



Notice City Commission Special Meeting

7:00 PM

Monday, October 24, 2016

Governmental Center, Commission Chambers, 400 Boardman Avenue
Traverse City, MI 49684

Posted and Published: 10-21-16

The meeting informational packet is available for public inspection at the Traverse Area District Library, Law Enforcement Center, City Manager's Office, and City Clerk's Office.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, MI 49684, 922-4440-TDD: 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator. If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

At the request of City Manager Marty Colburn, City Clerk Benjamin Marentette has called this Special Meeting.

City Commission:

c/o Benjamin C. Marentette, MMC, City Clerk
(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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

Welcome to the Traverse City Special Meeting!

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

Agenda

Pledge of Allegiance

Roll Call

1. Discussion regarding the status of the sidewalk gap and infill projects. (Marty Colburn, Timothy Lodge)
2. Consideration of adopting a Resolution of Support for the Safe Routes to School Program. (Marty Colburn, Russell Soyring)
3. Presentation regarding BATA: who they are and what they do. (Mayor Jim Carruthers, Marty Colburn)
4. Announcements from the City Clerk. (Benjamin Marentette)
5. Public comment.
6. Adjournment.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF OCTOBER 24, 2016

DATE: OCTOBER 20, 2016

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: OCTOBER 24th SPECIAL MEETING – SIDEWALKS

Connectivity is one of the most vital components of human interaction. Sidewalks and walkability were established as one of the top priorities of the City Commission. This investment helps tie the community together, making it a walkable and healthier community. It's part of the infrastructure for pedestrian and bicycle circulation that brings the community together and provides a vital placemaking component of the City whether it be for transportation, social, recreational, commercial, or other needs. It's also a critical component of delivering students safely to and from the community schools, while promoting a healthier lifestyle.

We will be providing information dating back to 1999 in regard to the sidewalk transportation system that exists or is proposed to exist throughout the community. Since 1999, there has been significant investment of developing the sidewalk system, as well as the trail system; however, the high level view of planning for sidewalks and connectivity has not been clearly outlined. The current budget's efforts are addressing components of a plan that date back to 1999. Our mapping attached demonstrates those portions of the City that have sidewalks in place, as well as the sidewalks planned to be developed in the current budget year, as well as potentially the next several years.

The maps will demonstrate how we can accelerate the construction of sidewalks along primary streets utilizing current annual revenues by establishing a 10-year bond. We believe this could be completed over an approximate 3-year period, providing some of the up-front work such as surveying, gaining easements, and working through technical aspects with significant obstructions. We have a 10-year bond schedule that is inclusive of the funding needed for capital costs, supporting engineering consulting services, and interest rate, totaling an estimated \$2,032,000.00. During this same period, we've identified how to address additional funding requests to fill in more of the gaps in sidewalks along secondary streets, primarily based around schools throughout the City.

The Safe Routes to School program is a program established specifically targeting areas leading directly to and from schools within the City. There are shortcomings in this particular component of the current sidewalk system and through the Safe Routes to School source (which is administered by the Michigan Fitness Foundation), we believe could play a large part in filling in the additional gaps (physically & financially) within the non-motorized transportation system/sidewalks, while we are engaging in the construction during that 3-year period. As you peruse the Safe Routes to School program, it is front-loaded with heavy administrative investment, tying in numerous different partners that would commit their efforts as well. We have currently received letters of support from TCAPS and other noted interested stakeholders, who would help us with this process. We believe that their investment in working with the City staff would provide a huge opportunity to make our schools and community safer for the accessibility of biking and walking, as well as filling a significant financial investment paid for through this program.

An additional identified need of our City sidewalk program is the replacement of aged and deteriorated components. We plan on using the same methodology that is used for our streets called "PASER." It is our intent to create a similar process which staff is working on at this time and we intend to initiate the evaluation while we still have weather to support us. This will allow us to continue to identify the future investments necessary within the established sidewalk infrastructure to keep up with maintaining a safe non-motorized transportation system. Tonight we will be reviewing what we have completed, what we believe we can provide over the next several years, as well as seek additional revenue sources to fund other linkage within the system that needs to be funded and completed.

There are neighborhoods that are targeted not to have sidewalks. Under the current Master Plan, the TC-2 neighborhoods are intended to have different established standards. In the TC-2, the neighborhood parks, recreation and civic spaces are intended to have little formal infrastructure: the naturalistic planting patterns, informal development patterns, and informal street edges. This is inclusive of matted streets and less formal connectivity with streets and trails. The TC-3 neighborhoods are intended to be more formal with sidewalks, alleys, and curbed streets compared to the conventional TC-2 neighborhoods. We will be targeting the TC-3 neighborhoods for sidewalk investments.

This is a 3-tiered approach of addressing the needs of a sidewalk enhancement program: (1) accelerated funding and construction by bonding; (2) apply for Safe Routes to School grant program; and (3) evaluate and fund deteriorated sidewalks.

If the City Commission is supportive of moving forward with the Safe Routes to School Program, the following motion would adopt a Resolution of Support:

that the Resolution of Support for Safe Routes to School Program, be adopted.

MC/jd

k:\ccclerk\city commission\study sessions\20161024_spl

copy: Russell Soyring, City Planning Director

Timothy Lodge, City Engineer

William Twietmeyer, City Treasurer/Finance Director

TC-2 NEIGHBORHOOD

The TC-2 *Conventional* Neighborhood is the least formally developed of the two types of residential neighborhoods. The focus is on single family residential. Multiple family is minimally interspersed and low in density. The level of intensity generated within the confines of each property in this class of neighborhood tends to be the lowest of residential uses.



Informal Landscapes



Spacious and Manicured Lawns

Standards established for governing intensity typical of TC-2 neighborhoods would include measures enforcing:

Hours

Typically night time sleeping and daytime working with few odd hours.

Auto

Auto accessible. Traffic moderated through street design. Informal access for pedestrians or non-motorized vehicles (trails, paths). Public transportation access on the perimeters.

Mass

Residential in scale. Low to moderate building mass.

Emissions

Moderate daytime emissions and low night or prolonged emissions.



Core Principles



The intensity of any land use should be the focus of land use decisions. Low intensity of residential areas, low level lighting primarily for safety. Short duration or low levels of noise and other emissions.

Social, economic and residential diversity and stability are key to our future. Predominantly single family detached dwellings with some lower density, multiple family dwellings at perimeters of the neighborhood.

Our neighborhoods need to be preserved and protected as they evolve. Higher intensity neighborhoods must step down intensity when at the borders of this neighborhood type.

Natural and historic resources are limited and need to be protected. Neighborhood parks, recreation and civic spaces with little formal infrastructure. Naturalistic planting pattern, informal development pattern and informal street edges.

Services should be conveniently located. Home occupations, schools and places of worship.

Transportation choices are important to our vitality and environmental health. Least formal connectivity, roads may follow contours. Access to an interconnected network of trails. Public transportation limited to perimeter of neighborhood.

Maintaining a healthy and vibrant City is important to the region. Lower intensity residential neighborhoods stabilize and strengthen Corridor and Downtown Neighborhoods.



Attached Garages

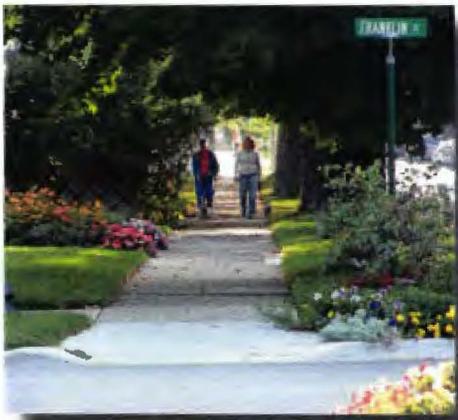


Informal Street Edges



TC-3 NEIGHBORHOOD

The TC-3 *Traditional* Neighborhood is the most formally developed of the two types of residential neighborhoods. The focus is on historic patterns. The level of intensity generated within the confines of each property in this class of neighborhood tends to be closely spaced single family residences.



Walkability



Neighborhood Parks

Standards established for governing intensity typical of TC-3 neighborhoods would include measures enforcing:

Hours

Typically night time sleeping and daytime working with few odd hours.

Auto

Auto accessible with historic street grid. More formal designated transportation access (sidewalks, bike lanes, alleys). Accessible public transportation. Respectful use accomplished through design, education and enforcement.

Mass

Historic patterns with a residential scale. A range of building types and masses, with closely spaced buildings.

Emissions

Typical urban residential emissions levels.



Core Principles



The intensity of any land use should be the focus of land use decisions. Moderate intensity residential areas. Moderate noise and other emissions. Moderate levels of street and pedestrian lighting.

Social, economic and residential diversity and stability are key to our future. Single family detached dwellings, moderate density with some multi-family dwellings, and home occupations.

Our neighborhoods need to be preserved and protected as they evolve. Higher intensity neighborhoods must step down intensity when at the borders of this neighborhood type.

Natural and historic resources are limited and need to be protected. Neighborhood parks, recreation facilities and civic spaces with more formal infrastructure compared to the Conventional (TC-2) neighborhoods.

Services should be conveniently located. Neighborhood level services, schools, parks and places of worship.

Transportation choices are important to our vitality and environmental health. Formal interconnected street pattern with sidewalks and alleys. Typical Streets are curbed and tree lined. Public transportation is easily accessed.

Maintaining a healthy and vibrant City is important to the region. Healthy residential neighborhoods stabilize and strengthen Corridor and Downtown Neighborhoods.



