



# Notice

## City Commission Regular Meeting

7:00 pm

Monday, November 2, 2015

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 10-29-2015

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](mailto:tcclerk@traversecitymi.gov)  
Web: [www.traversecitymi.gov](http://www.traversecitymi.gov)  
400 Boardman Avenue  
Traverse City, MI 49684

---

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

## **Welcome to the Traverse City Commission meeting!**

### **Agenda**

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

### **Pledge of Allegiance**

#### **1. Roll Call**

*Presentation of a commemorative plaque by City Clerk Benjamin Marentette to Mayor Pro Tem Barbara Budros in acknowledgment and appreciation of her service on the City Commission from November 2007 to November 2015.*

*Presentation of a commemorative gavel by City Clerk Benjamin Marentette to Mayor Michael Estes in acknowledgement and appreciation of his service on the City Commission from November 2007 to November 2009 and November 2011 to November 2015.*

#### **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 October 19, 2015, and October 26, 2015. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of authorizing a confirming purchase order for diesel fuel for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- c. Consideration of authorizing an agreement for Clinch Park and Hickory Hills food concessions to be available to the public. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing an agreement for equipment rentals by the public at Clinch Park. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing a service order for snow hauling and plowing services for the 2015/2016 season for various parking lots and sidewalks in the Traverse City Parking System and for snow removal on City streets on an as-needed basis to supplement efforts of Department of Public Services employees. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of adopting to make permanent the following traffic control orders: #581 which removes "2 Hour Parking 6am to 6pm" signs from both sides of Wellington Street from Webster Street to Eighth Street; #584 which adds a Handicap Parking Sign outside of 526 Barlow Street; #586 which removes "2 Hour Parking 6am to 6pm" signs from both sides of Woodland Drive #587 which adds Stop signs on Fern Street for Hannah Street; and #588 which adds No Parking signs on the west side of Wadsworth Street between Sixth Street and Seventh Street. (Adoption recommended) (Marty Colburn, Timothy Lodge)

- g. Consideration of accepting an easement from Fifth Third Bank for property commonly known as 630 West 14<sup>th</sup> Street, which is necessary for sidewalk extension. (Acceptance recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

### **Items removed from the Consent Calendar**

- a.
- b.
- c.

### **3. Old Business**

- a. Consideration of Adopting a proposed Policy for Inventory, Use and Disposal of City-Owned Property as recommended by the Carnegie Building/City Assets Ad Hoc Committee (Commissioner Jeanine Easterday, Chairwoman; Commissioner Ross Richardson; Commissioner Gary Howe; Penny Hill)
- b. Consideration of certifying the Traverse City Light and Power Coal Dock Property as surplus, accepting the conveyance of the property to the City and authorizing the related documents for sale of the property and associated bottomlands to Rotary Camps and Services. (Marty Colburn, Lauren Tribble-Laucht) (5 affirmative votes required)
- c. Consideration of authorizing a service order for the restriping of Eighth Street from Lake Avenue to Woodmere Avenue. (Marty Colburn, Russell Soyring) (5 affirmative votes required)

#### **4. New Business**

- a. Presentation of and consideration of adopting the Public Art Master Plan as recommended by the Traverse City Arts Commission. (Marty Colburn, Mary Bevans-Gillett, Chairwoman, Benjamin Marentette)
- b. Consideration of a resolution recognizing the rights of persons experiencing homelessness, as recommended by the Human Rights Commission. (Human Rights Commissioner Patricia Nugent)

#### **5. Appointments**

None.

#### **6. Reports, Announcements and Correspondence**

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

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.
  2. Minutes of the Traverse City Arts Commission meeting of September 16, 2015.
  3. Minutes of the Planning Commission meetings of September 1, September 14 and September 15, 2015.

- e. Reports and correspondence from non-City officials.
  - 1. Quarterly Report from Traverse City Parking Services for the first quarter.
  - 2. Minutes of the Traverse Area District Library Board meeting of September 24, 2015.
  - 3. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for September 2015.

## **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.*



The City of Traverse City

## Communication to the City Commission

---

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>ma</sup>MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

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

- October 19, 2015 Regular Meeting
- October 26, 2015 Special Meeting

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

**that the minutes of the October 19, 2015, Regular Meeting, and the October 26, 2015, Special Meeting, be approved.**

MC/slm

k:\tcclerk\city commission\minutes



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

**Regular Meeting**

**October 19, 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, Ross Richardson, Tim Werner.

The following Commissioner was absent: Jeanine Easterday, Gary Howe.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

As requested by Commissioner Ross Richardson, Agenda Items 2(c), 2(f) and 2(h) were removed from the Consent Calendar for individual consideration by the City Commission.

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

There being no objection, Mayor Michael Estes modified the order of the Agenda to consider those items removed from the Consent Calendar after New Business 4(c), respectively in the order in which they were removed from the Consent Calendar.

**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 October 5, 2015, Regular Meeting, the October 7, 2015, Joint Study Session, and the October 12, 2015, Special Meeting, be approved.
- b. The City Manager be authorized to issue a confirming purchase/service order in the amount of \$17,992.90 to Lemmen Oil Company for 10,003 gallons of unleaded gasoline priced at \$1.79875 per gallon with funds available in the Garage Fund.
- c. Removed from the Consent Calendar.
- d. The City Manager be authorized to declare the unsafe Benwil Automotive lift surplus, so that it may be disposed of as salvage steel.
- e. The City Manager be authorized to declare two Holder sidewalk tractors (#96 & #15) surplus, and that the City Manager be authorized to issue a purchase order to Hammersmith Equipment Company of Traverse City, in the amount of \$131,800.00 for the purchase of two 2015 Wacker Neuson WL32 mini wheel loaders with attachments, with funds available in the Garage Fund.
- f. Removed from the Consent Calendar.
- g. The City Manager be authorized to issue a blanket purchase/service order to Kasson Sand and Gravel in the total approximate amount of \$11,240, more or less, for approximately 2,000 tons of winter sand at \$5.62 per ton delivered, to be mixed with road salt for winter ice control for the 2015/2016 season, with funds available in the Street Fund.
- h. Removed from the Consent Calendar.
- i. The City Manager be authorized to declare a 2001 Dodge Ram 2500 (#95) surplus, and that the City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$28,572 for the purchase of a 2016 Ford F350 Cab and Chassis, and a purchase order to Monroe Truck Equipment of Flint, in the amount of \$29,489 for the purchase of the required cabinets and equipment for this vehicle, with funds available in the

