written in a cursive style.

David M. Shooltz

DAVID M. SHOOLTZ

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

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

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

PROFESSIONAL EXPERIENCE

Fifth Third Bank, Traverse City MI

November 2009 - Present

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

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

Citizens Republic Bank, Saginaw, MI

Sept 2005 – October 2009

SVP & Commercial Business Manager- Great Lakes Bay Region

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

National City Bank, Saginaw MI

August 1987 – August 2005

Area President & Upper Middle Market Relationship Manager

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

Michigan National Bank

January 1985 – July 1987

Regional Credit Management & Credit Analyst

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

EDUCATION

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

May 1983

Central Michigan University
Masters in Business Administration- Finance

December 1984

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

ORGANIZATIONAL AFFILIATIONS

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

REFERENCES

References available upon request.

RECEIVED

JUN 09 2016

City of Traverse City
Application to Become Involved



CITY OF TRAVERSE CITY

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

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

and Downtown Development

Name: Chrissie Gonzales

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

E-Mail Address: cgonzales@lighthousegroup.net

Preferred Phone No.: 231-631-2066 Additional Phone No.: 810-923-0468

Occupation: Account Executive (if retired, please provide your career)

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

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

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

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

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

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

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

Chrissie Gonzales
Signature

6/7/2016
Date

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

June 7, 2016

To Whom It May Concern:

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

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

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

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

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

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

Thank you for your time and consideration,

Chrissie Gonzales

RECEIVED

MAY 23 2016

City of Traverse City
Application to Become Involved



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

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

Authority (DDA)

Name: WARREN M. CALL

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

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

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

Occupation: INVESTMENT BANKING (if retired, please provide your career)

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

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

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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? 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?
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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: brandee.southwell@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:

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If yes, which board? _____

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BSouthwell
Signature

5-25-16
Date

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

BRANDEE SOUTHWELL

1237 MANITOU DR. APARTMENT 1107

TRAVERSE CITY, MI. 49686

(231) 883-3368

BRANDEESOUTHWELL@OUTLOOK.COM

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

Summary of Qualifications

Broad based responsibilities in business including:

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

Profile

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

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

Professional Experience:

Staffing and Recruiting Supervisor

Kelly Services, Traverse City, MI, 2015-Present

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

Operations Manager

Grand Traverse Resort, Williamsburg, MI, 2014-2015

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

General Manager

Hooters, Traverse City, MI, 2013-2015

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

Seasonal General Manager

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

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

Food and Beverage Manager

Charlevoix Country Club, Charlevoix, MI, 2012-2013

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

Pit Boss and Table Games Dealer

Turtle Creek Casino, Williamsburg, MI, 2000-2012

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

Education and Training

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

Bachelors in Social Studies and Science with minor in History Education

Northwestern Michigan College — Traverse City, MI 1999 to 2003

Associates in Science and English

Health Department— Traverse City, MI 2014

Serve Safe Certified

TIPS Certified

Volunteerism/Memberships

Traverse City Young Professionals Organization 01/16 to Present

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

Traverse City State Theater — Volunteer 01/16 to Present

Dear Sir/Madame,

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

Thank you for your time,

Brandee Southwell

City of Traverse City
Application to Become Involved



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

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

Name: Blake Bernard

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

E-Mail Address: blake@homewaters.net

Preferred Phone No.: 231.714.4787 Additional Phone No.:

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

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

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

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

YES NO Are you in default to the City?
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]

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!

**Downtown Development Authority
Board of Directors**

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

Seeking Reappointment

<p>Debbie Hershey 305 E. 8th St., TC 49684 350-2144, 377-2029 hershey@acm.org</p>	09/06/2016 (eff. 09/15/16)	09/15/20
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Charles B. Judson (DDA Interest) 101 N. Park St, Ste. 100. TC, 49684 486-4519 (Cell) 929-4878 (Bus) cjudson@shrr.com	10/06/08	09/15/20
T. Michael Jackson (DDA Interest) 217 Sixth St, TC, 49684 922-9232 (Res) 883-6272 (Cell) tmjackson36@gmail.com	09/03/13 (Eff. 09/15/13)	09/15/17
Leah Bagdon - McCallum (City Resident) 224 W. 17th, TC, 49684 944-0376 (red) 995-7719 (Bus) lmbagdon4@hotmail.com	09/15/10	09/15/18
Jeff Joubran (City Resident) 205 E. Front St, TC, 49684 883-9697 (Res) 922-1600 (Bus) jeffjoubran@yahoo.com	10/19/15	09/15/18

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.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: APPOINTMENT TO THE CITY PLANNING COMMISSION – AT –
LARGE MEMBER

Attached is a memo from Deputy City Clerk Katie Zeits regarding the Mayor's appointment to the Planning Commission. As indicated by Ms. Zeits, Mayor Carruthers has previously interviewed all interested applicants on file and is appointing Mike Grant be appointed to the seat currently held by Jan Warren.