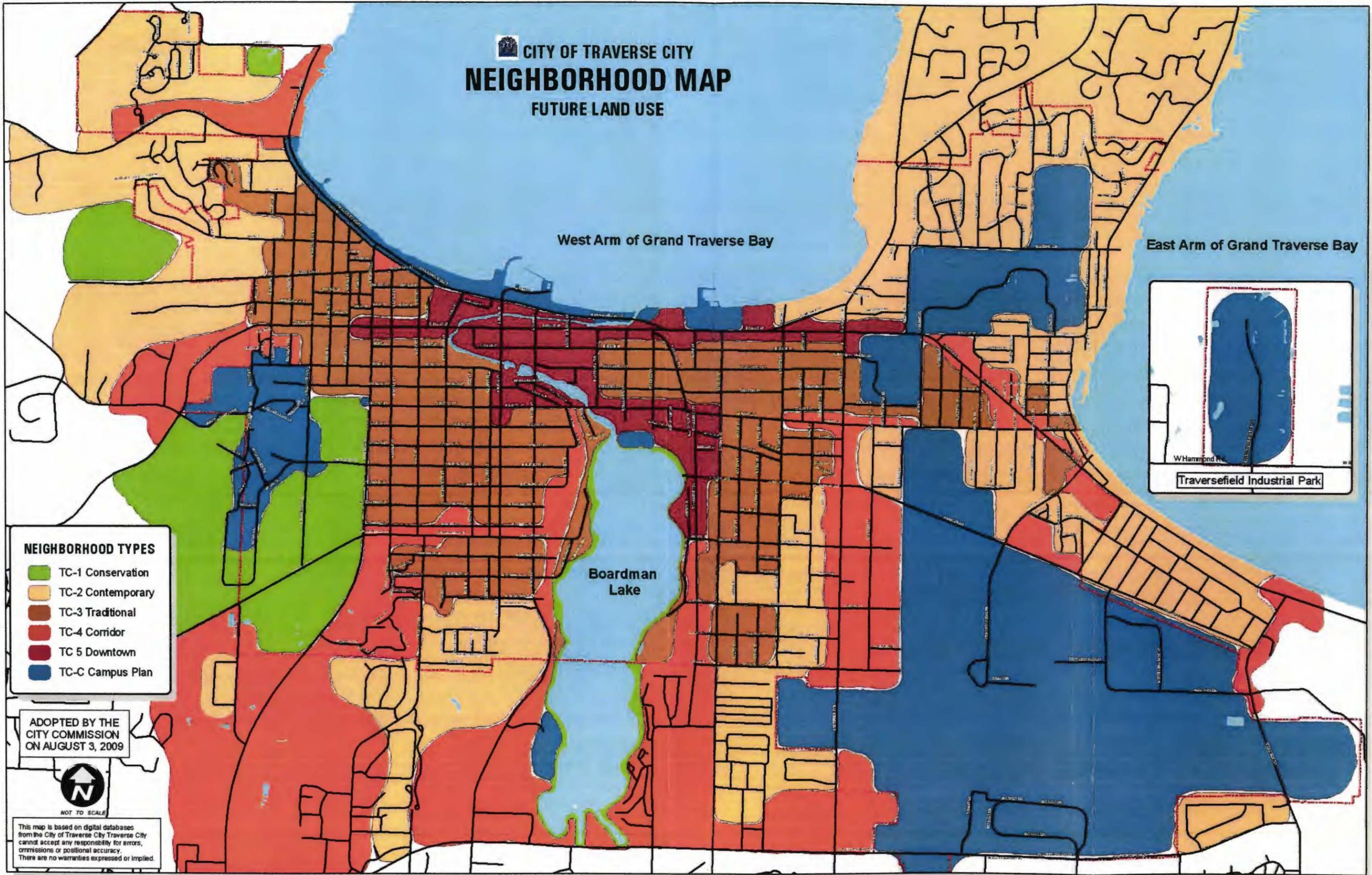
Front Porches



Neighborhood Businesses



CITY OF TRAVERSE CITY
NEIGHBORHOOD MAP
 FUTURE LAND USE



This Plan is to be used in conjunction with the text of the Master Plan, which guides the height, area, bulk, location, and use of buildings and premises within differing neighborhood types by setting forth the character and intensity of each neighborhood. The campus neighborhoods are intended to be developed according to specific plans approved for the different campuses.

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy J. Lodge, City Engineer

A handwritten signature in blue ink, appearing to read "T. Lodge", written over the printed name of Timothy J. Lodge.

DATE: October 19, 2016

SUBJECT: Future Sidewalk Replacement and Gap Infill Project

The Engineering Department prepared a communication in 2014 which identified the locations and costs for sidewalk gap infill. The locations were an adaption from the 1999 sidewalk gap map prepared by the City Planning Department that focused on filling gaps near schools along major streets. The map was verified and other existing high pedestrian traffic areas that are identified by dirt paths along existing streets were added. The communication also identified that annual investments of \$98,000 to \$130,000 would complete the 56,008 feet (170 locations) for sidewalk infill in a 20 or 15 year period respectfully.

Since that time we have invested more than \$484,735 including partnering with MDOT, TCLP and several property owners for the sidewalk gap infill program and completed 12,953 feet of the 56,008 feet total. This work has been completed by Hallmark Construction of Traverse City. When we solicited bids Hallmark was the only company to submit bids for the 2014 and 2015 projects. No other bids were received. The difficulty with finding qualified labor to perform the work was cited by other companies in discussing the lack of bids for the work. As we have discussed, the majority of the concrete work completed for our street projects is performed by a Traverse City based work crew of Bella Concrete from Houghton Lake.

The remaining 43,055 feet of sidewalk gap infill is estimated to cost \$1,725,000. The cost for engineering is currently included in the General Fund expense for the Engineering Department. Engineering works with property owners for easements and related coordination as part of their work. As we have discussed, many locations are more challenging with steep slopes, grading, trees, parking lots, utility poles, fire hydrants, fencing, mail-boxes and landscaping and require detailed attention. Thus the work would be completed in 8 to 9 years if implemented using the current \$200,000 annual budgeted amount.

You have mentioned the possibility issuing a municipal bond for the work and completing the work in two to three years. This would exceed the capacity of existing staff and require the use of an engineering consultant. We also mentioned our concern about the availability of local contractors to work on a project of this size.

We have estimated the cost of the project with the related engineering and bond issuance cost as follows:

	Sidewalk Construction	\$ 1,725,000
	Consultant	\$ 207,000
	Legal and Fiscal for Bond (10 Year Term)	\$100,000
	Total Project Cost	\$2,032,000

In addition, staff is needed to manage the consultant contract, provide all of the background information, attend meetings with property owners to negotiate easements and decide project parameters and inquiries from the consultant. This can amount to about 20% of a staff member's time for this project. With interest charges the total cost at the end of the ten year bond period is estimated to be \$2,293,000 with annual bond payments of \$ 230,000.

During the adoption of the current budget \$300,000 was allocated for the gap/infill work in addition to the \$100,000 allocated for existing sidewalk repair. The following sidewalk gap infill areas that are proposed in the 2016/17 project and total 9,161 feet leaving 33,894 feet remaining to be completed:

1. Garfield Avenue between 8th Street and Center and in coordination with the TC Connects housing project;
2. Garfield Avenue, south of Carver Street with some portions a paved trail;
3. The remaining gap on Munson Avenue between Davis and Huron;
4. East side of Fair Street and north of 8th Street
5. A 35' long section on the North side of 8th Street near 1125 East 8th Street

These areas were selected by staff from the remaining locations identified above. We emphasized locations that would be less of a priority in the Safe Routes to School Program referenced below.

This year's project consists of replacing existing sidewalks in residential areas at City expense, city wide, as determined by our Department of Public Services (DPS) through a 2013 condition assessment. The focus for this year's project will include 10th Street from Division to Union Streets. DPS is in process of conducting an assessment of the existing sidewalk system and will revise the 10 year plan.

Recently, the City has investigated participating in the Safe Routes to School Program of MDOT. This program is promising as all of the sidewalks identified in the gap infill are eligible for the Program. This will afford the opportunity to review the 2014 Sidewalk Gap Infill Map in detail and identify priorities for implementation. The program is fully detailed in the attached information.