## Garage Fund.

- j. A Resolution Approving Special Improvement District 2015-004, which waives all public hearing and proceedings for the alley paving North of West Front Street and East of Monroe Street, be adopted; and further that a budget amendment be made to decrease contingencies by \$11,920.10 and to increase the transfer out to the S.I.D. Fund by \$11,920.10 in the General Fund Budget; and that a budget amendment be made to increase the budgeted revenues and budgeted expenses in the S.I.D. Fund by \$23,840.20 to reflect the revenues and expenses for the project.
- k. The Resolution Recognizing Traverse City as Book City, be adopted.
- l. The Mayor and City Clerk execute an amendment to the consultant agreement with OHM (originally authorized September 2, 2014, and amended on June 15, 2015), in the amount of \$383,434 for the development of a wastewater asset management plan (\$205,421), the development of a stormwater asset management plan (\$87,072) and the development of a stormwater management plan (\$90,941), all in relation to the implementation of the Stormwater Asset Management and Wastewater Grant (SAW Grant), with funds available in the Capital Projects, SAW Grant Fund, to be reimbursed by the SAW Grant Award, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.
- m. The City Manager determined it was in the best interests of the City to not obtain competitive bidding, and therefore that the competitive bidding process be waived; and the Mayor and City Clerk execute a unit prices confirming change order to the contract with Elmer's Crane and Dozer, Inc., for the 2015 Phase One Paving and Resurfacing Project (originally authorized September 8, 2015), in the amount of \$13,505, more or less for the addition of 330 feet of storm sewer and a four foot manhole beneath Union Street at 16<sup>th</sup> and 17<sup>th</sup> Streets, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds to come from the Capital Projects Fund.
- n. The City Manager be authorized to issue a unit prices service order to Oscar W. Larson Co. in the amount of \$67,112, more or less, for the 2015 Fuel Depot Improvement Project, with funds available in the Capital Projects

Fund.

- o. Removed from the Consent Calendar.
- p. The City Commission supports a \$5,000 grant application to Rotary Charities for community engagement professional services related to restructuring of the Police Department to reflect the Community Policing Philosophy, with the services to be provided by NorthSky Nonprofit Network; and that the Interim Chief of Police be authorized to execute the related grant documents.
- q. The Resolution Approving the Editing and Inclusion of Certain Ordinances as Part of the Various Component Codes of the Codified Ordinances, be adopted.

CARRIED unanimously. (Easterday and Howe absent)

### **3. Old Business**

#### **3(a).**

Consideration of authorizing a service order for the restriping of Eighth Street from Lake Avenue to Woodmere Avenue.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Budros, seconded by Werner, that the City Manager be authorized to issue a service order to PK Contracting in the amount not-to-exceed \$34,000 (with the City Manager to be authorized to manage a \$6,000 contingency related to this project) for the restriping of Eighth Street as generally described with the packet materials with the October 19, 2015, meeting packet with funds available in the Capital Projects Fund.

Bob Otwell, 525 Washington Street – made general comments

Mike Coco, 325 Wellington Street – expressed support

Rick Buckhalter, 932 Kelley Street – expressed opposition

Roll Call:

Yes - Carruthers, Werner, Budros, Estes.

No - Richardson.

FAILED. (5 votes required) (Easterday and Howe absent)

**3(b).**

Consideration of certifying the Traverse City Light and Power Coal Dock Property as surplus, accepting the conveyance of the property to the City and authorizing the related documents for sale of the property and associated bottomlands to Rotary Camps and Services.

The following addressed the Commission:

Marty Colburn, City Manager

Lauren Tribble-Laucht, City Attorney

Moved by Richardson, seconded by Werner, the City Commission certifies the Traverse City Light and Power Coal Dock properties as not necessary for the operation of the Light and Power Department, as required by the City Charter; and that the City Commission accepts the conveyance of the Coal Dock properties from Traverse City Light and Power as described in the Quit Claim Deed included with the packet materials for the October 19, 2015, Regular Meeting.

Jack Kelly, Elmwood Township Supervisor, 10100 East Avondale Lane,  
Elmwood Township – made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

Marsha Smith, 529 Washington Street, Rotary Charities Executive Director

Roll Call:

Yes - Carruthers, Richardson, Werner.

No - Budros, Estes.

FAILED. (5 votes required) (Easterday and Howe absent)

**3(c).**

Consideration of authorizing an amendment to the consultant agreement for additional design, construction administration, engineering, surveying and public input session services related to the Garland Street Reconstruction Project, to be reimbursed by the Brownfield Plan.

The following addressed the Commission:

Marty Colburn, City Manager  
Timothy Lodge, City Engineer

Moved by Richardson, seconded by Werner, that the Mayor and City Clerk execute an amendment to the agreement with Fleis & Vandenbrink Engineering (originally authorized April 21, 2014), for the Garland Street Reconstruction Project, to increase agreement amount to \$143,800, for actual services provided as outlined in the October 13, 2015, communication from the Downtown Development Authority Executive Director and City Engineer, with the condition that the construction administration phase of the project not proceed until land has been secured for the realignment, with funds available in the TIF 97 Fund, to be reimbursed by the Traverse City Place Brownfield Plan, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously. (Easterday and Howe absent)

**4. New Business**

**4(a).**

Consideration of adopting a resolution waiving the City's right to repurchase a previously-sold, formerly City-owned, parcel at 632 South Garfield Avenue, to

allow the closing of the sale of the property now held by Chemical Bank, with 60 residential units to be constructed on the property.

The following addressed the Commission:

Marty Colburn, City Manager  
Doug Luciani, TraverseCONNECT CEO  
Benjamin Marentette, City Clerk

Moved by Werner, seconded by Carruthers, that the Resolution regarding the sale of 632 South Garfield Avenue be adopted.

Justin Reid, 630 Cottage Drive – made general comments  
Rick Buckhalter, 932 Kelly Street – made general comments

CARRIED unanimously.

**4(b).**

Consideration of authorizing an agreement for the construction of public restrooms and a conference room for the Downtown Development Authority as part of Radio Centre Phase 3, facing Park Street as well as the construction of a formal Park Street Public entrance to the Larry C. Hardy Parking Deck.

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk  
Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Richardson, seconded by Budros, that the Mayor and City Clerk execute an agreement with Lake Street Development, LLC for the construction of men and women public restrooms and a formal, public entrance into the Larry C. Hardy Parking deck off Park Street, with the terms and conditions as generally described in the October 13, 2015, communication from the Downtown Development Authority Executive Director, with the exception that the construction of additional office space and a conference room are not authorized as part of the scope of this contract, with the cost to be covered by proceeds from the

Larry C. Hardy Parking Deck bond issuance, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously. (Easterday and Howe absent)

**4(c).**

The next item being from the Consent Calendar, Consideration of authorizing a purchase order for a coin sorter for use by Parking Services.

The following addressed the Commission:

Rob Bacigalupi, Downtown Development Authority Executive Director

Moved by Richardson, seconded by Carruthers, that the City Manager be authorized to issue a purchase order to Cornelius Systems, Inc., in the amount of \$7,125 for the purchase of a Glory Mach-6 Coin Sorter with security stand and locking doors for use by Parking Services; and that the City Manager execute an annual maintenance agreement with Cornelius Systems, Inc., in the annual amount of \$772, with funds available in the Parking System Fund.