This is a Mayoral appointment, with City Commission approval.

Mayor Carruthers has asked Mike Grant to be present at the meeting for any questions by fellow City Commissioners.

The following motion would approve the Mayor's recommendation:

that the Mayor's appointment of Mike Grant to a three-year term (seat previously held by Jan Warren), expiring November 12, 2018, on the City Planning Commission, be approved.

MC/kez

K:\tcclerk\city commission\appointments\PC_Citizen at Large_20160919.doc

copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Katie Zeits, Deputy City Clerk *KZ*
Date: September 15, 2016
Subject: Appointment to the City Planning Commission – At-Large Member

Mayor Carruthers has previously conducted interviews with applicants on file for the City Planning Commission and has chosen to appoint one of those applicants.

Currently serving on the City Planning Commission is Jan Warren who has indicated her interest in being reappointed.

2015 Attendance Records for Incumbent:

Jan Warren – Present 19 out of 22 meetings

2014 Attendance Records for Incumbent:

Jan Warren – Present 18 out of 22 meetings

The following applicants are on file:

Elizabeth Whelan

Mike Grant

Bradley Matson (currently serving on the Board of Zoning Appeals; will need to resign if appointed to the Planning Commission)

Tyler Bevier

Jan Warren (Incumbent)

Mayor Carruthers has chosen to appoint Mike Grant to the seat currently held by Jan Warren.

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

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

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): Planning Commission OCT 29 2015

Name: Mike Grant

Residential Address: 619 Webster Street, TC
(Street) (City) (State) (Zip)

E-Mail Address: grant.mikec@gmail.com

Preferred Phone No.: 231 714-9427 Additional Phone No.: _____

Occupation: Patent Examiner (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.

Michael Grant
Signature

10/28/15
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!

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

I am applying for a seat on the planning commission because I am interested in and concerned about the land use and transportation future of TC, as well as because I believe I have relevant experience that would make me an effective planning commissioner.

2. How do you believe your appointment would benefit the city?

I believe that my background as an attorney who practiced land use and municipal law would benefit the city in terms of I have a good idea of what can (and cannot) be achieved via a zoning ordinance and master plan. I also believe that I have relevant personal experience in terms of in addition to growing up in the TC area, I have lived in several other cities including Portland, Oregon, Detroit, Michigan, and Alexandria, Virginia, and made myself a student of what I thought worked and did not work in those cities while I lived in them, from a land use and transportation perspective. Toward the end, I interned with the 1000 Friends of Oregon organization in 1999 as a research associate.

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

I am a former member of the City's Board of Zoning Appeals and I just finished volunteering as my son's TBAYS soccer coach for the fall season.

Michael C. Grant

619 Webster Street
Traverse City, Michigan, 49686
231/714-9427
grant.mikec@gmail.com

EDUCATION

WAYNE STATE UNIVERSITY

Detroit, Michigan

School of Law

Juris Doctor, graduated *cum laude* May 2005, 3.53 GPA

- Attended with full scholarship as a William D. Traitel scholar after scoring in the 98th percentile on the LSAT.

PORTLAND STATE UNIVERSITY

Portland, Oregon

June 1998 to June 1999, 4.00 GPA

- Pursued a pre-medical science curriculum for a calendar year as a full-time student.

THE UNIVERSITY OF MICHIGAN

Ann Arbor, Michigan

College of Engineering

BSE (computer), graduated *summa cum laude* May 1992, 3.82 GPA

- Pursued a software-focused curriculum with an emphasis on artificial intelligence.
- Member of Tau Beta Pi honor society.

EXPERIENCE

UNITED STATES PATENT AND TRADEMARK OFFICE

Traverse City, Michigan

Patent examiner

October 2010 to present

Examined patent applications through all phases of patent prosecution. Hired as GS7 and achieved promotion to GS14 in shortest possible time. Named as point of contact for all internal art unit inquiries in regard to subject matter eligibility in the wake of *Alice* decision.

