



Notice

City Commission Regular Meeting

7:00 pm

Monday, July 6, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 07-02-2015

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

2. Consent Calendar

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

- a. Consideration of approving minutes of the City Commission meetings of June 8, 2015, June 15, 2015, and June 22, 2015. (Approval recommended) (Penny Hill, Benjamin Marentette)
- b. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)

- c. Consideration of authorizing a three-year blanket purchase order for Police Department uniform dry cleaning. (Approval recommended) (Marty Colburn, Jeff O' Brien) (5 affirmative votes required)
- d. Consideration of adopting to make permanent the following traffic control orders:
- #580 which adds "No Parking" on the west side of Locust Street from Sixth Street to Seventh Street
 - #581 which removes "2-Hour Parking 6 am to 6 pm" on both sides of Wellington from Webster Street to Eighth Street, and
 - #582 which adds "2-Hour Parking 8 am to 6 pm Except Sunday and Holidays" and "Residential Parking Permits Exempt" on the South side of Sixth Street from Pine Street to Locust Street. (Adoption recommended) (Marty Colburn, Timothy Lodge)
- e. Consideration of authorizing a memorandum of understanding specifying that funds may be expended through June 30, 2017, for the remaining projects in the Tax Increment Financing 2 Plan (TIF 2), with any remaining funds after that period to be remitted to the taxing jurisdictions, as recommended by the Downtown Development Authority Board. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes)
- f. Consideration of authorizing a request from Traverse Area Community Sailing, under its management agreement to authorize the storage of rowing shells and equipment in the Cornwell Sailing Center Boathouse and for authorization to allow the installation of a fence to enclose additional rowing shells in Hull Park for the 2015 season by Traverse Area Community Rowing. (Approval recommended) (Marty Colburn)
- g. Consideration of authorizing repair to the City Opera House backup electrical power. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

- h. Consideration of authorizing a confirming service order for repair to the Park Street Bridge, with the cost of the repair to be reimbursed by the insurance carrier for the vehicle that caused the damage. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of authorizing a purchase and sale agreement for a portion of City land in connection with the Washington Place Development. (Marty Colburn) (5 affirmative votes required)
- b. Consideration of approving the Carnegie Building Use Policy and consideration of adopting a resolution establishing fees for building use, as recommended by the City Commission Ad Hoc Committee on City Assets/Carnegie Building. (Commissioner Jeanine Easterday, Chair; Commissioner Gary Howe, Commissioner Ross Richardson)

4. New Business

- a. Consideration of adopting a resolution supporting the concept of installing a canopy over the City Opera House, as requested by the City Opera House Heritage Association, with no city funds to be utilized for the installation, with final authorization to be provided by the City Commission in the future. (Marty Colburn)

- b. Consideration of authorizing an amendment to the agreement with T2 Systems for expanded online services for payment and appeals of parking citations and online renewal of parking permits, as recommended by the Downtown Development Authority Board of Trustees. (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

5. Appointments

- a. Consideration of appointing an ad hoc interview committee to make recommendation regarding one appointment to the Coast Guard City Committee. (Marty Colburn, Katie Stroven)

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 - 1. Reports from members of the Commission serving on boards.
 - 2. Certification by the City Treasurer/Finance Director of delinquent water and sewer charges to be placed on summer 2015 tax bills.
 - 3. Minutes of the Act 345 Retirement System meeting of May 27, 2015.
 - 4. Minutes of the Traverse City Light and Power Board's Human Resources Ad Hoc Committee meeting of May 22, 2015.

5. Minutes of the Traverse City Light and Power Board's meeting of May 26, 2015.

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

None.

7. Public Comment

- a. Reserved.

None.

- b. General.

- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *MC*

SUBJECT: MINUTES

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

- June 8, 2015 Study Session
- June 15, 2015 Regular Meeting
- June 22, 2015 Study Session

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

that the minutes of the June 8, 2015, Study Session, June 15, 2015, Regular Meeting, and June 22, 2015, Study Session, be approved.

MC/slm

k:\ccclerk\city commission\minutes



**Minutes of the
City Commission for the City of Traverse City
Study Session
June 8, 2015**

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

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding the contract with American Waste as the designated residential solid waste hauler, which expires March 31, 2016.

The following addressed the Commission:

Penny Hill, Acting City Manager
Mark Eagleheimer (sp?), American Waste General Manager

2.

Discussion regarding Boardman Lake Brownfield Plan.

The following addressed the Commission:

Penny Hill, Acting City Manager
Jean Derenzy, Grand Traverse County Deputy Director of Planning and

Development
Tim Lodge, City Engineer

3.

Public comment.

The following addressed the Commission:

Commissioner Gary Howe
Cecil McNally, 911 South Union
Sollie Gustafson, 1111 Lake Ridge Drive
Bill Plough, 1122 Lake Ridge Drive
Julie Clark, 604 West Twelfth Street
Richard Williams, 825 Bates Street
Bonnie Willings, 1111 Lake Ridge Drive
Todd Klepper, Co-owner of Filling Station
Becky Ewing, 531 Randolph Street
Brian Haas, 227 East Tenth Street
Brian Fisher, TART Board President
Tom Ower, 6757 Franklin Woods Drive
Richard Crustoe, 500 Webster
Al Thompson, 935 Woodmere
Christine Maxbauer, 503 West Eighth Street
Mary Erickson, 1010 Cass Street
John Bramer, 143 Thirteenth Street
George Champlin, 1276 West River Road, East Bay Township

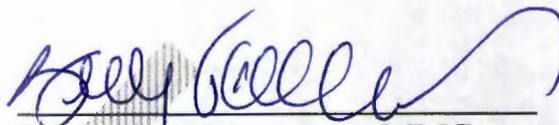
4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:13 pm.



Benjamin Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT

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



Regular Meeting

June 15, 2015

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

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

As required by Commissioner Jeanine Easterday, Agenda Item 2(h) was removed from the Consent Calendar for individual consideration by the Commission.

2. Consent Calendar

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

- a. the minutes of the May 28, 2015, Special Meeting, and June 1, 2015, Regular Meeting, be approved.
- b. the Acting City Manager be authorized to declare one (1) 2002 Bombardier Tractor, #146, surplus so that it may be sold at auction, and that the Acting City Manager be authorized to issue a purchase order to Classic Motor Sports, Inc. in the amount of \$15,297.00 for the purchase of an AWD 2015 Polaris Ranger XP 900 EPS off road vehicle with funds available in the

Garage Fund for this scheduled purchase.

- c. the Acting City Manager be authorized to declare two (2) 2010 Crown Victorias, #9 and #16, surplus, and that the Acting City Manager be authorized to issue a purchase order to Signature Ford in the amount of \$51,162.00 for the purchase of two (2) 2016 Ford Police Interceptors with patrol packages, with funds available in the Garage Fund for these planned replacements.
- d. the Resolution Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation, be adopted.
- e. the City Commission approve of a blanket purchase/service order for asphalt surface repair, on an as-needed basis, in an amount not to exceed \$40,000.00 to Great Lakes Striping and Sealing for fiscal year 2015/2016, with an option for renewals for up to two additional years, in one-year increments, with funds available in the Water and Sewer Maintenance Funds.
- f. the 2015-2016 General Insurance Program, as outlined in the City Clerk's June 9, 2015, communication be approved; and that the City Manager be authorized to approve payment for the Program in the total amount of \$344,577, plus \$6,470.83 for underground storage tank liability, with funds available in the various funds and departmental budgets.
- g. the Mayor and City Clerk execute a unit prices change order to the contract with Crawford Contracting, (originally authorized April 6, 2015), for the 2015 West Front Street Reconstruction Project to correct the unit price for conduit work, such change order subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with the costs to be reimbursed by the respective utility companies.
- h. Removed from Consent Calendar.
- i. the Mayor and City Clerk execute a unit prices contract with Elmer's Crane and Dozer, in the amount of \$1,019,951.88 for the 2015 Pine Street Pedestrian Bridge and Overhead to Underground Conversion Project, more or less, at the unit prices indicated in its bid, with such contract subject to

- approval as to its substance by the Acting City Manager and its form by the City Attorney, with portion of the project costs to be paid for by Traverse City Light & Power and TIF 97 as outlined in the City Engineer's June 8, 2015, communication, with the remainder to be paid for by the Capital Projects Fund; and further that the City Manager be authorized to manage a project contingency of \$60,000; and that the Mayor and City Clerk be authorized to execute any necessary change orders for work associated with the project contingency, such change orders subject to approval as to their substance by the City Manager and their form by the City Attorney.
- j. the Mayor and City Clerk execute an agreement with Traverse Area Recreation Transportation (TART) Trails for Wayfinding Signage along the TART Trail and Boardman Lake Trail with the cost for design, production, and installation to be borne by TART, such agreement subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.
 - k. the City Commission waives the competitive bidding requirements as deemed in the best interest of the City; and that the Mayor and City Clerk execute an amendment to the Consultant Agreement with OHM in the amount of \$133,500 for sewer flow monitoring by Martin Control Services, relating to the implementation of the Stormwater, Asset Management, and Wastewater (SAW) grant, with funds available in the Capital Projects, SAW Grant Fund, to be reimbursed by the SAW Grant, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney.
 - l. the Mayor and City Clerk execute the fourth amendment to the parking area lease (lease originally authorized November 3, 2008, and amended January 4, 2010, February 1, 2010, and October 6, 2014), with Pine Street Development One for the provision of public parking spaces at 305 West Front Street, increasing the number of spaces leased from 84 spaces to 99 spaces, with the rate per space to remain the same at \$28.04 per space, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Parking System Fund

CARRIED unanimously

Items removed from the Consent Calendar

a.

Consideration of authorizing the letter of agreement with the Traverse City Film Festival for the 2015 event and authorizing the City Clerk to issue the related street closure and parks and public land use permits.

The following addressed the Commission:

Penny Hill, Acting City Manager
Benjamin Marentette, City Clerk

Moved by Easterday, seconded by Carruthers, that the Mayor and City Clerk execute the letter of agreement with the Traverse City Film Festival outlining the scope of the 2015 Traverse City Film Festival, including use of City personnel and City facilities, such agreement subject to approval as to its substance by the Acting City Manager; and further that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

Rick Buckhalter, 932 Kelley Street – made general comments
Deb Lake, Traverse City Film Festival Executive Director, 866 Webster Street – made general comments

CARRIED unanimously.

3. Old Business

3(a).

Public hearing regarding possible budget amendments for Fiscal Year 2014/2015 and consideration of approving the budget amendments.

The following addressed the Commission:

Penny Hill, Acting City Manager
William Twietmeyer, City Treasurer/Finance Director

Mayor Estes opened the public hearing.

No one responded.

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

Moved by Werner, seconded by Easterday, that the budget amendments for Fiscal Year 2014/2015 as outlined in the City Treasurer/Finance Director's memo of June 12, 2015, be approved.

CARRIED unanimously.

3(b).

Consideration of authorizing an agreement to accept a \$5,000 grant from Rotary Charities to develop a funding strategy for the Traverse City Public Pier Project.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Richardson, seconded by Easterday, that the Acting City Manager be authorized to execute a Grant Agreement with Rotary Charities of Traverse City to accept a \$5,000 planning grant for the Traverse City Public Pier Project, with the city's match to be paid from the Planning Department's Professional and Contractual Line Item.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

4. New Business

4(a).

Consideration of adopting the Community Garden Policy, which provides a framework for allowing city households to obtain a community garden plot in designated City parks, as recommended by the Parks and Recreation Commission.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Howe, seconded by Easterday, that the Community Garden Program Policy, authorizing the Plot Trial Program in Parks, be adopted.

Dave Green, Director of Public Services
Lauren Vaughn, Parks and Recreation Superintendent
Lauren Tribble-Laucht, City Attorney
Russell Soyering, City Planning Director
Benjamin Marentette, City Clerk
Brian Haas, 227 East Tenth Street – made general comments

CARRIED unanimously.

4(b).

Consideration of authorizing three blanket purchase orders for chemicals for use at the Water Treatment Plant.

The following addressed the Commission:

Penny Hill, Acting City Manager

Moved by Budros, seconded by Richardson, that the Acting City Manager be authorized to issue blanket purchase orders to Chemtrade Chemicals in the amount of \$0.1077 per pound for approximately 167 tons of Aluminum Sulfate (Alum) in an amount not to exceed \$36,000.00; to Haviland Products Co. in the amount of \$0.0895 per pound for approximately 150 tons of Sodium Hypochlorite (Chlorine) in an amount not to exceed \$27,000.00; and to Key Chemical, Inc. in the amount of \$0.21206 per pound for approximately 38 tons of Hydrofluosilicic Acid (Fluoride) in an amount not to exceed \$16,500.00, for the purchase of chemicals to be used at the Water Treatment Plant with funds available in the

Water Fund.

Roll Call:

Yes – Easterday, Howe, Richardson, Werner, Budros, Estes

No – Carruthers

CARRIED.

4(c).

Consideration of authorizing an amendment to the parking system management agreement to increase the fee paid to the Downtown Development Authority for its management of the parking system and to require that the DDA adhere to the City's purchasing and contracting policies and procedures when procuring goods and services associated with the agreement.

The following addressed the Commission:

Penny Hill, Acting City Manager

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Easterday, seconded by Werner, that the Mayor and City Clerk execute the fifth amendment to the Parking Services Operation and Management Contract with the Downtown Development Authority (DDA) (originally authorized June 2, 2003, and amended on January 7, 2008, March 2, 2009, April 1, 2013, and June 16, 2014), which increases the compensation paid by the City to the DDA to \$500,000 per fiscal year, and requires the DDA to follow the City's purchasing and contracting policies, such amendment subject to approval as to its substance by the Acting City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointing an ad hoc committee to develop a framework for reviewing requests for allocations from the Brown Bridge Trust Parks Improvement Fund.

The following addressed the Commission:

Penny Hill, Acting City Manager

No Action was taken .

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the Traverse City Light and Power Board meeting of April 28, 2015.
 3. Minutes of the Act 345 Retirement System Board meeting of April 29, 2015.
 4. Certification by the City Treasurer/Finance Director of the City's contribution to the Act 345 Retirement System dated June 2, 2015.
- e. Reports and correspondence from non-City officials.

1. Fractile Emergency Response Report from North Flight for May 2015.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Richardson
Commissioner Jeanine Easterday
Lauren Tribble-Laucht, City Attorney

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:48 pm.


Benjamin C. Marentette, MMC
City Clerk

Approved: _____
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Study Session
June 22, 2015

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

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem Barbara D. Budros, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

Mayor Michael Estes presided at the meeting.

1.

Introduction of new City Manager Marty Colburn.

The following addressed the Commission:

Marty Colburn, City Manager

2.

Presentation and discussion regarding Joint Housing Task Force Report.

The following addressed the Commission:

John Sych, Grand Traverse County Director of Planning and Development

3.

Discussion regarding a request from the developers of Washington Place to amend the approved development plans to allow the installation of a driveway off Washington Street.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney
Tom McIntyre, Washington Place Co-Developer
Ken Richmond, Architect for Washington Place, 333 Boardman Avenue
Russell Soyring, City Planning Director

4.

Consideration of the periodic personnel evaluation of City Attorney Lauren Tribble-Laucht and entering into closed session to discuss the evaluation, as requested by the City Attorney (possible closed session).

Moved by Richardson, seconded by Carruthers, that the City Commission enter into closed session immediately following the public comment portion of the agenda to consider the periodic personnel evaluation of City Attorney Lauren Tribble-Laucht, as requested by the City Attorney, and as authorized by MCL 15.268(a).

Roll Call:

Yes - Carruthers, Easterday, Howe, Richardson, Werner,
Budros, Estes.

No - None.

CARRIED unanimously.

5. Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

6. Public Comment.

The following addressed the Commission:

- Keith Bonomo, 226 Washington Street
- Rose White-Hutchinson, 222 Washington Street
- Chris Maxbauer, 503 West Eighth Street
- Carol Hale, 240 Washington Street, Unit 12
- John Serratelli, 237 Midtown
- Kathy Tuckerman, 141 Rivers Edge Drive
- Jeff Cockfield, 1621 Comanche, Board of Zoning Appeals Chairman
- Rick Buckhalter, 932 Kelley Street
- Linda Koebert, 319 Washington Street
- Commissioner Gary Howe
- Commissioner Jim Carruthers

The City Commission entered into closed session at 8:47 p.m.

The City Commission returned from closed session at: 9:04 p.m.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:04 p.m..