CARRIED unanimously. (Easterday and Howe absent)

**4(d).**

The next item being from the Consent Calendar, Consideration of declaring stainless steel membrane cassette frames from the Wastewater Treatment Plant surplus so the stainless steel may be sold.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Werner, that the City Manager be authorized to declare the obsolete stainless steel membrane cassette frames surplus so that they may be disposed of.

CARRIED unanimously. (Easterday and Howe absent)

**4(e).**

The next item being from the Consent Calendar, Consideration of adopting a resolution establishing fees for Hickory Hills for the 2015-2016 season, as recommended by the Parks and Recreation Commission, with no proposed changes to the rates.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Werner, that the Resolution Establishing Fees For Hickory Hills Ski Area for 2015-2016 Season be adopted, with the resolution to be amended so that where there is a difference between senior citizen rates and children's rates, that the lesser be applied to both categories.

CARRIED unanimously. (Easterday and Howe absent)

**4(f).**

The next item being from the Consent Calendar, Consideration of authorizing a contract for the construction of Lot N (at Washington and Cass Streets) with the developer of Washington Place.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Werner, seconded by Richardson, that the Mayor and City Clerk execute a contract with Washington Place Development, Inc., in the amount not to exceed \$88,254.45, for construction related to Parking Lot N, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

CARRIED unanimously. (Easterday and Howe absent)

**5. Appointments****5(a).**

Consideration of establishing an ad hoc interview committee to make recommendation regarding one appointment to the Grand Traverse County Brownfield Redevelopment Authority.

The following addressed the Commission:

Moved by Carruthers, seconded by Richardson, that Mark Crane (seat previously held by Mark Crane) be reappointed to one three-year term expiring December 31, 2018, on the Grand Traverse County Brownfield Redevelopment Authority, subject to approval by the Grand Traverse County Board of Commissioners.

CARRIED unanimously. (Easterday and Howe absent)

**5(b)**

Consideration of establishing an ad hoc interview committee to make recommendation regarding two appointments to the Board of Tax Review.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Carruthers, that James Franklin and Bruce Hilty (seats previously held by James Franklin and Bruce Hilty) each be reappointed to one three-year term expiring December 31, 2018, on the Board of Tax Review.

CARRIED unanimously. (Easterday and Howe absent)

**5(c).**

Consideration of establishing an ad hoc interview committee to make recommendation regarding one appointment to the Election Commission.

The following addressed the Commission:

Benjamin Marentette, City Clerk

Moved by Richardson, seconded by Werner, that Chris Campbell (seat previously held by Chris Campbell) be reappointed to one three-year term expiring December 10, 2018, on the Election Commission; and that the acceptance of the resignation of John Walton from the Election Commission and possible establishment of an ad hoc interview committee to make a recommendation to fill the vacancy created by Mr. Walton's resignation be considered by the City Commission at its November 9, 2015, Organizational Meeting.

CARRIED unanimously. (Easterday and Howe absent)

**5(d).**

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

Moved by Richardson, seconded by Werner, the resignation of Joe Winowiecki be accepted and that the Mayor's appointment of Jeffery Joubran (seat previously held by Joe Winowiecki) to one unexpired four-year term expiring September 15, 2018, on the Downtown Development Authority Board of Directors, be approved.

CARRIED unanimously. (Easterday and Howe absent)

**6. Reports and Communications**

The following were received and filed:

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

- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  - 1. Reports from members of the Commission serving on boards.
  - 2. Minutes of the Traverse City Light and Power Board meetings of June 9, 2015, July 28, 2015, August 25, 2015, and September 2, 2015.
  - 3. Minutes of the Human Rights Commission meeting of August 10, 2015.
- e. Reports and correspondence from non-City officials.
  - 1. North Flight Fractile Emergency Response Reports for August and September 2015.

**7. Public Comment**

The following addressed the Commission:

- 1. Reserved.

None

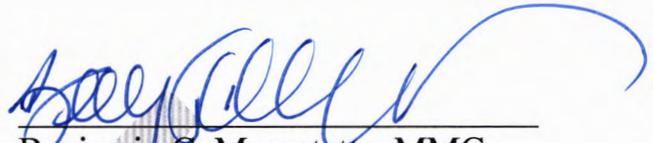
- 2. General.

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County Board of Commissioners

- 3. Mayor and City Commissioners.

**8. Adjournment.**

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:09 pm.



Benjamin C. Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_,  
(Date) (Initials)

DRAFT



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Special Meeting**  
**October 26, 2015**

A special 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 7:00 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 Michael Estes presided at the meeting.

Topics of Discussion:

**1.**

Presentation by Mayor Michael Estes of a Mayoral tribute to McKeel Hagerty, CEO of Hagerty, in appreciation of their presence in downtown Traverse City as a transformative corporate citizen, creating tremendous economic development for the region.

The following addressed the Commission:

McKeel Hagerty, Hagerty CEO

**2.**

Consideration of authorizing a letter of intent to the Grand Traverse County

Board of Commissioners and Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council, affirming the City's desire to complete the Boardman River Dams Deconstruction Project.

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk

Moved by Howe, seconded by Werner, that Mayor Michael Estes and City Manager Martin Colburn be authorized to sign a letter affirming the City's intent to complete the Boardman River Dams Deconstruction Project as submitted with the packet materials for the City Commission's October 26, 2015, Special Meeting.

CARRIED unanimously.

3.

Consideration of entering into closed session to discuss an attorney-client communication in connection with a personnel matter regarding the incident involving former City Manager Jered Ottenwess.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Howe, that the City Commission enter into closed session immediately following the public comment portion of the agenda to discuss an attorney-client communication in connection with a personnel matter regarding the incident involving former City Manager Jered Ottenwess, as authorized by MCL 15.268(h).

Roll Call:

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

No - None.

CARRIED unanimously.

4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

5.

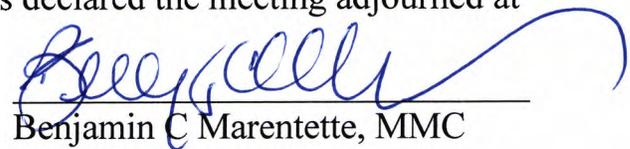
The next item being "Public Comment," the following individuals addressed the Commission:

Matt Soltysiak, 315 Barlow Street  
Rick Buckhalter, 932 Kelley Street  
Commissioner Tim Werner  
Commissioner Gary Howe  
Benjamin Marentette, City Clerk  
Marty Colburn, City Manager

The City Commission entered into closed session at 7:21 p.m.

The City Commission returned to open session at 8:05 p.m.

There being no objection, Mayor Estes declared the meeting adjourned at 8:05 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 MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015  
FROM: <sup>mc</sup> MARTY COLBURN, CITY MANAGER  
SUBJECT: #2 DIESEL FUEL PURCHASE

The Garage Department received telephone / fax bids for dyed #2 ultra low sulfur diesel fuel for use by various city departments.