LAW OFFICES OF MICHAEL C. GRANT

Alexandria, Virginia

Attorney

August 2009 to October 2010

Co-counsel for a plaintiffs group of Michigan sheriff's deputies in a federal civil rights lawsuit. Co-authored Criminal Justice Act appeals in the 6th Circuit Court of Appeals. Co-counsel for a pro bono real property case handled through the Neighborhood Legal Services Program in Washington, D.C. Contract attorney doing document review.

LAW OFFICES OF OLSON, BZDOK & HOWARD

Traverse City, Michigan

Attorney

December 2005 to August 2009

Represented municipalities, corporations, and individuals in regard to environmental and land use issues, including litigation, regulatory and transactional matters. Responsibilities included client intake; investigation; researching a wide variety of legal topics; drafting memos, pleadings, motions, and briefs; conducting all aspects of discovery; preparing and examining expert and lay witnesses; motion and trial practice; drafting original documents including contracts, ordinances, real estate documents; and negotiating on behalf of clients.

LAW OFFICES OF OLSON, BZDOK & HOWARD

Traverse City, Michigan

Law clerk

June 2000 to December 2005

Assisted counsel with all aspects of litigation, transactional and regulatory practice, in environmental, land use, and real estate law. Duties included researching legal issues (including state and federal case law, statutes, and administrative regulations); investigating factual matters; drafting memos, motions, and pleadings.

RECEIVED

NOV 05 2015

City of Traverse City CITY OF TRAVERSE CITY
Application to Become Involved 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): Traverse City Planning Commission

Name: Elizabeth Whelan

Residential Address: 442 Webster St Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: elizwhel@chartermi.net

Preferred Phone No.: 929-0437 Additional Phone No.: _____

Occupation: Retired.Civilian employee of Air Force (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.

Elizabeth Whelan
Signature

11/5/2015
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!

Application for Board Consideration

I would like to be a part of the discussion as to the direction that Traverse City will take going into the future.

I have lived in Traverse City for 21 years, and think that the City is at a turning point as to how it will develop. The small town characteristics which attract many to our City should be honored, as well as the consideration of well thought out development. There should be room for compromise so that proponents of all sides of issues should feel that they are being heard and respected. I have been part of City sponsored groups working toward the thoughtful development of the City while recognizing what is good and should be preserved.

I have been president of the Boardman Neighborhood Association going on 12 years. I have throughout that time tried to foster a feeling of belonging within the neighborhood as well as being a part of the big picture which is Traverse City. I look at my job as President as a conduit of information from the City to residents, to build a connection with the City and make residents aware that decisions made by local government have a profound effect on their day to day lives.

I was part of the COFAC group which spent 14 months studying all aspects of City Government, with a detailed report of good things the City has accomplished, and proposals for future undertakings and adjustments that could be considered in future dealings the City has with governance of a mid- sized city in northern Michigan. I was part of the Component Units group, which looked at the DDA and Traverse City Light and Power. I was co-chair of the Economic Development and Revenue Resources group within COFAC which looked for strategic planning directives for thoughtful and responsible development.

I was part of the Planning Commission Ad Hoc for Corridor Redevelopment. We spent over a year working with a Chicago consultant group working on strategies for redeveloping underutilized corridors within the City, with initial emphasis on the 8th Street corridor, continuing on to Garfield, 14th Street, West and East Front Streets.

I have volunteered for 16 years at the Father Fred Foundation. I interview clients to ascertain what if any service we can provide. I get a real feel for issues facing individuals living in the community facing either homelessness or hardship due to economic circumstances.

I have been very active in the community since moving here. I feel that we have an obligation to work towards a better life for those who live here and think that we need to balance economic opportunities while never forgetting those challenged by life's circumstances.



City of Traverse City Application to Become Involved

Board(s)/Committee(s) on which you are interested in serving: planning commission
housing commission, Brownfield Redevelopment Authority, DDA

(Please limit to three boards/committees)

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

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

Occupation: software developer (if retired, please provide your career)

Home telephone number: (231) 3428389 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 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? 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? yes If yes, which? alternate member of zoning appeals

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

11/1/2015
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.