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer

DATE: March 25, 2014

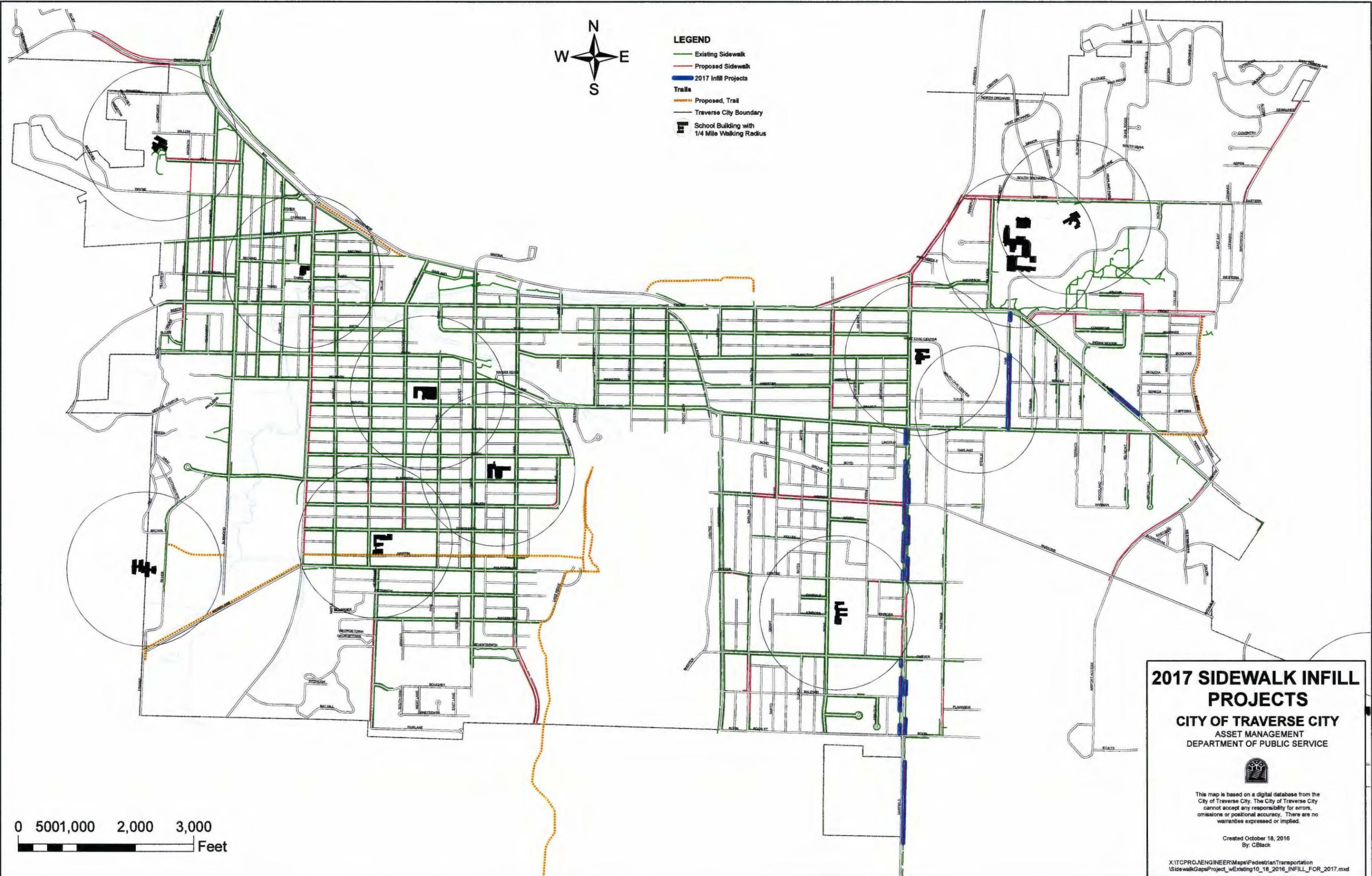
SUBJECT: Infrastructure Policy Sidewalk Infill and Extension Costs

The Engineering Department has prepared a preliminary cost estimate for sidewalk infill and extensions that are referenced in the City's Infrastructure Policy adopted in 2010. The locations anticipated for this work are shown on the attached map which is an adaptation from the 1999 sidewalk gap map prepared by the City Planning Department that focused on filling sidewalk gaps near schools especially along major streets. The map has been verified by staff to match the 1999 map and also includes high pedestrian traffic areas that are indicated by dirt paths along existing streets. The Active Transportation Plan Committee of the Planning Commission is working on maps that may include additional areas for sidewalk infill and gaps.

For the 170 locations identified on the map, with lengths ranging from 20 to nearly 2000 feet, we estimate the cost to be \$1,960,000. If implemented over a 20 year period the cost would equate to \$98,000 annually. If implemented over a 15 year period the cost would equate to \$130,000 annually. We used the average cost of \$35 per foot of sidewalk which includes a small level of inflation as the basis for the cost. Pricing has remained relatively stable over the past five years. Recently, we have been asked to consider extending the sidewalk repair/construction contract over several years to lock in current pricing from local contractors.

Several other factors can affect the implementation time. For example, if the location is adjacent to a street that is scheduled for reconstruction the infill and/or extension can be included as part of that project. This situation occurred on Woodmere Avenue, Hannah Avenue, South Barlow Street, Elmwood Avenue, Silver Drive, Kelley Street and most recently on Bay Street as part of the reconstruction of those locations. It equates to investments averaging \$182,000 over and above the budgeted \$100,000 for sidewalk repair and replacement annually for the period of 2009 through 2013.

Also, other funding sources such as grants, requirements for development project and special assessments are additional factors for the implementation. Over the past few years we have partnered with TCAPS, Munson and NMC on sidewalk infill and extension projects.



- LEGEND**
- Existing Sidewalk
 - Proposed Sidewalk
 - 2017 Infill Projects
 - Trails**
 - Proposed, Trail
 - Traverse City Boundary
 - School Building with 1/4 Mile Walking Radius

0 500 1,000 2,000 3,000
 Feet

2017 SIDEWALK INFILL PROJECTS
 CITY OF TRAVERSE CITY
 ASSET MANAGEMENT
 DEPARTMENT OF PUBLIC SERVICE



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

Created October 18, 2016
 By: CBlack

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Memorandum

The City of Traverse City



To: Martin A. Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Sidewalk Replacement and Gap Infill – Funding Option
Date: October 19, 2016

Per your request, I have prepared a spreadsheet that displays an option for issuing bonds to provide the necessary funds for replacing sidewalks and filling in gaps in the sidewalk network.

I have been provided the estimated amount of \$1,725,000 as the cost for sidewalk construction, the amount of \$207,000 for engineering consulting services, and I have estimated bond issuance costs of no more than \$100,000 for a grand total of \$2,032,000.

At today's current market rate of 2.25% for a ten year issuance, I project that the annual debt service payment would be around \$230,000 or almost \$2.3 million for a ten year total.

Please keep in mind that the interest rate environment could change between now and the time that bonds might be issued. In addition, the process for issuing bonds would take between three to six months. Please let me know if you desire any additional information.

Hypothetical Bond Issuance

Year	Principal	Interest	Total	Balance
				\$2,032,000.00
1	\$185,000.00	\$45,720.00	\$230,720.00	\$1,847,000.00
2	\$187,000.00	\$41,557.50	\$228,557.50	\$1,660,000.00
3	\$190,000.00	\$37,350.00	\$227,350.00	\$1,470,000.00
4	\$195,000.00	\$33,075.00	\$228,075.00	\$1,275,000.00
5	\$200,000.00	\$28,687.50	\$228,687.50	\$1,075,000.00
6	\$205,000.00	\$24,187.50	\$229,187.50	\$870,000.00
7	\$210,000.00	\$19,575.00	\$229,575.00	\$660,000.00
8	\$215,000.00	\$14,850.00	\$229,850.00	\$445,000.00
9	\$220,000.00	\$10,012.50	\$230,012.50	\$225,000.00
10	\$225,000.00	\$5,062.50	\$230,062.50	\$0.00
	\$2,032,000.00	\$260,077.50	\$2,292,077.50	

Ten Year Bond @2.25%. The base cost includes construction estimate, engineering consultant costs, as well as bond issuance costs.



City Planning Department

TO: MARTY COLBURN, CITY MANAGER

FROM: MISSY LUICK, PLANNING AND ENGINEERING ASSISTANT

THROUGH: RUSS SOYRING, PLANNING DIRECTOR

SUBJECT: SAFE ROUTES TO SCHOOL PROGRAM

DATE: October 14, 2016

City Planning and Engineering staff have held several preliminary meetings with representatives from Michigan Fitness Foundation, Traverse City Area Public Schools (TCAPS), Grand Traverse Area Catholic Schools (GTACS), Traverse Bay Area Intermediate School District (TBAISD), TC Trinity Lutheran, Norte and TART Trails to discuss the possibility of beginning a Safe Routes to School (SR2S) program for Traverse City. We have received letters of support from TCAPS, GTACS, TBAISD, Norte and TART Trails. Trinity Lutheran has indicated they will submit a letter of support, but we have not yet received it.

Preliminarily, the 10 K-8 schools that we are considering for inclusion in a SR2S grant request are:

- TBAISD New Campus School- 1100 Silver Drive
- TBAISD Oak Park Campus-301 S. Garfield Ave
- TCAPS Montessori School at Glenn Loomis- 1009 Oak Street
- TCAPS Willow Hill Elementary-1250 Hill Street
- TCAPS Central Grade School- 301 W. Seventh Street
- TCAPS Eastern Elementary School- 1600 Eastern Avenue
- TCAPS Traverse Heights Elementary- 933 Rose Street
- GTACS Holy Angels Preschool and Elementary- 130 E. 10th Street
- GTACS Immaculate Conception Elementary School- 218 Vine Street
- Trinity Lutheran School- 1003 S. Maple Street

Michigan Fitness Foundation (MFF) is the organization that runs the Safe Routes to School program and provides technical assistance to the communities who participate in the program. At one of our initial meetings, they provided a summary or overview of what the roles and responsibilities would be for each party in a city-wide Safe Routes to School program. Tasks and action items would be completed by MFF, schools, City, and non-profit organizations. In addition, MFF provided a sample timeline for completion of the Safe Routes process from planning to implementation. There are many steps that need to be completed prior to an

application being made. The estimated timeline suggests that the City could be ready for an application in Spring/Summer 2017.

Through the process leading up to the application, we likely will explore phasing the infrastructure application requests. Many communities who do the district-wide or city-wide approach phase their infrastructure implementation. Through the program, we have an opportunity to apply for \$200,000 per school for infrastructure and \$8,000 per school for non-infrastructure (programming/encouragement likely handled by a non-profit partner).