The following is a summary of these bids.

| <u>Vendor</u>        | <u>City</u>    | <u>Price/gallon</u> |
|----------------------|----------------|---------------------|
| Lemmen Oil           | Coopersville   | \$1.93075           |
| Crystal Flash        | Traverse City  | \$2.0205            |
| Fick & Sons          | Grayling       | \$2.1520            |
| Scotland Oil         | Alma           | \$2.1872            |
| Blarney Castle       | Traverse City  | Did not bid         |
| Brenner Oil          | Mount Pleasant | Did not bid         |
| Gilberts Service Oil | Traverse City  | Did not bid         |
| Schmuckal Oil        | Traverse City  | Did not bid         |

The previous purchase price on 8/5/15 was \$1.62875 per gallon.

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

**that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$19,305.57 to Lemmen Oil Company for 9,999 gallons of dyed #2 ultra low sulfur diesel fuel without additives priced at \$1.93075 per gallon with funds available in the Garage Fund.**

MC/wb



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: CLINCH PARK AND HICKORY HILLS FOOD CONCESSION AGREEMENT

Attached is a memo from Director of Public Services Dave Green recommending a contract with Edany/BLT for it to provide food concessions at both Clinch Park and Hickory Hills.

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

**that the Mayor and City Clerk execute a three-year agreement with Edany/BLT for it to provide food concession services at Clinch Park and Hickory Hills with the City to be compensated at the rates outlined in the October 26, 2015, communication from the Director of Public Services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the option of one two-year extension if mutually agreed upon between the City and the vendor, with such extension to be authorized by the City Commission.**

MC/bcm

k:\ccclerk\city commission\agreements\clinch park hickory hills food concession

copy: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Superintendent

---

# Memorandum

The City of Traverse City  
Department of Public Services



---

TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director *DG*  
DATE: October 26, 2015  
SUBJECT: Clinch Park /Hickory Hills Food Concession Agreement

Attached is a memorandum from Parks and Recreation Superintendent Lauren Vaughn detailing the process staff went through to ensure the City has qualified vendors in place at our food concession venues located in Clinch Park and Hickory Hills for the upcoming seasons. This year staff reviewed the operation at both locations and determined that a minimum bid proposal would be in the best interest of the City in providing the quality and type of food that we wanted to be offered at our venues. We used \$2,000.00 per year as the minimum bid for Hickory Hills and \$20,000.00 as the minimum bid for Clinch Park.

As Lauren explains, RFP's were advertised for and received for the food vending operation with 3 vendors submitting bids. Upon review and direction from our City Attorney, only the two following proposals were deemed qualified per our request:

|              |               |  |
|--------------|---------------|--|
| Jeff Bensley | Clinch Park   | Year 1: \$21,500.00<br>Year 2: \$21,750.00<br>Year 3: \$22,000.00                                    |
|              | Hickory Hills | Year 1: \$2,500.00<br>Year 2: \$2,750.00<br><u>Year 3: \$2,750.00</u><br>3 year average: \$24,416.67 |
| Edany/BLT    | Clinch Park   | Year 1: \$22,500.00<br>Year 2: \$22,500.00<br>Year 3: \$22,500.00                                    |
|              | Hickory Hills | Year 1: \$2,000.00<br>Year 2: \$2,000.00<br><u>Year 3: \$2,000.00</u><br>3 year average: \$24,500.00 |

---

# Memorandum

The City of Traverse City  
Department of Public Services



---

Interviews were conducted with both vendors and the staff consensus was to go with Edany/BLT not only because their bid was actually the highest over the three year average but also because of their experience and background in cooking and the restaurant business.

Please request that the City Commission approve a three year Clinch Park/Hickory Hills Concession Agreement with Edany/BLT to provide food services at both venues with the option of renewing for two more years in one year increments if both parties are in agreement.

# Memorandum

## The City of Traverse City



TO: Dave Green, DPS Director

FROM: Lauren Vaughn, Parks and Rec. Sup't.

RE: Concession Proposals

DATE: October 21, 2015

A handwritten signature in black ink, appearing to read "Lauren Vaughn".

Staff, consisting of Penny Hill, Lauren Tribble-Laucht, Dave Green, Julie Dalton and I, created the language for the two Request for Proposals for the Rental Concession at Clinch Park and the food concessions at Clinch Park and Hickory Hills. These RFPs were made available to the public on September 10<sup>th</sup>. Seven firms or individuals attended the mandatory walk through held on September 22 for the rental concession at Clinch, and four for the food concessions at Clinch and Hickory Hills.

Proposals were due on September 30 and three proposals were received for each operation. These were reviewed and then interviews were held with two vendors for each operation. After the interviews, further discussion was held at the staff level before deciding on the following recommendations.

The recommendation for the food concessions at Clinch Park and Hickory Hills is Edany/BLT, based on their extensive food background and their total revenue for the City over the three year period.

For the equipment rental concession, Jeff Bensley is the recommended vendor. His bid offered the greatest return of the two qualified vendors and he has several years of experience in watercraft rentals.



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: CLINCH PARK EQUIPMENT RENTAL CONCESSION

Attached is a memo from Director of Public Services Dave Green recommending a contract with Jeff Bensley/TC Watersports for it to provide equipment rentals at Clinch Park. Rentals will be offered from approximately Memorial Day weekend to mid-September, with daily hours of at least 11 a.m. to 5 p.m., but not passed 9 p.m. The rental equipment will include:

- Bikes
- Single kayaks
- Double kayaks
- Stand Up Paddle Boards
- Rafts and watermats

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

**that the Mayor and City Clerk execute a three-year agreement with T.C. Watersports for it to provide equipment rental concessions at Clinch Park, with the City to be compensated at the rates as outlined in the October 26, 2015, communication from the Director of Public Services, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with the option of two one-year extensions if mutually agreeable between the City and the vendor, with such extensions to be authorized by the City Commission.**

MC/bcm

k:\tcclerk\city commission\agreements\clinch park equipment rental concession 2015

copy: Dave Green, Director of Public Services  
Lauren Vaughn, Parks and Recreation Superintendent

---

# Memorandum

The City of Traverse City  
Department of Public Services



---

TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director *DSG*  
DATE: October 26, 2015  
SUBJECT: Clinch Park Equipment Rental Concession Agreement

Attached is a memorandum from Parks and Recreation Superintendent Lauren Vaughn detailing the process staff went through to provide rental equipment for public use at Clinch Park. This year staff reviewed the operation at Clinch and determined that a minimum bid proposal would be in the best interest of the City in providing the quality and type of equipment we wanted to be available. We used \$20,000.00 as the minimum bid for Clinch Park.