Benjamin C Marentette, MMC
City Clerk

Approved: _____,
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF JULY 6, 2015

DATE: JULY 2, 2015
FROM: MARTY COLBURN, CITY MANAGER 
SUBJECT: UNLEADED GASOLINE PURCHASE

The Garage department received telephone / fax bids for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Brenner Oil	Mount Pleasant	\$2.11375
Lemmen Oil	Coopersville	\$2.13525
Crystal Flash	Traverse City	\$2.16055
Scotland Oil (MIDEAL)	Alma	\$2.3235
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Gilbert's Service	Traverse City	Did not bid

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

that the acting City Manager be authorized to issue a confirming purchase order in the amount of \$21,188.23 to Brenner Oil Co. for 10,024 gallons of unleaded gasoline priced at \$2.11375 per gallon with funds available in the Garage Fund.

MC/wb

The previous purchase price on 4/16/15 was \$1.79375 per gallon.

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The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *MAC*

SUBJECT: PARKING SERVICES REQUEST TO EXPAND ONLINE SERVICES
CONTRACT AMENDMENT

Attached is a memo from Parking Administrator Nicole VanNess recommending an amendment to the agreement between the City and T2 Systems Software to include additional online services for downtown parking systems.

Additionally, the amendment would approve the one-time expense for the tokenization development for online credit card profile functionality (the ability for a user to have their credit card information stored for future use).

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

that the Mayor and City Clerk execute an amendment to the contract with T2 Systems Software (originally authorized October 15, 2012, and amended November 15, 2012), to include additional online services as outlined in the June 5, 2015, communication from the Parking Administrator, in an amount not-to-exceed \$44,200 over a three-year period as well as a one-time expense of \$10,800 for the tokenization development of a credit card profile, with funds available in the Parking System Fund, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\parking services online services amendment

copy: Rob Bacigalupi, Downtown Development Authority Executive Director

Nicole VanNess, Parking Administrator

memo



Traverse City Parking Services

To: Rob Bacigalupi, Executive Director DDA
From: Nicole VanNess, Parking Administrator
Date: June 5, 2015
Re: Request to Expand Online Services

As you know, on June 19, 2015 the DDA Board unanimously recommended the City Commission amend the City agreement with T2 Systems to increase services as outlined in the memorandum dated June 18th, 2015 at a three-year cost in an amount not-to-exceed \$55,000.00. This motion coincides with of our three year plan in which we identified the need to increase services that Parking Services offers to the public. In meeting this objective, we allocated for this expense in the upcoming budget. Here are the following areas where the public could benefit from expanded online services:

My Accounts

The accounts solution will allow customers to login and manage all records within their account which would include contact information, vehicles, citations, appeals and permits. This functionality will also allow customers to view and reprint citation notice letters, view and reprint receipts for citations and permits, and view appeal results.

Appeals - Enforcement

The appeals solution will allow customers to submit an appeal with a written contested statement and option to upload an attachment. Currently, customers must come to the office or call to open an appeal.

Permits

The permits solution will allow customers to purchase or renew their permits online. The functionality will allow us to continue offering calendar annual permits, calendar quarterly permits, and temporary monthly, daily permits and Incochee Wood's codes. Adding online permits is a beneficial module for our customers. As we continue to review and modify our permit offerings, we will have the flexibility to make the changes ourselves. We will no longer have to require that customers come to the office to purchase or renew their permits.

Credit Card Profiles - Customization

We would also like to offer auto-renewable permits in the future by linking a credit/debit card to the permit record when purchased. T2 has an integration to use Authorize.Net as an IPG (Internet Payment Gateway), but the integration currently does

memo



not have tokenization capabilities. Tokenization is the process when a credit card profile is created and stored on file so that it can be billed in the future.

Our goal is to begin the implementation shortly after July 1, 2015 with a soft launch before the 4th quarter renewal on October 1st. We will then allow customers to begin purchasing 2016 annual permits November 15th-January 31st.

The customization for the tokenization of credit cards using Authorize.Net is a one-time development cost of \$10,800.00. The first year cost of the implementation of the additional online services and subscription cost is \$21,300.00, the second year subscription cost is \$10,473.75 and the third year subscription cost is \$10,977.44. The subscription costs include hosted online services in their PCI 3.0 Compliant data center, timely upgrades of security patches, and services to maintain a secure environment. The remaining \$1,448.81 (less than 4%) would be used for contingency items if they were to be incurred.

The existing five year enforcement software was approved in 2012 and implemented in 2013. Current software subscription costs are \$21,000.00 a year. Our solutions include citation management, appeal management, permit management, waitlist management, interfacing with the Michigan Secretary of State (input and output), citation notice management, Citation Collection Services, Retrieval of Vehicle Registration (out-of-state), Crystal Report licensing, mobile and handheld enforcement application, and online citation payments.

I recommend the City Commission approve the recommendation of the DDA Board to amend the existing T2 Systems Software contract to include additional online services for My Accounts, Appeals – Enforcement, and Permits in an amount not to exceed \$44,200.00 over a three year period with available funds from the Parking Services 2015-2016 budget. In addition, I recommend the City Commission approve the one-time expense of \$10,800.00 for the tokenization development for credit card profile functionality with available funds from the Parking Services 2015-2016 budget.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015
FROM: MARTIN COLBURN, CITY MANAGER *mc*
SUBJECT: UNIFORM CLEANING FOR POLICE DEPARTMENT

Attached is a memo from Jeff O'Brien, Interim Chief of Police, regarding uniform cleaning services for the Police Department and request for a 3 year service order with Elite Dry Cleaners.

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

that the City Manager be authorized to issue a blanket service order to Elite Dry Cleaners for each of three years of satisfactory service at the rates based on the bid prices submitted by them on June 19, 2015, effective July 1, 2015, through June 30, 2018, in the annual amount not to exceed \$7,695 for uniform cleaning services for the Police Department, with funds available in the Police Department budget.

MC/jd

cc: Jeff O'Brien, Interim Chief of Police

TRAVERSE CITY POLICE DEPARTMENT
OFFICE MEMORANDUM

TO: MARTIN COLBURN, CITY MANAGER
FROM: JEFF O'BRIEN, INTERIM CHIEF OF POLICE 
DATE: JULY 1, 2015
RE: UNIFORM CLEANING BID – July 1, 2015 – June 30, 2018
ELITE FABRICARE DRY CLEANERS

Our service order for uniform cleaning expires on June 30, 2015. Due to the expiration of this service order we solicited sealed bids for uniform cleaning services as outlined in the City's sealed bid procedure for purchases over \$5,000. On June 04, 2015, at 2:00 p.m. the sealed bids were to be opened; however, on that date the City's Purchasing Agent received zero sealed bids.

At the City Purchasing Agent's request, Lisa Green, my administrative assistant, contacted the current contract holder, Elite Fabricare Dry Cleaners, and inquired about uniform cleaning services. At that time, Elite indicated they had not participated in the bid process as they had not been notified, but nonetheless, they were interested in providing a quotation. On June 19, 2015, we received their bid pricing for uniform cleaning services for a three year period beginning July 1, 2015, and concluding on June 30, 2018. My office, the City's Purchasing Agent, and the City's Attorney have all reviewed these numbers.

Based on this, we recommend the City of Traverse City issue a blanket service order to Elite Fabricare Dry Cleaners based on the bid pricing submitted to the City on June 19, 2015. The blanket service orders are processed on an annual basis starting July 1, 2015, through June 30, 2016, first year of a three year contract.

We respectfully request the City Manager be authorized to issue a blanket service order to Elite Fabricare Dry Cleaners in the annual amount not to exceed \$7,695 for uniform cleaning services for the Traverse City Police Department.

Please place this request on the City Commission agenda for the meeting of July 06, 2015.

If any additional information is necessary, please contact me. Thank you.

cc: 206
File



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER ^{mac}

SUBJECT: TRAFFIC CONTROL ORDERS 580, 581, AND 582

Attached is a memo from Engineering Technician Jessica Carpenter indicating that Traffic Control Orders #580, #581 and #582 have been in effect for at least 90 days and are ready to be adopted by the Commission as permanent. This traffic control orders are as follows:

- #580: Add No Parking on the West Side of Locust Street from Sixth Street to Seventh Street.
- #581: Removal of 2-Hour Parking 6 am to 6 pm on both sides of Wellington from Webster Street to Eighth Street.
- #582: Add 2-Hour Parking 3 am to 6 pm Except Sunday and Holiday, Residential Parking Permits Exempt on the South side of Sixth Street from Pine Street to Locust Street.

I recommend the following motion:

that Traffic Control Orders 580, 581 and 582, which require adding No Parking on the West Side of Locust Street from Sixth Street to Seventh Street, the removal of 2-Hour Parking 6 am to 6 pm on both sides of Wellington from Webster Street to Eighth Street, and adding 2-Hour Parking 3 am to 6 pm Except Sunday and Holiday, Residential Parking Permits Exempt on the South side of Sixth Street from Pine Street to Locust Street, respectively, be adopted to be made permanent.

PH/kes

K:\tcclerk\city commission\traffic control order\TCO 580 581 582_20150706.doc

copy: Timothy Lodge, City Engineer
Jessica Carpenter, Engineering Technician

Memorandum

The City of Traverse City
Engineering Department



TO: Penny Hill, Acting City Manager
Timothy J. Lodge, P.E., City Engineer

FROM: Jessica L. Carpenter, E.I.T., Engineering Technician

DATE: Thursday, June 18, 2015

SUBJECT: Traffic Control Orders 580, 581, and 582 to be made permanent

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

#	What	Where
580	"No Parking"	On the west side of Locust St from Sixth St to Seventh St
581	Removal of "2-Hour Parking 6 am to 6 pm"	On both sides of Wellington from Webster St to Eighth St
582	"2-Hour Parking 8 am to 6 pm Except Sunday and Holidays" and "Residential Parking Permits Exempt"	On the south side of Sixth St from Pine St to Locust St

TCO 580 was proposed by staff to restrict on street parking to one side of the street to ensure the passage of maintenance and emergency vehicles on Locust St between Sixth St and Seventh St. The proposal to install the "No Parking" signs was reviewed by the Transportation Committee and it was the consensus to approve the installation of the proposed signs.

TCO 581 was proposed by residents to allow unrestricted on street parking and provide traffic calming on Wellington St from Webster St to Eighth St. The affected residents and businesses were surveyed and it was found that the majority of the residents and businesses were in favor of the removal of the signs. This request was then reviewed by the Transportation Committee and it was the consensus to approve the removal of the signs.

TCO 582 was proposed by residents to allow parking for more than two hours for residents with parking permits. This traffic control order would replace TCO 507 which is for the installation of the two hour parking signs on Sixth St, but does not allow the use of parking permits for unrestricted parking by residents. The residents were surveyed and it was found that the majority of the residents were in favor of keeping with 2-hour parking restriction and allowing for residential parking permits. This request was then reviewed by the Transportation Committee and it was the consensus to approve the installation of the signs to allow unrestricted parking by residents with valid permits.

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

Staff is recommending that TCOs 580, 581, and 582 be made permanent.

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

The City of Traverse City

Office of the City Manager

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



TRAFFIC CONTROL ORDER NO.: 580

DATE: March 2, 2015

The following signs regulating traffic shall be installed at the following locations:

“NO PARKING”

signs on the west side of Locust St from Sixth Street to Seventh Street.

A handwritten signature in black ink, appearing to read "Penny Hill", written over a horizontal line.

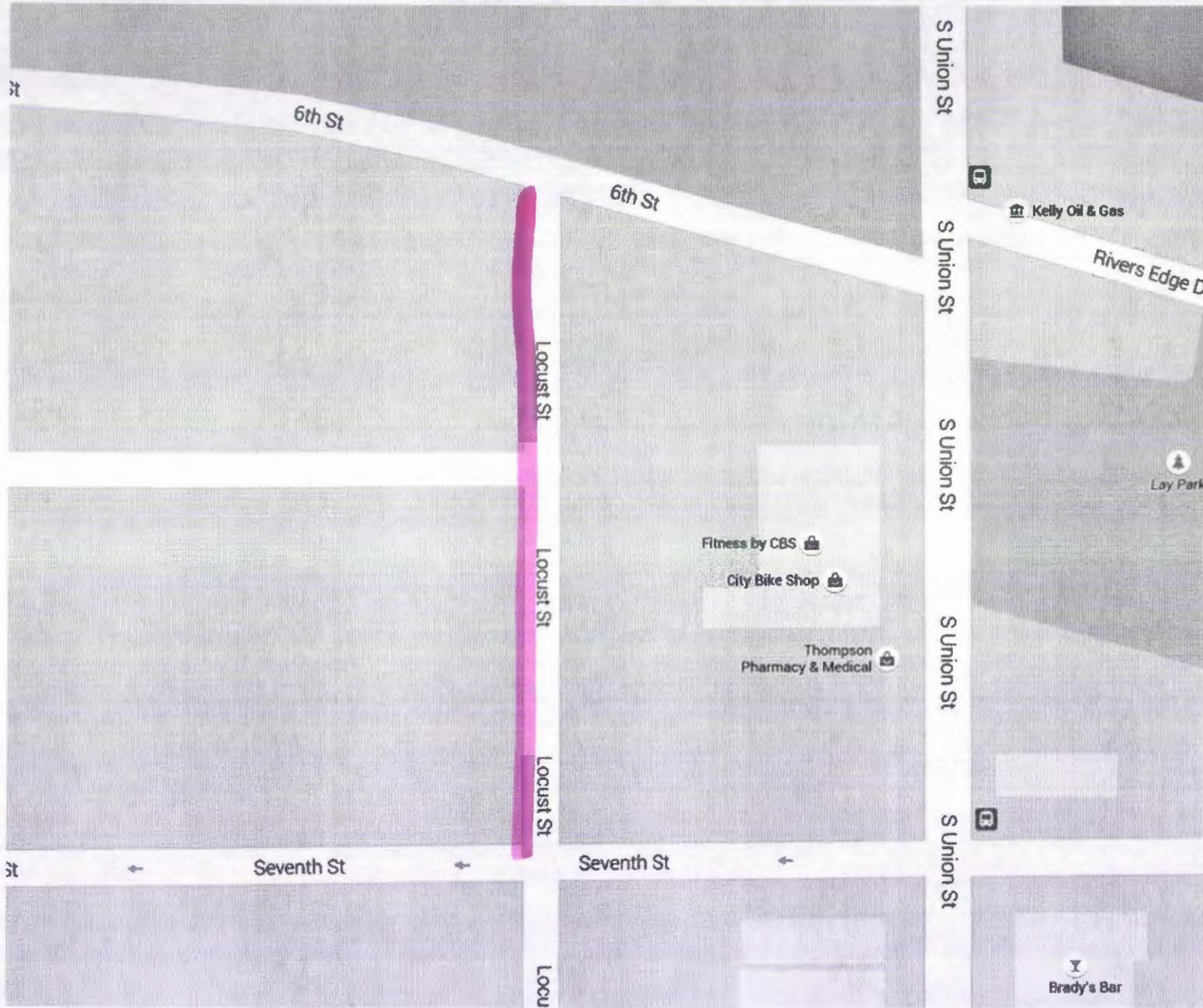
Penny Hill
Acting City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Confirmed by the City Commission _____
(Date)

NOTE: This traffic control order shall make null and void TCO #98 as it relates to parking on this section of Locust Street.

TCO # 580



North
↑

The City of Traverse City

Office of the City Manager

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



TRAFFIC CONTROL ORDER NO.: 581

DATE: March 2, 2015

The following signs regulating traffic shall be removed at the following locations:

**“2-HOUR PARKING
6 AM TO 6 PM”**

signs on both sides of Wellington from Webster Street to Eighth Street.

A handwritten signature in black ink, appearing to read "Penny Hill", written over a horizontal line.

