



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 17, 2016

DATE: OCTOBER 13, 2016

FROM: ^{mac} MARTY COLBURN, CITY MANAGER

SUBJECT: REQUEST FROM MAYOR CARRUTHERS -- 1430 WAYNE STREET – DEED RESTRICTION

Mayor Carruthers has requested that the Commission discuss the attached request from Fern Spence, owner of 1430 Wayne Street, for the City Commission consider removing the deed restriction which provides that the 33' wide highway easement reserved in the warranty deed that the easement not be used for pedestrian purposes.

City Attorney Lauren Tribble-Laucht provided an attorney-client communication to the City Commission in 2013 in connection with this matter and has since distributed it.

The City Commission can enter into closed session to discuss the attorney-client Communication in connection with this matter. The following motion would be appropriate to do so and five (5) affirmative votes are required:

that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss an attorney-client privileged communication in connection with the request from Fern Spence to remove the deed restriction at 1430 Wayne Street, as authorized by MCL 15.268(h).

MC/bcm

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copy: Fern Spence - fernspace@gmail.com



Benjamin Marentette <bmarente@traversecitymi.gov>

Please Add To Agenda: Request For Public Hearing 1430 Wayne Street Removal Of Pedestrian Restriction

1 message

Fern Spence <fenspence@gmail.com>

Thu, Sep 22, 2016 at 1:25 PM

To: Benjamin Marentette <bmarente@traversecitymi.gov>

Cc: Jim Carruthers <jccarruthers@gmail.com>, Tim Werner <twerner@traversecitymi.gov>, Gary Howe <garylhowe@gmail.com>, Brian Haas <bhaas@traversecitymi.gov>, Doug Spence Jr <dspence22@yahoo.com>, Bob&laura Otwell <otwell.tc@gmail.com>, Julie&Bill Clark <julie@traversetrails.org>

Good Day,

I am sending a request for a public hearing to be added to the upcoming city commission agenda. I retained an attorney to discuss with Lauren Tribble-Laucht my request to remove a pedestrian trail restriction from 1430 Wayne Street by public hearing. According to Mayor Tribble-Laucht this item can be added to the agenda either by Mayor Carruthers or by the request of 3:7 commissioners.

I have discussed my issue with Mayor Carruthers as well as Gary Howe, Tim Werner and Brian Haas. There are entities interested in purchasing 1430 Wayne Street to preserve it as a neighborhood connector, a safe route to school, and as an additional access point into Hickory Meadows. It is a great benefit to many city residents but the interested purchasers will not proceed if there is a pedestrian restriction on the property. It must be removed in order to keep the land a public green space.

Willow Hill Elementary Students use this property as part of their classroom in order to get into Hickory Meadows. There is no other safe way for students to access Hickory Meadows because Wayne Street narrows considerably along the route. The pedestrian restriction was added in 2010 and was added to benefit the sale of the land from the City of Traverse to former owners Keith and Sally Dykhuis. Keith and Sally Dykhuis told me that it was suggested they allow the addition of the pedestrian restriction in order to keep people from walking through their property.

Please honor my request for a public hearing to have this restriction removed. We bought the property to allow the public to use it freely as a community garden.

Thank you,
Fern Spence
658 Old Incochee Farm Trail
Traverse City, MI 49684
231-409-4960



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 17, 2016

DATE: OCTOBER 13, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION IN SUPPORT FOR HIGH-SPEED DIGITAL
INFRASTRUCTURE PROJECT

Attached is a memo from Grand Traverse County Deputy Director of Planning and Development Jean Derenzy asking for support for a high-speed digital infrastructure project. As mentioned by Ms. Derenzy, a similar resolution has been adopted by Traverse City Light and Power and support will be sought from the Grand Traverse County Board and Downtown Development Authority Board.

By supporting this resolution, it does not commit the City to completing a high-speed digital infrastructure project, but rather makes funding opportunities available that would not otherwise be.

I recommend the following motion:

that the Resolution in Support for High-Speed Digital Infrastructure Project, be adopted.

MC/kez

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copy: Jean Derenzy, Deputy Director of Planning and Development



Memorandum

Grand Traverse County
Planning and Development
231.922.6890 Fax 231.922.4636
email: jderenzy@grandtraverse.org

To: Marty Colburn, City Manager

From: Jean Derenzy, Deputy Director Planning and Development & Director Community Development

Date: October 10, 2016

Subject: Conceptual Support – High-Speed Digital Infrastructure Project

As you may know, Governor Snyder created and funded the 21st Century Infrastructure Commission which is responsible for identifying strategic best practices to modernize the state's transportation, water and sewer, energy and communications infrastructure (which includes deployment of high-speed fiber internet). This infrastructure commission is comprised of state and independent industry experts. The Commission will be issuing a final report including recommendations to the Governor in November 2016 for his consideration.

For the City of Traverse City to be business friendly and encourage business development, it is important to be part of the digital economy. In today's digital economy people are increasingly able to choose the community in which they live and work, rather than having their employer determine this for them. This type of worker typically has one common requirement for global success; a reliable high-speed connection to the internet.

Attached is a resolution of Support for high-speed digital infrastructure project for consideration by the Traverse City Commission at their October 17, 2016 meeting. Traverse City Light and Power approved the conceptual resolution of support at their meeting held on September 27, 2016. Request for conceptual support will be sought from the County Board of Commissioners on October 19 and the Downtown Development Authority on October 21.

Adopting these resolutions from the City, County, DDA and Light and Power is to recognize the collaboration between governing agencies to work together and identifying as a community the need for high-speed fiber internet in attracting and retaining companies in our region.

The resolution is a component step in positioning both Traverse City Light and Power and our community to be eligible for funding opportunities for the implementation of the project, should Light and Power determine to move forward. There is absolutely no commitment to complete the project, it is solely to confirm that Light and Power:

1. Has put fiber optic infrastructure in place within the community and
2. Welcomes a collaborative funding opportunity should the project move forward.

Please consider adopting the resolution of Conceptual Support at the October 17, 2016 meeting of the City Commission.



**Resolution in Support
for High-Speed Digital Infrastructure Project**

- Because,** Traverse City Light and Power has put in place fiber optic infrastructure components throughout the City; and,
- Because,** high-speed fiber internet connectivity is crucial to attract and retain companies, ventures, and individuals that create high-value employment; and,
- Because,** economic development, especially for higher wage positions, is significantly hindered by the absence and/or limitations of fiber throughout the region; and,
- Because,** implementation of a reasonably priced high-speed fiber optic system is an opportunity to benefit the City and its residents and all Traverse City Light and Power customers; and,
- Because,** Traverse City Light and Power is in a unique position to develop a high-speed digital infrastructure that would allow Traverse City and the Grand Traverse Region to become a “technology hub” for the digital economy which will support economic development; and
- Because,** said implementation will take collaboration between local units of government, state government and private sector participation; and
- Because,** Traverse City Light and Power has commissioned a feasibility study for installation of a high-speed digital services; now therefore, be it
- Resolved,** that the City of Traverse City supports the conceptual plan to install reasonably priced, high-speed digital services to all homes and businesses in Traverse City through a collaborative funding effort.

I certify that this resolution was adopted by the City Commission for the City of Traverse City at its regular meeting held on October 17, 2016, in the Commission Chambers, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 17, 2016

DATE: OCTOBER 13, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ARTS COMMISSION – APPOINTMENT OF PLANNING
COMMISSION REPRESENTATIVE

Attached is a memo from Deputy City Clerk Katie Zeits indicating the Planning Commission's recommended replacement representative to serve on the Arts Commission. As mentioned by Ms. Zeits, the previous representative was not recently reappointed; therefore a new member is being recommended.

These are City Commission appointments.

The following motion would appoint the Planning Commission's recommendation:

that Linda Koebert be appointed as the Planning Commission's Representative on the Arts Commission (seat previously held by Jan Warren), term expiring November 13, 2017.

MC/kez

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copy: Russ Soyring, Planning Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
From: Katelyn Zeits, Deputy City Clerk *KZ*
Date: October 13, 2016
Subject: Arts Commission – Appointment of Planning Commission’s Recommendation

The Planning Commission has recommended a new person as their representative to the Arts Commission. Their previous representative was recently not reappointed to their board and therefore, this new appointment is necessary.

The person being recommended is current Planning Commissioner, Linda Koebert. If appointed, she will serve until her current Planning Commission term expiration, November 13, 2017. She 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!

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*

SUBJECT: GRAND TRAVERSE COMMONS JOINT PLANNING COMMISSION AND ARTS
COMMISSION PLANNING COMMISSION REPRESENTATIVE

DATE: October 5, 2016

At the October 4, 2016 Planning Commission regular meeting, the Planning Commission nominated Linda Koebert to serve on the Arts Commission on a 8-0 vote and nominated Mike Grant to serve on the Grand Traverse Commons Joint Planning Commission on a 8-0 vote.

Please pass on the City Planning Commission's recommendations that Linda Koebert serve as the Planning Commission representative on the Arts Commission and Mike Grant serve as the Planning Commission representative on the Grand Traverse Commons Joint Planning Commission to the City Commission for their consideration.

RAS:mll

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@traverscitymi.gov	11/09/15	11//12/19
Debbie Hershey (DDA Rep.) 305 E. 8th St., TC 49684 350-2144, 377-2029 hershey@acm.org	10/03/16	09/15/20
Matthew Ross (Parks and Rec. Rep) 625 W. 7th St., TC 49684 409-1943, 392-0741 matthewross538@gmail.com	9/19/2016	9/1/2019
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
- Was not reappointed to Planning Commission		
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 will 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.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 17, 2016

DATE: OCTOBER 13, 2016

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: GRAND TRAVERSE COMMONS JOINT PLANNING
COMMISSION – APPOINTMENT OF PLANNING COMMISSION
REPRESENTATIVE

Attached is a memo from Deputy City Clerk Katie Zeits indicating the Planning Commission's recommended replacement representative to serve on the Grand Traverse Commons Joint Planning Commission. As mentioned by Ms. Zeits, the previous representative was not recently reappointed; therefore a new member is being recommended.

These are City Commission appointments.

The following motion would appoint the Planning Commission's recommendation:

that Mike Grant be appointed to an unexpired three-year term as the Planning Commission's Representative on the Grand Traverse Commons Joint Planning Commission (seat previously held by Jan Warren), term expiring May 14, 2018.

MC/kez

K:\tcclerk\city commission\appointments\Joint PC_PC Rep_20161017.doc

copy: Russ Soyring, Planning Director

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager

From: Katelyn Zeits, Deputy City Clerk *KZ*

Date: October 13, 2016

Subject: Grand Traverse Commons Joint Planning Commission – Appointment of Planning Commission’s Recommendation

The Planning Commission has recommended a new person as their representative to the Grand Traverse Commons Joint Planning Commission. Their previous representative was recently not reappointed to their board and therefore, this new appointment is necessary.

The person being recommended is current Planning Commissioner, Mike Grant. If appointed, he will serve a three year term expiring May 14, 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!

Memorandum

The City of Traverse City
Planning Department



TO: MARTY COLBURN, CITY MANAGER

FROM: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*

SUBJECT: GRAND TRAVERSE COMMONS JOINT PLANNING COMMISSION AND ARTS
COMMISSION PLANNING COMMISSION REPRESENTATIVE

DATE: October 5, 2016

At the October 4, 2016 Planning Commission regular meeting, the Planning Commission nominated Linda Koebert to serve on the Arts Commission on a 8-0 vote and nominated Mike Grant to serve on the Grand Traverse Commons Joint Planning Commission on a 8-0 vote.

Please pass on the City Planning Commission's recommendations that Linda Koebert serve as the Planning Commission representative on the Arts Commission and Mike Grant serve as the Planning Commission representative on the Grand Traverse Commons Joint Planning Commission to the City Commission for their consideration.

RAS:ml

Grand Traverse Commons Joint Planning Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Terry Clark (Garfield Apt.) 4900 Green Hill Ct, TC, 49684 946-0343 etc49@charter.net	04/30/07	05/14/18 05/14/18
<u>Resigned</u>		
Carol Hale (Joint Apt.) 240 Washington St, #12, TC, 49684 947-3905 (Res) jnhale@charter.net	04/30/07	05/14/19
John Racine (Garfield Apt.) 3700 Jefferson, TC, 49684 499-4136 (Cell) jpr@sondeeracine.com	12/11/08 (Partial Term)	05/14/17
John Serratelli (City Planning Comm. Rep) 237 Midtown Dr, TC, 49684 946-5819 (Res) 312-882-0060 (Cell) jfskbs@gmail.com	02/01/10	05/14/17
Janice Warren (City Planning Comm. Rep) 606 W. 10th St, TC, 49684 946-5819 (Res) 922-6240 (Bus) jawarren@nwm.cog.mi.us	04/30/07	05/14/18

Was not reappointed to Planning Commission

Russ Soyring, City Planning Director - City Staff, rsoyring@traversecitymi.gov
 Rob Larrea, Garfield Township Director of Planning – Garfield Township Staff,
rlarrea@garfield-twp.com

Purpose: The Joint Planning Commission is established for the purpose of exercising the powers and duties of a planning commission under the Municipal Planning Act, MCL 125.31 *et seq.* (“the Planning Act”).

The Commission consists of 5 members who serve three-year terms ending May 14th:

- Two members of the City Planning Commission appointed by the City Commission (must be City Planning Commissioners in order to be on the board)
- Two members Garfield Township Planning Commission appointed by the Garfield Township Board (must be Garfield Township Planning Commissioners in order to be on the board)

- One member appointed jointly by the City Commission and Garfield Township Board

Vacancies occurring shall be filled by the entity having appointed the vacated position. Vacancies shall be filled within 30 days of the vacancy for the remainder of the unexpired term.

History: Replaces the Grand Traverse Commons Redevelopment Corporation Board of Directors as of April 30, 2007.

The Commission meets the fourth Tuesday of the Month at 7:00 p.m.

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

Tuesday, August 2, 2016
7:30 P.M.