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RECEIVED

MAY 13 2016

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



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

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

Name: Tyler Bevier

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

E-Mail Address: tylerbevier@gmail.com

Preferred Phone No.: 248-877-1738 Additional Phone No.: _____

Occupation: DDA Director / City Planner (if retired, please provide your career)

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

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

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

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

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

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

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

Tyler Bevier
Signature

5/13/2016
Date

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

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

City Planning Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
<p>John Serratelli (Chairperson) 237 Midtown Dr, TC, 49684 929-3252 (Res) 312-882-0060 (Cell) jfskbs@gmail.com</p>	11/10/08	11/13/17
<p>Camille Weatherholt 1118 Pine Needle Lane, TC, 49686 342-1991 (Res) camille.weatherholt@gmail.com</p>	11/16/15	11/12/18
<p>Janice Warren (Secretary) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com</p>	12/08/97	11/09/15 11/12/18
<i>- Seeking Reappointment</i>		
<p>Janet Fleshman 210 E. 9th St, TC, 49684 935-4316 (Res) jrfrc@sbcglobal.net</p>	11/11/13	11/14/16
<i>- Seeking Reappointment</i>		
<p>Michael Dow 215 Washington St, Unit 4D, TC, 49684 947-0425 (Res) 703-969-8122 (Cell) mikedow13@gmail.com</p>	12/02/13	11/14/16
<p>Linda Koebert 319 Washington St, TC, 49684 989-400-3223 (Res) lkoebert@gmail.com</p>	12/15/14	11/13/17
<p>Jim Tuller (Administrative Official) 400 Boardman Ave, TC, 49684 922-4930 (Office) jtuller@traverscitymi.gov</p>	11/09/15	11/13/17
<p>Gary Howe (Commissioner Rep) 926 Lincoln St, TC, 49686 715-1017 (Res) glhowe@traverscitymi.gov</p>	11/09/15	11/14/16

Ross Richardson (Commissioner Rep)
10675 Candleton Ct, TC, 49684
947-5515 (Res)
rrichardson@traversecitymi.gov

11/09/15

11/14/16

Russell Soyring, City Planning Director – staff

The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

The Planning Commission shall consist of 9 members; members shall **hold no other municipal office** except that one of the members SHALL be a member of the Board of Zoning Appeals and the Grand Traverse Commons Joint Planning Commission or a joint fire administrative board. This requirement does not apply to the City Commission representatives on the Planning Commission.

NINE MEMBERS:

Six City Representatives appointed by the Mayor with approval of the City Commission (3-yr terms)

Three ex officio members (with full voting rights) as follows:

- One administrative official (2-yr term, expiring at Organizational Meeting)
- Two members of the City Commission selected by that Body (1 yr term).
- Appointments made at the City Commission Organizational Meeting.

Members shall **not be in default** to the City, shall be **adults**, and shall be **residents of the City of Traverse City**.

See: Policy on Appointments and Committees and City Attorney's Opinion dated November 23, 1977.

All terms **expire** and **all appointments shall be made at the organizational meeting in November**. See: TC Code §1220

Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the means originally appointed.

Creation of the City Planning Commission required by City Charter Section 160; provided for by 1931 PA 285 as amended MSA 5.2991 et seq and TC Code §1220.

Purpose: To prepare and adopt master plan for the City; and to review development proposals, both private and public, regarding their consistency with City plans.

Meets the first and third Tuesday of each month at 7:30 pm.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 19, 2016

DATE: SEPTEMBER 15, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ARTS COMMISSION – APPOINTMENT OF PARKS AND
RECREATION COMMISSION REPRESENTATIVE

Attached is a memo from Deputy City Clerk Katie Zeits indicating the Parks and Recreation Commission's recommended replacement representative to serve on the Arts Commission. As mentioned by Ms. Zeits, the previous representative is unable to attend the Arts Commission meetings; therefore a new member is being recommended.

These are City Commission appointments.

The following motion would appoint the Parks and Recreation Commission recommendation:

that Matthew Ross be appointed as the Parks and Recreation Commission Representative on the Arts Commission, term expiring September 1, 2019.

MC/kez

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copy: Lauren Vaughn, Parks Superintendent

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Katelyn Zeits, Deputy City Clerk *KZ*
Date: September 15, 2016
Subject: Arts Commission – Appointment of Parks and Recreation Commission

The Parks and Recreation Commission has recommended a new person as their representative to the Arts Commission. Their current representative, Brooke DiGiacomo, has asked the Parks and Recreation Commission for this change.

The person being recommended is current Parks and Recreation Commissioner Matthew Ross. If appointed, he will serve until her current Parks and Recreation Commission term expiration, September 1, 2019. He will have the opportunity to seek reappointment.

This appointment is made by the City Commission.

If there is any questions I may answer, please feel free to contact me.

Thank you!