Penny Hill
Acting City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

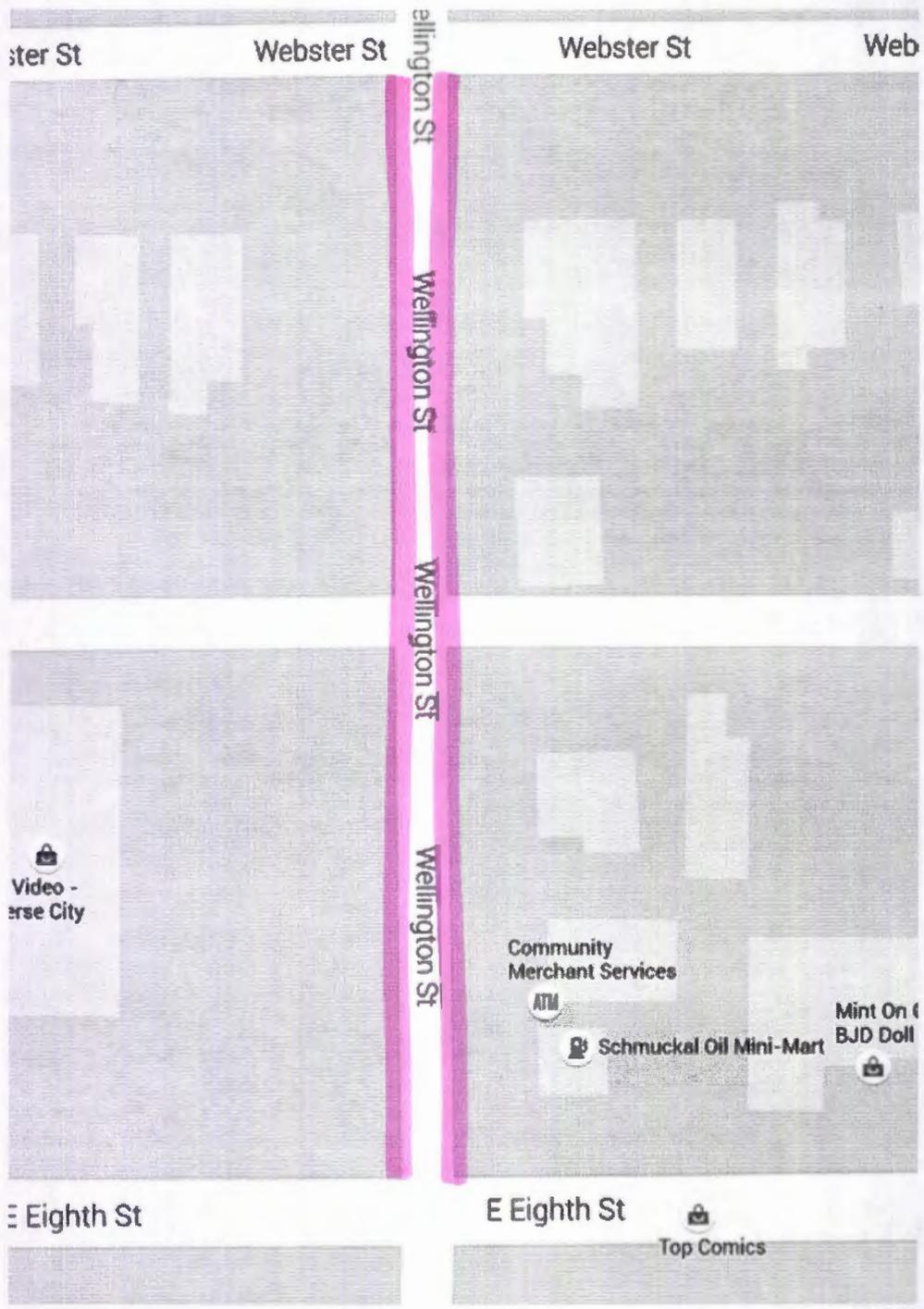
Confirmed by the City Commission _____
(Date)

NOTE: This traffic control order shall make null and void TCO #117 as it relates to parking on this section of Wellington Street.

North



TCO # 581



The City of Traverse City

Office of the City Manager

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



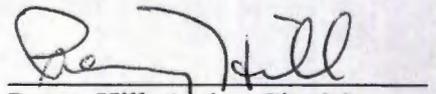
TRAFFIC CONTROL ORDER NO.: 582

DATE: March 11, 2015

The following signs regulating parking shall be installed at the following locations:

**“2 HOUR PARKING 8AM TO 6PM EXCEPT SUNDAY & HOLIDAYS” and
“RESIDENTIAL PARKING PERMITS EXEMPT”**

signs shall be placed intermittently on the south side of Sixth Street, from Pine Street to Locust Street, to restrict parking and provide for residential parking permits.


Penny Hill, Acting City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Confirmed by the City Commission _____

NOTE: This traffic control order shall make null and void TCO #507 as it relates to parking on this section of Sixth Street.

North



TCD # 582





The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *mpc*

SUBJECT: REMAINING TIF 2 PROJECTS

At the June 1, 2015, Regular City Commission meeting, the Commission indicated its desire to let TIF 2 expire and essentially consider a 'reset.' I will be working to prepare that item for a study session in the coming months.

Attached is a memo from Downtown Development Authority (DDA) Executive Director Rob Bacigalupi, regarding a memorandum of understanding that would specify that the remaining projects in TIF 2 would be funded through June 30, 2017. After that point, any remaining funds that have not been expended on the projects outlined within the memorandum would be returned proportionately to the taxing jurisdictions. Attached is an excerpt of the Capital Improvement Plan featuring the narrative of the following remaining projects planned for funding from TIF 2:

Project	Amount
Eighth Street Bridge repair	\$150,000
South Cass Street Bridge repair	\$ 66,000
Carnegie Building improvements	\$170,000
Cass and Lake Street streetscapes	\$272,750

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

that the Mayor and City Clerk execute the Memorandum of Understanding with the Downtown Development Authority specifying the remaining projects to be funded by Tax Increment Financing Plan 2 (TIF 2), provided the expenditures are made on or before June 30, 2017, with any remaining TIF 2 funds to be returned proportionately to the taxing jurisdictions, such Memorandum of Understanding subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm K:\tcclerk\city commission\tax increment financing\tif 2 funds

copy: Rob Bacigalupi, DDA Executive Director
William Twietmeyer, City Treasurer/Finance Director



To: Martin Colburn, City Manager

From: Rob Bacigalupi, Executive Director

RMB

Re: Memorandum of Understanding (MOU) Regarding Remaining TIF 2
Projects

Date: June 30, 2015

At the June 1, 2015 City Commission meeting, the Commission discussed the impending end of the DDA's TIF 2 plan following a presentation I gave on the subject. The City Commission chose not to set a public hearing for an amendment to the plan, and expressed an interest in 'resetting the base' which requires letting the current plan expire, and creating a new one. In order to clarify the intentions of the DDA and the City regarding remaining TIF 2 projects, Pat McGow of Miller, Canfield advised that we prepare a memorandum of understanding, which Lauren did with Pat's help, and which you will find attached. The idea behind the memorandum is to obligate the DDA to pay for its existing projects and commitments with the funds captured during the 30 year capture period and make clear what those obligations and commitments are. It sets a reasonable time for having those projects completed and lets the taxing authorities know when they might expect excess proceeds that are unneeded.

The DDA Board of Directors considered this MOU at their June 19, 2015 meeting and unanimously voted to *authorize the Chairperson and Secretary to execute the Memorandum of Understanding related to remaining TIF 2 Projects, subject to approval by the Executive Director as to its substance and to form by the DDA Attorney.*

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is made as of this ____ day of _____, 2015, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation of 400 Boardman Avenue, Traverse City, Michigan 49684 ("City"), and the DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan authority, whose address is 303 East State Street, Suite C, PO Box 42, Traverse City, Michigan 49685 (the "DDA"), as follows:

RECITALS:

WHEREAS, the Traverse City Downtown Development Authority was created in 1978 pursuant to Michigan Public Act 197 of 1975; and

WHEREAS, Tax Increment Financing and Development Plan Number Two ("TIF2") was approved by the City Commission of the City on August 5, 1985 and the DDA began capturing tax increment revenues under TIF 2 beginning with the summer 1986 tax levy; and

WHEREAS, TIF2 has a stated duration of thirty years and the City Commission does not intend to amend TIF2 to extend the duration of TIF2; and

WHEREAS, the parties desire to use tax increment revenues captured by the DDA from TIF2 to pay for certain public projects that are budgeted and planned to be constructed and paid for by the DDA; and

WHEREAS, pursuant to the Downtown Development Act the property and assets of the authority remaining after the satisfaction of the obligations of the authority belong to the municipality (MCL 125.1680) and surplus funds shall revert proportionately to the respective taxing bodies (MCL 125.1665); and

WHEREAS, the parties desire to confirm the DDA's obligations to pay for certain planned projects described below from tax increment revenues of TIF2 prior to the end of TIF2; and

WHEREAS, the DDA is empowered to enter into this MOU pursuant to MCL 125.1657; and

NOW, THEREFORE, in consideration of the premises, which are deemed material provisions of this MOU, the mutual agreements and covenants contained herein, it is mutually agreed and covenanted between all of the parties to this MOU as follows:

1. The parties agree that the following projects are the remaining planned expenditures of TIF2 funds:
 - a. Eighth Street Bridge Repair budgeted at \$150,000
 - b. South Cass Street Bridge Repair budgeted at \$66,000
 - c. Carnegie Building Improvements budgeted at \$170,000

- d. Cass and Lake Street Streetscapes budgeted at \$272,750
- 2. In order to facilitate the winding up of TIF2 upon its expiration, the parties agree that TIF2 funds shall continue to be utilized to pay for the above described projects for a period through the fiscal year ending June 30, 2017.
- 3. The parties agree that any remaining TIF2 funds that have not been expended on June 30, 2017 in the furtherance of the above described projects shall revert proportionately to the respective taxing bodies.

IN WITNESS WHEREOF, the undersigned have executed this Memorandum of Understanding as of the day and year first above written.

CITY OF TRAVERSE CITY

By _____
Michael Estes, Mayor

By _____
Benjamin C. Marentette, City Clerk

DDA

APPROVED AS TO SUBSTANCE:

Marty Colburn, City Manager

By _____
Stephen Constantin, Chairperson

By _____
Ross Biederman, Secretary

Robert Bacigalupi, DDA Executive Director

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney/DDA General Counsel

24682713.2\090821-00035



Fund: Tax Increment Financing

Department: TIF 2

Category: Maintenance

Project Name: Carnegie Building Improvements

924

Project Description: Replace existing freight elevator with ADA compliant passenger/freight elevator. Construct dividing wall on main level of the Cornwell addition and replace interior locks for added security and to improve separation between areas of the building. Replace undersized building sewer line. Make improvements and upgrades to the HVAC system.

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: \$170,000

Submitter: Penny Hill
Priority: Essential (should do):
Fund: Tax Increment Financing
Department: TIF 2

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$170,000
Annual Maint. Cost: \$0

Funding Sources: TIF 2 - \$170,000

Category: Capital

Project Name: Cass & Lake: Streetscape Improvements (+SID) (+L&P)

61

Project Description: Approximately 813 feet of streetscape improvements on Cass and Lake Streets. Improvements include trees, curb & gutter, benches, trash cans and other improvements. Light and Power: Install new street lighting installations in conjunction with planned streetscape. Project approved by Planning Commission for consistency with Master Plan on 2/7/12.

This project needs to be coordinated with the Midtown Water Transmission Line #115 project included in the Water Fund.

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: \$895,500

Submitter: Rob Bacigalupi
Priority: Essential (should do):
Fund: Tax Increment Financing
Department: TIF 2

Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$895,500
Annual Maint. Cost: \$15,000

Funding Sources: TIF 2 - \$272,750
Private - \$272,750
Light & Power - \$350,000

Category: Capital

Project Name: Eighth Street Bridge Repair (+Grant)

58



Six Year Capital Improvement Program

Project Description:

The work will include concrete box beam deck removal and replacement, railing replacement, sidewalk widening, riverbank slope protection, approach work and related work including aesthetic treatments. Twenty percent of the composite deck area is delaminated/defective. The City received \$750,000 in funding thru the MDOT Local Bridge Program which requires a 5% local match and the City to perform engineering for the project.
Project approved by Planning Commission for consistency with Master Plan on 3/4/14.

This project needs to be coordinated with the Midtown Water Transmission Line #115 project included in the Water Fund.

Fiscal Years: Start: 15/16 End: 15/16

Est. Total Cost: **\$900,000**

Submitter: Rob Bacigalupi

Study: \$0

Priority: Imperitive (must do):

Land Acquisition/ROW: \$0

Fund: Tax Increment Financing

Engineering/Design: \$150,000

Department: TIF 2

Construction: \$900,000

Annual Maint. Cost: \$5,500

Funding Sources:

TIF 2 - \$150,000

Federal / State Grant - \$750,000

Department: TIF 97

Category: **Visionary**

Project Name: **200 Block Alley Enhanced Improvements**

714

Project Description: Pedestrian bridge, riverwalk and pedestrian improvements to north East Front alley between Cass and Park.

Fiscal Years: Start: 20/21 End: 20/21

Est. Total Cost: **\$817,000**

Submitter: Rob Bacigalupi

Study: \$0

Priority: Essential (should do):

Land Acquisition/ROW: \$0

Fund: Tax Increment Financing

Engineering/Design: \$0

Department: TIF 97

Construction: \$817,000

Annual Maint. Cost: \$0

Funding Sources:

TIF 97 - \$817,000

Category: **Visionary**

Project Name: **Civic Square (+Private)**

870

Project Description: Public gathering space for Traverse Cityans and visitors

Fiscal Years: Start: 20/21 End: 20/21

Est. Total Cost: **\$6,000,000**



Six Year Capital Improvement Program

Fiscal Years: Start: 16/17 End: 16/17
Submitter: Rob Bacigalupi
Priority: Imperitive (must do):
Fund: Tax Increment Financing
Department: TIF 97

Est. Total Cost: **\$786,000**
Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$852,000
Annual Maint. Cost: \$0

Funding Sources: TIF 97 - \$66,000
 Federal / State Grant - \$720,000
 Federal / State Grant - \$0

Category: **Maintenance**

Project Name: **South Cass Street Bridge Repair(+TIF2)**

187

Project Description: Concrete arch rehabilitation.

Fiscal Years: Start: 18/19 End: 18/19
Submitter: Rob Bacigalupi
Priority:
Fund: Tax Increment Financing
Department: TIF 97

Est. Total Cost: **\$852,000**
Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$852,000
Annual Maint. Cost: \$0

Funding Sources: TIF 97 - \$66,000
 Federal / State Grant - \$720,000
 TIF 2 - \$66,000

Category: **Maintenance**

Project Name: **South Union Street Bridge Repair (+TIF2)**

186

Project Description: Rehabilitate bridge superstructure.

Fiscal Years: Start: 19/20 End: 19/20
Submitter: Rob Bacigalupi
Priority:
Fund: Tax Increment Financing
Department: TIF 97

Est. Total Cost: **\$592,500**
Study: \$0
Land Acquisition/ROW: \$0
Engineering/Design: \$0
Construction: \$775,500
Annual Maint. Cost: \$0

Funding Sources: TIF 97 - \$102,500
 General Fund - \$102,500



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: ROWING ACTIVITIES ON HULL PARK

Attached is a letter from Traverse Area Community Sailing (TACS) President Sally Rivard, requesting two actions from the City Commission to facilitate rowing within Hull Park, which is an authorized use under the agreement with TACS.

However, TACS is seeking permission for the following two items to facilitate Traverse Area Community Rowing (TACR) providing rowing on Boardman Lake:

1. Authorization for TACS to allow Traverse Area Community Rowing (TACR) to store rowing shells in the Cornwell Sailing Center Boathouse for the 2015 season
2. Authorization for TACR to install a fence in Hull Park for the temporary storage of rowing shells, just to the east of the Wastewater Treatment Plant – between it and the parking area (see attached map). The fence would enclose an area of 54'6" x 30', would be 6' tall and chain link. Approval would be for this year only. The fence would be at least 3' away from the TART Trail. City staff will coordinate with TACR on the installation of the fence.

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

that the City Commission approves the request from Traverse Area Community Sailing (TACS) to allow the storage of rowing shells in the Cornwell Sailing Center Boathouse for the 2015 season, consistent with the agreement between TACS and the City dated August 10, 2007; and further that the Mayor and City Clerk execute a Memorandum of Understanding (MOU) with Traverse Area Community Rowing for it to install a fence in Hull Park as described in the July 2, 2015, communication from the City Manager for the 2015 season, with the

-Motion continued on the following page-

MOU subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm

k:\tcclerk\city commission\agreements\rowing hull park

copy: Dave Green, Director of Public Services
Lauren Vaughn, Parks and Recreation Superintendent
Sally Bivard, Traverse Area Community Sailing President
Dustin Ordway, Traverse Area Rowing Club



U.S. Sailing Outstanding Community Sailing Program for 2014

June 29, 2015

City Commission
c/o Ms. Penny Hill
Office of the City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Re: Rowing on Boardman Lake

Dear City Commissioners:

Traverse Area Community Sailing (TACS) continues to see a steady growth in the number of community residents participating in the city's unique sailing program. We are particularly thrilled to report that in our 21 years of offering sailing lessons on Boardman Lake, this summer is a record for the most adults registered for adult learn to sail. As our core demographics expand to residents and visitors of all ages, we have also increased our fleet of boats to accommodate adult sailors forcing TACS to be creative with boat and equipment storage systems. We simply no longer have the capacity in the Cornwell Sailing Center boathouse to accommodate rowing shells.