Infrastructure improvements that are eligible through the Safe Routes to School program must be within 2 miles of the school and may include: sidewalk improvements (new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs and curb ramps, on-street bicycle facilities (bike lanes), off-street bicycle facilities (trails), intersection crossing improvements, bicycle parking facilities, traffic calming and lighting. A complete list of infrastructure improvements can be found at www.saferoutesmichigan.org/funding . A map is attached that shows the 10 K-8 schools in the city limits with 1/2 mile buffers around each school. Almost the entire City is eligible within the 1/2 mile buffer and the entire City is eligible within the 1 mile buffer.

In addition, there is a 1-page "What is Safe Routes to School" document that also briefly outlines what the program is and what steps are required.

This program offers a huge opportunity to make our schools and community safer and more accessible for biking and walking.

To begin the SR2S program for a city-wide application, the City is required to pass a Resolution of Support. A draft Resolution of Support is provided for consideration by the City Commission. Please consider approval of this Resolution of Support so the City can begin the SR2S program to make all of our K-8 schools safe for biking and walking.

Attachments (2): Resolution of Support
 Letters of Support (TCAPS, GTACS, TBAISD, Norte, TART)
 What is Safe Routes to School
 Safe Routes to School District Wide Planning (TC expectations)
 Preliminary Safe Routes to School Map (K-8 schools)



**RESOLUTION OF SUPPORT FOR
SAFE ROUTES TO SCHOOL PROGRAM**

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS TO CARRY OUT VARIOUS INFRASTRUCTURE PROJECTS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR INFRASTRUCTURE FUNDED BY THE SAFE ROUTES TO SCHOOL PROGRAM

The following preamble and resolution were offered by Commissioner [Name], and supported by Commissioner [Name].

Because, the Safe Routes to School program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

Because, the City of Traverse City, in partnership with Traverse City Area Public Schools, Grand Traverse Area Catholic Schools, Traverse Bay Area Intermediate School District, is applying for funds through MDOT from the Safe Routes to School program to construct certain infrastructure projects throughout the City, including sidewalks, crosswalks, and bike lanes, to enable and encourage children to safely walk and bike to school; and

Because, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects; now therefore, be it

Resolved, that the City has authorized Marty Colburn, City Manager, to act as agent on behalf of the City to request Safe Routes to School funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award; and further, be it

Resolved, the City attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, administration costs, and cost overruns; and further, be it

Resolved, that the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding.

YAYS:

NAYS:

ABSENT:

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its special meeting of October 24, 2016 in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC
City Clerk

September 30, 2016

To Whom It May Concern:

This letter confirms that the Traverse City Area Public Schools supports and is excited to participate in an upcoming Safe Routes to Schools (SR2S) grant opportunity for the Traverse City region.

The following TCAPS schools within the City of Traverse City limits have been preliminarily identified for participation:

- TCAPS Montessori School at Glenn Loomis – 1009 Oak Street
- TCAPS Willow Hill Elementary – 1250 Hill Street
- TCAPS Central Grade School – 301 W. Seventh Street
- TCAPS Eastern Elementary School – 1600 Eastern Avenue
- TCAPS Traverse Heights Elementary School – 933 Rose Street

The district is prepared to work in conjunction with representatives from the City, the Michigan Fitness Foundation, and Norte! Youth Cycling to:

- administer surveys at each participating school
- participate in Walk to School Day programs
- plan and schedule walking audits
- participate in Action Planning meetings

TCAPS also has individuals well versed with SR2S programming who will provide assistance as needed for grant writing, budget planning, capital project planning, as well as communications and marketing.

Thank you for your support and consideration of this important project for the families and communities we serve.

Sincerely,

TRAVERSE CITY AREA PUBLIC SCHOOLS



Paul A. Soma, Superintendent

/cb



GRAND TRAVERSE AREA
CATHOLIC SCHOOLS

THE DIFFERENCE IS PRAYER



September 22, 2016

*Via e-mail -
9-23-16*

Mayor Jim Carruthers and City Commission co; Missy Luick
400 Boardman Ave.
Traverse City MI 49684

Dear Mayor, City Commission and Ms Luick,

On behalf of the Grand Traverse Area Catholic Schools, we would offer this letter as an indication of our support in joining the Traverse City Safe Routes to School program.

We look forward to working with other local schools and the City of Traverse City to make our community safer.

Sincerely,

Mike Buell
Superintendent
Grand Traverse Area Catholic Schools

CITY MANAGER'S OFFICE

SEP 23 2016

RECEIVED

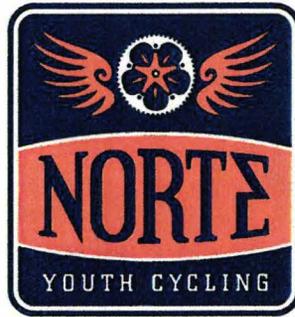
ADMINISTRATION
MAIN OFFICE
123 East Eleventh Street
Traverse City, MI 49684
P: (231) 946-8100
F: (231) 946-1878
www.gtacs.org

HOLY ANGELS
PRESCHOOL & ELEMENTARY
130 East Tenth Street
Traverse City, MI 49684
P: (231) 946-5961
F: (231) 946-1878

IMMACULATE CONCEPTION
ELEMENTARY SCHOOL
218 Vine Street
Traverse City, MI 49684
P: (231) 947-1252
F: (231) 947-2508

ST. ELIZABETH ANN SETON
MIDDLE SCHOOL
1601 Three Mile Road North
Traverse City, MI 49686
P: (231) 932-4810
F: (231) 932-4814

ST. FRANCIS
HIGH SCHOOL
123 East Eleventh Street
Traverse City, MI 49684
P: (231) 946-8038
F: (231) 946-1878



Inspiring Traverse City Youth Through Bicycles

September 21, 2016

Mayor Jim Carruthers and City Commission
400 Boardman Avenue
Traverse City, Michigan 49684

Re: Letter of Support for Safe Routes to School Grant Application

Dear Mayor and City Commissioners,

It is with great enthusiasm that we at Norte! add our support as a partner in the application to seek grant funding through the Michigan Department of Transportation's Safe Routes To School Program.

Norte! has been an engaged and committed partner with Traverse City's school communities for the past two years, encouraging active transportation and teaching hands-on safe riding skills. We would be honored to continue in this role and step forward as the fiduciary for programming. We have a proven track record of engaging students, parents, staff and administration, building partnerships and excitement while having fun walking and biking to school.

Norte! has also collected data to be accountable and measure changes in habits. Last fall's Walk to School Day celebration counted 523 students that walked to school at 8 participating in-town schools. 2015's Bike To School Day boasted 646 bikes at 19 area schools. The Bike Mas Project, our adventure-based after school empowerment program, has graduated 6 classes which included 32 4th and 5th graders who all learned bike safety skills. We are dreaming big to make walking and biking to school the new normal in Traverse City.

We see this grant application as a wonderful opportunity that will continue to make Traverse City the place we all want to live, work, learn and play.

Bike Happy. Bike Mas. Bike Traverse City.

Ty Schmidt
Norte! Executive Director



Michael J. Hill, Superintendent
Carol Greilick, Assistant Superintendent for Special Education
Jason Jeffrey, Ed.D., Assistant Superintendent for General & Career and Technical Education
Stephanie Murray, Assistant Superintendent for Ancillary Services

Traverse Bay Area Intermediate School District
1101 Red Drive, Traverse City, MI 49684
231-922-6200 FAX: 231-922-6270
www.tbaisd.org

October 6, 2016

Mayor Jim Carruthers and City Commission
400 Boardman Ave.
Traverse City, MI 49684

Dear Mayor Carruthers and City Commission:

Thank you for the opportunity to participate in the Safe Routes to School grant. This program is one more opportunity to showcase Traverse City as a forward-thinking community! Please consider this letter one of enthusiastic support and commitment to participate from Traverse Bay Area Intermediate School District. We encourage the Commission to endorse the Resolution of Support for the Traverse City Safe Routes to School program.

We look forward to working with the City and other education institutions to increase opportunities for students to walk and bike to school and to safely access the community. Our staff are eager to learn more about the next steps.

Most sincerely,

A handwritten signature in blue ink that reads 'Carol Greilick'.

Carol Greilick
Assistant Superintendent for Special Education

Traverse Area Recreation
and Transportation Trails Inc.



Sent Electronically, No Hardcopy to Follow

October 11, 2016

PO Box 252
Traverse City, MI 49685

Mayor Jim Carruthers and City Commission
400 Boardman Ave.
Traverse City MI 49684

231-941-4300

traversetrails.org

**Connecting
Communities**

Dear Mayor Carruthers and City Commission,

On behalf of the Board of Directors of Traverse Area Recreation and Transportation (TART) Trails, we strongly support the Traverse City Safe Routes to School program. We firmly believe Safe Routes to School efforts will advance safety and accessibility for Traverse City students and the community.

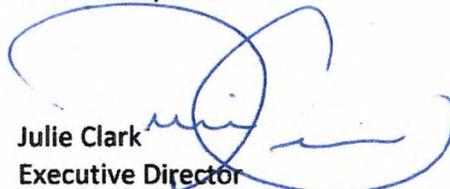
Through the years, TART Trails has worked to help develop a network of over 60 miles of trails for both recreation and transportation. Part of our mission is to encourage the use of this infrastructure and support community efforts that encourage active lifestyles. The Safe Routes to School program provides a fantastic opportunity to improve our community's network of non-motorized infrastructure and promote health and wellness.

TART Trails is excited to work with Safe Routes to School and support efforts that provide students, faculty, staff and school visitors with safe and healthy commuting options in Traverse City.