Traverse City Arts Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Amy Shamroe (City Commission Rep) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traversecitymi.gov	11/09/15	11//12/19
Rick Korndorfer (DDA Rep) 602 W. 9th St, TC, 49684 590-9006 (Res) rickkorndorfer@gmail.com	04/20/15	09/15/16
Brooke DiGiacomo (Parks & Rec Rep) 440 N. Spruce St, TC, 49684 932-9030 ext. 220 (Bus) 517-410-8184 (Res) brookeedigiacomogmail.com	01/19/16	09/01/17 09/01/19
<i>- Stepped Down</i>		
Janice Warren (Planning Rep) 606 W. 10th St, TC 49684 946-5819 (Res) 313-6903 (Bus) warrenjan2000@yahoo.com	04/20/15	11/09/15
Deb Lake 1022 Lake Ridge Dr. #1, TC, 49684 944-4117 (Cell) 392-1134 (Bus) lake.deb@gmail.com	05/18/15	05/18/18
Mary Gillett, Chair 1800 Wayne St, TC, 49684 883-8388 (Res) mgillett03@gmail.com	05/18/15	05/18/18
Jason Dake 851 E. 8th St., TC, 49686 810-444-7647 (Res) jasondake@gmail.com	5/17/2016	04/04/19
Christiaane Minervini 800 Cottage View Dr. #219, TC, 49684 218-4421 (Res) 932-0775 (Bus) christie@galleryfifty.com	05/18/15	05/18/18

Jackie Shinnors (City Manager Designee)
410 Seventh St, TC, 49684
941-8667 (Res)
jackieshinnors@gmail.com

03/01/16

05/18/18

Staff Liaison - Katie Zeits, Deputy City Clerk
922-4480 (Bus) kzeits@traversecitymi.gov

All appointments from the Parks & Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission and City Commission, are for 3-year terms or for the length of their terms on their respective public bodies, whichever is shorter.

This Commission consists of 9 members who are registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City. Four members are appointed by the City Commission from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. Four members are appointed by the City Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority to vote.

Purpose: to advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art. The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to: dissemination of knowledge with regard to arts; recognizing local artists and their work when appropriate; and cooperation with metropolitan agencies also dealing in the arts.

Meets every third Wednesday of each month at 3:00p.m.

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: May 25, 2016
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, W. Kuhn, J. Jenkins, J. Bussell
ABSENT: C. Rueckert
GUESTS:
STAFF: J. Henderson

W. Kuhn called the regular meeting to order at 12:00 noon.

J. Jenkins participated via telephone.

Moved by J. Bussell, seconded by J. Jenkins that the minutes of the April 27, 2016 regular meeting be approved.

Motion approved 4-0.

Warrant No. 601 in the amount of \$195,572.87 for Retirees Benefits for June 2016 was approved and signed by W. Kuhn and J. Bussell.

Moved by W. Kuhn, seconded by J. Bussell that the Retirement Board certify to the city Commission that the required contribution amount for 2015-16 is \$1,760,565 for retirement benefits and \$384,646 for retiree health insurance for a total of \$2,145,211.

Motion approved 4-0.

Moved by W. Twietmeyer, seconded by J. Jenkins to transfer \$86,746 from the Reserve for Employer Contributions to the Reserve for Retired Benefit Payments as recommended in the June 30, 2015 actuarial valuation.

Motion approved 4-0.

Moved by W. Twietmeyer, seconded by J. Bussell that the Board authorize the withdrawal of \$750,000 from its administrative account and subsequent transfer into the Retirement System's checking account for payment of benefits and that the Secretary is directed to sign the authorizing documents as requested.

Motion approved 4-0.

Bob Hubbard of Gray & Company sent a quarterly report to the Board for the month ending March 31, 2016. The report included a capital market review, a total fund performance and analysis, and an investment manager performance and analysis for the quarter ending March 31, 2016. An email from Bob Hubbard explaining the highlights of the report was read to the Board.

W. Twietmeyer announced that discussions with Gray & Company to terminate their service resulted in an agreement that their service will be provided through June 30, 2016.

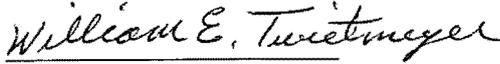
W. Twietmeyer reported that Kirk VanDagens from PNC will be in attendance at the June 29 Board meeting to review their performance as fixed income manager.

Jim Bussell announced the catch up withholding that is occurring for the Police Sergeant's group.

Moved by J. Bussell, seconded by J.Jenkins to adjourn.

Motion approved 4-0.

Meeting adjourned at 12:20 pm



William E. Twietmeyer
Secretary/Treasurer