As you are aware, TACS is a supporter of community rowers, and has encouraged them to develop their own organization. They are well on their way with a separately incorporated, non-profit organization, Traverse Area Community Rowing (TACR). We are prepared to donate our rowing shells to TACR and are excited to see another like-minded organization provide the community with a healthy activity, while continuing to increase vitality of the North Boardman Lake District. It is our intent to see TACR succeed in its mission to provide rowing opportunities to the community.

To this end, through our management agreement with the City, TACS is requesting approval to offer rowing lessons by assigning that responsibility to TACR. This would be accomplished in two ways.

1. Limited to the 2015 season, TACS will allow TACR to store the current rowing shells and equipment in the Cornwell Sailing Center Boathouse. (In our agreement with TACR, TACS will not provide rowing shell or equipment storage beginning late fall 2015.)
2. TACS requests City approval for TACR to install a fence to enclose additional rowing shells to accommodate the rowing communities' needs.

PO Box 4149

Traverse City, MI 49685

www.TACSailing.com

231-922-5922 888-834-3714 FAX



U.S. Sailing Outstanding Community Sailing Program for 2014

The suggested area for TACR fencing is on the outside of the water works fence along its east side adjacent to the parking area (see attached figure). This storage area will allow TACR to keep additional rowing equipment safely in the Hull Park. In 2016, the fenced area would serve as an interim location for TACR to operate independently of TACS while developing a design and seeking final approval for a rowing boathouse in Hull Park.

On behalf of the Board of Directors of TACS and to encourage more community activity on the Boardman Lake and in Hull Park, please take immediate action to confirm approval of both of these requests.

As you discuss this issue, please note the following information that may be helpful in your decision-making process:

~ TACS has accumulated rowing equipment over the last 18 years and has offered rowing to the community periodically throughout that time.

~ Rowing is permitted as an additional program under paragraph (7) of Attachment A Scope of Services and Management Plan ("Scope of Services") to the August 10, 2006, Agreement for Hull Park Management between the City and TACS ("TACS Management Agreement").

~ Paragraph (14) of the TACS Management Agreement authorizes assignment of duties with written consent of the City Manager.

~ Since TACS last offered rowing lessons, TACR has formed and obtained 501(c)(3) status.

~ Individuals with rowing and coaching experience comprise the TACR Board of Directors. TACR is modeling its program on the TACS experience.

~ TACS and TACR are working on an agreement for 2015 season including hours of use of equipment in the TACS boathouse that will not interfere with TACS programming, the use of a TACS safety launch, and other factors.

TACS respectfully requests that the City Commission approve TACR taking assignment of oversight of the rowing program through TACS for this summer and the placement of a fenced pen to secure rowing equipment as noted above. On behalf of the TACS Board of Directors, we are excited about more opportunities for the community to enjoy Hull Park by spending time on Boardman Lake.

PO Box 4149

Traverse City, MI 49685

www.TACSailing.com

231-922-5922 888-834-3714 FAX



U.S. Sailing Outstanding Community Sailing Program for 2014

Thank you for your time and consideration.

With sincerity,

A handwritten signature in blue ink that reads "Sally B. Rivard" followed by a small mark that appears to be "TAC".

Sally B. Rivard
President, Traverse Area Community Sailing

cc via email only: TACS Board of Directors
TACR Board of Directors

PO Box 4149
Traverse City, MI 49685
www.TACSailing.com
231-922-5922 888-834-3714 FAX

WWT P

Z →

Lacebark
Pines



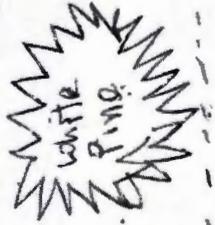
Lg Sugar
Maple



WWT P Fence



WOOD CHIPS



TACK FENCE
ENCLOSURE

ERIC

50'

30'

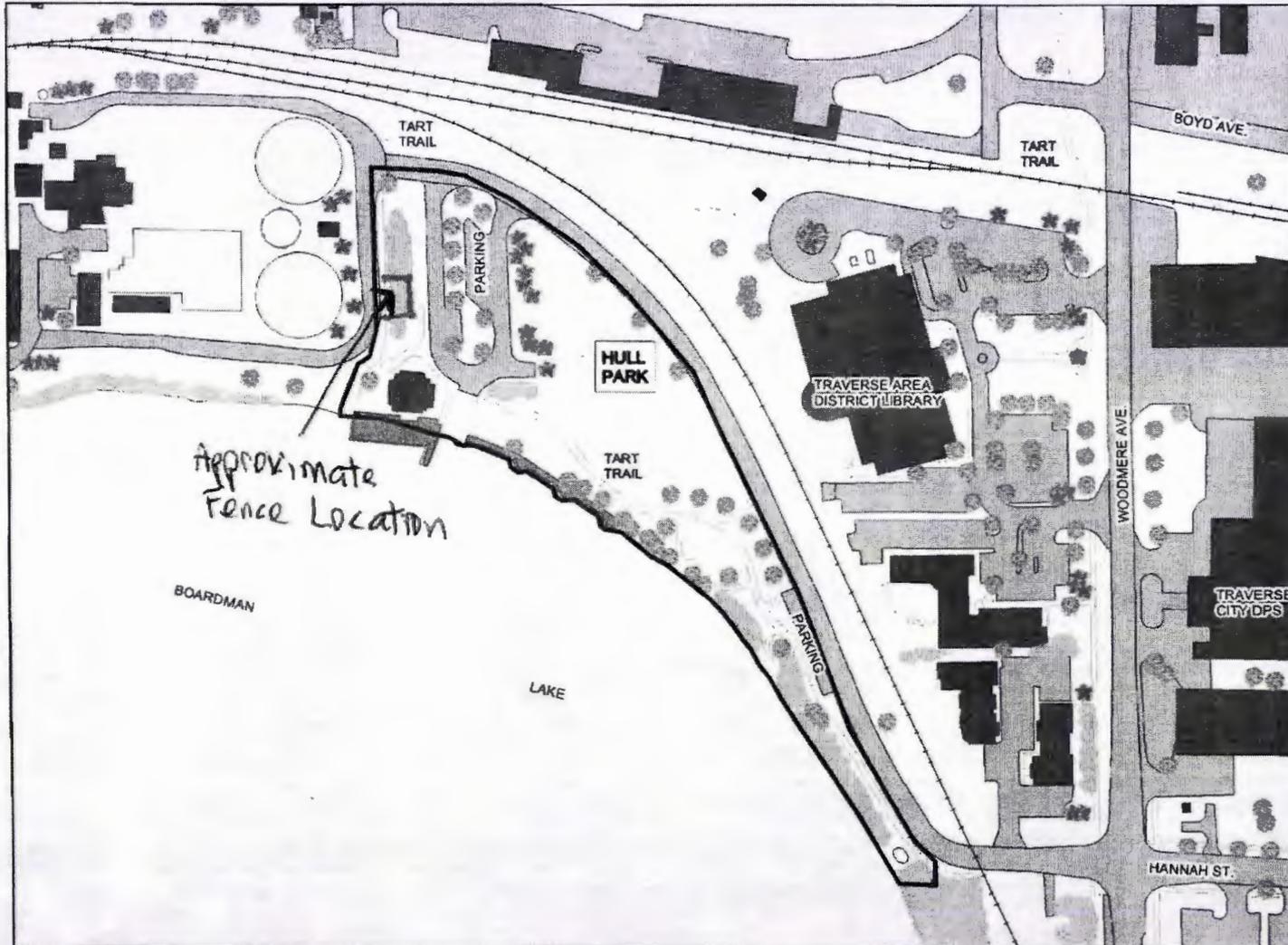
GRASS

54' 6"

TART TRAIL

ROAD

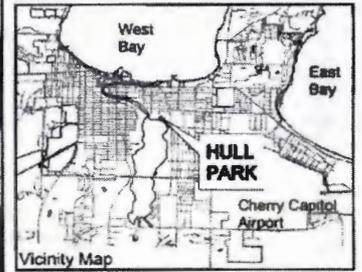
HULL PARK



N

- Park Improvements
- Park boundary
- Park Land
- Restrooms
- Picnic Shelter

125 62.5 0 125 Feet



GROUP NAME: _____

CONTACT: _____

PHONE NUMBER: _____

EVENT NAME: _____

EVENT DATE: ____/____/____

DATE REQUESTED: ____/____/____

APPROVED: _____

COMMENTS: _____



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *MC*

SUBJECT: CONFIRMING SERVICE ORDER – OPERA HOUSE EMERGENCY
LIGHTING BACK UP POWER REPAIR

Attached is a memo from City Engineer Timothy Lodge recommending a confirming service order for the emergency lighting back up power system at the Opera House to be repaired.

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

that the City Manager be authorized to issue a confirming service order to Advantage Electric in the amount of \$12,414 for repair work to be completed on the emergency lighting back up power system at the Opera House, with funds available in the Opera House Fund.

MC/bcm

K:\tcclerk\city commission\service orders\opera house emergency lighting

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

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

DATE: June 30, 2015

SUBJECT: Opera House
Emergency Lighting Back Up Power Repair Confirming Service Order

On April 23, 2015 the battery back-up power system for the emergency lighting system at the Opera House was found to have failed. This is the second occurrence in 10 years. A portable generator was brought in and has been used since that time while we assess short term and long term repair options. While meeting with the Fire and Building Code officials yesterday we learned that this system is not acceptable and we need to immediately act to restore the back-up battery system for this facility.

Therefore, we are requesting that the City Commission authorize a confirming service order to Advantage Electric in the amount of \$12,414 with the funds available in the Opera House Fund. The work is expected to be completed by the end of the day on July 1. This will also allow the building to be fully used while we explore long term solutions for supplying this life and safety protection system.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER ^{MAC}

SUBJECT: CONFIRMING SERVICE ORDER – PARK STREET BRIDGE
EMERGENCY REPAIR

Attached is a memo from City Engineer Timothy Lodge recommending a confirming service order for the required repair on the Park Street Bridge after a Coco Cola delivery truck struck an end railing post. Costs of the required repair are to be reimbursed by the delivery truck's insurance carrier, and staff has been working with the carrier to that end.

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

that the City Manager be authorized to issue a confirming service order to Comstock Construction in the amount of \$16,938 for repair work to the end railing post on the Park Street Bridge, with the funds reimbursed by insurance carrier of Coca Cola.

MC/bcm

K:\tcclerk\city commission\service orders\park street bridge repair

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

FROM: Timothy Lodge, City Engineer 

DATE: June 30, 2015

SUBJECT: Park Street Bridge Emergency Repair Confirm Service Order

On April 7, 2015 the end railing post on the Park Street Bridge was struck by a delivery truck for Coca Cola and required emergency repair. We obtained pricing from Comstock Construction and completed the repair on June 17. We have worked with the insurance carrier for Coca Cola and will be reimbursed for the \$16,938 cost for Comstock and an additional \$1,500 for costs related to engineering and the Streets Division securing the bridge until the repair could be completed.

We are requesting that the City Commission authorize a confirming service order to Comstock Construction in the amount of \$16,938 with the funds reimbursed by the insurance carrier of Coca Cola. We have waited to have this processed to ensure the repair cost reimbursement covered any hidden items of work that could have been found. Thankfully none were found and we have processed the request for reimbursement with the insurance and expect payment shortly.



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *mac*

SUBJECT: WASHINGTON PLACE DEVELOPMENT; LOCATED AT 215
WASHINGTON STREET

In 2013, the City Commission approved the construction of the development known as Washington Place. This project designated access and parking from the alleyway between Washington and State Streets. As the process evolved, a rezoning occurred which allowed the developer to build this structure taller and wider. This allowed the number of housing units to increase from 15 to 23, which increased the need for parking.

During the past year and a half, numerous discussions have taken place between the developers and their representatives, with members of City staff on points for clarification, seeking relief as they built out their property beyond original capacity. The developers have pursued an ingress/egress curb cut along Washington Street instead of the approved alley access. They appealed their case for the allowance by requesting a variance through the Traverse City Board of Zoning Appeals (BZA). On May 12, 2015, the BZA allowed the conditional variance which now brings the final determination to the City Commission. This item went to the BZA due to the City ordinance that prohibits mid-block curb cuts in this portion of the City.

To assist in identifying resolution to this issue, staff has identified options:

1. Washington Street Curb Cut. This option allows easy access and flow to and from the two tier parking structure. This goes against City policy as it now exists. However, the issue is complicated due to the determination made by the Traverse City BZA. Due to the additional costs to the developer, they currently are not prepared for those additional expenditures.
2. Sell 20 Feet of Property. To develop the original concept of access through the alley to the North, access could be gained through selling 20 feet of City property immediately adjacent to their development. This would allow them to exit to the East

and then North to the alleyway between Washington and State Streets. City Assessor Cairns has provided an estimate of value for this 20' x 135' strip with the valuation of \$92,000. This reflects a \$5 per square foot increase in price, which is based on current figures.

Having had the opportunity to discuss these options with Mr. McIntyre, Developer, as well as our City Attorney speaking with his legal counsel, we believe that the Washington Street curb cut and complications conceived by the BZA would create a protracted third option of legal complications. This would not resolve a conclusion satisfactory to anyone.

Conclusions

Mr. McIntyre and I have discussed these options and believe that option 2 would lead to a satisfactory resolution to the matter of ingress/egress for the Washington Place project. Unfortunately, the additional 20 feet was not purchased in the original property swap but the issue can be resolved now with this solution.

Discussions have occurred between Traverse City and the Downtown Development Authority. Lot N was already scheduled for redevelopment next year making improvements. Mr. Bacigalupi is in concurrence with this discussion and resolution.

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

that the Mayor and City Clerk execute a purchase and sales agreement with S.N.A.F.U. for the sale of the 20' x 135' strip of land as generally outlined in Exhibit 1, Washington Place Site Plan Overlay in the amount of \$92,000 in connection with the Washington Place Development, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the agreement subject to the applicant/developer's relinquishment of any right to construct a curb cut related to the variance in connection with this development granted by the Board of Zoning Appeals.

K:\tcclerk\city commission\agreements\washington place property sale

copy: Tom McIntyre, S.N.A.F.U.