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

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

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Vice-Chairperson Linda Koebert, Ross Richardson (arrived at 7:32 p.m.), Chairperson John Serratelli, Jim Tuller and Jan Warren

ABSENT: Commissioner Camille Weatherholt

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

3. **ANNOUNCEMENTS**

Chairperson Serratelli announced that the Planning Commission will discuss award nominations for the Grand Traverse County Annual Awards Banquet at the September regular meeting. If Planning Commissioners have nomination suggestions in any of the award categories, they should communicate those to staff prior to the September meeting.

4. **APPROVAL OF MINUTES**

- A. July 6, 2016 Regular Meeting minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner Howe, to approve the July 6, 2016 Regular meeting minutes.

Motion carried 7-0 (Commissioners Weatherholt and Richardson absent).

Commissioner Richardson joined the meeting at 7:32 p.m.

5. **OLD BUSINESS-** None.

6. **NEW BUSINESS**

- A. West Front Street Project- Review for Consistency with Master Plan (Approval Recommended)

Mr. Soyring explained his July 29, 2016 memo to the Planning Commission. It is staff's recommendation that the project is found to be consistent with the Master Plan in terms of location, extent and character.

Mr. Lodge addressed the Commission.

Commission discussion.

The following individuals addressed the Commission:

- Jeff Pownall, 824 W. Front and 124 N. Spruce Street
- Tom Griswald, 924 W. Front Street and 911 Third Street
- Homer Nye, 228 S. Spruce Street
- Jeanine Easterday, 1011 Lake Ridge Drive

Commission discussion.

Motion by Commissioner Koebert, second by Commissioner Richardson, that the West Front Street Project (west of Division) is found to be consistent with the City Master Plan in terms of location, extent and character.

Motion carried 8-0 (Commissioner Weatherholt absent).

- B. Letter from Thomas Darga of DargaWorks, Inc., regarding properties commonly known as 205 and 211 Union Street and 205 Garland Street (Discussion)

Thomas Darga and Nick Darga of DargaWorks, Inc. addressed the Commission.

Commission discussion.

The following individuals addressed the Commission:

- Ellen Fivenson, 717 Bloomfield

7. CORRESPONDENCE

- A. Community Development Update- July 2016
B. Code Enforcement Report- April-June 2016

8. REPORTS

- A. City Commission - Commissioner Howe reported.
B. Board of Zoning Appeals – Commissioner Koebert reported.
C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.
D. Arts Commission- Commissioner Warren reported.

**PLANNING COMMISSION
MEETING MINUTES
AUGUST 2, 2016
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- E. Planning Commission
 - 1. Master Plan Review Committee—Commissioner Dow reported.
 - 2. Parking Regulation Committee- Commissioner Serratelli reported.
 - 3. Traffic Calming Review Committee- No report.
- F. Planning Department—Mr. Soyring
 - 1. Public Engagement Plan Committee- Mr. Soyring reported.
 - 2. Community Development/Economic Development- No report.
 - 3. Capital Improvement Program- No report.

9. PUBLIC COMMENT

The following addressed the Commission:

- Nathan Schultz, 121 S. Garfield

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 9:46 p.m.

Date:

September 7, 2016

Respectfully submitted,

Janet Fleshman, ps

Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Regular Meeting

Wednesday, September 7, 2016

7:30 P.M.

Training Room

Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

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

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Ross Richardson,
Chairperson John Serratelli, Jim Tuller, Jan Warren and Camille Weatherholt

ABSENT: Vice-Chairperson Linda Koebert

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

3. **ANNOUNCEMENTS**

Mr. Soyring announced that on September 12, the West Boardman Lake District plans will be presented to the City Commission. On September 26, the 8th Street Charrette final plan will be presented.

Chairperson Serratelli announced that agenda item 5A will be removed from this agenda and considered at the September 20 meeting that will now be a Special Meeting.

4. **CONSENT CALENDAR**

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

- A. August 2, 2016 Regular Meeting minutes (Approval recommended)
- B. Grand Traverse County Awards Nominations (For introduction and possible action on October 4, 2016)

Motion by Commissioner Warren, second by Commissioner Dow, to approve the Consent Calendar as read.

Commission discussion.

Motion carried 8-0. (Commissioner Koebert absent).

5. OLD BUSINESS

- A. Consideration of a draft amendment to the City of Traverse City Master Plan for distribution to the City Commission for review and comment. (Approval recommended)

Agenda Item 5A was removed from this agenda and will be considered at the September 20, 2016 Special Meeting of the Planning Commission.

6. NEW BUSINESS

- A. Consideration of an amendment to the Traverse City Code of Ordinances Section 1332.01 Single Family Dwelling (R-1a, R-1b) District *Uses Allowed* regarding changing the conditions allowing accessory dwelling units in the single-family dwelling districts. (For introduction and possibly scheduling a Public Hearing for October 4, 2016)

Mr. Soyring explained that an amendment was prepared based on the direction given by the City Commission.

Chairperson Serratelli explained that it is the opinion of the City Attorney that the Planning Commission must schedule a public hearing on the matter.

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Dow, that a Public Hearing be scheduled for October 4, 2016 to consider an amendment to the Traverse City Code of Ordinances, Single Family Dwelling Districts (R-1a and R-1b), Section 1332.01 *Uses Allowed*, regarding changing the conditions allowing accessory dwelling units.

Commission discussion.

The following individuals made public comment:

- Rick Buckhalter, 932 Kelley Street
- Adrienne Rossi, 312 W. 7th Street

Motion carried 7-1 (Commissioner Richardson opposed, Commissioner Koebert absent.)

- B. Consideration of a conditional rezoning request initiated by Thomas Darga of DargaWorks, Inc. to rezone properties commonly known as 205 and 211 Union Street and 205 Garland Street from C-4a (Regional Center District) to C-4b (Regional Center District) with conditions (For introduction and possibly scheduling a Public Hearing for October 4, 2016)

Mr. Soyring summarized his August 26, 2016 communication to the Planning Commission.

Thom Darga, 101 N. Park, addressed the Commission.

Commission discussion.

Motion by Commissioner Richardson, second by Commissioner Fleshman, to defer the conditional rezoning request by Mr. Darga until October 4, 2016 Regular Meeting due to lack of information provided by the applicant.

The following individuals made public comment:

- Rick Buckhalter, 932 Kelley Street

Commission discussion.

Motion failed 2-6 (Commissioners Dow, Howe, Serratelli, Tuller, Warren and Weatherholt opposed, Commissioner Koebert absent).

Commission discussion.

Motion by Commissioner Howe, second by Commissioner Warren, that the request by Thom Darga, Inc., of 101 North Park Street, Traverse City, Michigan, to conditional rezone the property located at 205 Garland Street, 205 North Union Street and 211 North Union Street from C-4a (Regional Center) to C-4b (Regional Center) with conditions be introduced and scheduled for a public hearing on October 4, 2016.

Motion carries 7-1 (Commissioner Fleshman opposed, Commissioner Koebert absent).

Commissioner Richardson left the meeting at 9:10 p.m.

- C. Consideration of a Special Land Use Permit request by Munson Medical Center to allow for a taller building at 1105 Sixth Street (For introduction and possibly scheduling a Public Hearing for October 4, 2016)

Commissioner Weatherholt recused herself from this agenda item due to an appearance of a conflict as she is employed by Munson Medical Center. Commissioner Weatherhold left the meeting at 9:11 p.m.

Mr. Soyering introduced the topic and summarized his August 25, 2016 memo to the Commission.

Commissioner Richardson rejoined the meeting at 9:13 p.m.

Steve Tongue, Munson Medical Center, addressed the Commission.

Commissioner Tuller left the meeting at 9:15 p.m.

Commissioner Tuller rejoined the meeting at 9:17 p.m.

Commission discussion.

Motion by Commissioner Dow, second by Commissioner Richardson, that the request by Steve Tongue, Vice President of Facilities at Munson Medical Center for a Special Land Use Permit for a "Taller Building" at 1105 Sixth Street be introduced and scheduled for a public hearing for the October 4, 2016 Regular Meeting.

Motion carried 8-0 (Commissioner Koebert absent).

- D. Consideration of a Site Plan Review request by Munson Medical Center for a family birth and children's center medical building located at 1105 Sixth Street (For introduction and possible action on October 4, 2016)

Motion by Commissioner Warren, second by Commissioner Dow, that the request by Steve Tongue, Vice President of Facilities at Munson Medical for site plan approval be introduced and set for review and possible action that the October 4, 2016 Regular Meeting.

Motion carried 8-0 (Commissioner Koebert absent).

- E. Consideration of a street vacation request by Munson Medical Center to vacate the 1100 block of Sixth Street and the opening of a new street approximately 200 feet north of this block (Possible action requested)

Mr. Soyering explained that the Planning Commission does not need to hold a public hearing for a street vacation, but may choose to do so per the Planning Commission Bylaws.

Commission discussion.

Motion by Commissioner Richardson, second by Commissioner Warren, that the request by Steve Tongue, Vice President of Facilities at Munson Medical Center to vacate the 1100 block of Sixth Street and the opening of a new street approximately 200 feet north of this block be introduced and scheduled for a public hearing for the October 4, 2016 Regular Meeting.

Commission discussion.

Motion carried 8-0 (Commissioner Koebert absent).

- F. Communication from Mike Powers requesting a possible text amendment to the Development District, Section 1347.01 to expand the uses allowed to include a coffee roastery (Discussion)

Mr. Soyering explained that a request to expand uses in the Development District to include a "coffee roastery" was received. If it is the consensus of the Planning Commission to proceed with an amendment, then staff would prepare a draft amendment for consideration at the next regular meeting.

Commission discussion.

Jen Chichowski and Josh Brandt of Higher Grounds Trading Company addressed the Commission.

Commission discussion included expanding uses beyond manufacturing of "beverages" and possible include allowing all manufacturing uses but limiting the scale. Staff will bring a draft amendment for consideration at the next regular meeting on October 4, 2016.

**PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 7, 2016
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7. CORRESPONDENCE

- A. Bayfront Chairs correspondence from Commissioner Koebert

8. REPORTS

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

9. PUBLIC COMMENT

The following addressed the Commission:

- Adrienne Rossi, 312 W. 7th Street

10. ADJOURNMENT

Chairperson Serratelli adjourned the meeting at 10:05 p.m.

Date: October 4, 2016

Respectfully submitted,

Janet Fleshman _{PS}

Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Special Meeting

TUESDAY, September 20, 2016
7:00 P.M.

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

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

2. **ROLL CALL**

Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Mike Grant, Gary Howe, Ross Richardson (arrived at 7:31 p.m.), Chairperson John Serratelli, Jim Tuller and Camille Weatherholt

ABSENT: Vice-Chairperson Linda Koebert

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

3. **CONSIDERATION OF A DRAFT AMENDMENT TO THE CITY OF TRAVERSE CITY MASTER PLAN FOR DISTRIBUTION TO THE CITY COMMISSION (Approval recommended)**

Commissioner Dow provided a brief history of the Master Plan Committee's work and described the proposed amendments.

Commission discussion.

Mr. Soyering explained the proposed changes to the Future Land Use Map.

Motion by Commissioner Howe, second by Commissioner Weatherholt, that the Traverse City Master Plan Proposed 2016 Amendment, be approved for distribution to the City Commission for review and comment and possible distribution to neighboring jurisdictions for review and comment.

Motion carried 8-0 (Vice-Chairperson Koebert absent).

4. **CONSIDERATION OF A SPECIAL LAND USE PERMIT REQUEST BY GRAND TRAVERSE AREA CATHOLIC SCHOOLS TO ALLOW FOR A SCHOOL AT 218 VINE STREET (For introduction and possibly scheduling a Public Hearing for November 1, 2016)**

Mr. Soyring summarized his September 16, 2016 communication memo to the Commission.

Scott Jozwiak, Jozwiak Consulting presented to the Commission.

Commission discussion.

Rick Skendzel, Architecture Technology addressed the Commission.

Commission discussion.

Mike Buell, GTACS Superintendent addressed the Commission.

Commissioner Howe left the meeting at 8:21 p.m.

Commission discussion.

Commissioner Howe rejoined the meeting at 8:24 p.m.

Motion by Commissioner Howe, second by Commissioner Dow that the request by Mike Buell, Superintendent for Grand Traverse Area Catholic Schools for a Special Land Use Permit for a School at 218 Vine Street be introduced and scheduled for a public hearing for the November 1, 2016 Regular Meeting.

Motion carried 8-0 (Vice-Chairperson Koebert absent).

5. CONSIDERATION OF A SITE PLAN REVIEW REQUEST BY GRAND TRAVERSE AREA CATHOLIC SCHOOLS FOR A SCHOOL LOCATED AT 218 VINE STREET (For introduction and possible action on November 1, 2016)

Motion by Commissioner Howe, second by Commissioner Richardson, that the request by Mike Buell, Superintendent for Grand Traverse Area Catholic Schools for site plan approval be introduced and set for review and possible action at the November 1, 2016 Regular Meeting.

Motion carried 8-0 (Vice-Chairperson Koebert absent).

6. WEST BOARDMAN LAKE DISTRICT PLAN (Discussion)

Mr. Soyring introduced the topic and requested input from the Planning Commission on the draft plan.

**PLANNING COMMISSION
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Page 3**

Commission discussion included comments such as: integration with the Envision 8th project, plan shows abundant parking, phasing plan and implementation plan should be considered, consider trail-oriented development, plan should show how buildings would access with the new street, adding a neighborhood street to the grid seems to makes sense, possible conflicts with Boardman Avenue, Lake Avenue should remain open.

Mr. Soyering plans to summarize comments from the Planning Commission with the consultant firm leading the project.

7. PUBLIC COMMENT

Chairperson Serratelli thanked Jan Warren for her over 20 years of service on the Planning Commission and various city boards and committees. Chairperson Serratelli welcomed Mike Grant to the Planning Commission.