As Lauren explains, RFP's were advertised for and received for the equipment rental operation with 3 vendors submitting bids. Upon review and direction from our City Attorney, only the two following proposals were deemed qualified per our request:

|                             |             |                             |
|-----------------------------|-------------|-----------------------------|
| Jeff Bensley/TC Watersports | Clinch Park | Year 1: \$30,500.00         |
|                             |             | Year 2: \$30,750.00         |
|                             |             | <u>Year 3: \$31,000.00</u>  |
|                             |             | 3 year average: \$30,750.00 |

|                    |             |                             |
|--------------------|-------------|-----------------------------|
| Sunset Watersports | Clinch Park | Year 1: \$23,500.00         |
|                    |             | Year 2: \$23,500.00         |
|                    |             | <u>Year 3: \$23,500.00</u>  |
|                    |             | 3 year average: \$23,500.00 |

Interviews were conducted with both vendors and the staff consensus was to go with Jeff Bensley/TC Watersports. We felt the experience and qualifications were similar in both proposals but with TC Watersports the City would bring in approximately \$22,000.00 more over the three year agreement length to help cover the extra maintenance costs we have been experiencing down at Clinch Park since the reconstruction project.

Please request that the City Commission approve a three year Clinch Park Equipment Rental Concession Agreement with Jeff Bensley/TC Watersports with the option of renewing for two more years in one year increments if both parties are in agreement.

# Memorandum

## The City of Traverse City



TO: Dave Green, DPS Director

FROM: Lauren Vaughn, Parks and Rec. Sup't.

RE: Concession Proposals

DATE: October 21, 2015

A handwritten signature in black ink, appearing to read "Lauren Vaughn".

Staff, consisting of Penny Hill, Lauren Tribble-Laucht, Dave Green, Julie Dalton and I, created the language for the two Request for Proposals for the Rental Concession at Clinch Park and the food concessions at Clinch Park and Hickory Hills. These RFPs were made available to the public on September 10<sup>th</sup>. Seven firms or individuals attended the mandatory walk through held on September 22 for the rental concession at Clinch, and four for the food concessions at Clinch and Hickory Hills.

Proposals were due on September 30 and three proposals were received for each operation. These were reviewed and then interviews were held with two vendors for each operation. After the interviews, further discussion was held at the staff level before deciding on the following recommendations.

The recommendation for the food concessions at Clinch Park and Hickory Hills is Edany/BLT, based on their extensive food background and their total revenue for the City over the three year period.

For the equipment rental concession, Jeff Bensley is the recommended vendor. His bid offered the greatest return of the two qualified vendors and he has several years of experience in watercraft rentals.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF NOVEMBER 2,  
2015

DATE: OCTOBER 29, 2015  
FROM: <sup>MC</sup>MARTY COLBURN, CITY MANAGER  
SUBJECT: 2015/2016 WINTER SNOW HAULING/PLOWING  
CONTRACT

Attached are memos from Dave Green, DPS Director, and Mark Jones, Street Superintendent, requesting that a Service order be issued to Molon Excavating for the 2015/2016 winter season.

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

**that the City Manager be authorized to issue a blanket service order to Molon Excavating at the hourly rates included with the packet for the November 2, 2015 meeting, for winter snow hauling/plowing for the 2015/2016 season, with funds available in the various Streets and Traverse City Parking System Fund.**

MC/jd

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

---

# Memorandum

The City of Traverse City  
Department of Public Services



---

TO: Martin Colburn, City Manager  
FROM: Dave Green, DPS Director *DSG*  
DATE: October 26, 2015  
SUBJECT: 2015/2016 Winter Snow Hauling/Plowing Contract

Attached is a memorandum from Mark Jones, Streets Superintendent, requesting that we award our snow removal service order for the 2015-2016 winter season to Molon Excavating. This service order covers plowing of various parking lots and sidewalks in the Traverse City Parking System and hauling of snow removed from City Streets. This is an on-call service order, meaning that services are performed when we request them in support of our snow clearing operations. As Mark explained, Molon was originally awarded the bid for this service in 2013 and in that bid, the specifications allowed for two, one year extensions as long as the price was held and we were satisfied with the service. Based on that clause we awarded a second extension to Molon last year.

Molon has agreed to keep their costs consistent with their original bid prices again this year and we feel they have performed reliably and responsively the last two seasons and believe it would be in the best interest of the City to finish out this three year agreement with Molon. We will plan on requesting new proposals from contractors for the 2016-2017 winter season.

During the 2014-2015 season, approximately \$118,000 was paid to Molon under this service order; \$93,000 from TCPS, and the remainder from the Streets accounts.

Please request City Commission approval for a service order to Molon Excavating for the 2015-2016 winter season. Funds are available in the various Streets and Traverse City Parking System accounts.

# MEMORANDUM

**To:** Dave Green, DPS Director

**From:** Mark Jones, Street Department Superintendent 

**Date:** 10-22-2015

**Subject:** Winter Snow Hauling / Plowing Contract 2015-2016

Each winter the City Streets Department contracts with a private contractor to address snow removal in the downtown area. The contractor is responsible for removing snow from municipal parking lots and public sidewalks in the core downtown area. Auto Parking is financially responsible for paying these costs. In addition, the contractor is responsible for assisting the City Street Department in hauling snow from downtown streets during significant snow fall events. City Streets budget pays for contracted snow hauling on downtown streets, and shares the cost of sidewalk snow removal.

As in the past, the City has allowed contractors to extend their contract for up to two additional years as long as they honor the original contracted price. (per bid specs, September 24, 2013). Molon Excavating was very prompt and professional in the service they provided to the City during the 2013-2014 and 2014-2015 plowing season. Therefore I would like you to kindly request the City Commission support and approval to waive the normal bidding process and extend the service order for the 2015-2016 plowing season.

Mark Jones  
City of Traverse City  
Street Department Superintendent  
231-922-4901 ex 122

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

|                      |                   |
|----------------------|-------------------|
| Lead Trucks          | \$ 98.00 per hour |
| Road Grader          | \$120.00 per hour |
| Pickup w/ Plow       | \$80.00 per hour  |
| Sander with Material | \$350.00 per hour |
| Loaders 3 yard       | \$125.00 per hour |
| Loader 4 yard        | \$115.00 per hour |
| Sidewalk Equipment   | \$65.00 per hour  |
| Sidewalk Equipment   | \$80.00 per hour  |

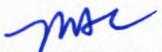


The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM:  MARTY COLBURN, CITY MANAGER

SUBJECT: TRAFFIC CONTROL ORDERS 581, 584, 586, 587, 588

Attached is a memo from Engineering Technician Jessica Carpenter indicating that various traffic control orders have been in effect for at least 90 days and are ready to be adopted by the Commission as permanent. These traffic control orders are as follows:

- #581 which removes "2 Hour Parking 6am to 6pm" signs from both sides of Wellington Street from Webster Street to Eighth Street;
- #584 which adds a Handicap Parking Sign outside of 526 Barlow Street;
- #586 which removes "2 Hour Parking 6am to 6pm" signs from both sides of Woodland Drive;
- #587 which adds Stop signs on Fern Street for Hannah Street; and
- #588 which adds No Parking signs on the west side of Wadsworth Street between Sixth Street and Seventh Street