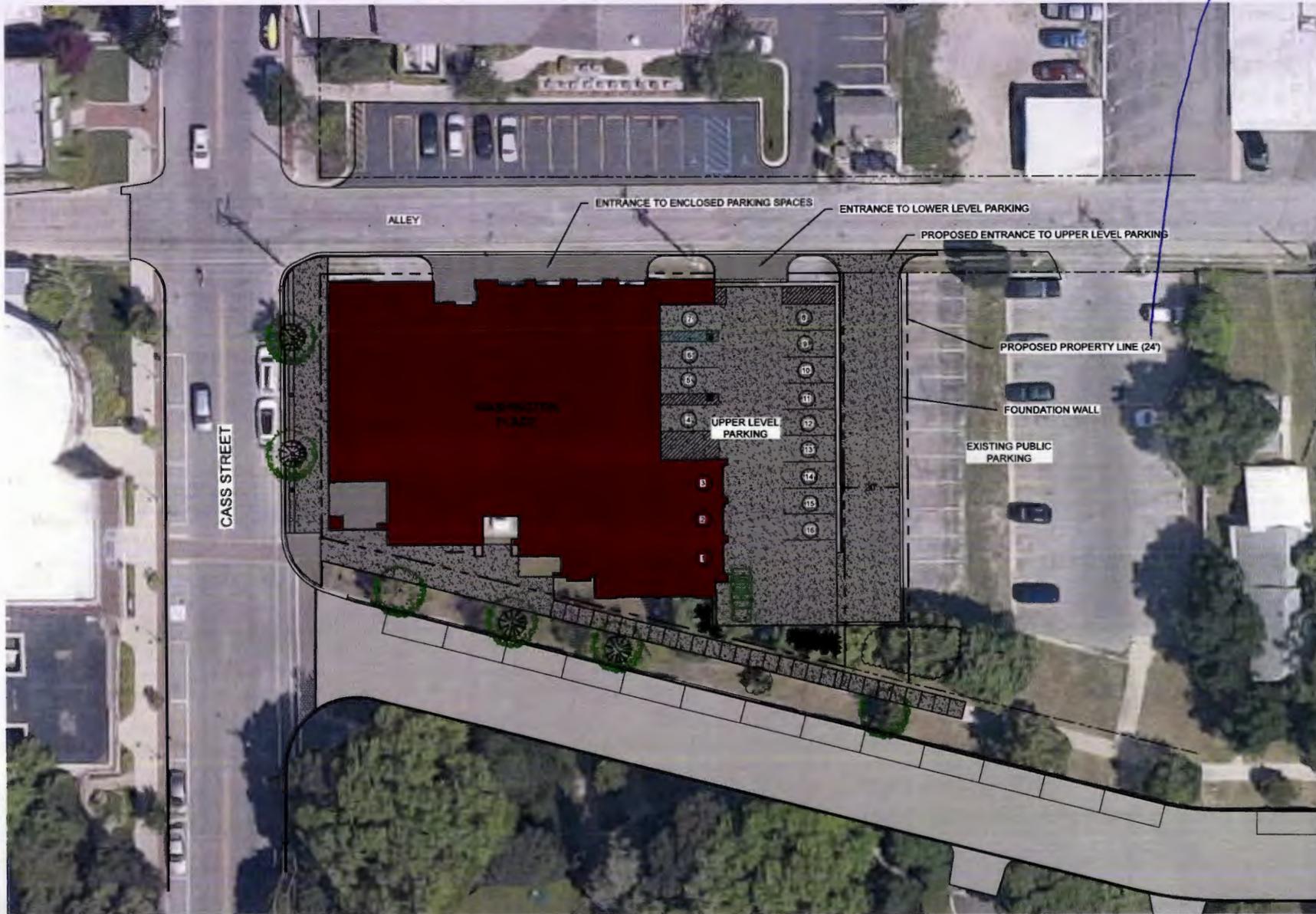
Rob Bacigalupi, Downtown Development Authority Executive Director

Timothy Lodge, City Engineer

Russell Soyering, City Planning Director

Dave Weston, Zoning Administrator

would be
20' instead



lot n access concept



exhibit 1
washington place site plan overlay



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: City Commission Ad Hoc Committee for Carnegie Building/City Assets:
Commissioner Jeanine Easterday, Chair
Commissioner Gary Howe
Commissioner Ross Richardson

SUBJECT: PROPOSED BUILDING USE POLICY/FEE SCHEDULE FOR
CARNEGIE BUILDING

There are currently three leases in effect with respect to portions of the City-owned Carnegie Building; Crooked Tree Arts Council, Inc. lease expires March 14, 2018, Grand Traverse Area Rock and Mineral Club lease expires March 31, 2018, and History Center of Traverse City lease expires March 31, 2018.

The City has retained control over several areas of the Carnegie Building, namely, the Rotunda, the East and West galleries, the reception area, the Archives, the loft over the main entry and the Board Room, all located in the Carnegie side of the building. Of these areas, the Rotunda, the East and West Galleries and the reception area, and the Board Room have been identified as to be made available for use by the general public. (See attached Floor Plans)

Also, the rooms are not quite ready for someone to rent immediately. There are still items in the Rotunda and East and West Galleries. We plan to utilize some of that space for the evaluation of the Con Foster collection. However, having this policy in place, and the fee structure, will allow us to move forward with room rental as soon as practical.

The Carnegie Building/City Assets Ad Hoc Committee recommends that the City adopt a policy and corresponding fee schedule for the use of individual rooms at the Carnegie Building. A copy of the recommended policy and fee schedule is attached for your review.

The following are key elements of the policy:

- This policy is intended to regulate room uses as to time, place, and manner and not as to content.

- Any person or group desiring permission for room use must submit a Permit Application for Facility use to the Parks and Recreation Division.
- Unless waived, all Permit Holders shall provide comprehensive general liability insurance, naming the City of Traverse City as additional insured and include an endorsement to the policy naming the City of Traverse City as additional insured.
- Users are responsible for seeing that the building, its equipment, furnishings and related facilities are left as they were found. Any damage to the Carnegie Building shall be the responsibility of the user.
- Requests will be addressed and processed on a first-come, first-serve basis.
- A permit may be revoked in writing at any time by the City Manager if it is determined to be in the best interest of the public health, safety and welfare, or if there has been a misrepresentation by the applicant.

In most cases, the insurance would be waived by the City Clerk, such as for routine room use requests.

If the City Commission supports the recommendation of the Ad Hoc Committee, the following motion would be in order:

that the City of Traverse City Carnegie Building Room Use Policy, as recommended by the Carnegie Building/City Assets Ad Hoc Committee, be adopted; and further that the Resolution Establishing the Room Use Rates for the Carnegie Building as recommended by the Carnegie Building/City Assets Ad Hoc Committee, be adopted.

:PH/BCM

copy: Dave Green, Director of Public Services

William Twietmeyer, City Treasurer/Finance Director



**CITY OF TRAVERSE CITY
CARNEGIE BUILDING ROOM USE POLICY**

The following policy applies to all room users of the Carnegie Building and its related facilities located at 322 Sixth Street, Traverse City, MI 49684.

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. The Assistant City Manager 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.

I. PURPOSE

The purpose and intent of this Policy are as follows:

- (a) The purpose of the Carnegie Building Policy is to manage and regulate room uses at the Carnegie Building.
- (b) It is intended to regulate room uses as to time, place, and manner and not as to content.
- (c) It is acknowledged that the City is charged with the responsibility to manage its assets, including City owned buildings, responsibly and equitably so that they may be enjoyed by all without overuse of City owned buildings, which could result in damage, preventing future use.
- (d) The primary purpose of meeting rooms in the Carnegie Building is for City-related activities.

II. DEFINITIONS

The following words and phrases shall have the corresponding definitions:

- (a) "Applicant" means the person signing and submitting the Application on behalf of the sponsoring organization.
- (b) "Carnegie Building" means the City-owned building at 322 Sixth Street, Traverse City, Michigan.

- (c) "City Clerk" means the person acting as City Clerk for the City of Traverse City or his or her designee.
- (d) "City Manager" means the person acting as City Manager of the City of Traverse City or his or her designee.
- (e) "Parks and Recreation Division" means the Parks and Recreation Division of the Department of Public Services
- (f) "Room use" means the use of a room within the Carnegie Building.

III. PERMIT REQUIRED

Any person or group desiring permission for room use of the Carnegie Building must submit a Permit Application for Facility Use to the Parks and Recreation Division. A room use that is announced as going to be held at the Carnegie Building prior to the issuance of a permit is at the sole risk of the applicant. No room use shall be allowed until a permit is issued by the Parks and Recreation Division.

IV. PERMIT APPLICATION

Permit applications must be completed by a representative of the sponsoring organization who will be the Permit Holder and submitted to the Parks and Recreation Division. Such applications and the submittal of the applications shall comply with the following:

- (a) Time. Applications shall be submitted in advance of the requested room use to allow time for processing.
- (b) Signature. The application shall be signed under oath or affirmation by the adult person who will attend and be in charge of the room use and activity or who can bind the organization requesting the permit.
- (c) Permit Holder. The application shall specify the name, address, and telephone number, cell phone number, e-mail address of the Permit Holder who shall be the sponsoring organization or individual and other information deemed relevant or necessary.
- (d) Fee. All applications shall be accompanied by a security deposit at the discretion of the Parks and Recreation Division. The City Commission shall establish use fees by resolution; all fees are due to the City of Traverse City in advance of the room use.
- (e) Insurance. Unless waived by the City Clerk or City Commission, all Permit Holders shall provide insurance as follows:
 - 1. Comprehensive general liability insurance - \$1,000,000 per occurrence and such additional insurance coverage forms as determined by the City Clerk for

special activities. The policy shall name the City of Traverse City as an additional insured in the policy coverage and shall include an endorsement to the policy naming the City of Traverse City as additional insured. Any amendment to or cancellation of such insurance shall require no less than thirty (30) days written notice provided to the City Clerk of such cancellation and/or amendment.

2. The duration of the insurance shall encompass the total length of time any equipment is placed on City property or the duration of the room use, whichever is longer.
3. Suitable proof of insurance shall be submitted to the City Clerk prior to the room use taking place. In addition, the Applicant and Permit Holder shall execute a hold harmless and indemnification provision agreeing to hold the City and its officials, employees and volunteers harmless and to indemnify the City in the event of a claim resulting solely or partially from the room use or activity applied for.
4. Those selling and/or serving alcohol shall furnish to the City Clerk's Office proof of insurance in the amount and form determined by the City Clerk.

(f) Description of room use. A detailed narrative explaining the nature of the room use, including all activities planned, shall accompany the application.

V. GENERAL CONDITIONS

The following general conditions apply to all room uses. Additional special conditions may be imposed in the Permit. All terms and representations specified in the permit application are automatically special conditions to the Permit unless changed or superseded by the general conditions or an additional condition.

- (a) Users are responsible for seeing that the building, its equipment, furnishings and related facilities are left as they were found. Users shall ensure set up and removal occur promptly and within the time allowed in the permit. Users agree to indemnify the City for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with the use of the Carnegie Building. The City bears no responsibility for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the City. This agreement to indemnify applies to the building and to all other City property in proximity, such as sidewalks, parking lots, and outdoor equipment. Any damage to the Carnegie Building, its equipment, furnishings, and related facilities shall be the responsibility of the user. User agrees to reimburse the City for related expense incurred for maintenance and repair after the function.
- (b) Requests from room users will be addressed and processed on a first-come, first-serve basis. All City committees, commissions and boards, departments and other groups under control of the City shall be given priority in scheduling. The City reserves the right

to regulate the time and location of room uses in order to avoid schedule conflicts and to ensure proper protection of the facility. The City may deny a request if deemed in the best interest of the public's health, safety and welfare, including for reasons such as prior experience with an applicant.

- (c) No equipment or furnishing of the Carnegie Building shall be used unless pre-approved by the City of Traverse City. Equipment and furnishings utilized by the user must be cleaned immediately following the room use and returned to a condition approximately the same as when beginning use.
- (d) No smoking is allowed in the building or within fifteen (15) feet of any entrance of the building.
- (e) Permission must be obtained to fasten anything to the wall and tables. No staples, large nails or screws, etc. are allowed.
- (f) The applicant shall provide sufficient supervision so that the room use will remain orderly and to prevent damage to the facility.
- (g) No flames or pyrotechnics or other flammable or combustible activities are allowed.

VI. REVOCATION OF USE

A permit may be revoked in writing at any time by the City Manager if it is determined to be in the best interest of the public health, safety and welfare, or if there has been a misrepresentation by the applicant, or there has been a failure to follow this Policy, or other City ordinance, State law, or condition attached to a permit.

The applicant or permit holder whose permit is revoked by the City Manager may appeal to the City Commission in writing within three (3) days. All activities under the permit shall be suspended pending such appeal. Anyone acting pursuant to a permit that has been revoked or suspended shall be deemed to be trespassing, may be removed by law enforcement, and may, at the discretion of the City Manager, be charged with criminal trespass. In the event that a Permit has been revoked pursuant to provisions of this policy, the Applicant or Permit Holder shall not be granted a Permit under this policy for two years following revocation.

VII. APPEAL.

Any applicant who is denied a Permit by the Parks and Recreation Division may appeal such decision within three (3) days to the City Manager. No room use which is denied by the Parks and Recreation Division shall be allowed pending such appeal. The City Manager may overturn or sustain the decision of the Parks and Recreation Division in the denial of a Permit. The decision of the City Manager may be appealed by the applicant to the City Commission within three (3) days; the City Commission may overturn or sustain the decision of the City Manager.

I certify that the above policy was adopted by the City Commission of the City of Traverse City at its regular meeting of _____, held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

Memorandum

The City of Traverse City



TO: Penny Hill, Acting City Manager

FROM: Benjamin Marentette, City Clerk *BM*

DATE: Thursday, June 4, 2015

SUBJECT: PROPOSED FEES – USE OF SPACES WITHIN CARNEGIE BUILDING

The purpose of this memo is to recommend fees for spaces within the Carnegie Building. Previously, I provided a fee recommendation that was solely with respect to the Reynolds-Jonkhoff Conference Room. However, I understand there are multiple spaces that may be available for daily use. I recommend the following fee structure:

Area	Full day (over 4 hours)	Half day (4 hours or less)
West Gallery including reception area	\$65	\$50
East Gallery including reception area	\$65	\$50
Rotunda, including reception area and both pie shaped rooms	\$75	\$55
Reynolds Jonkhoff Meeting Room	\$35	\$30

User fees charged by the City must be directly correlated with the City's cost in providing the service/use. My fee recommendation is based on the following:

- Anticipated cost of staff time to book requests, conduct follow-ups, room key coordination, etc. (\$30)
- For the FY 15/16 Budget, the Heritage Center Fund, which accounts for the operation of the building, has a \$5,000 shortfall (difference between lease revenues and our expenditures) – based on an estimated 60 days of room use per year and square footage of the area compared to the total area available.

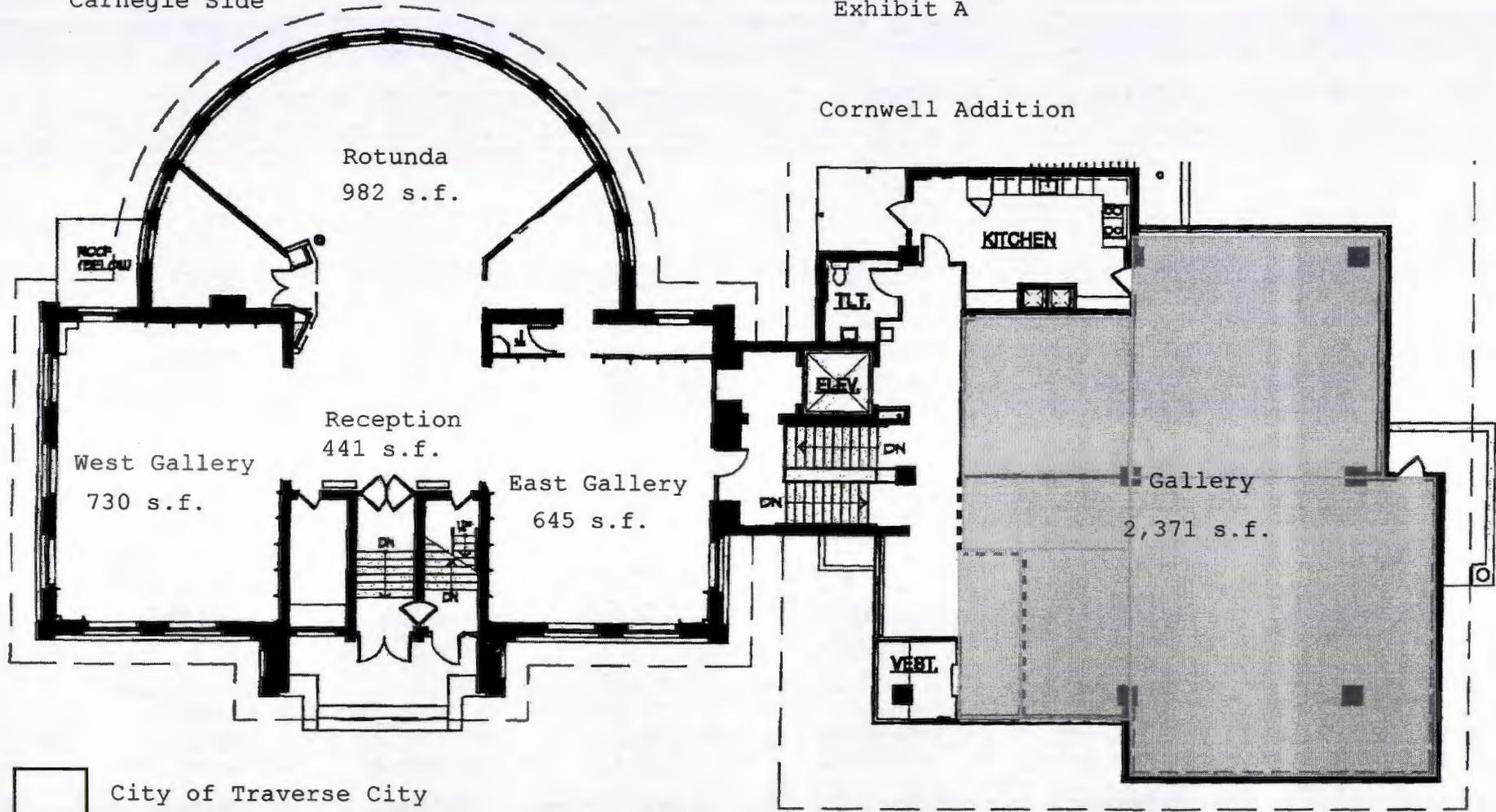
After we have had experience renting this room, we can re-evaluate our fees based on actual experience. I hope this is helpful; and as always, please feel free to contact me with any questions.