8. ADJOURNMENT-Meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Date: October 4, 2016

Janet Fleshman
Janet Fleshman, Secretary

MINUTES
TRAVERSE CITY PLANNING COMMISSION
Joint Study Session with the City Commission

Monday, September 26, 2016

7:00 P.M.

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

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

The following Planning Commissioners were present, constituting a quorum: Commissioners Michael Dow, Janet Fleshman, Mike Grant, Ross Richardson, Jim Tuller and Camille Weatherholt

The following Planning Commissioners were absent: Chairperson John Seratelli and Vice-chairperson Linda Koebert.

The following City Commissioners were present, constituting a quorum: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following City Commissioners were absent: None.

Mayor Jim Carruthers presided at the meeting.

1. Presentation regarding the Envision Eighth Street Initiative.

The following addressed the Commission:

Marty Colburn, City Manager
Doug Farr, Farr and Associates
Russell Soyering, City Planning Director
Christina Bader, Farr and Associates

Public Comment.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street
Chris Maxbauer, 503 West Eighth Street
Todd Klepper, City business owner, The Filling Station Microbrewery
Don Coe, 211 Midtown Drive, Midtown Condominium Association
Cythia Brzak, 503 North Elmwood
Deni Scudato, 422 East State Street
Andrew Girrell, 532 Webster Street
John Reid, 630 Cottage Drive, Apartment 1B
Patty Olson, 1815 Wayne Street

There being no objection, Mayor Carruthers declared a recess.

The Planning Commission departed the meeting at 8:38 p.m. and a quorum was no longer present. The Planning Commission meeting was therefore adjourned at 8:38 p.m.

Respectfully submitted,

Date: October 4, 2016

Janet Fleshman _{PS}
Janet Fleshman, Secretary

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

June 15, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:35 p.m.

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

Also present: Katy McBenge

The following were absent: Rick Korndorfer, Deb Lake and Jan Warren

Various announcements were given.

1. First item being, "Consideration of approving minutes from the Regular Meeting of May 18, 2016."

It was moved by Shamroe, seconded by DiGiacomo to approve the minutes from the Regular Meeting of May 18, 2016.

AIF/MC (Korndorfer, Lake and Warren absent)

2. Next item being "Administration."

Ms. Gillett indicated that there was no change to the funds available in the Public Art Trust Fund, and that an in depth look at the fund would take place at the next meeting.

3. Next item being "Project Updates."

- a. Bryan Crough Memorial Update:

The RFQ will close on Friday 6/17/16, and more will be discussed at the July Meeting based on the Art Selection Panel's recommendations.

- b. Coast Guard City Update:

Ms. Gillett has been in contact with the Coast Guard City Committee to offer names of professional artists for guidance, and suggested that they focus on Scale, Design and

Arts Commission Minutes

Originality.

c. Great Art Change Out Update:

Ms. Minervini gave an update that this project was not under the Commission's purview given that the location, but that the Commission could still support the project.

d. Other Updates:

None.

4. Next item being, "Planning."

a. Planning subcommittee report – Process, Input, Priorities:

General discussion took place.

5. Next item being, "Outreach

a. Civic Square Pop-Up Park:

Ms. Minervini and Ms. Shamroe gave updates that the Pop-Up Park projects came in under budget, and that it was a success.

b. Consideration of setting a date for a pitch night and/or input session:

General discussion took place. By consensus, a pitch night and/or input session is necessary, however no date was determined and no motion was taken.

6. Next item being, "Other Business."

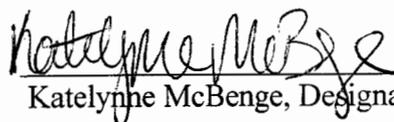
General discussion took place.

7. Next item being, "Public Comment."

a. General.

Patty Pelizarri

There being no objection, Chair Mary Gillett declared the meeting adjourned at 4:52 p.m.


Katelyne McBenge, Designated Secretary

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

August 17, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:35 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jackie Shinnars, Amy Shamroe, Brooke DiGiacomo, Jason Dake, Jan Warren, Rick Korndorfer, and Deb Lake.

Also present: Katy McBenge

The following were absent: None.

1. Various announcements were given.
2. First item being, "Consideration of approving minutes from the Regular Meeting of June 15, 2016."

It was moved by Warren, seconded by Shamroe, to approve the minutes from the Regular Meeting of May 18, 2016.

AIF/MC

3. Next item being "Administration."

- a. Public Art Trust Fund:

There was general discussion regarding the budget for the 2016/2017 Fiscal Year.

- b. Official Approval of Public Art Guidelines:

Motion to approve the guidelines was withdrawn. It was the general consensus that this order of business needed more explanation and discussion for clarity.

- c. Annual Selection of Chairperson and Vice Chairperson:

It was moved by Warren, seconded by Korndorfer to re-elect Mary Gillet as Chair, and Christie Minervini as Vice Chair. By general consensus, the Commission would like to

add this to the Agenda for discussion in the month prior to selecting positions in the future.

AIF/MC

d. City Commission Amendment to Public Arts Ordinance:

There was general discussion regarding the amendment.

4. Next item being "Project Updates."

a. Bryan Crough Memorial Update:

There was general discussion regarding the project so far, and ways to improve for future projects. An informational packet that was given to the finalists will be sent to all Commissioners.

b. Coast Guard City Update:

This project is still moving forward, no significant updates at this time.

c. Other Updates:

Hotel Indigo has indicated that they have space available for public art, and would welcome input from the Commission.

5. Next item being, "Subcommittee Reports"

General discussion took place regarding membership on the subcommittees and various updates. More clarity on this will be discussed at the September meeting.

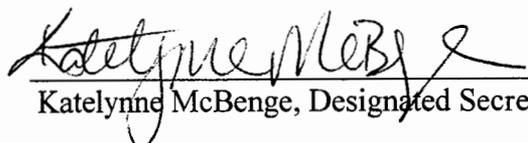
6. Next item being, "Other Business"

None.

7. Next item being, "Public Comment."

None

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


Katelyne McBenge, Designated Secretary

CITY OF TRAVERSE CITY

Minutes

Coast Guard City Committee

August 4, 2016

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

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Mark Grabowski, Dave Barr, Tom Allard, and Dan Baker.

Also present was Katelyn Zeits.

The following was absent: Marty Colburn and Polly Cairns.

Stan Simons chaired.

Various Announcements were given.

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

It was moved by Barr, seconded by Allard to approve the minutes from the July 7, 2016 regular meeting.

AIF/MC (Colburn and Cairns absent)

2. Next item being "Consideration of approving an amendment to the Committee Bylaws."

It was moved by Barr, seconded by Perdue, to approve the Committee Bylaws as presented.

AIF/MC (Colburn and Cairns absent)

3. Next item being "Discussion regarding grant opportunities."

It was moved by Barr, seconded by Perdue to support a grant application to Rotary Charities prepared by Chairman Simons.

AIF/MC (Colburn and Cairns absent)

By consensus, Mr. Simons will look into grant opportunities from other organizations.

4. Next item being, "Updates."
 1. Paratus 14.50 – The move is still in progress.
 2. Monument Project – Mr. Simons and Mr. Baker met with a local artist about the monument who is interested in working with the Committee on the project.
 3. Friday Night Live – The Committee will participate in the August 12th Friday Night Live and will hand out free tattoos, take pictures and talk about the Coast Guard – all members are welcome to attend.

It was moved by Barr, seconded by Baker to approve payment to Alfie – Logo Gear for the purchase of 10,000 Coast Guard City tattoos.

AIF/MC (Colburn and Cairns absent)

5. Next item being "Public Comment."

None.

6. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:31 p.m.



Katelyn Zeits
Recording Secretary

CITY OF TRAVERSE CITY

Minutes

Coast Guard City Committee

September 1, 2016

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

The following were present, constituting a quorum: Stan Simons, Steve Perdue, Mark Grabowski, Tom Allard, and Dan Baker.

Also present was Katelyn Zeits.

The following was absent: Marty Colburn, Dave Barr and Polly Cairns.

Stan Simons chaired.

Various Announcements were given.

1. First item being "Consideration of approving minutes from the August 4, 2016 regular meeting."

It was moved by Baker, seconded by Allard to approve the minutes from the August 4, 2016 regular meeting.

AIF/MC (Colburn, Barr and Cairns absent)

2. Next item being, "Updates."

1. Monument Project – A revised drawing has been provided by the artist and a maquette will be ready for the October meeting.

It was moved by Allard, seconded by Perdue to allocate up to \$500 for a maquette of the revised drawing.

AIF/MC (Colburn, Barr and Cairns absent)

2. Friday Night Live – The event well extremely well and the Committee will look to participate again in the future.
3. Next item being "Public Comment."

None.

4. Adjournment.

There being no objection, Chair Stan Simons declared the meeting adjourned at 3:24 p.m.



Katelyn Zeits
Recording Secretary

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: July 27, 2016
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, W. Kuhn (12:25), J. Jenkins, J. Bussell, C. Rueckert
ABSENT:
GUESTS:
STAFF: J. Henderson

W. Twietmeyer called the regular meeting to order at 12:07.

Moved by J. Jenkins, seconded by C. Rueckert that the minutes of the June 29, 2016 regular meeting be approved.

Motion approved 4-0.

Warrant No. 603 in the amount of \$194,999.83 for Retirees Benefits for August 2016 was approved and signed by C. Rueckert and J. Bussell.

A flash report from Gray & Company dated June 30, 2016 was distributed to the Board. The report included an executive summary of money manager performance as well as total fund allocation by manager. The final report for the quarter ending June 30, 2016 will be available in a couple weeks.

Moved by J. Bussell, seconded by J. Jenkins that the Retirement Board authorize up to \$2,000 for registration, lodging, and transportation to send two members of the Retirement System to the MAPERS Conference at Mackinac Island, Michigan on September 18-20, 2016.

Motion approved 4-0.

Chris Kuhn of The Bogdahn Group gave a report via telephone conference call to the Board. A summary report including the market values by manager as of July 26, 2016 was provided to the Board along with current allocation and target allocation.

J. Bussell departed the meeting at 12:30 pm.

Moved by W. Twietmeyer, seconded by J. Jenkins to authorize the Secretary to sign the acceptance of letter of engagement from Gabriel, Roeder, Smith & Company for the GASB 67 and 68 implementation package.

Motion approved 4-0.

It was announced that retiree Wilma Howard King passed away earlier this month.

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

Motion approved 4-0.

Meeting adjourned at 12:37 pm

William E. Twietmeyer

William E. Twietmeyer
Secretary/Treasurer

Memorandum

The City of Traverse City



To: Martin A. Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Audit Engagement Letter
Date: October 10, 2016

The close of our fiscal year brings the beginning of our annual independent audit. The firm of Vredeveld, Haefner LLC began their first year of a three year engagement. Their field work commences in late October with wrap up work in December and a final report to be issued and filed at the end of December. As part of the process in keeping the City Commission informed about this work, I am enclosing for their information a copy of the annual engagement letter from Vredeveld, Haefner LLC along with an audit questionnaire for the city commissioners if they are interested in filling one out.

There are separate engagement letters for the Downtown Development Authority and Light & Power and they have been distributed to their respective organizations.

Please place this item on the next City Commission agenda under reports and communications for their information.



Vredeveld Haefner LLC

CPA's and Consultants
4001 Granada Ct.
Grand Rapids, MI 49534
FAX (616) 828-0307

Douglas J. Vredeveld, CPA
(616) 446-7474

Peter S. Haefner, CPA
(616) 460-9388

September 30, 2016

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

We are pleased to confirm our understanding of the services we are to provide the City of Traverse City, Michigan for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Traverse City as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Traverse City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Traverse City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Pension plan trend information.
3. Major fund budget to actual comparisons.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements and schedules.

The following additional information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

1. Statistical information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of The City of Traverse City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Traverse City's financial statements. Our report will be addressed to the governing board of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that The City of Traverse City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of The City of Traverse City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the City of Traverse City in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the management of the City however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vredeveld Haefner LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to

make certain audit documentation available to the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vredeveld Haefner LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

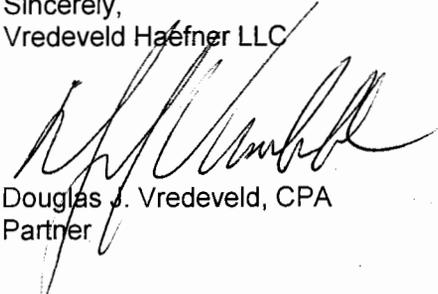
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 31, 2016 and to issue our reports no later than December 31, 2016. Peter Haefner is the engagement partner and is responsible for supervising the engagement and signing the report.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$14,590 for the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Traverse City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
Vredeveld Haefner LLC



Douglas J. Vredeveld, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Traverse City.

By:

Title:

Date:



Vredeveld Haefner LLC

CPA's and Consultants
4001 Granada Ct.
Grand Rapids, MI 49534
FAX (616) 828-0307

Douglas J. Vredeveld, CPA
(616) 446-7474

Peter S. Haefner, CPA
(616) 460-9388

September 30, 2016

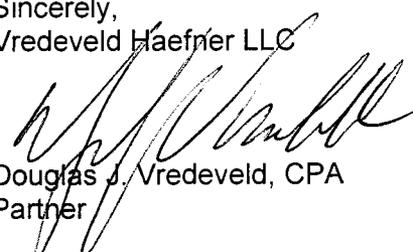
City Commission
City of Traverse City
400 Boardman Ave
Traverse City, MI 49684

Effective two way communications between Vredeveld Haefner LLC and the City Commission is important to understanding matters related to the audit and in developing a constructive working relationship. The attached engagement letter provides information regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of the scheduled audit engagement. We will also provide you with timely communications regarding the results of our audit upon completion of the engagement.

We are requesting input from the City Commission for the purpose of planning the scheduled audit engagement. This input may be provided through the completion of the attached questionnaire or by a direct meeting of an engagement partner and the City Commission or a City Commission member.