I recommend the following motion:

**that Traffic Control Orders 581, 584, 586, 587, 588, which removes 2 Hour Parking 6am to 6pm signs from both sides of Wellington Street from Webster Street to Eighth Street; adds a Handicap Parking Sign outside of 526 Barlow Street; removes "2 Hour Parking 6am to 6pm" signs from both sides of Woodland Drive; adds a Stop signs on Fern Street for Hannah Street; and adds No Parking signs on the west side of Wadsworth Street between Sixth Street and Seventh Street, respectively, be adopted to be made permanent.**

MC/kez

K:\tcclerk\city commission\traffic control order\TCO 581 584 586 587 588\_20151102.doc

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

# Memorandum

The City of Traverse City  
Engineering Department



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

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

DATE: Monday, October 26, 2015

SUBJECT: Traffic Control Orders 581, 584, 586, 587, and 588 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   |
|-----|--|---|
| 581 | Removal of "2 Hour Parking 6am to 6pm" Signs | Both sides of Wellington from Webster St to Eighth St     |
| 584 | Handicap Parking Sign                        | Outside of 526 Barlow St                                  |
| 586 | Removal of "No Parking 6am to 6pm" Signs     | Both sides of Woodland Dr                                 |
| 587 | Stop Signs                                   | On Fern St for Hannah St                                  |
| 588 | No Parking Signs                             | West side of Wadsworth St between Sixth St and Seventh St |

TCO 581 was proposed by residents to allow unrestricted on-street parking throughout the day. A survey was sent to the adjacent property owners and residents and it was found that the majority were in favor of removing the signs and allowing unrestricted parking. The request and survey results were reviewed by the Transportation Committee and it was the consensus to approve the removal of the 2-hour parking signs and allow unrestricted parking.

TCO 584 was proposed by the resident of 526 Barlow St to help ensure that parking is available outside of the residence for unloading groceries and other items into her home. The resident is permanently handicapped and currently has parking available underneath her condo, requiring her to climb stairs to get to the living area of her home. This section of Barlow St has curb and gutter and parking is unrestricted. This request was reviewed by the Transportation Committee and it was the consensus to approve the handicap parking sign outside of 526 Barlow St.

TCO 586 was proposed by residents to allow unrestricted parking throughout the day along Woodland Dr. The parking restriction was put in place at a time when nearby businesses did not provide an appropriate amount of parking and parking for customers and employees was being pushed into the neighborhood. Parking capacity is no longer an issue for businesses in the area and it was the consensus of the Transportation Committee to allow unrestricted parking on Woodland Dr.

TCO 587 was proposed by staff to increase the safety of the intersection of Fern St and Hannah. With the higher traffic volume on Hannah and the number of crashes occurring at the intersection, it was the consensus of the Transportation Committee to convert the existing yield signs on Fern St for Hannah to stop signs.

TCO 588 was proposed by staff, City Police, and residents to accommodate two lanes of traffic on this section of Wadsworth. With parking on both sides of the street, the navigable width of the street is too narrow to accommodate two lanes of traffic (13.5 feet). Especially considering the close proximity to Central Grade School, bus traffic, and emergency access, it was the consensus of the Transportation Committee to prohibit parking on the west side of this section of Wadsworth St.

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

Staff is recommending that TCO 581, 584, 586, 587, and 588 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@traverscitymi.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".

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.

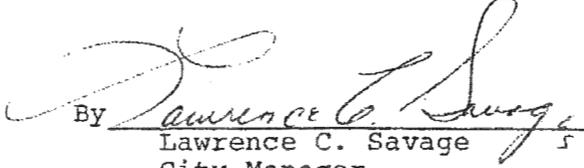
CITY OF TRAVERSE CITY  
MICHIGAN

Jun 3 19, 1975

TRAFFIC CONTROL ORDER NO. 117

Parking restrictions (per the attached list) shall be enforced on the streets designated.

(see attached list)

By   
Lawrence C. Savage  
City Manager

Confirmed by City Commission

7-7-75  
(date)

TRAFFIC CONTROL ORDER NO. 117 - PARKING RESTRICTIONS

1. PARALLEL PARKING ONLY ON THE FOLLOWING DESIGNATED STREETS

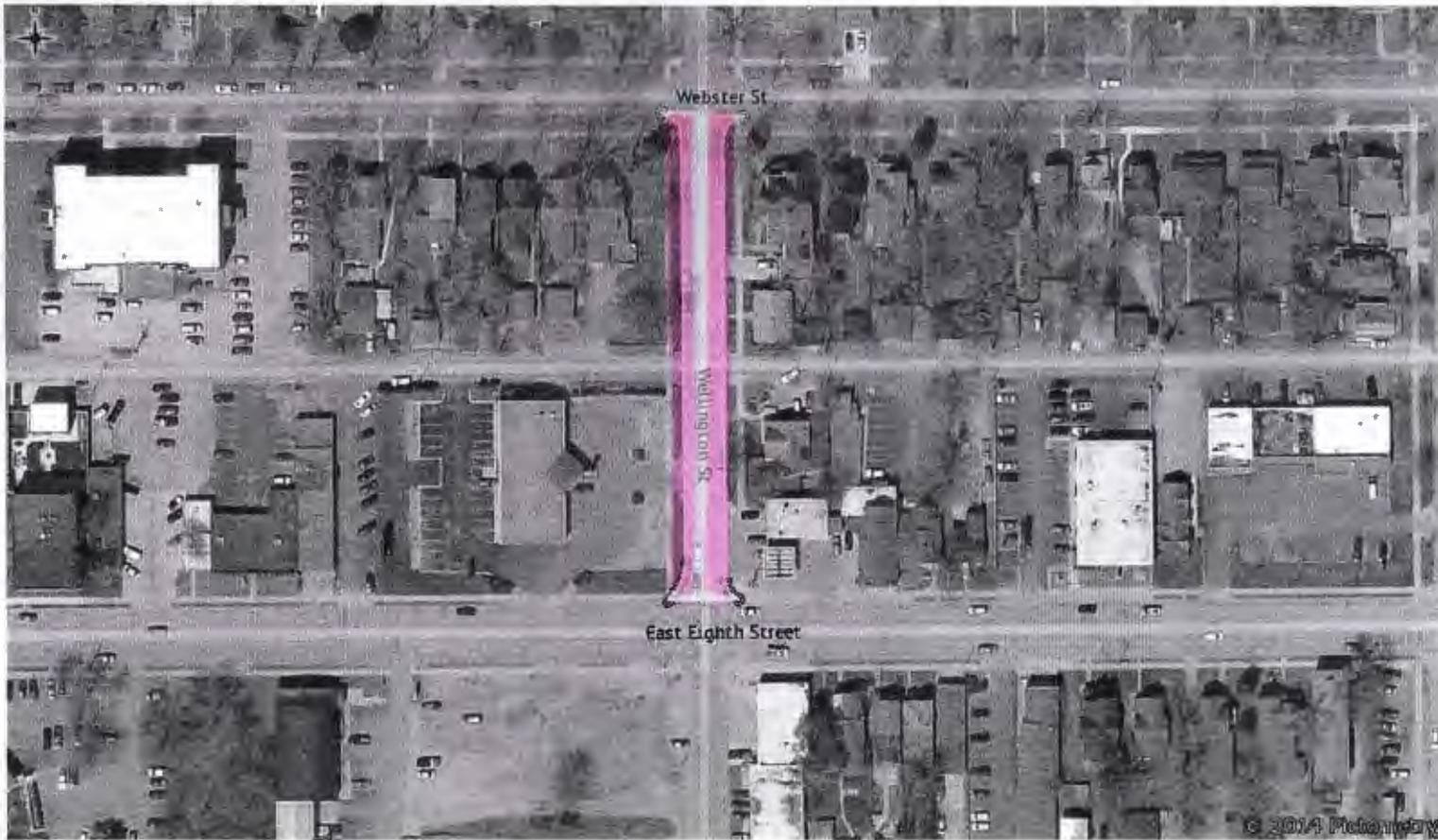
- a. North side of Bay, Division to Maple.
- b. ~~South side of 6th, Brook Street to Red Drive.~~ *Rescinded TCO 28*