K:\tcclerk\fees\carnegie building fee recommendation 2015

Carnegie Side

Exhibit A

Cornwell Addition



City of Traverse City



Crooked Tree Arts Center

GRAND TRAVERSE HERITAGE CENTER
MAIN LEVEL FLOOR PLAN





**RESOLUTION ESTABLISHING THE
ROOM USE RATES FOR THE
CARNEGIE BUILDING**

Because, various requests from organizations and individuals are made for the use of the spaces within the Carnegie Building; and

Because, the Commission believes that it is important that the actual costs associated with providing such facilities are not subsidized by the general taxpayer; now, therefore, be it,

RESOVLED, the fees for the use of the Carnegie Building facilities be established as follows:

Area	Full Day (over 4 hours)	Half Day (4 hours or less)
West Gallery including reception area	\$65	\$50
East Gallery including reception area	\$65	\$50
Rotunda, including reception area and both pie shaped rooms	\$75	\$55
Reynolds Jonkhoff Meeting Room	\$35	\$30

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on July 6, 2015, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: CANOPY AT THE CITY OPERA HOUSE

Attached is a letter from the President and the Operations Manager for the City Opera House Heritage Association, (COHHA) indicating their plans to construct a canopy over the City Opera House.

As indicated in the attachment, COHHA would install and maintain the canopy at no cost to the City.

The lease between the City and COHHA specifies that any current and future construction and renovation must be approved by the landlord; additionally, it provides that all fixtures, alterations and improvements shall remain property of the City. COHHA desires to move forward with fundraising for the canopy; and in order to do so, needs a resolution of conceptual approval by the City Commission for the canopy. As indicated in the proposed resolution, a memorandum of understanding between the City and COHHA will need to be approved by the City Commission in order for the actual work to move forward.

The drawings were approved by the Historic Districts Commission at its May 28, 2015, meeting, with a subcommittee of the Historic Districts Commission to review the final drawings prior to issuance of a Land Use Permit. I recommend the following motion:

That the Resolution of Conceptual Approval for the Installation of a Canopy over the City Opera House, be adopted.

MC/bcm
copy: k:\tcclerk\city commission\opera house marquee
Karen Smith, City Opera House Heritage Association President
Diana Baribeau, City Opera House Heritage Association Operations Manager
Rob Bacigalupi, Downtown Development Authority Executive Director
Timothy Lodge, City Engineer
Russell Soyering, City Planning Director



***Resolution of Conceptual Approval for the Installation of a Canopy
Over the City Opera House***

- Because, the City of Traverse City holds, in the public trust, a historic building known as the City Opera House, at 106 East Front Street in downtown Traverse City; and
- Because, the City of Traverse City entered into a lease with the City Opera House Heritage Association (COHHA), dated November 20, 2012 (lease), which specifies the terms and conditions under which COHHA has leased the City Opera House; and
- Because, COHHA has indicated its desire to install and maintain a canopy over the City Opera House at no cost to the City; and
- Because, the City Opera House is located within a Historic District; and
- Because, the Historic Districts Commission, on May 28, 2015, approved the drawings for the canopy (Exhibit A) and approved those drawings, and articulated in official action, that the final drawings must be approved by a subcommittee of the Historic Districts Commission prior to issuance of a Land Use Permit; and
- Because, COHHA has indicated it desires to engage in fundraising for the installation and maintenance of the canopy; and
- Because, Section 12 of the lease provides that all current and future construction and renovation shall be subject to review and approval by the City before construction and Section 15 provides that the City owns all fixtures, alternations, additions and improvements; now, therefore be it
- Resolved,** that the City Commission for the City of Traverse City provides its conceptual approval of the installation of a canopy at the City Opera House as delineated in Exhibit A, provided that appropriate approvals be obtained from the subcommittee of the Historic Districts Commission and that a canopy shall not be installed or considered approved until a Memorandum of Understanding or similar legal instrument is authorized by the City Commission which, in addition to other matters, specifies the roles and responsibilities of COHHA with respect to construction.

I certify that this resolution was adopted by the City Commission for the City of Traverse City at its July 6, 2015, Regular Meeting, held at 400 Boardman Avenue, Commission Chambers, 2nd Floor, Traverse City, Michigan.

Benjamin Marentette, City Clerk

CITY. OPERA. HOUSE

106 E. Front Street • Traverse City, MI 49684 • (231) 941-8082 • Fax (231) 941-7374
WWW.CITYOPERAHOUSE.ORG

June 26, 2015
City of Traverse City
City Commission
400 S. Boardman
Traverse City, MI 49684

Attn: Acting City Manager, Penny Hill

Subject: City Opera house Canopy

To: City Commission Members, and Mayor Michael Estes

In the interest of continuing to provide exceptional community service in the operation of a public venue for performing arts, please accept this request by the City Opera House Heritage Association, Inc. (COHHA), the operating entity for the City Opera House, to present to the City Commission on July 6th the revised plans to install and maintain at no cost to the taxpayers of Traverse City a Canopy over the entrance to the Opera House currently located at 106 E. Front Street Traverse City, MI.

Having received design consultation and approval of many entities involved, including the TC Historic District Commission, and the State Historic Preservation Organization, our goal for this presentation is Commission approval to proceed to the final drawings stage of this project with the inherent acknowledgement we are now on track to proceed through the building stage. Said approval is key for COHHA and its management partner, Wharton Center for Performing Arts, to solidify private funding sources and proceed with this project in a timely manner.

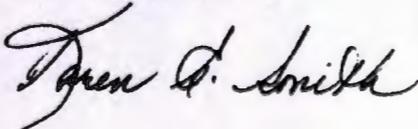
Presently COHHA would arrange for the work and donate the finished product to the City. The work would be carried out under a right of way permit to ensure the City's standards. In this scenario COHHA would verify to the City that the funds are available to finish the project prior to beginning.

A permit from the Historic District Commission is included and shall with this letter be our formal request to make improvements described and donated to the City of Traverse City.

Respectfully submitted for approval by,

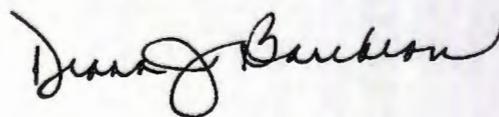
City Opera House Heritage Association, Inc.

Karen Smith, President.



Wharton Center

Diana Baribeau, Operations Manager



Attachments:



June 3, 2015
Mr. Timothy Lodge
City Engineer
City of Traverse City
400 Boardman
Traverse City, MI 49684

Subject: CANOPY INSTALLATION, CITY OPERA HOUSE, TRAVERSE CITY, MI

Dear Mr. Lodge,

Please find the following contact information for the Canopy Project at the City Opera House at 106 Front Street, Traverse City, MI

The Architect of Record:
Thom Greene, Architect
Greene & Proppe Design Inc
1209 W. Berwyn Ave
Chicago, Ill 60640
773-271-1925
773-271-1936 fax
www.gpdchicago.com

Operations Manager: City Opera House, Traverse City
Diana J. Baribeau
General Manager
Wharton Center for Performing Arts
750 E. Shaw Lane
Michigan State University
East Lansing, MI 48824
517-884-3103
Fax-517-353-5329
diana.baribeau@whartoncenter.com

President of City Opera House Heritage Association, A Michigan Non-Profit Corp.
KAREN E. SMITH
14 Peninsula Hills Drive
Traverse City, MI 49686
Cell (231) 590-5615
Tel (231) 946-0695
Fax (231) 946-4335



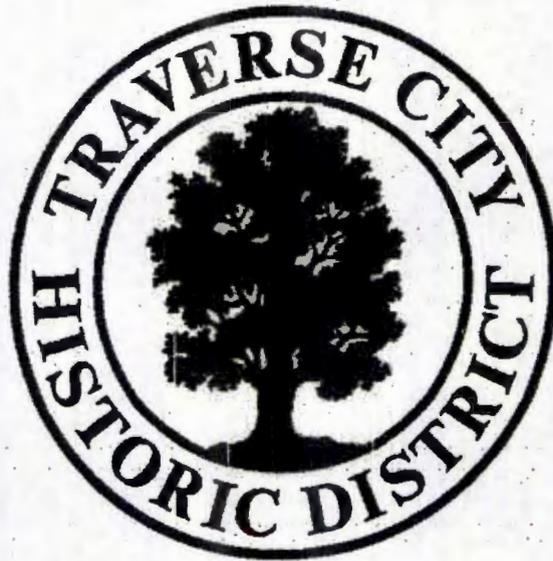
COHHA BUDGET- CANOPY INSTALLATION

	Estimated Expenditures Budget
Design- Architectural & Structural	\$ 7,500
Survey	\$ 1,500
Structural Steel Contract	\$ 18,000
Signage Contract	\$ 28,680

Please find the information above satisfactory to your needs at this time. Attached also please find copy of Historic Districts Commission Permit for your use. We look forward to presentation of request to proceed and complete design and formal quotation of work to be installed upon approval of City Commission and formal submission of plans for plan review and permit.

Submitted by,

**Thomas J.Darga
Reluctant Participant in the Process**



CITY OF TRAVERSE CITY
HISTORICAL PRESERVATION PERMIT

The Historic Districts Commission has approved your application for a Historical Preservation Permit. Any changes to your project as approved, must be brought to the attention of the Commission Contact assigned to you.

This project located at 106 East Front Street was approved on May 28, 2015 with the following changes:

SUBCOMMITTEE TO APPROVE FINAL
CONSTRUCTION DRAWINGS PRIOR TO ISSUANCE
OF LANDUSE PERMIT.

Commission Contact: SUBCOMMITTEE Phone: 922-4464
TUBIN, MANSUY & ANDRES DAVID WESTON.



Chair, Historic Districts Commission



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

KEVIN ELSENHEIMER
EXECUTIVE DIRECTOR

June 12, 2015

David M. Weston
Planning and Zoning Administrator
City of Traverse City
400 Boardman Ave
Traverse City MI 49684

RE: City Opera House, 106-112 E Front St, Traverse City, Grand Traverse Co., MI 49684
Site ID: P23182

Dear Mr. Weston,

On behalf of the State Historic Preservation Office, thank you for the opportunity to review the design of the proposed new marquee currently under consideration for the instillation at the City Opera House. After careful consideration of the proposed project, and in light of the various physical and financial constraints on the project, I have determined that the new marquee design as reflected in drawing produced by Dargaworks Inc., dated April 2015 appears to be in substantial conformance with the guidance contained in the *Secretary of the Interior's Standards for Rehabilitation* (36CFR67). Based on the material available the proposed design appears to adequately maintain the associations, qualities and characteristics that made this property eligible for listing on the National Register of Historic Places.

If you have any questions about this courtesy review, please feel free to contact me at the address below, by phone at (517) 335-2727 or via e-mail at McKayR@michigan.gov. Again thank you for the opportunity to comment on this project and your commitment to maintaining the integrity of this historic resource.

Sincerely,

Robbert McKay
Historical Architect

C: Review File

State Historic Preservation Office

Michigan Library and Historical Center • 702 West Kalamazoo Street • P.O. Box 30740 Lansing, Michigan 48909-8240
michigan.gov/shpo • 517.373.1630 • FAX 517.335.0348 • TTY 800.382.4568



CITY OPERA HOUSE

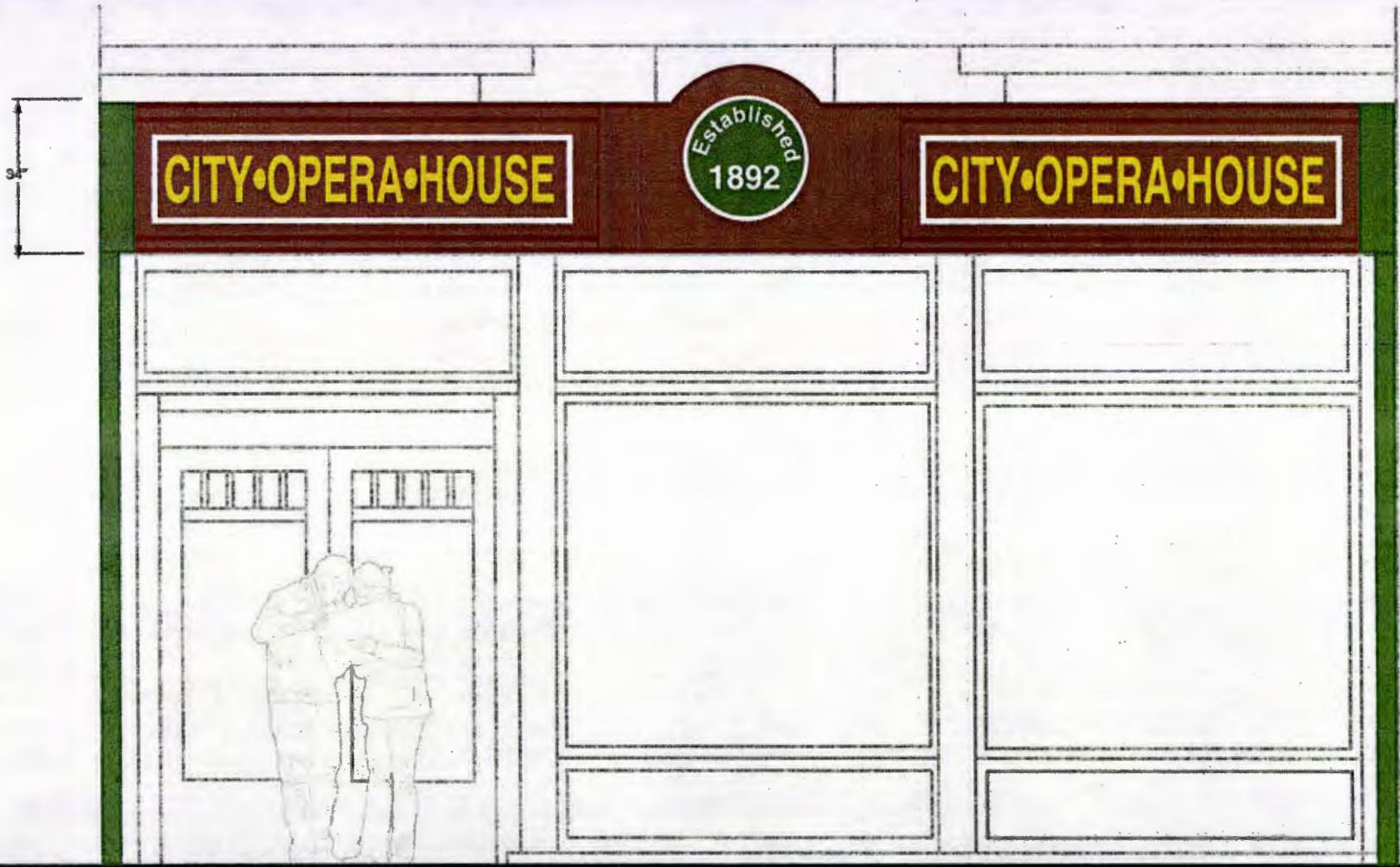
Wayfinding Signage
Traverse City Michigan

DARGAWORKS, INC.
April, 2015

Contact Info:
Thomas J Darga
DARGAWORKS, INC
Office Phone: (231) 421-5105
Office Fax: (231) 421-5105
Cell: (231) 944-2777
thom@dargaworks.com