If you have questions about this letter or any aspects of the scheduled audit engagement we would be happy to discuss it further with the City Commission, we can be reached at the telephone numbers listed above or via website links at vh-cpas.com. We appreciate your assistance and the opportunity to be of service to the City.

Sincerely,
Vredeveld Haefner LLC



Douglas J. Vredeveld, CPA
Partner

**City of Traverse City
Audit Questionnaire for the Governing Board**

To help us with the process of planning the audit engagement, please provide your input regarding the following topics.

Identify any of the following which occurred during the year being audited: (significant financial activity/highlights, significant changes in the organization or its operating environment, significant change in staffing, service levels, or operations)

Provide any known information or suspicions you have regarding fraud within your organization for the fiscal year being audited. Please identify the nature and magnitude of the fraud or suspected fraud, who perpetrated it, how it occurred, how it was detected, etc.

Please identify any concerns you have regarding the integrity or competence of senior management.

How does the Board exercise oversight in the organization's assessment of the risks of fraud and the programs and controls the organization has established to mitigate those risks?

Where within your organization do you believe fraud could occur?

Please provide any additional information which you believe may be relevant to the audit process.

Are there additional analysis or specific procedures you would like to have performed in addition to our audit procedures?

Please return your completed questionnaire to:



Vredeveld Haefner LLC
4001 Granada Ct. NW
Grand Rapids, MI 49534

Completed by: _____

Title: _____

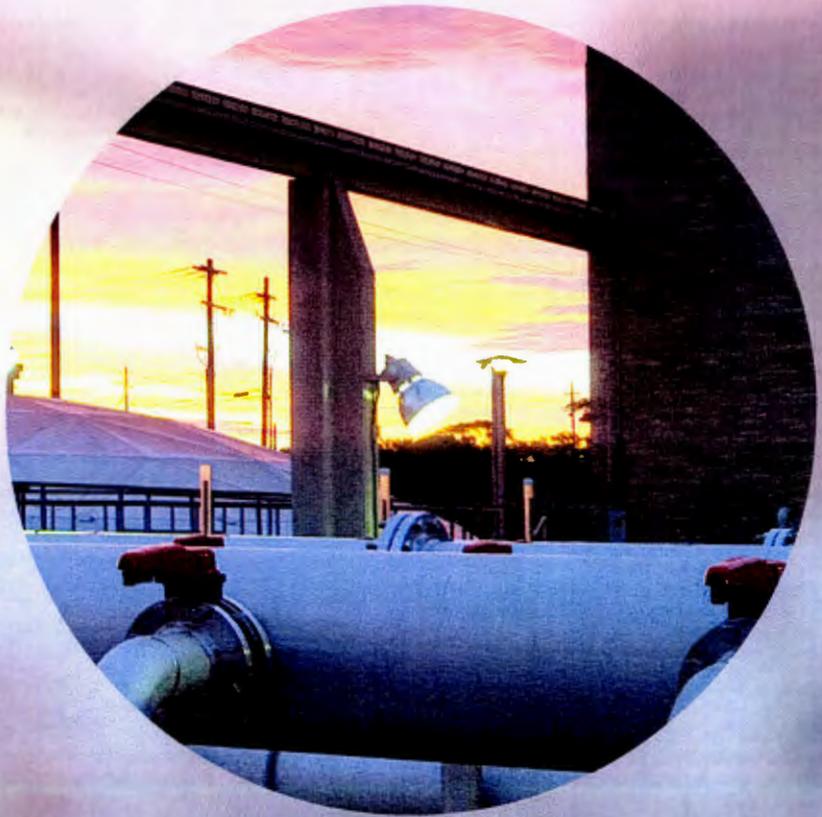
10/17 CC Baker

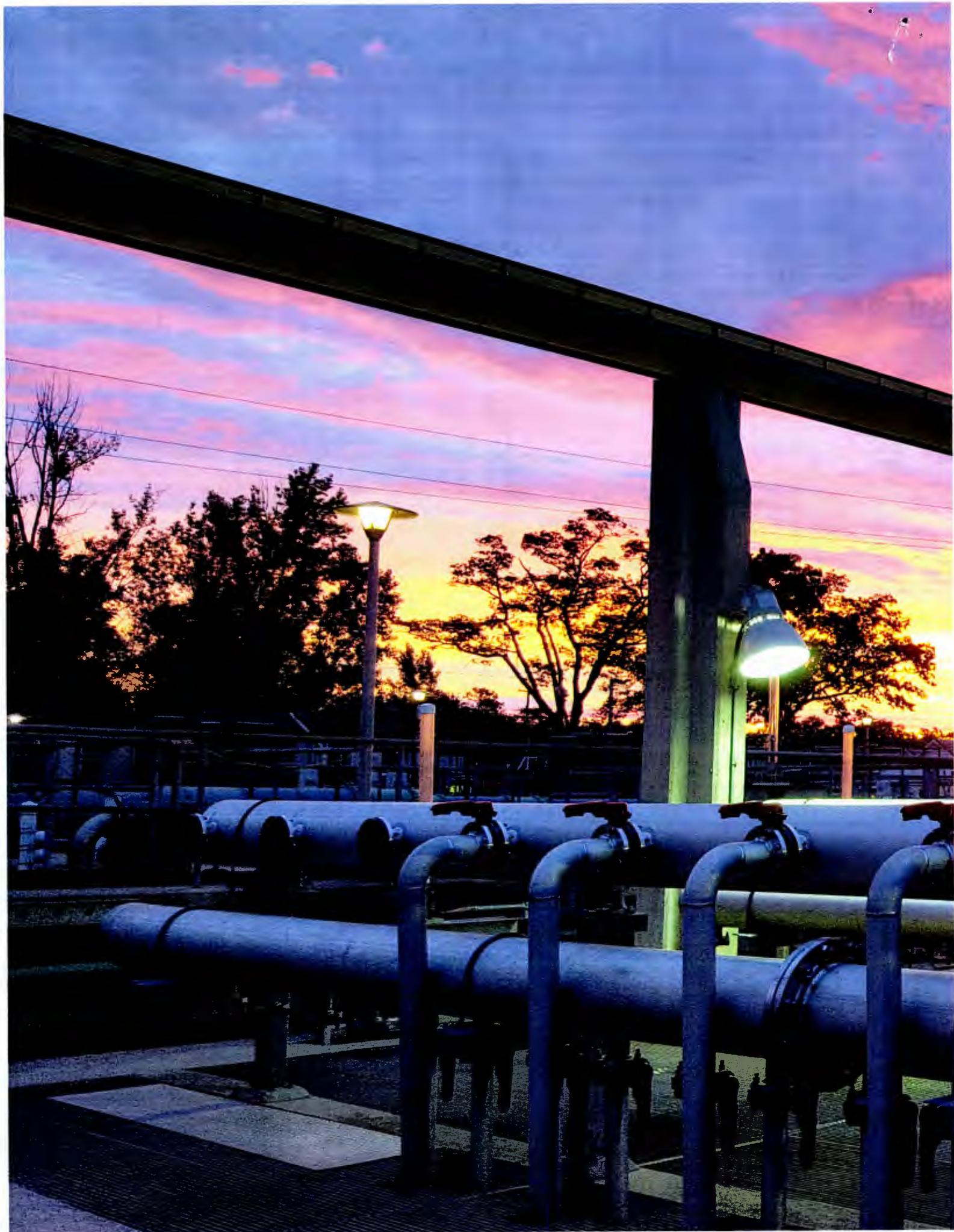
Operations Management Services



2015-2016 Annual Operations Report

Traverse City Regional Wastewater Treatment Plant







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Introduction

CH2M is pleased to present the City of Traverse City (the City) with this annual report as an overview of activities related to the Traverse City Regional Wastewater Treatment Plant (TCRWWTP) during the 2015-2016 contract year. CH2M has been operating and maintaining the WWTP and seven lift stations (increased to eight year-round lift stations) since 1990. During this time, we have stewarded the facility through various upgrades, the last of which took place in 2004, when the facility was converted to a Membrane Bioreactor (MBR) facility. (CH2M's family of engineers was selected to design, and build this upgrade.) This project allowed the City to increase plant capacities while staying within the current foot print of the WWTP, and offered a high-quality effluent that was desired by the public. In 2016, the City extended our partnership to 2022. In the coming years, we will continue working together on membrane replacement, asset management, and the presence of comma shaped Gram positive bacteria.

We look forward to the opportunity to serve the community where we live and work.

Plant Performance

The TCRWWTP operates under a National Pollutant Discharge Elimination System (NPDES) permit that is issued by the Michigan Department of Environmental Quality (MDEQ). The NPDES permit contains limits (requirements) for certain parameters within the plant effluent to protect the receiving waters.

Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS) Plant Percent Removals and Effluent Concentrations

The plant is required to remove, at a minimum, 85 percent of the Influent CBOD and TSS. Exhibit 1 illustrates the plant percent removals for 2015-2016. Exhibit 2, contains NPDES permit effluent concentration (milligrams per liter [mg/L]) limits compared to the actual average effluent concentrations for 2015-2016.

Exhibit 1

2015-2016 TCRWWTP Percent Removals vs NPDES Permit Requirement

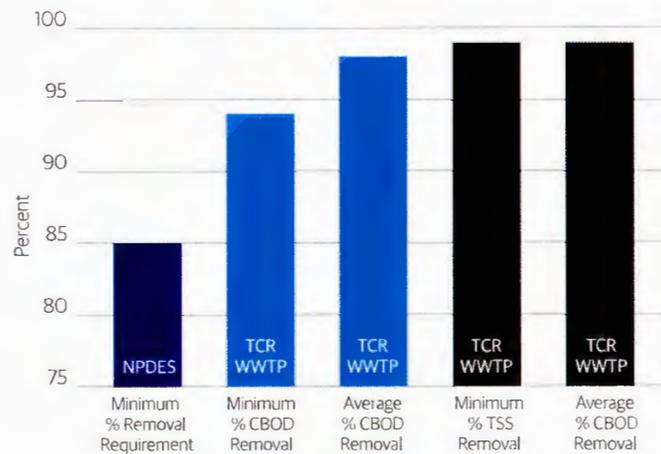


Exhibit 2

2015-2016 Plant Effluent Average CBOD and TSS Concentrations vs NPDES Permit Average Concentration Requirements

	CBOD (mg/L)	TSS (mg/L)
NPDES Permit Average Concentration Requirement	25	30
Plant Effluent Average Concentration	<2.19	<1.00

Total Phosphorus and Ammonia Nitrogen Concentrations

Total Phosphorus and Ammonia Nitrogen are nutrients that aid in the growth of organisms and plant life, however, if these nutrients are present in the plant effluent in too great of concentrations, it could lead to algae blooms, plant over growth, and decreased dissolved oxygen concentrations in the receiving waters. Exhibits 3 and 4 illustrate 2015-2016 effluent average concentrations of Ammonia Nitrogen and Total Phosphorus as they compare to the plant's NPDES limits.



Exhibit 3

2015-2016 NPDES Permit Average Concentration Requirement vs Plant Effluent Average Ammonia Nitrogen Concentration

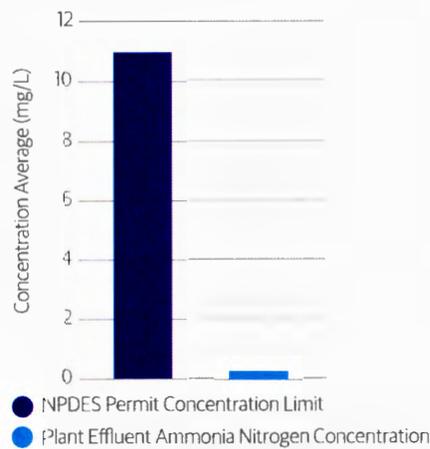
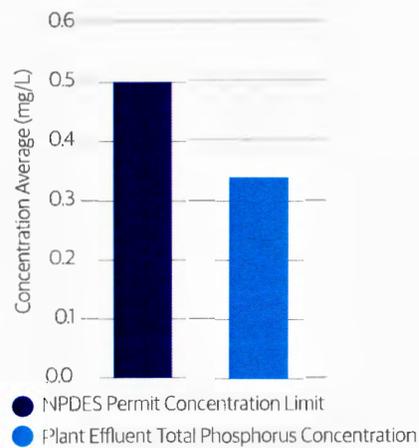


Exhibit 4

2015-2016 NPDES Permit Average Concentration Requirement vs Plant Effluent Average Total Phosphorus Concentration



Plant Performance

Dissolved Oxygen (mg/L), and pH (S.U)

An adequate Dissolved Oxygen concentration and pH level is essential to maintaining the quality of a body of water. For this reason, the MDEQ included a minimum Dissolved Oxygen concentration (mg/L), and pH limits in the plant's NPDES permit. Exhibit 5 compares the NPDES permit plant effluent minimum Dissolved Oxygen requirement with the plant effluent minimum Dissolved Oxygen concentration in 2015-2016. Exhibit 6 compares the NPDES permit plant effluent pH limits with the maximum and minimum pH values for the plant's effluent in 2015-2016.