BOARD OF DIRECTORS

Chris DeGood, President
Susan Vigland, Vice President
Mike Tarnow, Secretary
Chris Gallagher, Treasurer
Brian Fisher, Past President
Laura Galbraith
Ross Hammersley
Scott Howard
Wayne Olsen
John Paul
Kelley Peterson
Rick Simonton
Howard Yamaguchi

Sincerely,
TART Trails, Inc.


Julie Clark
Executive Director

Cc Chris DeGood, President
Marty Colburn, Manager, City of Traverse City



Mayor Jim Caruthers and the City Commission
400 Boardman Ave.
Traverse City, Michigan 49684

October 17, 2016

Dear Mayor Caruthers and Members of the City Commission.

Trinity Lutheran School, Traverse City, Michigan, has several students who ride their bicycles to school during the year, and many school families who live within bike riding distance from the school. Our school would be excited to support and participate in the Safe Routes to School program with other area schools. This type of infrastructure improvement will make our city an even better place to live and work.

Sincerely,

A handwritten signature in black ink that reads "Pastor Bruce Lucas". The signature is written in a cursive, flowing style.

Pastor Bruce Lucas
Principal
Trinity Lutheran School



Safe Routes to School

What is Safe Routes to School?

A program to enable and encourage children in grades K-8, including those with disabilities, to walk and bicycle to school; to make bicycling and walking to school a safer and more appealing transportation choice, thereby encouraging a healthy and active lifestyle from an early age; and to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of elementary schools.

This is accomplished through the 5 E's: Education, Encouragement, Enforcement, Engineering, and Evaluation.

The goal of Safe Routes to School is the development of a school-based plan that will increase the safety and number of students walking and biking to school. Schools collect data from students and parents through surveys and assess the built environment near the school through walking and biking safety assessments. They use this information to help guide the development of their action plan. **The basic steps in the process are:**

1. **Register the school(s)** with the Michigan Fitness Foundation. Must have at least one grade K-8.
2. **Designate a SRTS coordinator.** The coordinator is encouraged to participate in all available SRTS Trainings, which are all offered at no cost.
3. **Establish a SRTS team.** The members of the team will vary from school to school, but should include: a school administrator; a representative from the local unit of government (city, village, or county road commission); teachers; students; parents; and a local law enforcement official/officer. Other potential team members include someone from the local planning department & local business leaders.
4. **Assess attitudes and behaviors** related to walking and biking to school. Schools will survey parents and students to assess their behavior, beliefs, and attitudes regarding walking and biking to school.
5. **Assess the safety of walking and/or biking routes.** School teams will assess the physical environment around the school and along routes traveled by students to identify barriers to safe walking and biking.
6. **Develop a SRTS Action Plan.** The SRTS team will review findings from the walking audit and information collected through student and parent surveys to develop recommendations to encourage and enable students to walk to school on safe routes. The Action Plan will address education, encouragement, enforcement, and any engineering needs, all through an equity lens.

Remember staff members at the Safe Routes to School office are here to help! Please **contact your Grant Coordinator** for hands-on assistance during the planning process.

What does the application process look like?

SRTS hosts a federal grant application, managed by MDOT. Once the school goes through the above mentioned process, they work with their team to create the application. The application focuses on eligible infrastructure and non-infrastructure priorities of the committee.

Communities can apply for up to \$200,000 for infrastructure and \$8,000 for non-infrastructure per school.

Please view our website www.saferoutesmichigan.org for more information.

SAFE ROUTES TO SCHOOL

District-Wide Planning

Expectations



Home

Application 2016054

- Application Details
- Reviews & Approvals
- Create Section
- File Notes
- Application Archive
- Merge Pre-Application

Grant Application

- Search
- Create Application

[Back to Search Result](#)

Application Details - TA 2016054.01 • Road Commission for Oakland County • Highland Township & Huron Valley School District SRTS

Description | **Contacts** | Narrative | Documents | Budget | **Schedule** | Environment/Community | Maintenance | Summary

Save Print

* = Required

Complete the information on the tabs, and then submit the application from the Summary tab

Applicant Information ⓘ

* Applicant Agency:

* Grant Applicant:
e.g. Baraga CRC or Lansing

City of Traverse City:

- Maps(?)
- Walking audits
- Co-facilitate Action Planning meetings
- MGS:
 - Co-write narrative
 - Infrastructure Project Description
 - Infrastructure budget (MERL)
 - Development of construction schedule
 - Environmental impact
 - Maintenance plan
 - Plan view sketch
 - Cross sections of roadways impacted
 - Public outreach and community impact
 - Coordination with and letter of support from MDOTTSC for any work on trunkline
- Engineering (actual or provide funding for)

Schools:

TCAPS, TBAISD, Non-TCAPS Schools

- At each school:
 - Walking and biking audits
 - Parent and Student Surveys & Travel Tallies
 - Action Planning
- Support Action Planning meetings
- Development of non-infrastructure programming plan
- Fiduciary for programming
- Post-implementation evaluation
- MGS:
 - Co-write narrative
 - School Demographics
 - Letter of support from principals
 - Non Infrastructure project descriptions

Norte! Youth Cycling

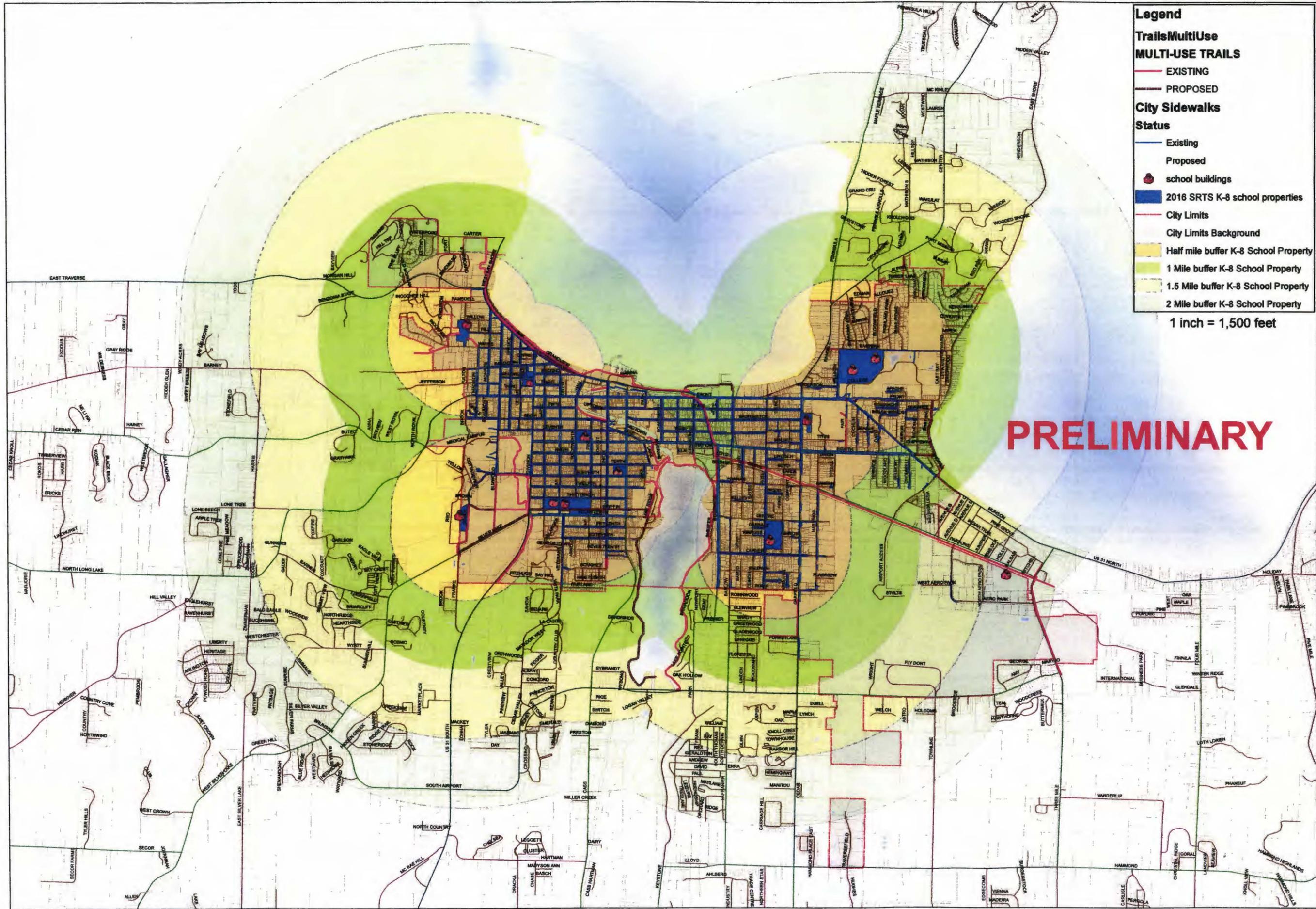
- Walking and biking audits
- Support action planning meetings
- Development of non-infrastructure programming plan
- Fiduciary for programming (?)
- MGS:
 - Non Infrastructure project descriptions

Michigan Fitness Foundation (MFF)

- Walking and biking audits (co-facilitate)
- Action planning meetings (co-facilitate)
- Application & MGS support
- Project champion at MDOT SAC meeting

Steps

1. Register each school	Schools	1 week
2. Schedule surveys with each school	Schools & MFF	2 months
3. Participate in Walk to School Day	Schools & Norte	October 7 th
4. Plan and schedule walking audits	City, MFF, Schools	Autumn
5. Plan and schedule Action Planning meetings	City, MFF, Schools	Winter
6. Determine application strategy/timing	All	Winter
7. Pre-engineering	City	Late winter
8. Begin application process in MGS	City	Early spring
9. Submit application:	City	5/2/17 or 8/1/17