2. NO PARKING AT ANY TIME ON THE FOLLOWING DESIGNATED STREETS

- a. ~~North side of 6th, Red Drive to Madison.~~ *Rescinded TCO 284*
- b. ~~South side of 6th, Madison east 300 ft.~~ *Rescinded TCO 284*
- c. North side of 6th, Division to Union.
- d. ~~South side of 6th, Pine to Locust.~~ *Rescinded see TCO #181*
- e. East side of Gillis.
- f. East side of Hall, Front north 300 ft.
- g. East and west side of Court Street.
- h. East side of Oak, 14th to the railroad tracks.
- i. South side of State, Boardman to Wellington.
- j. North side of State, Boardman east 300 ft.
- k. South side of Webster, Boardman to Railroad.
- l. East side of Franklin, alley south of 8th to the railroad depot drive.
- m. East side of Wadsworth, 7th to 8th. *Rescinded see TCO # 211*

3. PARKING PROHIBITIONS ON THE FOLLOWING DESIGNATED STREETS

- a. 15 min. parking 8 a.m. - 6 p.m. south side of Randolph, Division east 200 ft.
- b. 2 hr. parking 9 a.m. - 6 p.m. south side of 11th, Cass to Union.
- c. 2 hr. parking 6 a.m. - 9 p.m. east side of Wellington, Front to State.
- d. 2 hr. parking 6 a.m. - 6 p.m. east side of Wellington, 8th to Webster.
- e. 2 hr. parking 6 a.m. - 6 p.m. west side of Wellington, Webster south to the alley.



## TCO 581 Location Map

**Print Date:** 08/13/2015  
**Image Date:** 05/06/2014  
**Level:** Community

---

The City of Traverse City

Office of the City Manager

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



**TRAFFIC CONTROL ORDER NO.: 584      DATE: June 19, 2015**

The following sign regulating parking shall be installed at the following location:

**“HANDICAP PARKING”**

sign shall be placed outside of 526 Barlow St.

A handwritten signature in black ink, appearing to read "Penny Hill".

\_\_\_\_\_  
Penny Hill, Acting City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Confirmed by the City Commission \_\_\_\_\_



## TCO 584 Location Map

Print Date: 08/14/2015  
Image Date: 05/06/2014  
Level: Community

The City of Traverse City

Office of the City Manager

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



**TRAFFIC CONTROL ORDER NO.: 586**

**DATE: July 21, 2015**

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

**“NO PARKING 6 AM – 6 PM”**

signs on both sides of Woodland Dr.

A handwritten signature in black ink, appearing to read "Martin Colburn".

Martin Colburn  
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 #327 as it relates to parking on this section of Woodland Dr.

The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER  
400 Boardman Avenue  
P.O. Box 592  
Traverse City, Michigan  
49685-0592



CITY OF TRAVERSE CITY  
MICHIGAN

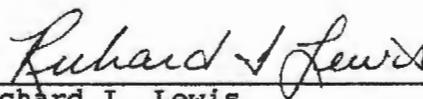
TRAFFIC CONTROL ORDER: 327

DATE: 4-9-92

The following signs regulating parking shall be placed at the following designated locations:

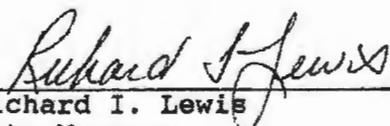
"NO PARKING - 6 A.M. TO 6 P.M."

signs on both sides of the first 505 feet of Woodland Drive south of East 8th Street.

  
\_\_\_\_\_  
Richard I. Lewis  
City Manager

TEMPORARY ORDER TO BE EFFECTIVE IMMEDIATELY FOR 90 DAYS

Re-established for 90 days, effective: July 9, 1992  
(date)

  
\_\_\_\_\_  
Richard I. Lewis  
City Manager

Confirmed by the City Commission: October 19, 1992  
(date)

# Google Maps

## Woodland Dr

### TCO # 586 Location Map



Map data ©2015 Google 200 ft

**Woodland Dr**  
Traverse City, MI 49686

---

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.: 587**

**DATE: July 30, 2015**

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

**“STOP”**

signs on Fern St for Hannah St.

A handwritten signature in black ink, appearing to read 'Martin Colburn', is written over a horizontal line.

Martin Colburn  
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 #9 as it relates to traffic control at Fern and Hannah.

CITY OF TRAVERSE CITY  
MICHIGAN

January 17, 1961

TRAFFIC CONTROL ORDER NO. 9

Install "Yield Right of Way" signs at the intersection of Hannah and Fern Streets so that Hannah will be the through street and all traffic on Fern Street will yield to traffic on Hannah Street.

  
\_\_\_\_\_  
N. G. Damoose  
City Manager

1/17/61

Confirmed by Commission \_\_\_\_\_ January 16, 1961  
date



## TCO 587 Location Map

**Print Date:** 08/14/2015

**Image Date:** 05/06/2014

**Level:** Community

The City of Traverse City  
Office of the City Manager

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

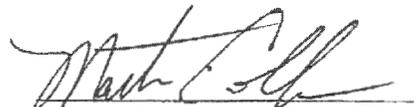


**TRAFFIC CONTROL ORDER NO.: 588      DATE: July 30, 2015**

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

**“NO PARKING”**

signs on the west side of Wadsworth St between Sixth and Seventh St.

  
Martin Colburn  
City Manager

**TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS**

Recommended by the City of Traverse City Transportation Committee on July 29, 2015.