Exhibit 5

2015-2016 NPDES Permit Plant Effluent Dissolved Oxygen Requirement vs Plant Effluent Minimum Dissolved Oxygen Concentration

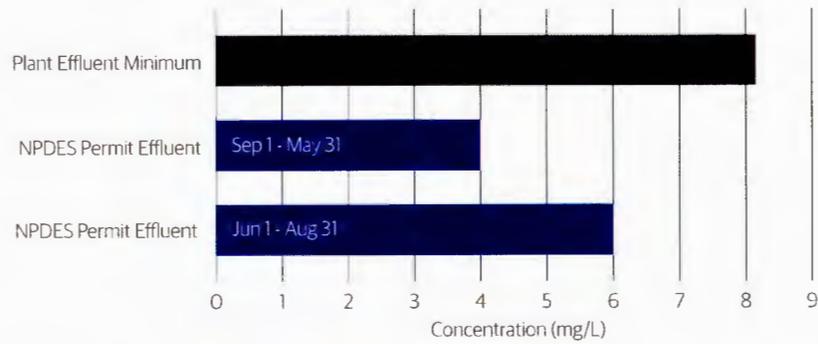
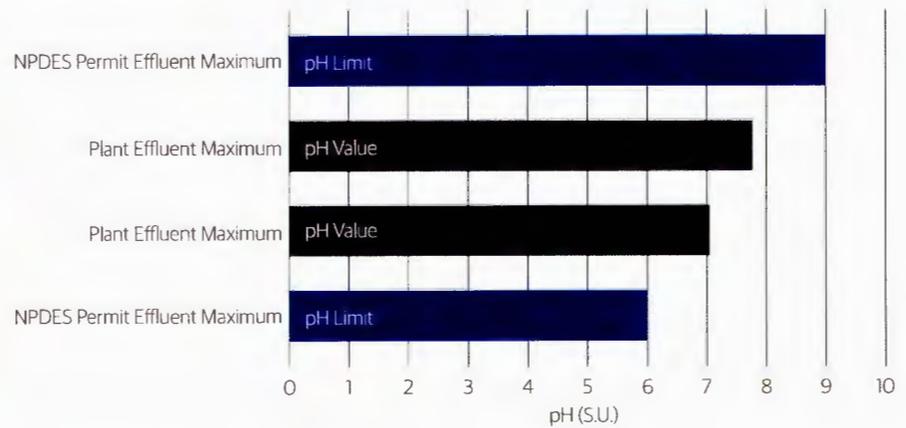


Exhibit 6

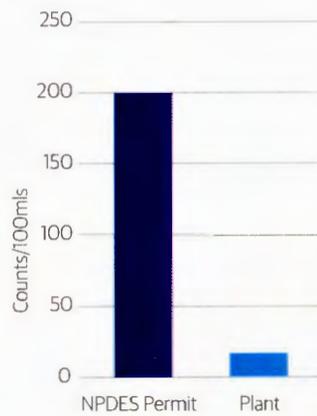
2015-2016 NPDES Permit Plant Effluent pH Requirement vs Plant Effluent Minimum/Maximum pH Values



Fecal Coliform (Counts/100mls)

To protect the City's water ways and ultimately the public from harmful pathogens that are present in wastewater, the MDEQ requires disinfection of WWTP effluent. Disinfection destroys or deactivates pathogenic microorganisms resulting in the termination of their growth and reproduction. The plant's NPDES permit limits the monthly geomean of fecal Coliform to 200 counts (cts)/100mls. Exhibit 7 compares the NPDES permit plant effluent requirement with the plant effluent maximum 7-day geomean for 2015-2016.

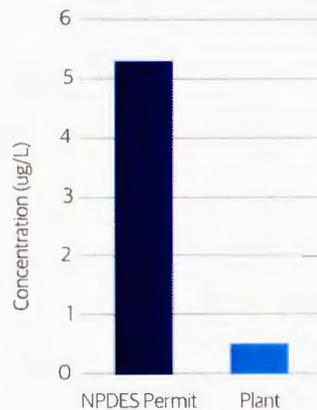
Exhibit 7
2015-2016 NPDES Permit Plant Effluent Fecal Coliform Requirement vs Plant Effluent Maximum Fecal Coliform 7-Day Geomean (counts/100mls)



Total Silver (micrograms/Liter, ug/L)

Silver, among other uses, is a byproduct of traditional photography found in photo fixer. While the effects of silver in the environment vary greatly based on the form of silver, it can be toxic to both plants and animals. In order to protect the aquatic life in the receiving stream, the Boardman River, the NPDES permit limits the amount of silver allowed in the plant effluent to an average concentration of 5.3 ug/L. Exhibit 8 compares the NPDES plant effluent limit and the average plant effluent concentration for 2015-2016.

Exhibit 8
2015-2016 Plant Effluent Average Silver Concentration vs NPDES Permit Plant Effluent Silver Concentration Requirement



National Pollution Discharge Elimination System Permit Reporting 2015-2016

In accordance with the NPDES Permit for the TCRWWTP, CH2M completed and submitted the following reports/plans to the MDEQ:

- We submitted a non-exposure storm water exemption form in January 2016. To evaluate whether or not the facility met the requirements of the non-exposure stormwater exemption Jacob Riley, the regional DEQ regulator, toured the facility. He found the facility met the requirements for stormwater exemption and made the recommendation to the MDEQ permitting department to modify the facility's NPDES permit to exclude stormwater requirements. This will decrease the City's annual permitting fee.
- Facility Monitoring Plan Submitted (New Plan has to be submitted with each new permit)
- Monthly Discharge Monitoring Reports
- Annual Residual Management Report
- Annual Stormwater Pollution Prevention Report
- Annual Federal Industrial Pretreatment Program (IPP) Report
- IPP Local Limits Evaluation
- Submitted results of additional monitoring requirements



IPP Overview

(For compliance purposes the IPP "year" is based on the calendar year from January 1- December 31)

Below is the definition, the DEQ offers on their website, for **significant industrial users** (SIU):

An **industrial user** (IU) will be classified as an SIU if it meets any of the following:

- (A) Is subject to categorical pretreatment standards under 40 CFR 403.6 and 40 CFR chapter I, subchapter N;
- (B) Discharges an average of 25,000 gallons per day (gpd) or more of process wastewater to the Publicly Owned Treatment Works (POTW) (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
- (C) contributes a process waste stream that makes up 5 percent or more of the average dry-weather hydraulic or organic capacity of the POTW treatment plant;
- (D) Is designated as such by the POTW on the basis that the IU has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement [in accordance with 40 CFR 403.8(f)(6)].

A **categorical industrial user** (CIU) is an SIU [see (A) above], but an SIU is not always a CIU. Categorical users have specific limits and requirements that are determined by the Federal government. States and local governments can develop requirements that are more restrictive, but not less restrictive.

SIUs are required to have discharge permits to operate on the system. Within those permits, they are required to perform self-monitoring tests on their discharges and report those results to CH2M at least twice per year. We also perform our own testing once per year. We inspect the SIUs twice per year; once on short notice (less than 24 hours) and once for a longer visit (1 to 2 week notice).

Light Industrial User (LIU) is a classification we use in Traverse City to monitor industries on the sewer system that discharge process water, but do not qualify as an SIU. They are not required to have a discharge permit and are not subject to mandatory testing. They are inspected at least once every two years, have a Slug Control Plan and an IPP Inspection Manhole.

IPP Overview

Traverse City has one CIU, three SIUs and 23 LIUs discharging to the sanitary sewer. CRM is considered a Categorical User because of the metal finishing process that occurs at their site. The three SIUs are: Munson Medical Center, Munson Support Services, and Hillshire Food. Exhibit 9 is a summary of the inspections performed at the SIUs and CIU locations. Exhibit 10 is a summary of LIU locations inspected in the last year.

Exhibit 9

SIUs and CIU Inspections July 2015-August 2016 (Grouped by User)

Date	Discharger
11/18/2015	Munson Support Services
8/5/2016	Short-notice inspection of Munson Support Services
12/1/2015	CRM, Inc. (CIU)
3/18/2016	Short Notice inspection of CRM, Inc.
12/9/2015	Hillshire Foods
8/10/2016	Short-notice inspection of Hillshire Foods.
12/21/2015	Munson Medical Center
9/1/2016	Short-notice inspection on Munson Medical Center

Exhibit 10

Light Industrial Users Inspections July 2015-June 2016

Date	Discharger
8/13/2015	McCardall Culligan
8/14/2015	Normic Industries
8/20/2015	AlcoTec Wire
8/21/2015	Century Sun Metal Treating
11/2/2015	Rare Bird Brewery
2/12/2016	Brewery Ferment
2/22/2016	The Workshop Brew Pub
3/1/2016	TC Whiskey
5/23/2016	Both locations of Kenimetal
6/8/2016	Grand Traverse Distillery
6/14/2016	Both locations of Britten Banners



In addition to inspecting the CIU, SIUs, and LIUs, CH2M conducted in-field inspections and responded to discharge issues, these activities are summarized in Exhibit 11.



Exhibit 11

IFP Items Responded to July 2015-June 2016

Date	Item
7/27/2015	Responded to Coast Guard Lift Station after an accidental release of fire suppression foam
7/28/2015	Met PCS at the Coast Guard Lift Station for cleaning
7/28/2015	Inspected AlcoTec's Inspection Manhole (IMH)
9/25/2015	Met with a contractor for Bay Breads near Chum's Corner and inspected the IMH
10/6/2015	Inspected the alley near Bistro Fou Fou and inspected the IMH for the Franklin
10/29/2015	Inspected Bistro Fou Fou after a grease plug
11/4/2015	Inspected The Parlor to determine they don't need to be an LIU
12/30/2015	Inspected Copper Falls after a grease plug
2/5/2016	Inspected AlcoTec's IMH
2/5/2016	Stopped by SMI Aerospace after being contacted about a possible Categorical Process to be installed
2/23/2016	Visited Jet's Pizza in Beitner Square to ask about the grease trap cleaning
4/27/2016	Stopped by Natural Gas Compression Systems, asked to see their IMH and Oil Water Separator (OWS) cleaning records
4/27/2016	Stopped at SMI Aerospace
4/27/2016	Inspected AlcoTec's IMH



IPP Overview

When an industry fails to comply with Traverse City's Sewer Use Ordinance (SUO), that business is sent a Notice of Violation. Exhibit 12 is a summary of the Notices of Violation sent through August 2016.

Exhibit 12

Notices of Violation Through August 2016

Date	User	Classification	Violation	Compliance Status
8/14/2015	Coast Guard Air Station	User	Interfering with the Collection System	In compliance
9/10/2015	AlcoTec Wire	LIU	High oil discharge	Oil went away for a while
2/18/2016	AlcoTec Wire	LIU	High oil discharge	Now subject to monthly reporting of oil water separator maintenance
3/14/2016	AlcoTec Wire	LIU	Missing a response deadline	Dismissed
12/30/2015	Munson Medical Center	SIU	High BOD Outfall-003	Follow up testing showed a return to compliance
2/1/2016	Munson Medical Center	SIU	Failure to resample high results in a timely manner Outfall-001 May 2015	Reporting violation
2/1/2016	Munson Medical Center	SIU	Failure to resample high results in a timely manner Outfall-001 July 2015	Reporting violation
2/1/2016	Munson Medical Center	SIU	Low pH November 2013	Follow up testing showed a return to compliance
7/18/2016	Munson Medical Center	SIU	pH too low at Outfall-003 for reporting period December 2015 - May 2016	Tests showed a return to compliance
7/18/2016	Munson Medical Center	SIU	TSS too high at Outfall-003 for reporting period December 2015 - May 2016	Tests showed a return to compliance
7/18/2016	Munson Medical Center	SIU	Failing to report a permit violation within 24 hours	Reporting violation
8/27/2016	Munson Medical Center	SIU	pH too low at Outfall-003 in Control Authority Sampling	Resample in progress
8/27/2016	Munson Medical Center	SIU	TSS too high at Outfall-003 in Control Authority Sampling	Resample in progress
1/4/2016	Copper Falls	Restaurant	High grease discharge	Follow up testing showed a return to compliance
1/11/2016	CRM Inc	SIU	Missing BOD data in Fall 2015 SMR Outfall -002	Retested
1/11/2016	CRM Inc	SIU	Missing Total Kjeldahl Nitrogen (TKN) data in Fall 2015 Self Monitoring Report (SMR) Outfall-002	Retested
2/8/2016	CRM Inc	SIU	Missing BOD data in Fall 2014 SMR Outfall -002	Old violation - Make up in November
2/8/2016	CRM Inc	SIU	Missing TKN data in Fall 2014 SMR Outfall-002	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	BOD at Outfall-001 was measured at 360 mg/L on September 30, 2014. (285 mg/L Limit)	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	BOD at Outfall-001 was measured at 456 mg/L on November 26, 2014. (285 mg/L Limit)	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	TKN was not tested at Outfall-001 for the December 2013 - May 2014 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	TKN was not tested at Outfall-001 for the December 2014 to May 2015 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	Average daily flow from Outfall-001 was not included for the December 2013 to May 2014 reporting period	Old violation - Make up in November

Exhibit 12 (continued)

Notices of Violation Through August 2016

Date	User	Classification	Violation	Compliance Status
2/19/2016	Munson Support Services	SIU	Average daily flow from Outfall-001 was not included for the June 2014 to November 2014 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	Average daily flow from Outfall-001 was not included for the December 2014 to May 2015 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	Maximum daily flow from Outfall-001 was not included for the December 2013 to May 2014 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	Maximum daily flow from Outfall-001 was not included for the June 2014 to November 2014 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	Maximum daily flow from Outfall-001 was not included for the December 2014 to May 2015 reporting period	Old violation - Make up in November
2/19/2016	Munson Support Services	SIU	Maximum daily flow from Outfall-001 was not included for the June 2015 to November 2015 reporting period	Old violation - Make up in November
3/14/2016	Beitner Square	Restaurant	High Grease Discharge	Under orders to eliminate high grease



IPP Overview

Township BOD Loadings

As part of CH2M's contractual obligation to the City, we operate and maintain eight automatic flow proportioned samplers strategically placed throughout the collection system in order to obtain representative samples from each of the following townships: Garfield, East Bay, Acme, Elmwood, and Peninsula. We collect three samples a week, and each sample is analyzed to determine its BOD concentration. These concentrations are used to calculate a monthly average BOD concentration. The average monthly BOD concentration for each township and monthly township flow values (provided by the County) are used to calculate the BOD loadings from each of the fore mentioned townships, the City, and Blair Township. (Exhibits 13 and 14 summarize the 2015-2016 BOD loadings vs owned capacities.)