Exhibit A

City•Opera•House Wayfinding Signage



Front Elevation

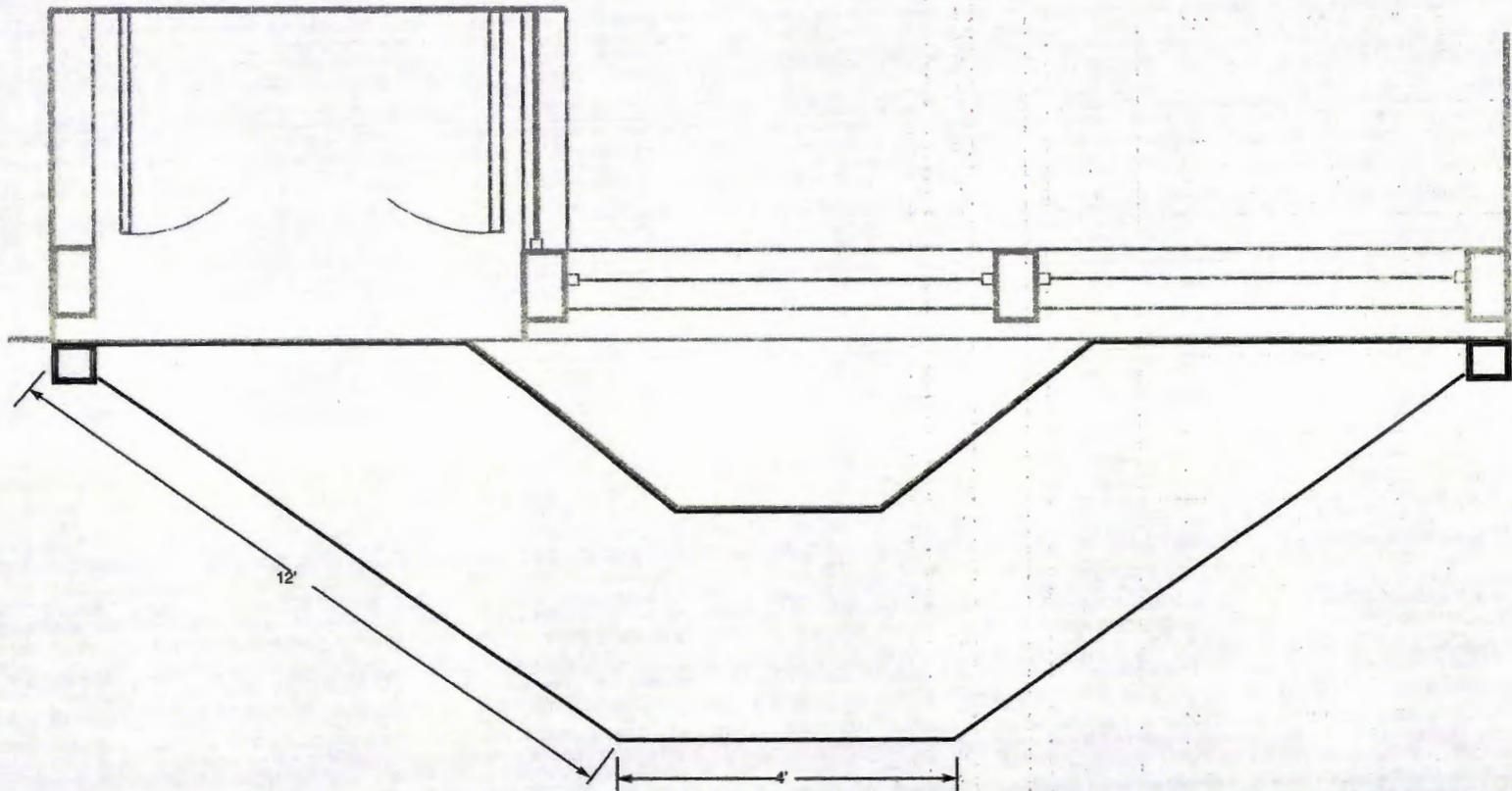
Contact Info: Thomas J Darga, DARGAWORKS, INC
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Scale:
1/2 Inch = to 12 Inches



Exhibit A

City•Opera•House Wayfinding Signage



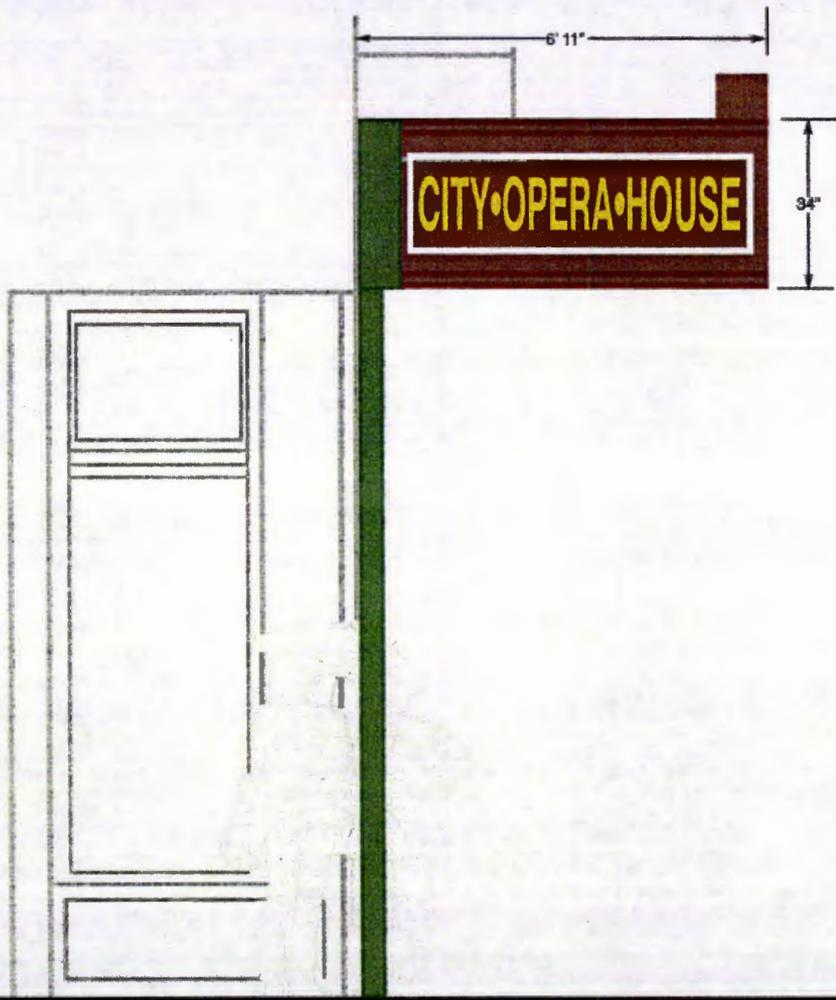
Top View

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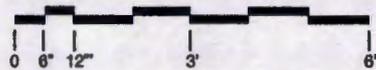
City•Opera•House Wayfinding Signage



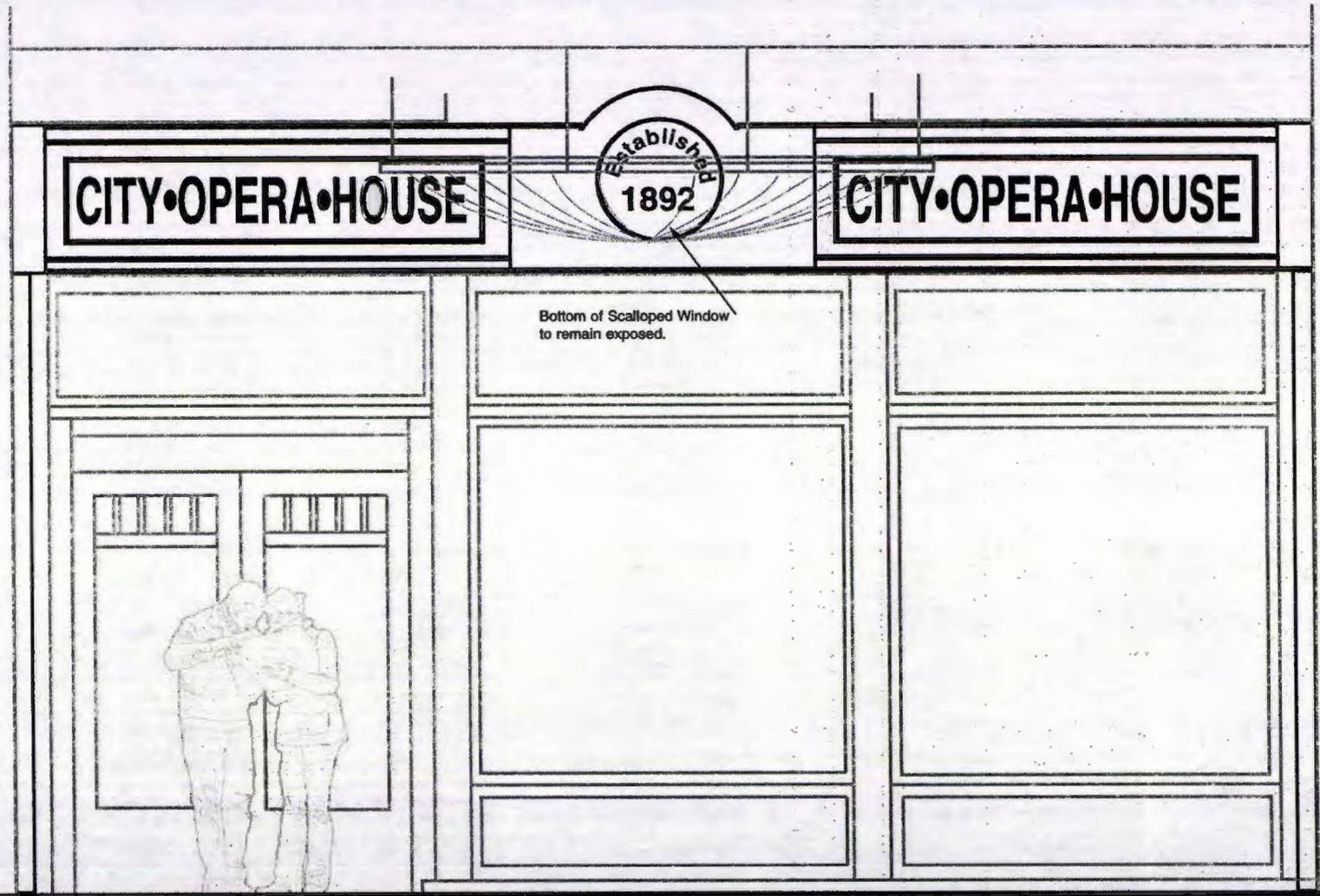
Elevation

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Scale:
1/2 Inch = to 12 Inches



City•Opera•House Wayfinding Signage / Phantom View



Front Elevation

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Cell: (231) 944-2777 thom@dargaworks.com

Scale:
1/2 Inch = to 12 Inches

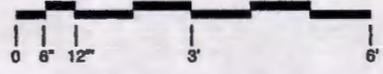


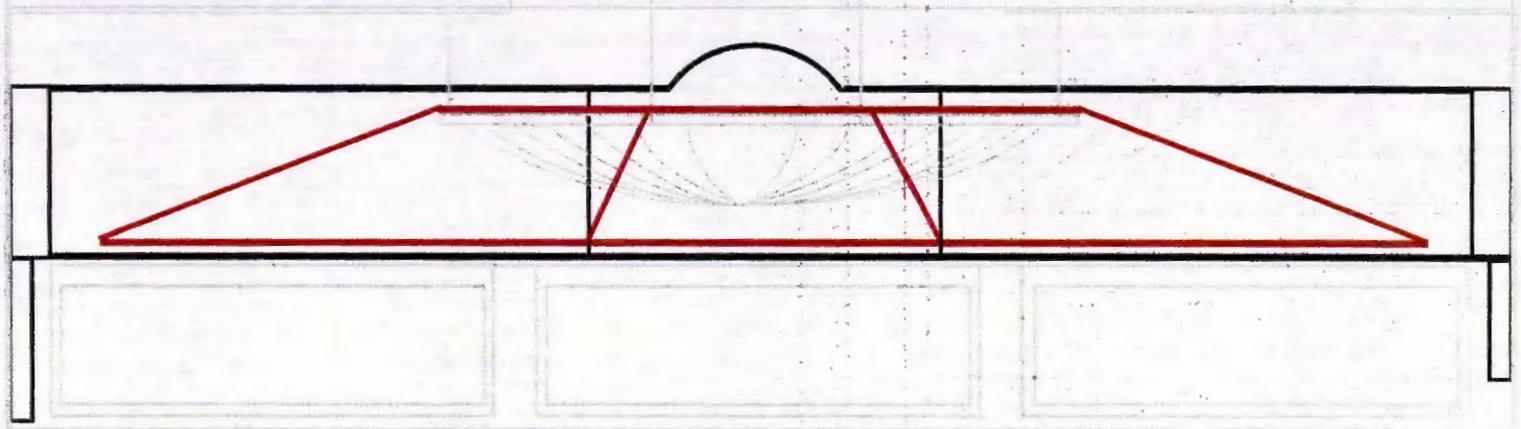
Exhibit A

City•Opera•House Wayfinding Signage Interior Roof Structural Views (In Red)

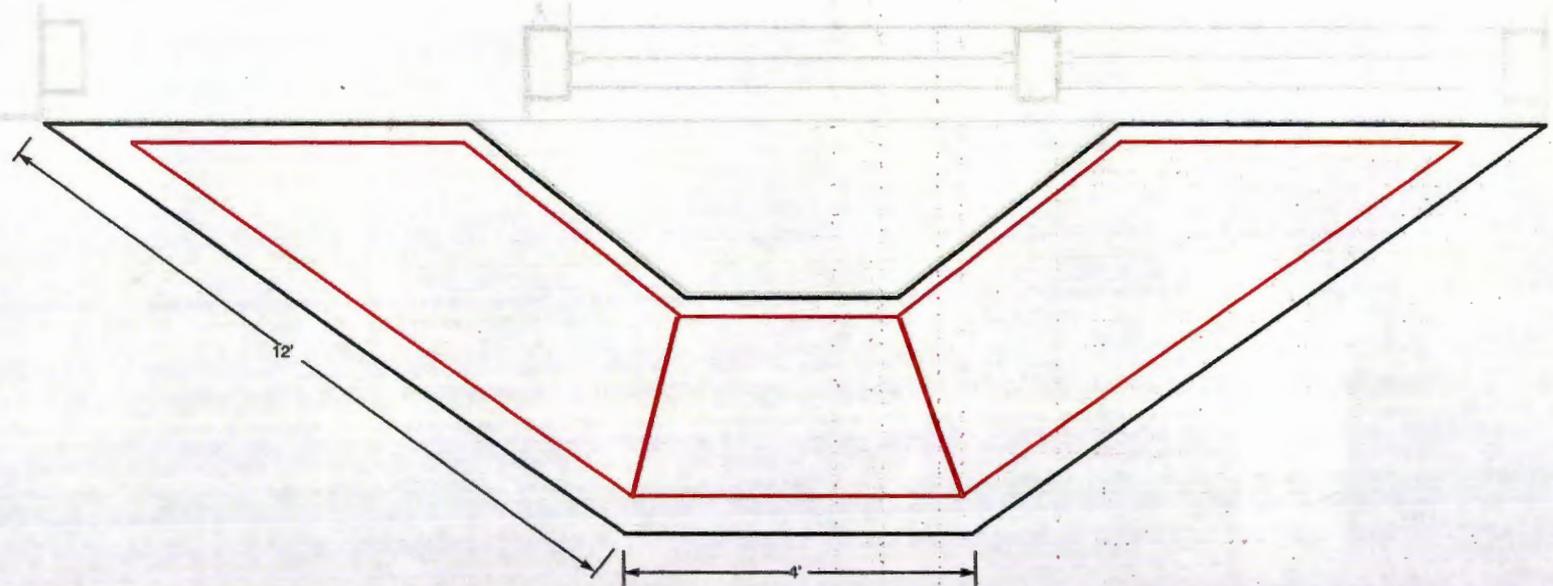
Front Elevation Interior Roof Lines



Side View Interior Roof Lines



Top View Interior Roof Lines



Contact Info: Thomas J Darge, DARGAWORKS, INC
Office Phone: (231) 421-5105 Office Fax: (231) 421-5106
Cell: (231) 944-2777 thom@dargaworks.com

Scale:
1/2 inch = to 12 Inches

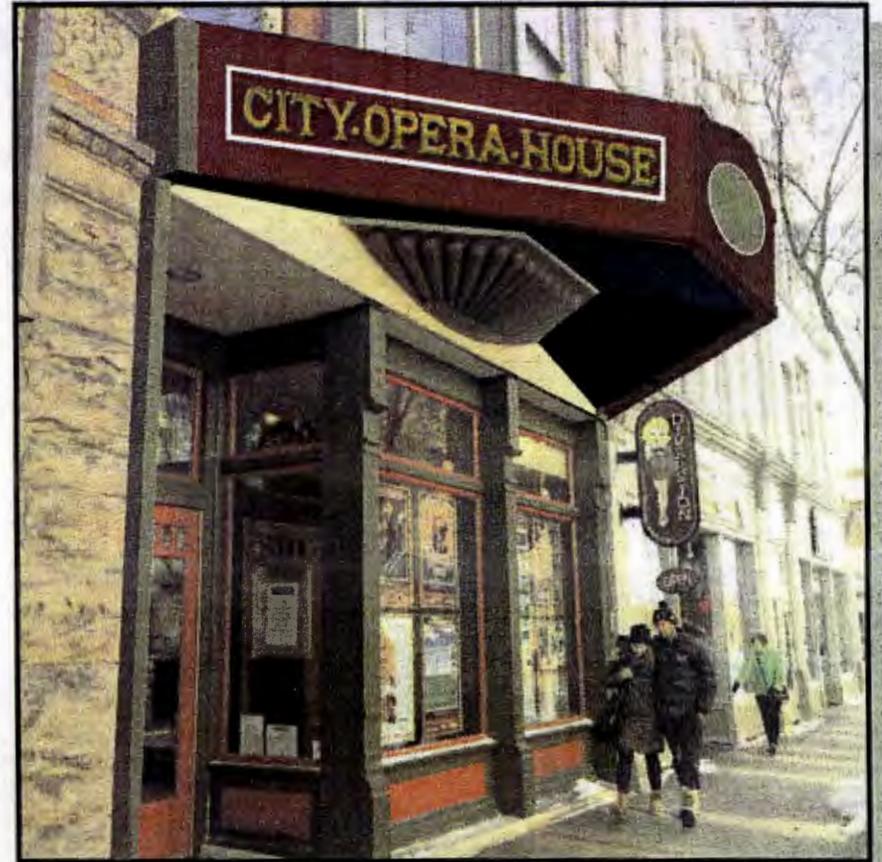


Exhibit A

City•Opera•House Wayfinding Signage Today and Concept Rendering



Today



Concept Rendering of City Opera House Wayfinding Signage



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JULY 6, 2015

DATE: JULY 2, 2015

FROM: MARTY COLBURN, CITY MANAGER *mc*

SUBJECT: COAST GUARD CITY COMMITTEE – TERM EXPIRATION

Attached is a memo from Deputy City Clerk Katelyn Stroven indicating an expiring term on the Coast Guard City Committee. As indicated by Ms. Stroven, the individual currently serving is interested in seeking reappointment.