PRELIMINARY

Legend

TrailsMultiUse
MULTI-USE TRAILS
 — EXISTING
 — PROPOSED

City Sidewalks
Status
 — Existing
 — Proposed

● school buildings

■ 2016 SRTS K-8 school properties

— City Limits

City Limits Background

■ Half mile buffer K-8 School Property

■ 1 Mile buffer K-8 School Property

■ 1.5 Mile buffer K-8 School Property

■ 2 Mile buffer K-8 School Property

1 inch = 1,500 feet



SRTS MAP
Traverse City K-8 Schools



Document Path: G:\GIS\Planning\2016_SRTS\zones_K-8_schools.mxd

**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!

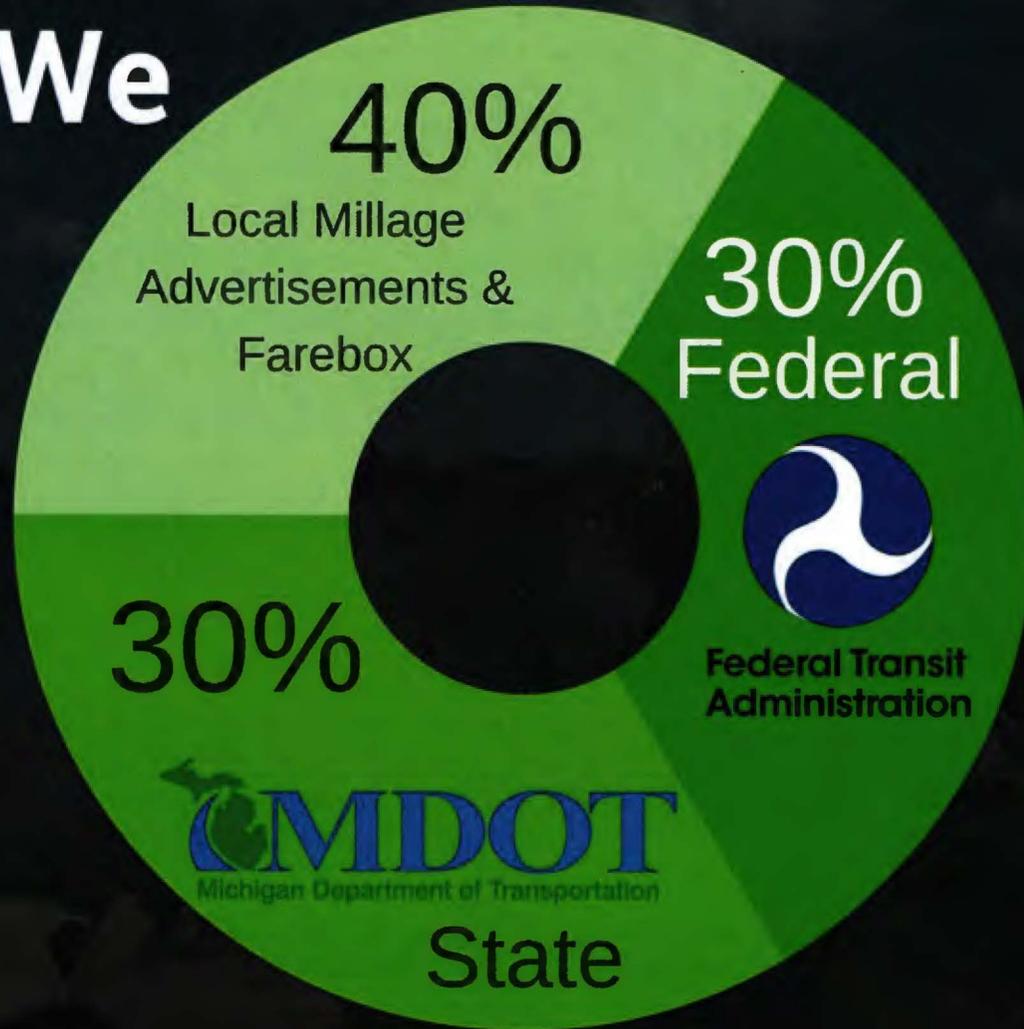
BATA

FAST-FACTS

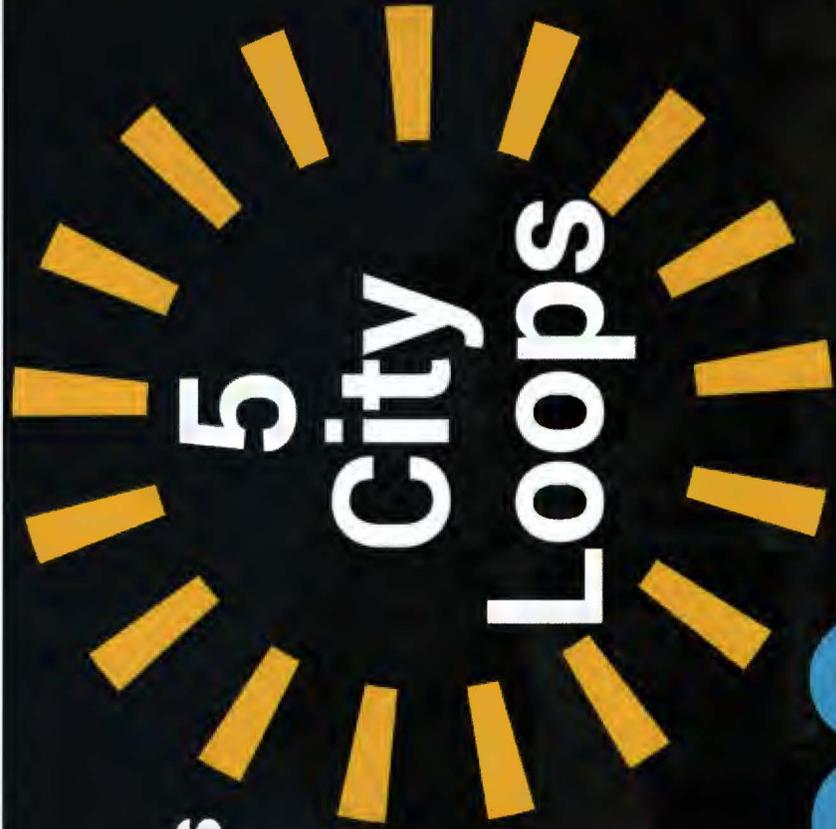
TWO

Counties

How Are We Funded?