Exhibit 13

Owned Capacity vs Maximum Monthly Average Loadings 2015-2016

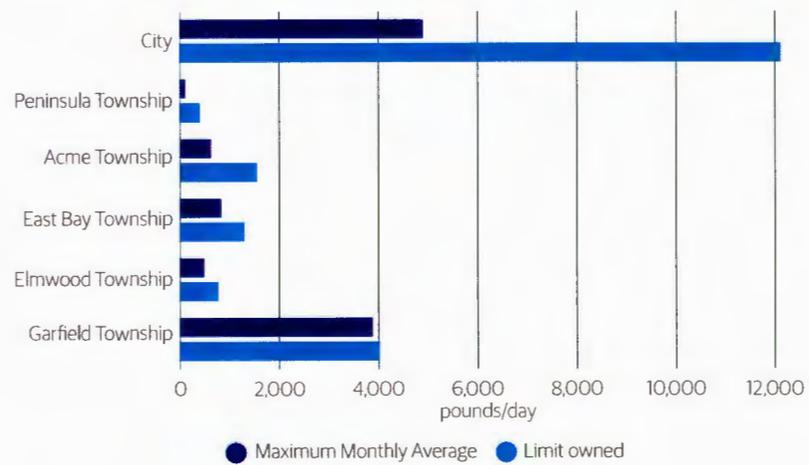


Exhibit 14

Township and City Loadings 2015-2016

	Owned Capacity	Maximum Monthly Average												
		Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-15	Mar-16	Apr-16	May-16	Jun-16	
Blair Township	404	60	59	45	39	35	32	38	34	42	32	37	43	41
Garfield Township	3,624	2,784	2,973	3,853	3,258	2,880	3,230	3,188	3,153	3,408	3,119	2,418	3,017	3,107
Elmwood Township	780	383	380	414	355	348	418	381	385	382	401	349	371	381
East Bay Township	1,309	536	592	1,065	1,337	317	785	676	599	724	732	342	332	670
Acme Township	1,557	431	507	431	344	274	273	291	353	322	346	401	527	375
Peninsula Township	406	77	72	82	78	77	87	86	74	65	77	74	151	83
Septage	0	49	17	11	94	99	7	4	4	11	7	7	17	27
City	12,120	5,752	5,244	3,203	3,845	5,129	4,159	3,721	3,598	3,082	3,105	4,523	3,891	4,105
Total		10,071	9,844	9,104	9,350	9,158	8,991	8,385	8,201	8,035	7,820	8,150	8,349	8,788

*We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Township BOD concentration.

Operations and Maintenance Highlights

As part of the CH2M culture, we are always looking for opportunities to improve our performance by reducing compliance vulnerabilities, reducing operational costs, reducing the facilities carbon footprint, achieving operational excellence, acquiring and maintaining a highly qualified staff, and demonstrating a high standard of safety. Itemized below are this year's accomplishments:

Data Acquisition for Membrane Trains

We purchased and installed a new data collection program from GE called "Insight". This program will improve our ability to track and interpret data pertaining to the membrane process. It will also more readily provide useable historical data.

GE's Installation of 500Ds Cassettes in Train 1

CH2M noticed that the newly installed 500Ds membrane cassettes in Train 1 were not performing as they should. GE and CH2M found the cause to be improper installation of the cassettes leading to an elevation difference between the 8M and 16M cassettes. We worked together to correct the elevation difference, and performed consecutive recovery cleans on the membranes in Train 1. After the fore mentioned corrective action were completed, GE came to the facility and conducted performance testing on Train 1. The results of this performance testing were:

- Train 1 was able to operate at design peak flow (17 mgd/8 cassettes=2.125 mgd, net basis) for one hour without faulting due to high transmembrane pressure. (This flow test was conducted during a comma shaped Gram positive bacteria outbreak.)
- The temperature corrected permeability of the 16M cassettes in Train 1 was found to be 86 percent of the permeability of the 8M cassettes in Train 1. The transmembrane difference between the 16M and 8M cassettes was 0.2 psi.

GE agreed to compensate the City for their incorrect installation of Train 1's 500Ds cassettes. They credited the City with \$16,666 towards the City's 2015 purchase of three new trains of membranes. GE also addressed the installation error so that it would not carry forward to subsequent cassette installations.

Optimization of the Membrane System Back-pulse Program

CH2M found that the new membranes are able to maintain optimum permeability with the use of periodic back pulsing. The original back pulse programming, GE installed in 2004, allowed you to operate in relax mode or back pulse mode 100 percent of the time, and changing from back pulse mode to relax mode had to be done manually. Back pulsing 100 percent of the time would require retreating much more back pulsed permeate, and increase electrical use while not offering a justifiable benefit. However, CH2M programmers were able to make changes to the back pulse program that optimized the use of the back pulse mode. This programming allowed the membranes to automatically back pulse when Trans-Membrane Pressures (TMPs) dropped below a certain value. Back pulsing is now automatic and only occurs when it is necessary.

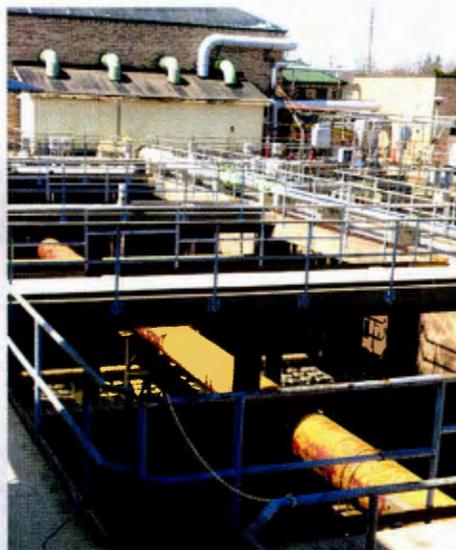
As part of the CH2M culture, we are always looking for **opportunities to improve our performance.**



Operations and Maintenance Highlights

South Aeration Basin Cleaning

We cleaned the south aeration basin, and made some minor repairs to the aeration grid. The cleaning of the basin and its ceramic aerating diffusers optimizes air transfer throughout the basin and reduces electrical cost related to aerating the basin.



South aeration basin cleaning.

Polymer Optimization

To confirm we are using the most effective polymer both economically, and operationally in our thickening processes, we performed bench testing of different polymers and compared the results to the results we get with the polymers we are currently using to thicken our digested and waste activated sludges. The testing showed that we are using the best polymer Polydyne, our current vendor, has to offer for thickening the digested sludge through the Sieve Drum Concentrator. The results of the bench testing performed on the waste activated sludge suggested that there were three polymers that may offer a better result than the current polymer being used to thicken waste activated sludge over the Gravity Belt Concentrator. We field tested these three polymers and found the polymer we are currently using, NE 864 polymer, works better than any other product Polydyne offers. (The polymers were rated by cost, amount needed to thicken sludge, and the quality of the resulting sludge.)

Ferric Chloride Pricing

CH2M rebid Ferric Chloride in 2015-2016 contract year for the 2016-2017 contract year. (Results are located in Exhibit 15) We negotiated with PVS to reduced their price from \$469/dry ton to \$457/dry ton, saving a minimum of \$2,500 in 2016-2017.

Exhibit 15

Traverse City Ferric Chloride Bids

Bidder	Bid Response
PVS	\$457 per dry ton (was \$469 per dry ton)
Univar	Not competitive
Kemira	\$522.54- per dry ton
Webb	No bid

Carbon Canister Replacement

We installed new carbon canisters in the Phoenix order control building. Prior to replacing the canisters the system's manometer was reading 13.5 inches. After replacing the canisters the system's manometer reads 7.5 inches, which is where it should be when the air flow is unobstructed. The Hydrogen Sulfide (H2S) monitor is currently showing little to no breakthrough H2S in the Phoenix discharge. (Canisters need replacing every 2 to 2.5 years depending on manometer readings.)

Facility Maintenance

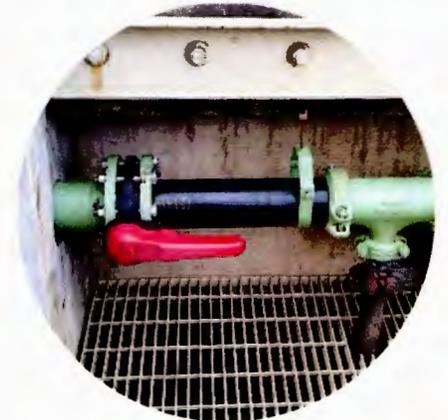
- Repaired Return Activate Sludge pump #3
- Replaced the seals on the stop logs for the return activated sludge channel
- Replaced Supervisory Control and Data Acquisition (SCADA) server #2
- Installed a new turbidity meter for trains 1 and 2, and new sensors were installed for both trains
- Michigan Switch Gear repaired and installed the breaker for Aeration Blower #2
- ABI repaired the back pulse line.
- Windemuller completed the validation, and calibration of the pressure sensors, and flow meters on each membrane train
- Installed a new level transducer in membrane train #3
- Installed new pressure transmitters for membrane trains #3 and #6
- Replaced the coupler and bearings on the primary drive for 3 and 4 north primary tanks
- Replaced the belt on the Gravity Belt Concentrator
- Installed a new Pressure Relief Valve on Digester #3 and #4
- Replaced the upper bearing on screw pump #3
- Replaced the failed Maxon valve on boiler #1
- Installed containment structures around the US Filter Polymer Units
- The doors to the maintenance shop and the aeration basin were replaced
- Installed an isolation valve on the air distribution line for the membrane train distribution channel



Containment structures around US Filter Polymer.



Shop door replacement.



New isolation valve.

Operations and Maintenance Highlights

Lift Station Maintenance

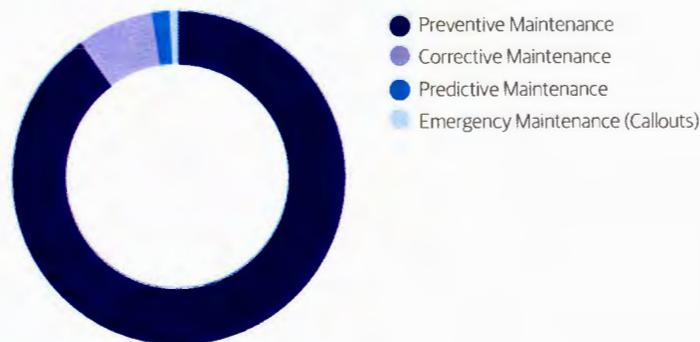
- Front Street Lift Station's electrical conduit was repaired
- Identified an issue with the Front Street generator while performing a routine preventive maintenance work order. We called Cummings Bridgeway to help identify the source of the issue. It turned out that the voltage regulator was faulty. Cummings Bridgeway repaired the voltage regulator, and we installed a new generator battery.
- Replaced the motor leads for Front Street's Pump #4
- The PID loop controlling Front Street's lead pump speed froze in the ladder logic of the PLC. The logic was reprogrammed and the PID loop is currently working. The Front Street PLC upgrade was moved up in the capital improvement program to 2016-2017
- Installed a new motor starter and heater for pump #1 at the TBA lift station
- Replaced pump #2 at the Clinch Park Lift Station. The pump that was in operation was repaired and stored in inventory
- The phase monitor in the control cabinet at the Coast Guard Lift Station was replaced, and rewired to call out when there is a loss of phase at the lift station
- Rebuilt pump #2 at the Coast Guard Lift Station
- Replaced pump #1 at the Coast Guard Lift Station
- Replaced the sensophone in the Coast Guard Lift Station
- Repaired the volute for Woodmere Lift Station's pump #1

Maintenance Work Orders

CH2M performed 2,562 work orders in 2015-2016. More than 90 percent of the work orders were for preventive maintenance activities, or work that helps prolong the life of the City's assets. Exhibit 20 highlights our maintenance work orders for 2015-2016.

Exhibit 16

Maintenance Work Orders Completed 2015-2016



Safety

CH2M had one loss time injury requiring treatment in 2015-2016. A total of two work days were missed as a result of this injury. Before this incident we had 926 days without a loss time injury, or an injury requiring treatment, and since this incident we have gone 360 days without a loss time injury, or an injury requiring treatment.

**360
days**

without a loss time injury



Target Zero. It's Personal.

Community Involvement Summary

Exhibits 17 and 18 summarize our community involvement in 2015-2016. We are always looking for ways to get involved in bettering our community. If there are opportunities in the future where we can help, please let us know if you know of opportunities we could consider.



Exhibit 17

TCRWWTWP Tours 2015-2016

Group/Organization	Date
Au Sable Institute	July 2015
NMC Fresh Water Studies Tour	October 2015
West Middle School (150 Students)	May 2016
Grand Traverse Academy (100 Students)	May 2016
Norte Youth Biking	June 2016

Exhibit 18

CH2M Local Donations 2015-2016

Group/Organization	Amount
Watershed Center	\$1,000
Inland Seas	\$1,000
Down Syndrome of NW MI	\$500
Michigan Municipal League	\$1,000

We are always looking for ways to get involved in the community.



Facility Upgrades in 2015-2016

In 2015-2016, we replaced four membrane train effluent gates, two aeration basin gates, and four trains of 500C membranes with 500Ds membranes.



Traverse City membrane replacement team.



New gate being moved in place.



New gate in place.



Fiscal Summary

We strive to provide the best quality of service we can day in and day out. We understand that the City has fiscal demands and is focused on minimizing the financial impact operating the wastewater treatment plant and the related lift stations. We are happy to report that this year we were able to rebate \$10,000 to the City of Traverse City, all while improving the facilities buildings and grounds, optimizing the facility's operation, reducing vulnerabilities, and increasing critical spare parts in conjunction with our emergency response plan.

Direct Cost Summary

Direct costs are expenses incurred in the operation and maintenance of the wastewater facility and related lift stations. They include repair items and non-repair items. Exhibit 19 is a summary of the total repairs and non-repairs expenses in 2015-2016.