The following are sample motions:

1 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding one three-year term on the Coast Guard City Committee (seat previously held by Robert Richardson), effective August 26, 2015 and expiring August 25, 2018, and that Commissioners _____, _____ and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

2 – to reappoint Robert Richardson

that Robert Richardson (seat previously held by Robert Richardson) be reappointed, to one three-year term expiring August 25, 2018, on the Coast Guard City Committee.

MC/kes

K:\tcclerk\city commission\appointments\USCG_20150706.doc

copy Katelyn Stroven, Deputy City Clerk

Memorandum

The City of Traverse City



To: Marty Colburn, City Manager
Copy: Benjamin Marentette, City Clerk
From: Katelyn Stroven, Deputy City Clerk *KS*
Date: July 2, 2015
Subject: Coast Guard City Committee – Term Expiration

There is one term on the Coast Guard Committee expiring August 25, 2015, seat currently held by Rob Richardson. Mr. Richardson has indicated that he is interested in being reappointed to the Committee.

Attendance Records for 2014

Present 8 out of 13 meetings

Attendance Records for 2013

Present 8 out of 12 meetings

This is an appointment made by the City Commission. Terms are three years in length and expire on August 25.

The City Clerk's Office has advertised for this board on the city's website, Facebook page, and Twitter page. As a result, we do not have any additional applications on file. If the City Commission desires, additional advertising can be done.

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

Thank you!

United States Coast Guard City Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Marty Colburn, City Manager Full Voting Authority 922-4440 (Office) mcolburn@traversecitymi.gov	Continuous	Continuous
Sean M. Cross (Coast Guard Commander) Full Voting Authority 922-8220 (Bus) sean.m.cross@uscg.mil	06/07/13	Continuous
Stan Simons (Chairperson) 2828 E. Crown Dr, TC, 49685 946-6171 ext. 3 (Bus) sosimons72@gmail.com	11/07/1	08/25/16
Steve Perdue (Vice Chairperson) 4544 Lands End, TC, 49686 938-9443 (Res) 922-4886 (Bus) sperdue@grandtraverseindustries.com	09/03/13	08/25/16
Robert Richardson 539 Leeward, TC, 49686 917-428-5410 (Cell) richardson@glastonburyllc.com	09/04/12	08/25/15 08/25/18
<i>Seeking Reappointment</i>		
Polly Cairns 400 Boardman Ave, TC, 49684 409-9398 (Cell) 922-4450 (Bus) pcairns@traversecitymi.gov	10/20/14	08/25/17
Daniel Baker 14252 Bluff Rd, TC, 49686 616-340-3563 (Res) 526-4142 (Bus) daniel.baker@firstcb.com	10/20/14	08/25/17
David Barr 936 Wood Ave, TC, 49686 620-2523 (Cell) barrmedia@aol.com	10/20/14	08/25/17

Recording Secretary - Katelyn Stroven, Deputy City Clerk
922-4480 (Bus) kstroven@traversecitymi.gov

Composition: All appointments are for three-years, with terms expiring August 25, with the initial appointments to be staggered as outlined in the ordinance. The committee consists of 8 members, who are appointed as follows: One member Ex-officio is the City Manager or designee, with full voting authority; one member Ex-officio is the Commander serving at the Coast Guard Air Station Traverse City or designee, with full voting authority; and the remaining members are appointed by the City Commission. All members may be non-city residents.

Purpose: This committee serves in an advisory capacity to the City Commission to make recommendations on matters relating to the operation, development and planning of United States Coast Guard services, facilities and programs within the City of Traverse City. Annually, the committee submits to the City Commission a report of its activities.

Additionally, the Committee shall submit to the City Manager a proposed budget for funds necessary for the capital improvements and general operation of the United States Coast Guard Committee systems through the normal budget process. The committee may solicit and recommend that the city receive any gifts, etc., to be applied for the Committee's purposes. The use and disposal of such gifts, etc., shall be approved by the City Commission.

Meets the the first Thursday of each month at 3:00 p.m. in the Governmental Center.



Katelyn Stroven <kstroven@traversecitymi.gov>

Term on the Coast Guard Committee

Robert Richardson <richardson@glastonburyllc.com>
To: Katelyn Stroven <kstroven@traversecitymi.gov>

Tue, Jun 16, 2015 at 12:20 PM

Katie;

I was waiting to see if a pending commitment might become a problem related to the Coast Guard schedule. It hasn't yet materialized and I'm planning on staying on. Thanks.

Rob

From: Katelyn Stroven [mailto:kstroven@traversecitymi.gov]
Sent: Monday, June 15, 2015 8:54 AM
To: Robert Richardson
Subject: Term on the Coast Guard Committee

Hi Rob,

As a third followup, our office is still waiting on your decision if whether or not you desire to serve on the Coast Guard Committee for another term.

Please respond to this email at your earliest convenience letting me know of your decision.

Thank you,

Katie-

Katelyn Stroven, MPA, CMMC

Deputy City Clerk | City of Traverse City

400 Boardman Ave. | Traverse City, MI 49684

kstroven@traversecitymi.gov | www.traversecitymi.gov/city-clerk

O: 231.922.4480 | F: 231.922.4485

"The price of greatness is responsibility." - Winston Churchill

FOLLOW TRAVERSE CITY!



Memorandum

The City of Traverse City



To: Martin Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Delinquent Water and Sewer
Date: June 29, 2015

In accordance with Chapter 1044.17(d) of the Code of Ordinances for the City, letters to property owners for delinquent water and sewer to be placed on taxes went out in May. This letter was to inform the owners that there are outstanding water and/or sewer charges as of December 31, 2014 on their property. The property owners were given until May 2015 to pay the balance due or to try to collect it from tenants before it will be placed on their summer 2015 taxes.

The total water and sewer delinquent amount that is being added to the summer 2015 taxes totals \$9,144.88. In addition, the total electric delinquent amount that is being added to the summer 2015 taxes totals \$18,663.30 and there is a delinquent dewatering invoice of \$249,229.00 that is also being added to the summer 2015 tax roll.

Please place this on the agenda of the next regular City Commission meeting under reports and communications.

7/6 cc report

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: May 27, 2015
 LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
 TIME: 12:00 Noon.
 PRESENT: C. Rueckert, W. Twietmeyer, J. Bussell
 ABSENT: J. Jenkins, W. Kuhn
 GUESTS: J. Anderson, M. Buis
 STAFF: B. Postma

C. Rueckert called the regular meeting to order at 12:10 pm.

Moved by J. Bussell, seconded by W. Twietmeyer that the minutes of the April 29, 2015 regular meeting be approved.

Motion approved 3-0.

Warrant No. 589 in the amount of \$190,977.36 for Retirees Benefits for June 2015 was approved and signed by C. Rueckert and J. Bussell..

Jim Anderson of Gabriel, Roeder, Smith & Company gave a presentation of the June 30, 2014 actuarial report. The Board asked questions about the report and the actuarial assumptions.

Mark Buis of Gabriel, Roeder, Smith & Company gave a presentation of the June 30, 2014 retiree health insurance valuation. The Board asked questions about the report.

Moved by J. Bussell, seconded by W. Twietmeyer that the Retirement Board certify to the City Commission that the required contribution amount for 2014-15 is \$1,683,306 for retirement benefits and \$358,555 for retiree health insurance for a total of \$2,041,861.

Motion approved 3-0.

Moved by C. Rueckert, seconded by J. Bussell to transfer \$816,446 from the Reserve for Employer Contributions to the Reserve for Retired Benefit Payments as recommended in the June 30, 2014 actuarial valuation.

Motion approved 3-0.

Moved by J. Bussell, seconded by C. Rueckert to authorize the payment of \$17,600 to Gabriel, Roeder, Smith & Company which includes \$8,800 for the actuarial valuation and \$8,800 for the retiree health insurance valuation.

Motion approved 3-0.

The Board discussed with representatives of Gabriel, Roeder, Smith & Company the additional billing for GASB 67 reporting. Also discussed was the additional cost that would be associated with GASB 68 compliance for the ensuing year.

B. Postma, J. Bussell, and C. Rueckert provided an update on the highlights of the recently held MAPERS Conference. Various topics were discussed along with pending legislative changes that may occur in the current legislative session.

Larry Gray of Gray & Company gave a report to the Board via telephone conference call. The Board was provided a quarterly performance report for the period ending March 31, 2015. The report included a capital market review, a total fund performance and analysis, and an investment manager performance and analysis. The Board asked various questions. Larry Gray also commented on the letter that was dated May 22, 2015 and sent to the Board providing an update on recent SEC action.

C. Rueckert asked about the status of refund of contributions for four firefighters that had been deducted through payroll. W. Twietmeyer will look into the matter with human resources.

W. Twietmeyer announced that there will be two training sessions for all City appointed board members regarding various laws and rules that must be adhered to. A flyer was handed out to Board members.

Moved by J. Bussell, seconded by W. Twietmeyer to adjourn.

Motion approved 3-0.

Meeting adjourned at 1:37 pm

William E. Twietmeyer

William E. Twietmeyer
Secretary/Treasurer

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes

Human Resources Ad Hoc Committee

Held at 12:00 p.m., Mayor's Conference Room, Governmental Center
Friday, May 22, 2015

Committee Members -

Present: Barbara Budros, Bob Spence, John Taylor

Absent: None

Others: None

The meeting was called to order at 12:00 p.m.

1. Consideration of a recommendation to the full board regarding the Executive Director's contract.

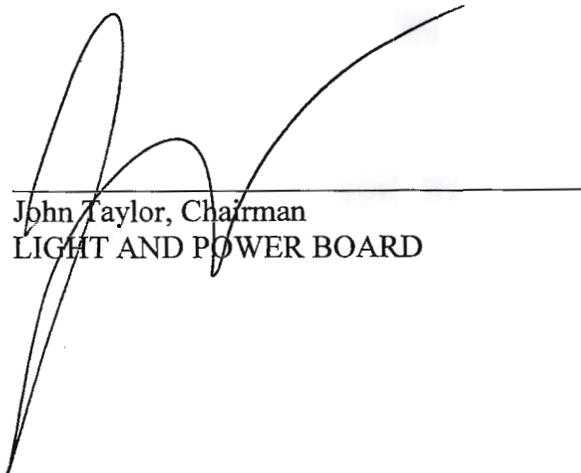
Committee members discussed the Executive Director's contract. A formal recommendation will be brought to the full board for consideration at the June 9, 2015 Regular Meeting.

2. Public Comment

No one from the public commented.

There being no objection, Committee Chairman Spence declared the meeting adjourned at 1:20 p.m.

/st



John Taylor, Chairman
LIGHT AND POWER BOARD

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, May 26, 2015

Board Members -

Present: Barbara Budros, Jim Carruthers, Pat McGuire, Jeff Palisin, Bob Spence,
Jan Geht, John Taylor

Ex Officio Member -

Present: Penny Hill, Acting City Manager

Others: Tim Arends, Scott Menhart, Karla Myers-Beman, Tom Olney, Kelli
Schroeder, Stephanie Tvardek, Jessica Wheaton, Blake Wilson

The meeting was called to order at 5:15 p.m. by Chairman Taylor.

Tim Arends, Executive Director, recognized Rich Hauserman and Brad Purcell, recent retirees of
TCL&P, for their service to the organization.

Chairman Taylor recognized Dan Yanska, TCL&P's Meter and Technical Services Lead, for his
thirty years of service to the organization upon his retirement May 29, 2015.

5:19 Bob Spence joined the meeting.

Item 2 on the Agenda being Consent Calendar

Moved by McGuire, seconded by Geht, that the following actions, as recommended on the
Consent Calendar portion of the Agenda be approved:

- a. Minutes of the Regular Meeting of April 28, 2015.
- b. Amended service order to AAI in the amount of \$55,760 for design, development of
construction documents and project management services for the Hastings Street Storage
Facility.

CARRIED unanimously.

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

- a. Consideration of approving the budget and capital plan for 2015-16.

Moved by Palisin, seconded by Geht, that the Light & Power Board formally adopts the 2015-16
operating budgets for the electric utility and fiber optic funds and the six year capital
improvements plan.

CARRIED unanimously.

Item 4 on the Agenda being New Business

- a. Consideration of authorizing renewal of the License to Use Coal Dock and Bottomlands with Maritime Heritage Alliance, Inc.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Moved by McGuire, seconded by Geht, that the Board approve the License to Use Coal Dock and Bottomlands with Maritime Heritage Alliance, Inc. and assignment of this License to the City.

The following individuals from the public addressed the Board:

Rod Jones, President, MHA, 12684 S. Cedar Lane, non-ratepayer

CARRIED unanimously.

Item 5 on the Agenda being Appointments

- a. Consideration of designating a TCL&P board member as a representative on the Maritime Heritage Alliance Board.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Carruthers, seconded by Geht, that Bob Spence be appointed to replace Jim Carruthers as the TCL&P board representative on the MHA board.

CARRIED unanimously.

Item 6 on the Agenda being Reports and Communications

- a. From Legal Counsel.

None.

- b. From Staff.

1. Jessica Wheaton provided an update regarding the Navigant process.
2. Tim Arends discussed the possible creation of a fiber optic opportunity taskforce.

The following individuals addressed the Board:

Penny Hill, Acting City Manager

3. Board and staff discussed TCL&P's future financial participation with City of Traverse City and Downtown Development Authority projects.

The following individuals addressed the Board:

Tim Arends, Executive Director
Jessica Wheaton, Manager of Energy Services & Key Accounts

Moved by Geht, seconded by Budros, to suspend the board rules and appoint an ad hoc committee for the purposes of developing survey questions to consist of Chairman John Taylor, Vice Chairman Jan Geht and Pat McGuire.

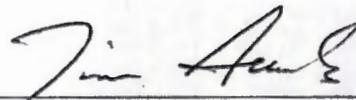
CARRIED unanimously.

4. Tim Arends recognized Tom Olney, Operations Manager, for his service to the organization upon his retirement on May 29, 2015.
- c. From Board.
1. Chairman Taylor provided an update on the recent Human Resources Ad Hoc committee meeting regarding the review of the Executive Director. A handout was provided for the Board to review. This item will appear on the June 9, 2015 Regular Meeting.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 6:53 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st