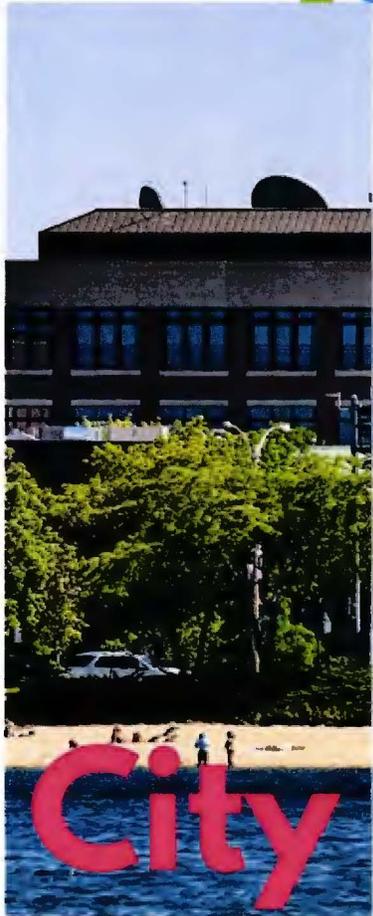
Grand Traverse &
Leelanau Counties



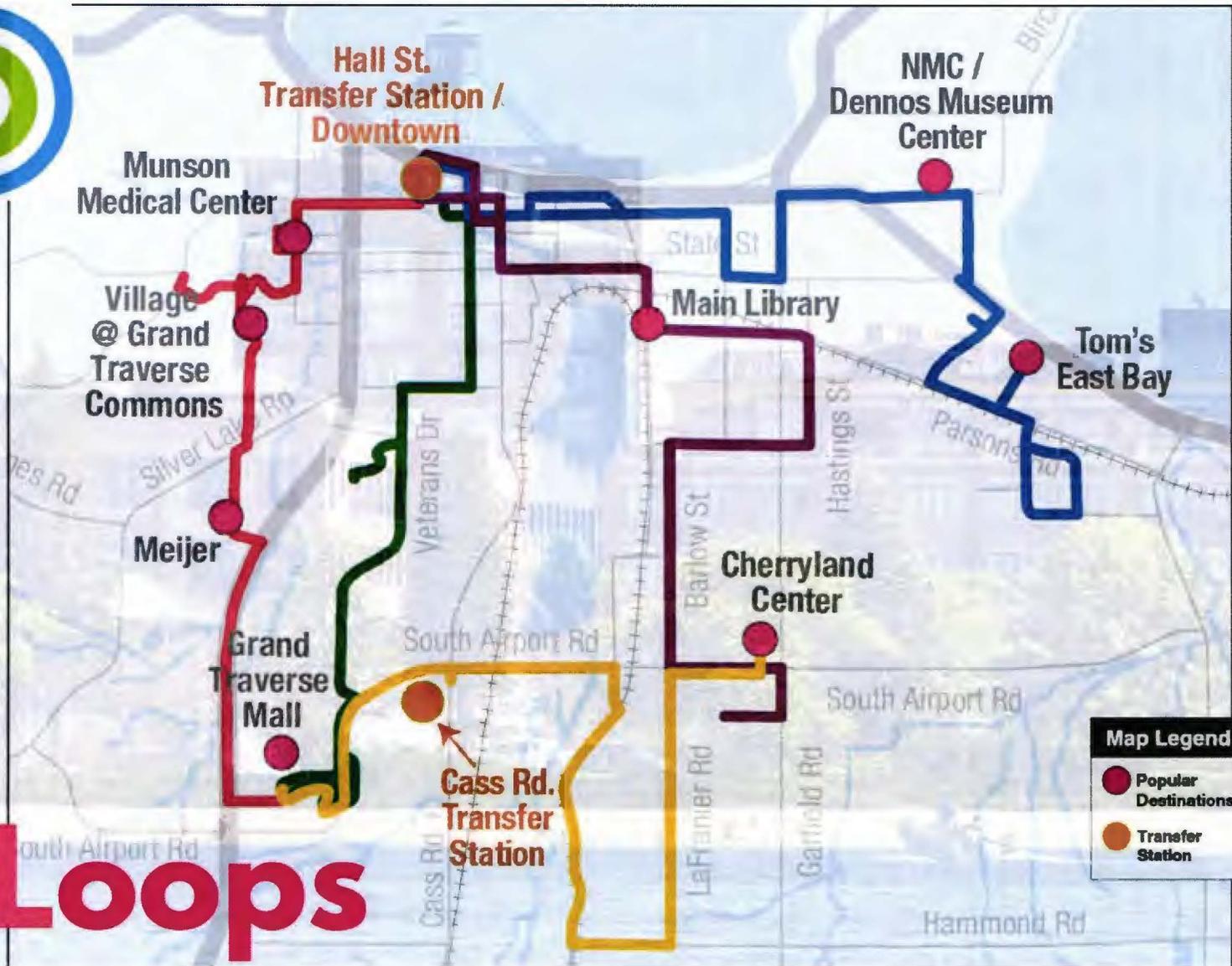
**WHERE DO
WE GO?**



1 Flex Route

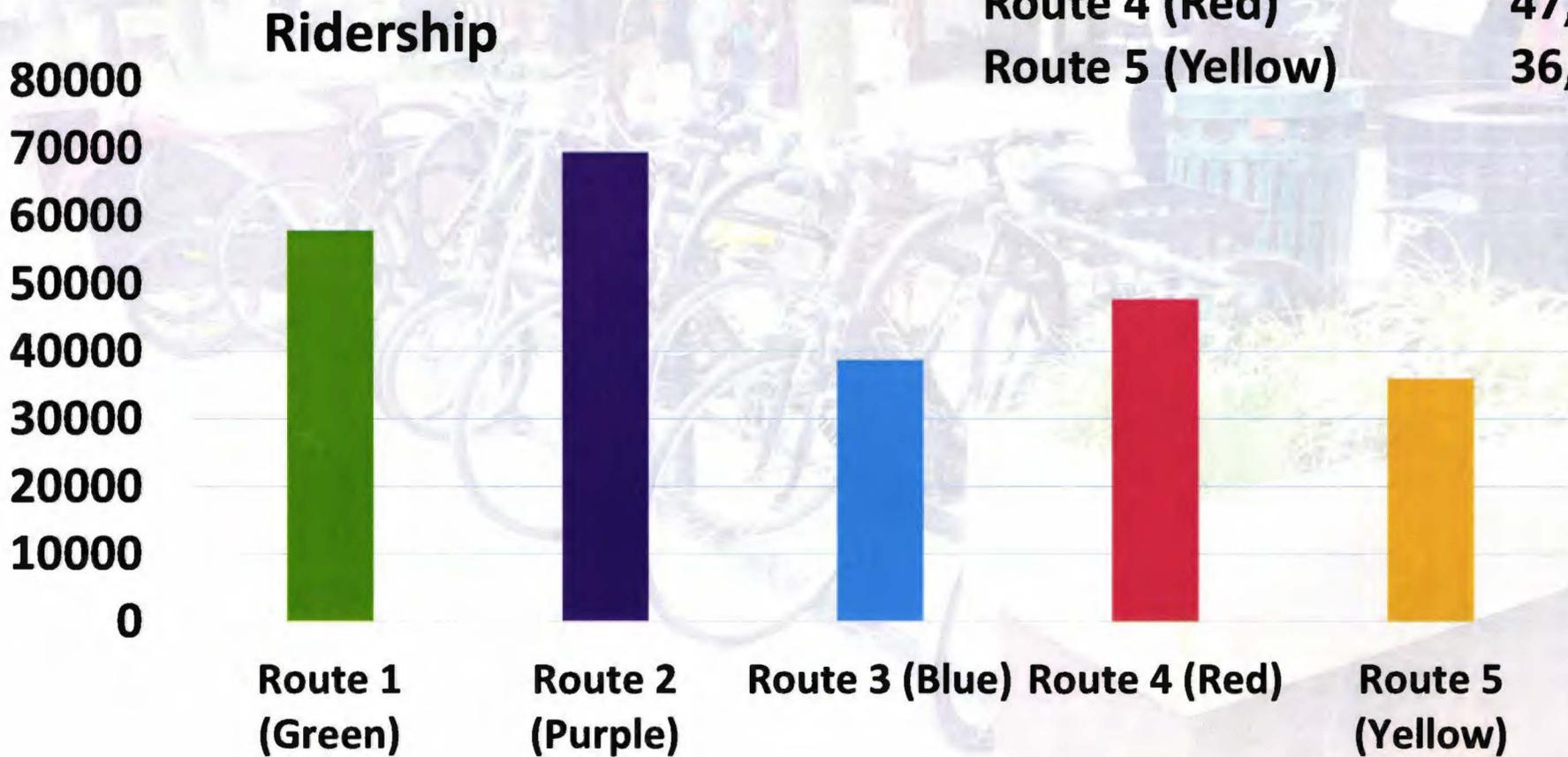


City Loops



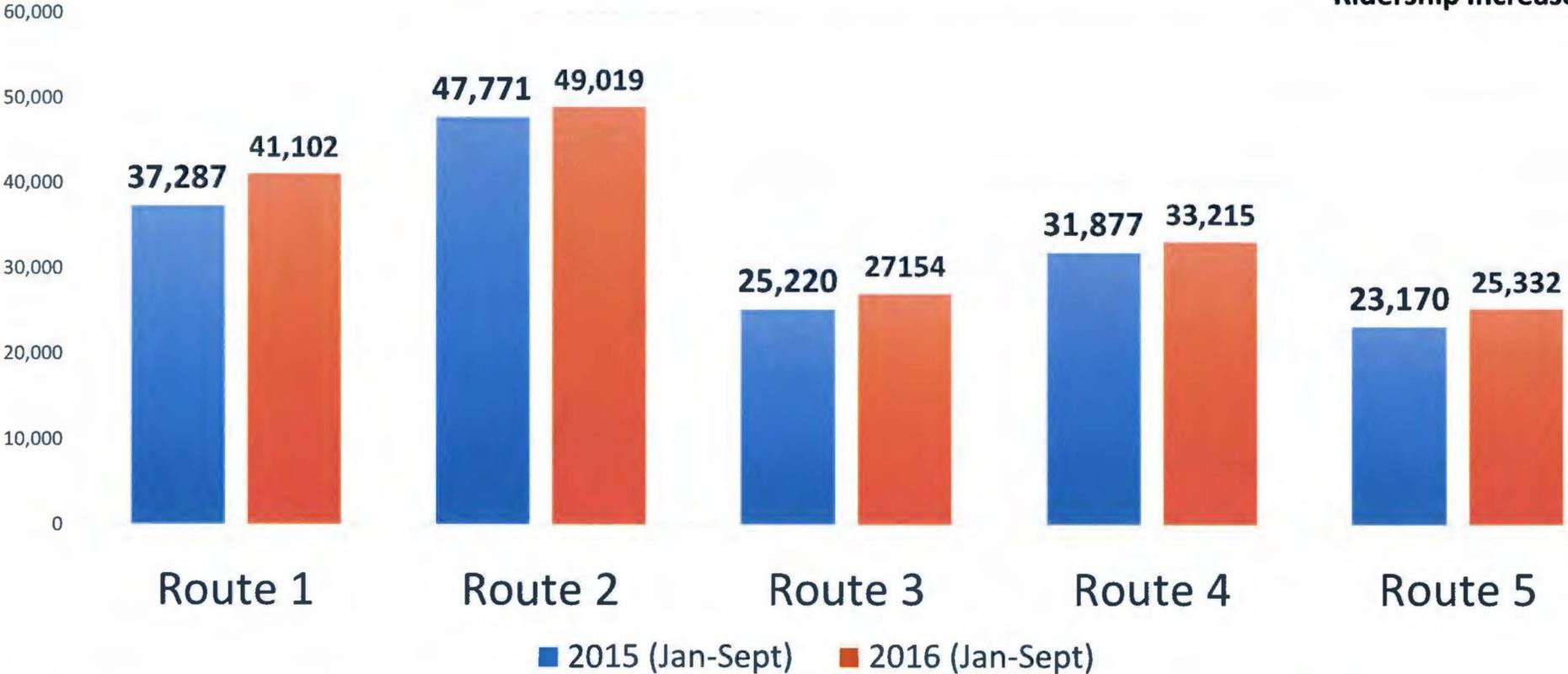
City Loop Ridership 8.1.2015 – 8.1.2016

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



2015 vs 2016 Ridership: January – September 1st

~6.3% City Loop Ridership Increase

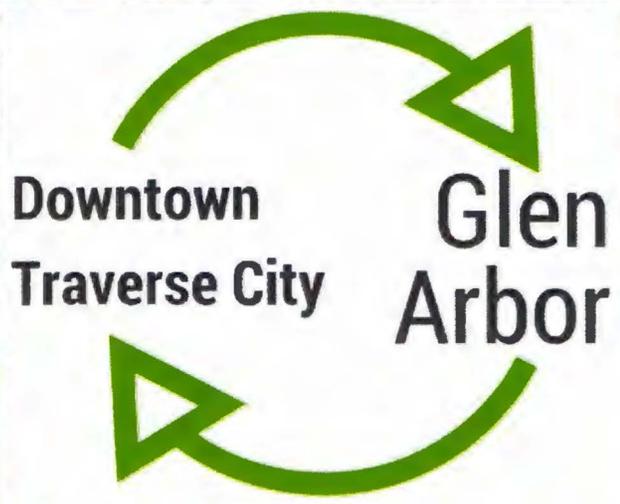


Please Note: Early April 2016, City Loops shifted to reduced midday service model