Exhibit 19
Direct Cost Summary

	Total Budgeted Direct Cost	Total Actuals Direct Cost	Rebate/ Invoice
Non-Repairs	\$1,949,156.00	\$1,888,255.54	\$36,540.28
Repairs	\$115,000.00	\$151,914.57	(\$36,914.57)

The expense types that comprise the direct cost, the budgeted amounts for each expense type, and the actual cost incurred in 2015-2016 are including in Exhibit 24. Repair expenses are charged to the client plant and equipment expense type. Per our 2012 Agreement, we budgeted \$115,000 for this expense, the recently approved amendment No. 4 to our 2012 Agreement increased the repairs budget included in our contract to \$125,000. As shown Exhibit 24, the repair expenses in 2015-2016 exceed the budgeted amount by \$36,914.57. We purchased replacement Carbon Canisters for the odor control system last year that amounted to \$19,530, accounting for a majority of this additional expense.

We strive to provide the **best quality of service** we can day in and day out.

CH2M strives to cultivate an empowered, educated, efficient staff that will result in less employees needed to deliver excellent results. Last year, we added new staff members, and some staff members changed roles. To properly position them to optimally perform their job duties, we invested in their training and education. We budgeted \$16,481 and exceeded that amount by \$17,370. However, because of this investment we have a very efficient staff, which lowered labor expenses and saved roughly \$24,000 in labor for an overall savings of roughly \$6,630.

Exhibit 20
Direct Cost Itemized

Traverse City Regional Wastewater Treatment Plant Financial Overview 2015-2016				
Expense Type	Budgeted Costs	Actual Costs	Difference	Comments
Chemicals	\$200,710.00	\$193,640.21	\$7,069.79	
Client Plant and Equipment (Repairs Invoice)	\$115,000.00	\$151,914.57	\$36,914.57	Please refer to Exhibit 26
Education/Employee Expenses	\$16,481.00	\$33,851.20	\$17,370.20	Training for new staff, and existing staff with new positions
Electricity	\$484,800.00	\$421,745.67	\$63,054.33	
Insurance	\$34,827.00	\$34,509.16	\$317.84	
Labor	\$845,686.00	\$821,660.71	\$24,025.29	
Operating Expenses	\$114,395.00	\$135,745.09	\$21,350.09	Utility main, and auxiliary power breakers cleaning and inspections in membrane control room, UV lamps, rental of an 8 inch bypass pump, membrane equipment calibrations (will be annually moving forward), and new office furniture for operators office (all 1970s furniture is now replaced)
Outside Services	\$26,000.00	\$25,828.39	\$171.61	
Solids Handling	\$168,340.00	\$152,188.56	\$16,151.44	
Supplies	\$11,000.00	\$13,435.57	\$2,435.57	
Telecommunications	\$10,200.00	\$11,008.54	\$808.54	
Travel Costs	\$22,167.00	\$28,154.45	\$5,987.45	
Utilities-Operations	\$14,550.00	\$16,487.99	\$1,937.99	
Grand Total	\$2,064,156.00	\$2,040,170.11	\$23,985.89	

Fiscal Summary

Base Fee/Direct Cost Overview

The City pays, to CH2M, a fraction of our base fee every month. Our base fee is the direct cost incurred in operating and maintaining the facility and its related lift stations plus our margin. Our margin was 16.5% of the base fee. The table below is a summary of our 2015-2016 reconciliation. As stated above, this year the City received a rebate from CH2M amounting to \$10,515.32.

Exhibit 21

Base Fee/Direct Cost Overview

O&M Base Fee	\$2,454,163.00	Direct Cost plus margin
Repairs Invoice	-\$36,914.57	Repairs limit of \$115,000 per contract the City is responsible for any expenses over this amount. (Article 2.21 of 2012 Agreement, refer to exhibit 23 above)
Direct Cost Rebate	\$36,540.28	(Total budgeted non-repairs direct cost - Total actual non-repairs direct cost)*.60-(per contract article 4.2 of 2012 Agreement, refer to exhibit 23 above)
Electric Credit	\$10,515.32	Electrical credit to the City because fuel power cost adjustment decreased in 2015-2016
Total Reconciliation:	\$10,141.03	Rebated to the City
Total Fee Paid:	\$2,444,021.97	

Repair Expenses Over \$2,000

For repair expenses equal to or greater than \$2,000, CH2M obtains multiple bids and unless there are extenuating circumstances we choose the low bid. Prior to Amendment No. 4 of our 2012 Agreement, CH2M needed the City Commission's approval for repair expenses in excess of \$7,000. Repair Expenses for 2015-2016 equal to or greater than \$2,000 are itemized in Exhibit 22.

Exhibit 22

Repair Expenses Over \$2,000

Vendor	Equipment or Repair	Cost
Kennedy Industries	New volute for pump #1 at Woodmere Lift Station	\$3,372.80
Hydrodynamics Inc.	Repaired rotating assembly for return activated sludge pump	\$3,832.95
Hurst Mechanical	Replacement ventilation fan for membrane building basement	\$3,975.07
Hurst Mechanical	Membrane building HVAC repair	\$3,975.07
Whipps, Inc	Replacement drive nuts and bearings for membrane gate assemblies	\$2,678.00
Windmueller Electric	Repair of CWAS pump control circuit	\$2,354.00
Michigan Switchgear	New trip unit for GE breaker on aeration blower #2	\$3,500.00
Continental Carbon Group	Replacement carbon canisters for the Phoenix odor control building (purchase made with prior approval)	\$19,530.00
ABI Mechanical	Repaired back pulse line in membrane building	\$3,450.00
Hach Company	Turbidity meter replacement for trains #1 and #2, and new probes for each train	\$3,800.72
Endress Hauser, Inc.	New level transducer for train #3	\$2,046.57
One Stop Resource, Inc.	Spare processing card for the Digester 5 control panel and the main control panels in the membrane control room	\$2,300.00
Topline Electric LLC	Installed new pressure transmitters on membrane trains #3 and #6	\$3,712.44
Lakeside Doors	Replace door and frame to the aeration room and maintenance shop	\$3,100.00
Kerr Pump & Supply	Replaced west booster pump in boiler room	\$2,088.00
Hydrodynamics Inc.	New pump for Clinch Park	\$4,675.05
Standard Electric (Graham Motors)	Rebuild pump for Coast Guard Lift Station	\$2,119.12
Northern A-1 Services	Televised to grit chambers	\$3,706.99
AIS	8 inch pump rental for primary bypass for televising	\$4,181.07
Whipps, Inc	Seals for return activated sludge channel stop logs	\$2,420.00

CH2M TCRWWTP Staff Overview

Twelve CH2M employees operate the TCRWWTP 24 hours day, 7 days a week. CH2M also has 5 other staff members supporting the Traverse City based staff Exhibit 23 highlights our team.

Exhibit 23
TCRWWTP Organizational Chart



24 hours day,
7 days a week

Summary

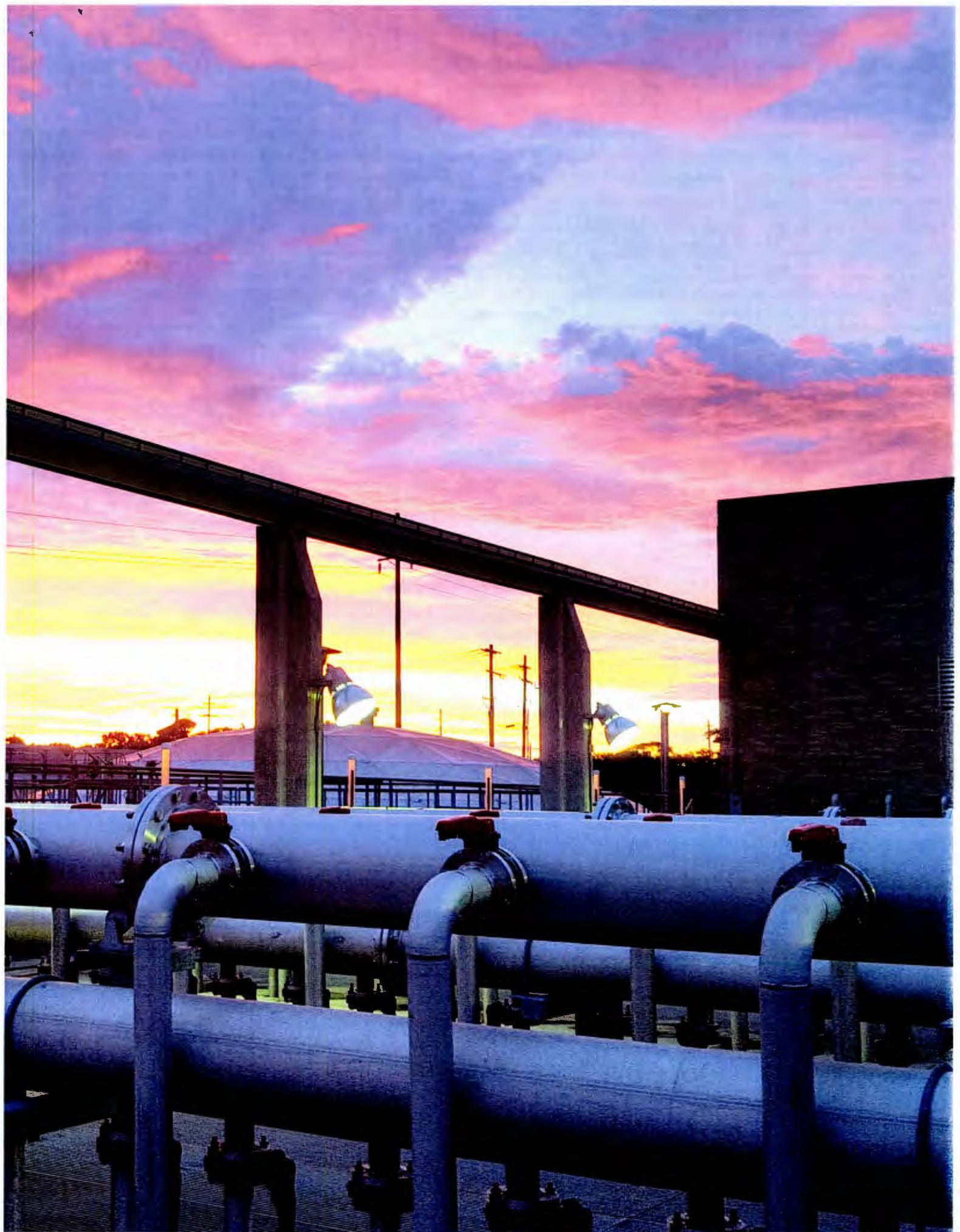
Whether we are partnering to provide services to a village, a city, a county, or a company, we know our partnerships are built on trust. We are proud and protective of our strong corporate standing, and we are vigilant in maintaining our reputation. The Traverse City project is a shining example of where working together, we have developed and maintained a trusting relationship built on open, honest communications and a dedication to doing the right thing.

Facilities run by CH2M treat more than 1 billion gallons of wastewater and water each day. Our culture uniquely links our personal investment with our job performance and satisfaction, and ensures our commitment to outperform for you.

It is our goal to exceed your expectations. CH2M and the City of Traverse City have worked to create a partnership where we reduce risk, exceed performance expectations, and apply our institutional knowledge gained while working with the city for more than 25 years.

We appreciate the opportunity to serve Traverse City and its citizens.

We look forward to our continued partnership for many years to come.



www.ch2m.com
Follow us @ch2m



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WTD922161S3DEN

ch2m.SM



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF OCTOBER 17, 2016

DATE: OCTOBER 13, 2016

FROM: 
MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC COMMENT REQUEST – TYLER BEVIER – BATA

Attached is a reserved public comment request from Tyler Bevier, representing BATA.

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

MC/bcm

k:\tcclerk\city commission\public comment\public comment_tyler bevier_20161017

copy: Tyler Bevier – beviert@bata.net

The City of Traverse City

Office of the City Clerk

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



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

RECEIVED

OCT 05 2016

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Please Print or Type

I, Tyler Bevier, representing BATA,
pursuant to City Commission Rule 13 (see reverse side), request to be placed
under "Public Comment - Reserved" on the Agenda of the Regular Meeting
scheduled for Monday, October 17th.

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

I wish to address the Commission regarding the following matter:

a quick BATA Transit 101 presentation on a
recap of "who we are" & "what we do"
thank you!

10/3/2016
Date
~~231~~ 231-933-5539
Daytime Phone
bevient@bata.net
E-mail

Tyler Bevier
Signature
3233 Cass road
Address
Garfield Twp.
City/Township

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

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

CITY OF TRAVERSE CITY

BATA

New Directions ↕ Better Connections

11

Routes!

5 New

Clean Energy

Propane Buses

Over

1 1/2 Million

Riders Last Year!

BATA

FAST-FACTS

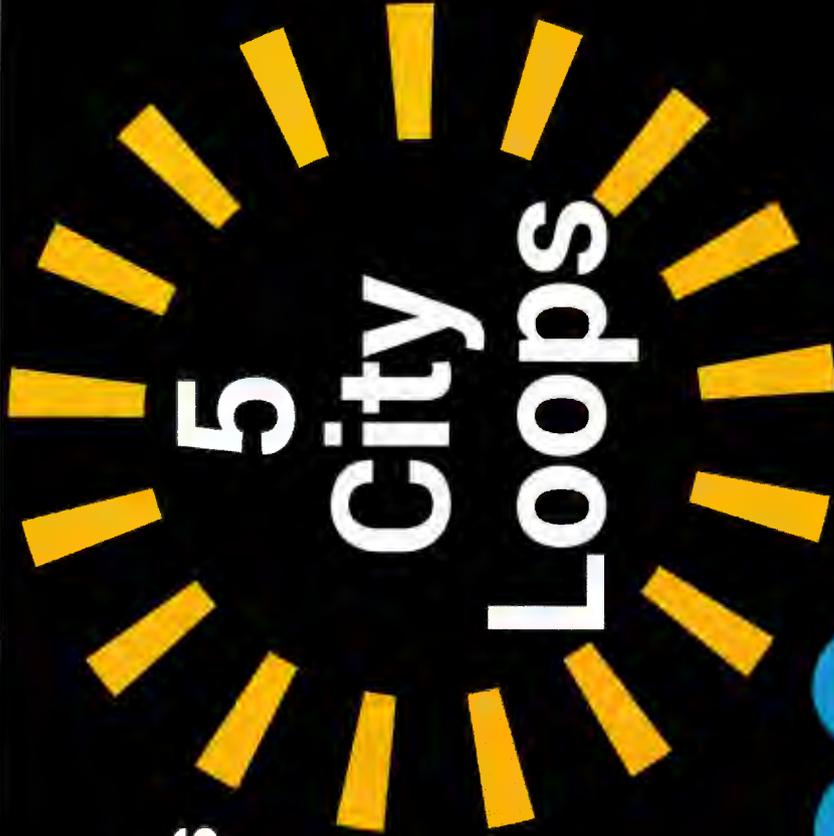
Two

Counties

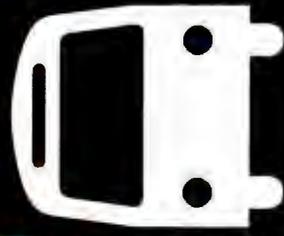
How Are We Funded?



Grand Traverse &
Leelanau Counties



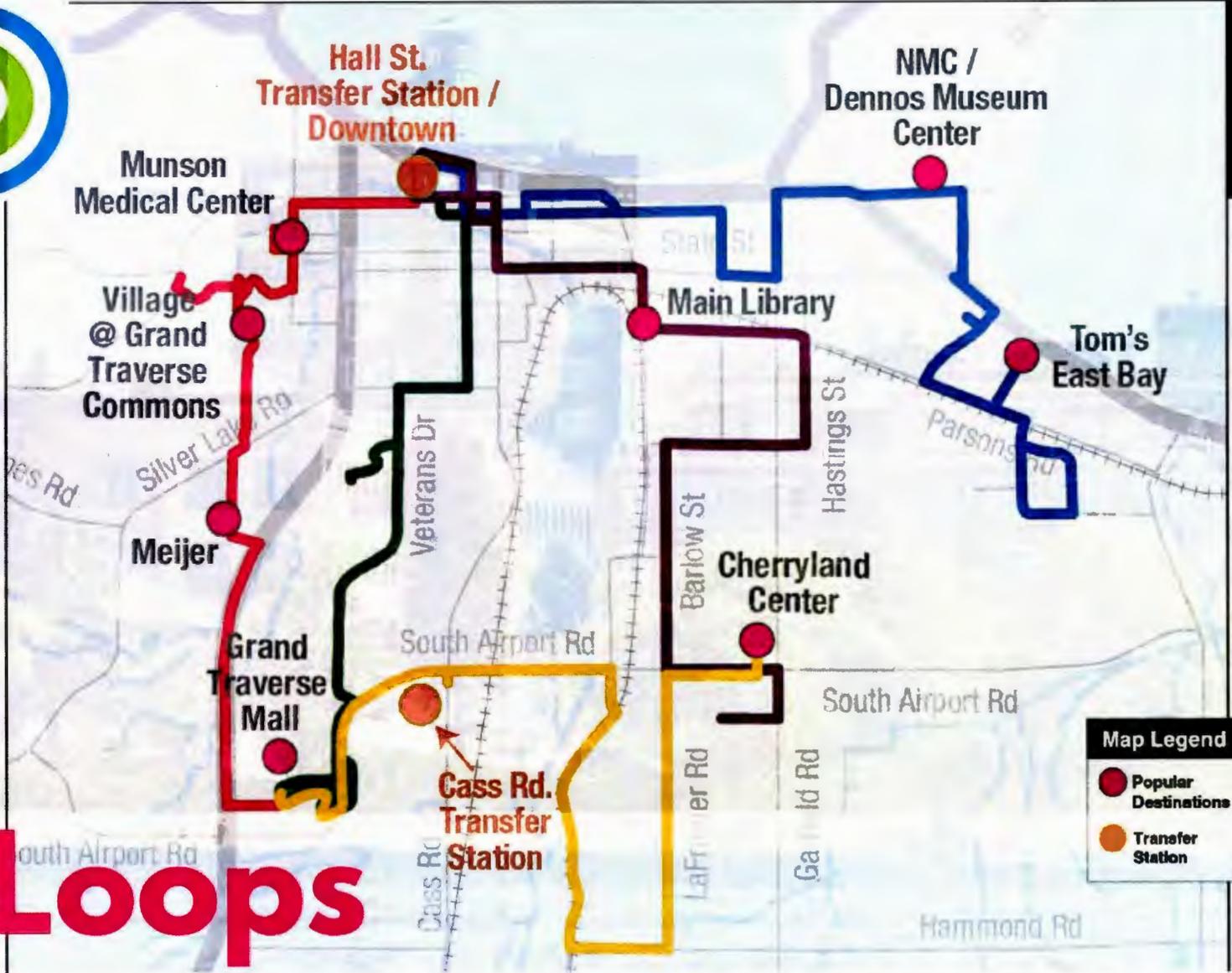
**WHERE DO
WE GO?**



1 Flex Route



City Loops



City Loop Ridership 8.1.2015 – 8.1.2016

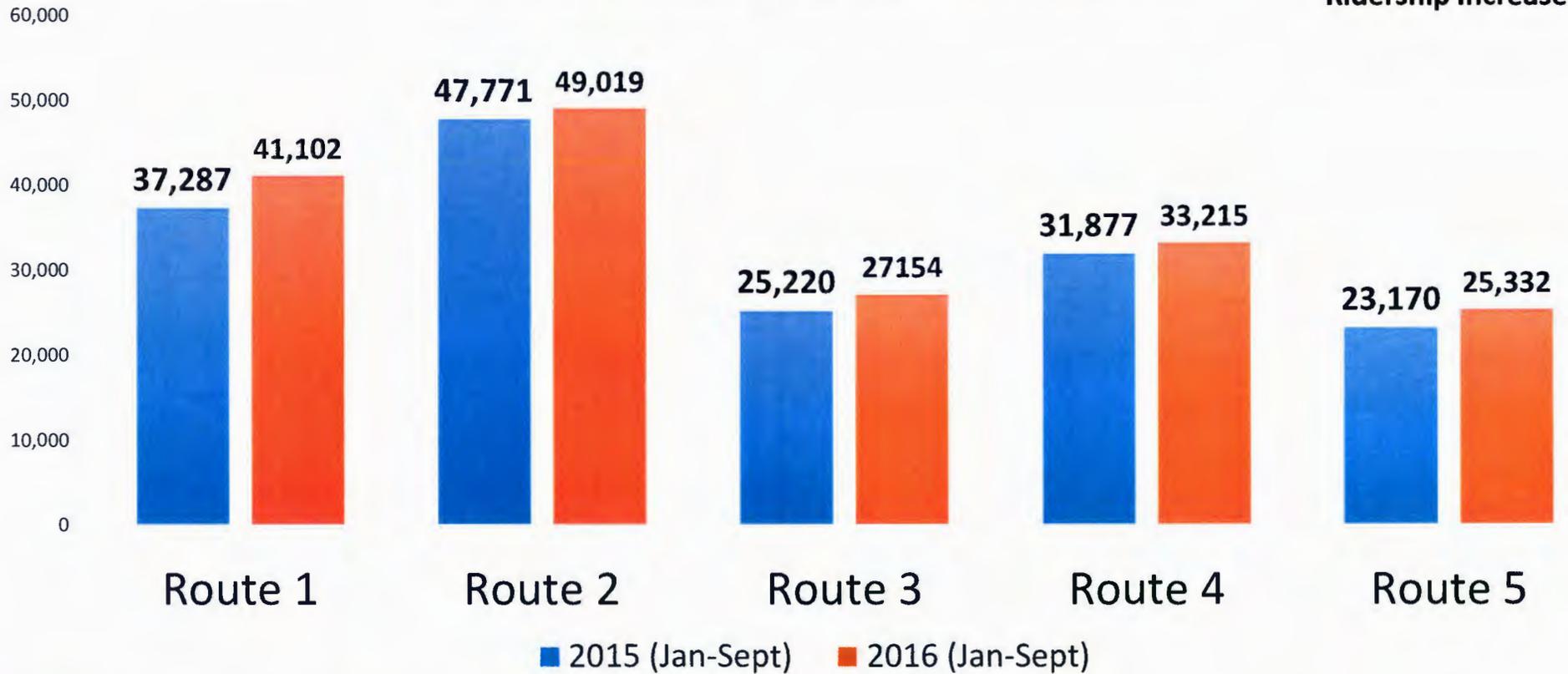
Route 1 (Green)	57,926
Route 2 (Purple)	69,439
Route 3 (Blue)	38,720
Route 4 (Red)	47,752
Route 5 (Yellow)	36,043

Ridership



2015 vs 2016 Ridership: January – September 1st

~6.3% City Loop Ridership Increase



Please Note: Early April 2016, City Loops shifted to reduced midday service model

- 1** 10.2% Increase
- 2** 2.6% Increase
- 3** 7.6% Increase
- 4** 4.2% Increase
- 5** 9.3% Increase



Downtown Traverse City Glen Arbor

Daily Routes
 TC GA

Take the Bus!
 Avoid the Parking & Traffic Hassles

Route
 11

BATA
 Bay Area Transportation Authority www.bata.net



Downtown Traverse City Suttons Bay

Daily Routes
 TC SB

Take the Bus!
 Avoid the Parking & Traffic Hassles

Route
 10

BATA
 Bay Area Transportation Authority www.bata.net



New Directions • Better Connections

SURROUNDING VILLAGES





loop

- 1
- 2
- 3
- 4
- 5

Traverse City
Area

loop

10

Suttons Bay ↔ Traverse City

Routes 1-5

Routes 10-14

BATA

New Directions ↔ Better Connections

Sleeping Bear National Lakeshore

CITY LOOP VS. VILLAGE LOOP MAPS

BATA Fare Structure

- Special rates for students, seniors and people with disabilities
- Zoom Cards, ZIP tickets and cash on the bus

City Loop:

Full: \$1.50

Reduced \$.75

Village Loop:

Full: \$3.00

Reduced \$1.50

City and Village Link:

Full: \$3.00

Reduced \$1.50



Introducing BATA
FLASHFARE
system
ZIP and ZOOM Everywhere

[Learn More](#)

Three BATA fare cards: ZIP TICKET (blue), ZOOM CARD (green), and ZOOM CARD (grey). The ZIP card is labeled 'BATA RECHARGEABLE' and the ZOOM cards are labeled 'BATA RECHARGEABLE' and 'Annual Student Pass'.



New Directions ↔ Better Connections

Simply
"Add"
your desired departure & arrival
times in the blank slot

Example: 4pm

HOW TO READ A CITY-LOOP MAP

ROUTE 3						3
Inbound to Downtown Transfer Station			Outbound to Aero Park			
Stop#	Bus A	Bus B		Stop#	Bus A	Bus B
333	4:00	4:30	Aero Park @ Parsons Stuelen	333	4:57	5:27
349	:05	:35	Tom's East Bay	349	:53	:23
331	:08	:38	550 Munson Ave / Rear Entrance	331	:49	:19
351	:11	:41	Wenonah St @ Chippewa St	329	:46	:16
355	:12	:41	Wenonah St @ E Front St	327	:45	:15
357	:13	:43	E Front St @ NMC Tamarack lot	325	:44	:14
361	:15	:45	Garfield Ave @ State St	321	:41	:11
363	:15	:45	Garfield Ave @ Titus St	319	:41	:11
365	:16	:46	Rose St @ Walnut St	317	:39	:09
367	:18	:48	State St @ Rose St	315	:37	:07
369	:19	:49	State St @ Barlow St	313	:37	:07
371	:20	:50	State St @ Railroad Ave	311	:36	:06
373	:21	:51	Front St @ Wellington St	309	:34	:04
375	:22	:52	Front St @ Park St	N/A	----	----
377	:22	:52	Front St @ Cass St	N/A	----	----
381	:23	:53	W Front St @ Record Eagle	N/A	----	----
383	:23	:53	W Front St @ Pine St (J&S)	N/A	----	----
N/A	----	----	State St @ Park St	4	4	
N/A	----	----	State St @ Cass St	307	:34	:04
N/A	----	----	State St east of Union	305	:33	:03
	4:25	4:55	Downtown Hall St Transfer Station	303	:33	:03
					4:30	5:00

Link Services

On-Demand (Dial-a-Ride)

Reservations are required and can be made up to two weeks in advance

Village Link: \$3.00 one-way

City Link: \$1.50 one-way



Link



**Half the work.
Twice the fun.**

Bike there. Bus back.

bike:n:ride



bike:n:ride

May 21st - October 23rd

Bike n' Ride Ridership

- 2013: 477
- 2014: 1,489 (Expanded Season)
- 2015: 1,625 (Memorial Weekend Added)
- 2016: 2,014 (As of Sept 26th, Season ends Oct. 23rd)





**We drive.
You play.**

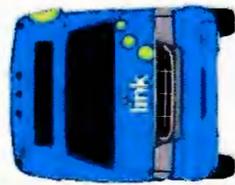
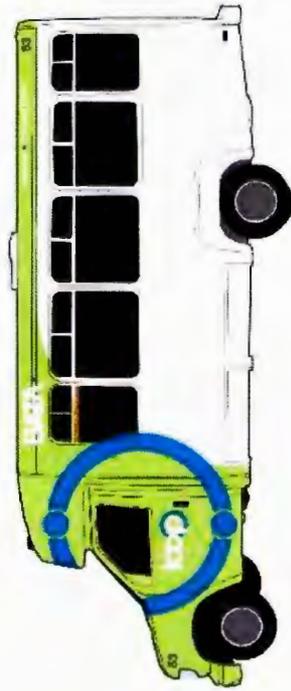
**Less time driving.
More time skiing.**

**ski
n
ride**

[Learn More](#)



Improving the Experience



Adding Community Value

Secure collaborative partnerships

Bike-n-Ride (TART/Leelanau and Heritage Trail)

Ski-n-Ride

Festival partnerships (Cherry Festival & Film Festival)

Traffic and parking issues alleviated

New riders exposed to BATA