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

NEW DIRECTIONS

New Directions • Better Connections



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

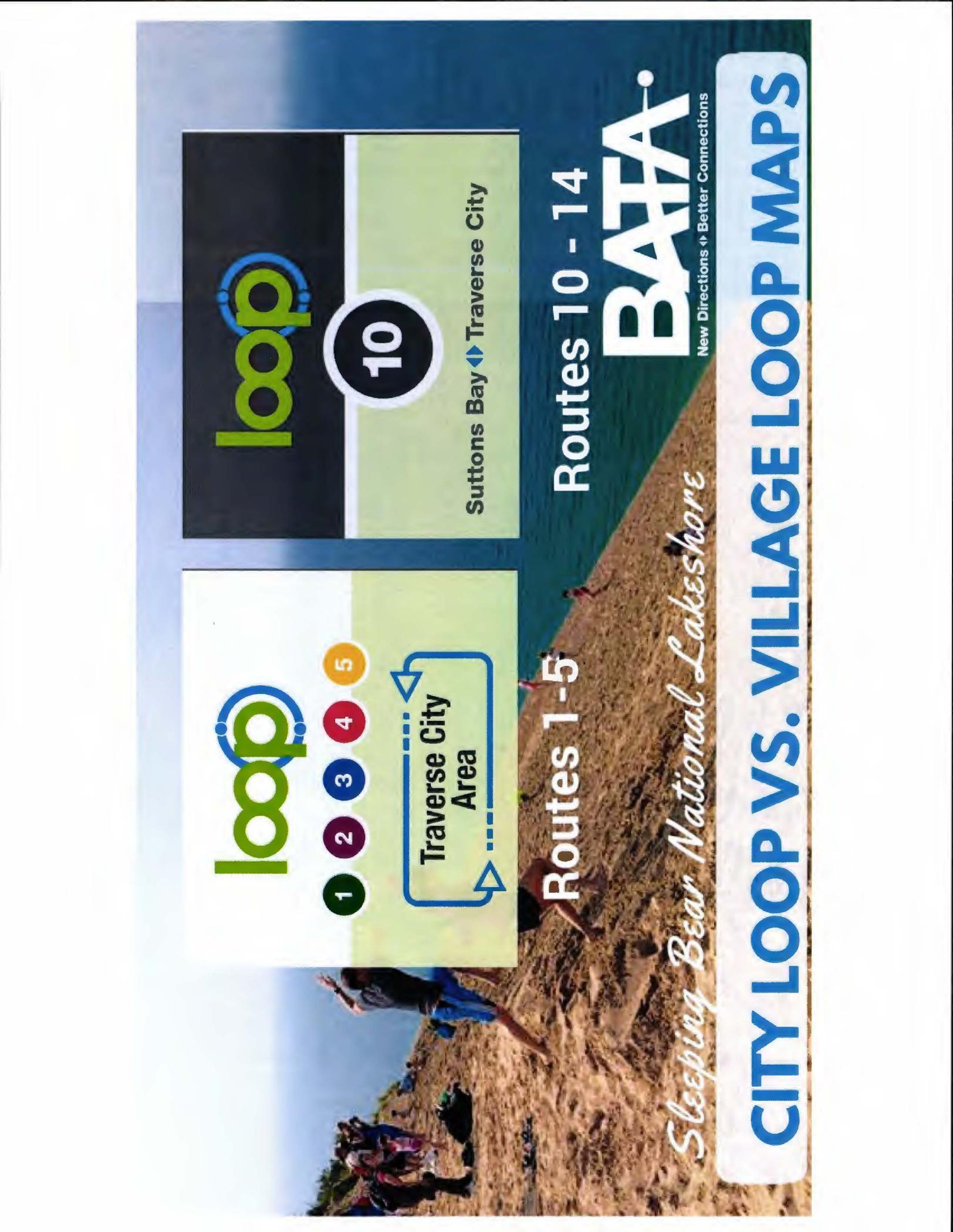
Daily Routes
 TC SB

Take the Bus!
 Avoid the Parking & Traffic Hassles

Route 10

BATA  
 Bay Area Transportation Authority www.bata.net

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 are shown: a blue ZIP ticket, a green ZOOM card, and a grey ZOOM card. Each card has the BATA logo and the name of the fare type.



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	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

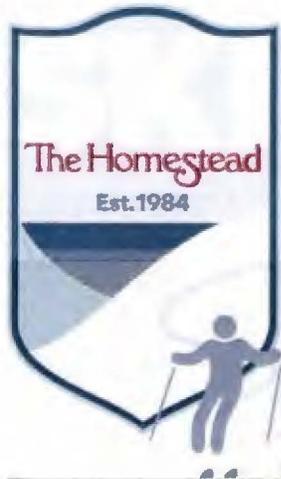
May 21st - October 23rd

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)

biken**ride**



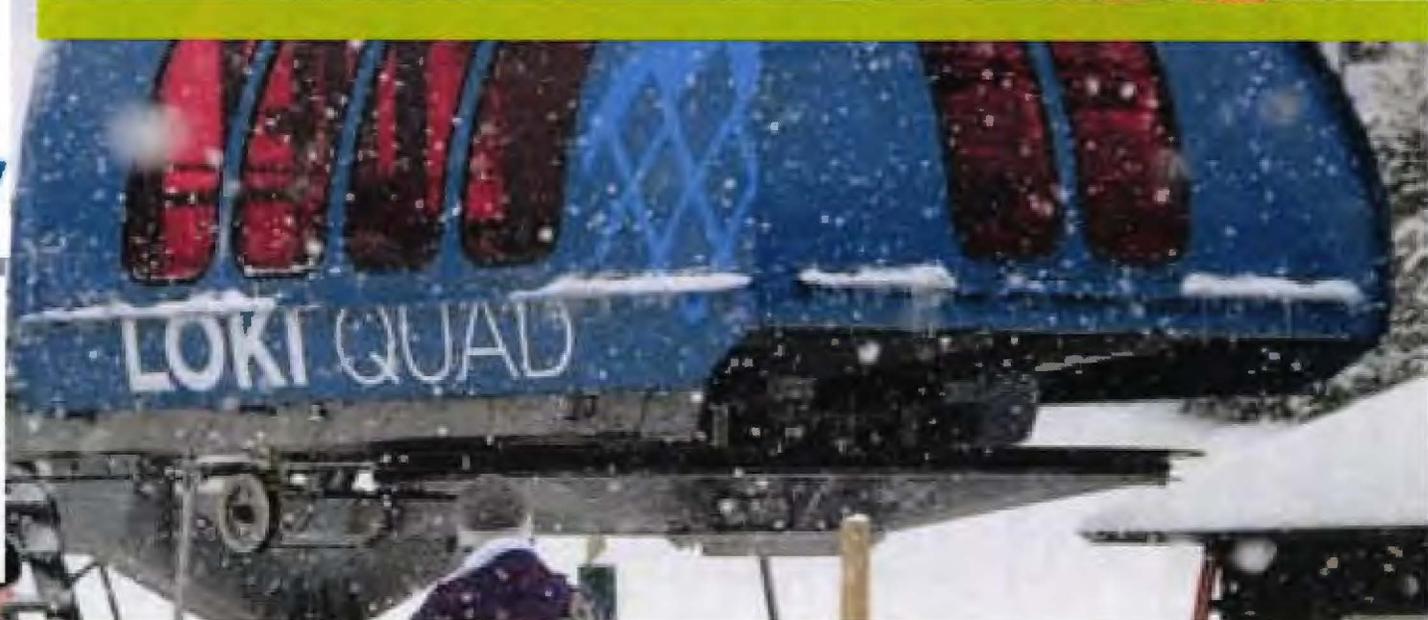
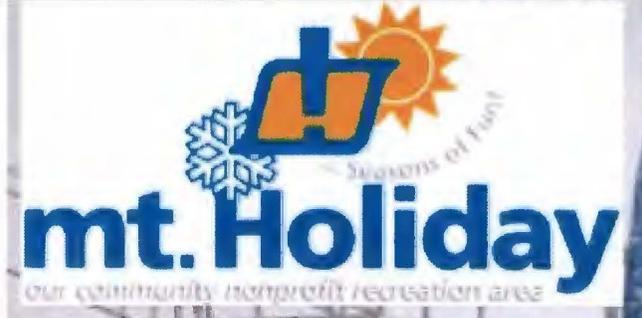


**We drive.
You play.**

**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