Confirmed by the City Commission \_\_\_\_\_  
(Date)



## TCO 588 Location Map

**Print Date:** 08/14/2015

**Image Date:** 05/06/2014

**Level:** Community



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: PUBLIC SIDEWALK EASEMENT – FIFTH THIRD BANK

Attached is a memo from City Engineer Timothy Lodge requesting the City Commission accept a public sidewalk easement from Fifth Third Bank for property commonly known as 630 W. Fourteenth Street.

As mentioned by Mr. Lodge, this easement is required to extend a City sidewalk on the north side of Fourteenth Street from Maple Street to Division Street.

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

**that the Mayor and City Clerk execute the Public Sidewalk Easement Agreement from Fifth Third Bank to extend a City sidewalk on the north side of Fourteenth Street from Maple Street to Division Street, agreement subject to the approval as to its substance by the Acting City Manager and its form by the City Attorney.**

MC/kez

K:\tcclerk\city commission\deeds and easements\Easement\_Fifth Third Bank\_20151102.doc

copy: Timothy Lodge, City Engineer

---

# Memorandum

The City of Traverse City  
Engineering Department



---

TO: Marty Colburn, City Manager

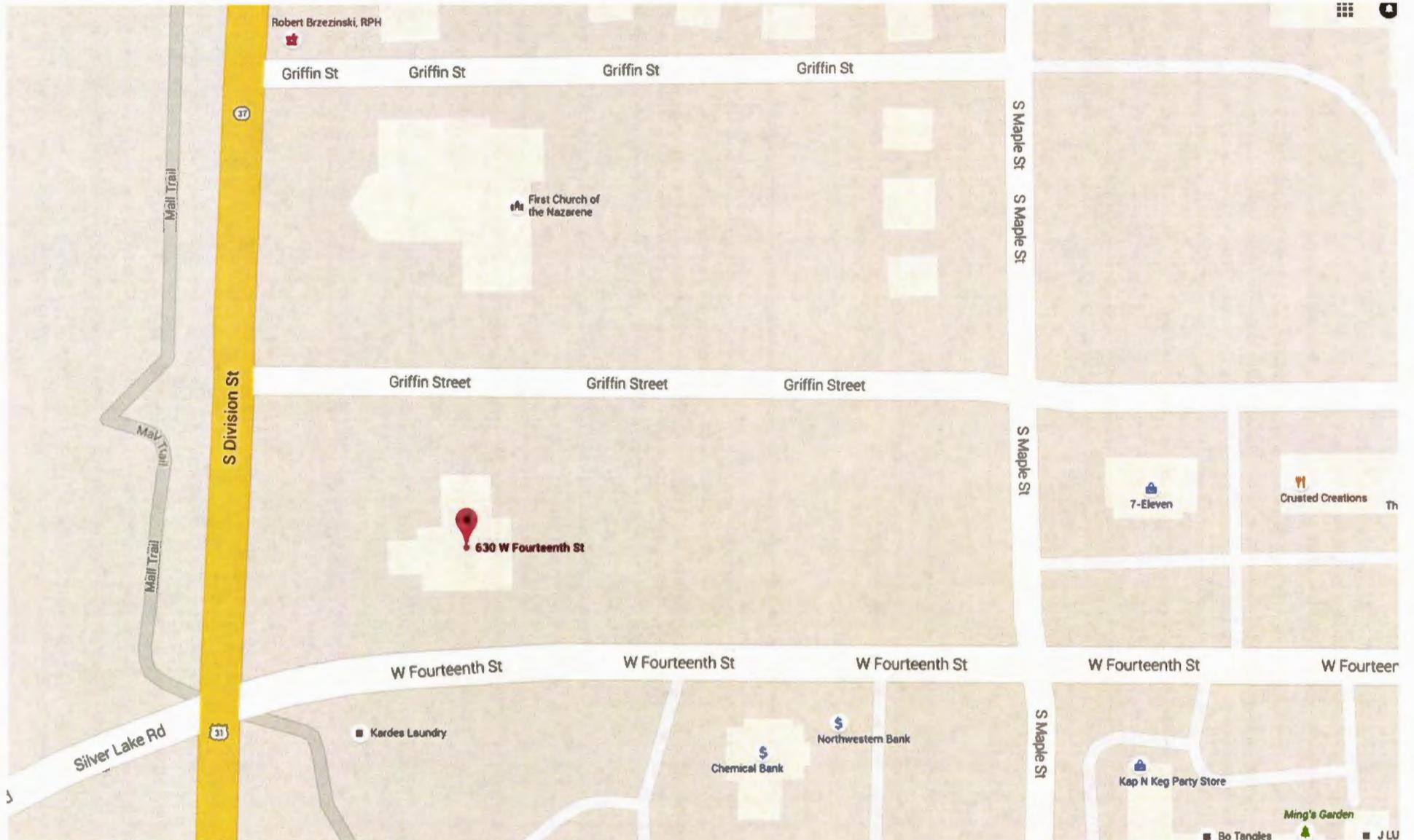
FROM: Timothy J. Lodge, City Engineer 

DATE: October 27, 2015

SUBJECT: Public Sidewalk Easement – Fifth Third Bank

Attached, please find a public sidewalk easement executed by Fifth Third Bank to the City of Traverse City for the property commonly known as 630 W Fourteenth Street. This easement is required to extend a city sidewalk on the north side of Fourteenth Street from Maple Street to Division Street. Please have the City Commission consider action to accept this easement at their next meeting.

↑ N



## PUBLIC SIDEWALK EASEMENT

Grantor, Fifth Third Bank, an Ohio banking corporation, whose address is 1000 Town Center, Suite 1600, Southfield, MI 48075, ("Grantor") grants and conveys to the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan, 49684, (the "City"), its successors and assigns, an easement for public sidewalk purposes over the real estate situated in the City of Traverse City, County of Grand Traverse, State of Michigan, described as (the "Easement Area"):

6 FOOT WIDE EASEMENT FOR SIDEWALK BEING PART BLOCK 10, HANNAH'S FIFTH ADDITION TO TRAVERSE CITY AS RECORDED IN LIBER 3 OF PLATS, ON PAGE 87, PART OF SECTION 10, T27N, R11W, DESCRIBED AS BEGINNING AT THE SE CORNER OF LOT 8 OF BLOCK 10, HANNAH'S FIFTH ADDITION; THENCE SOUTH 00°00'00" EAST ALONG SOUTH LINE OF LOTS 8 THRU 19, 276.22 FEET; THENCE NORTH 66°58'13" WEST, 47.20 FEET TO THE WEST LINE OF LOT 19 OF SAID BLOCK 10; THENCE NORTH 00°26'04" EAST ALONG SAID LOT LINE, 6.50 FEET; THENCE SOUTH 66°58'13" EAST, 48.47 FEET; THENCE SOUTH 00°00'00" EAST, 275 FEET TO THE EAST LINE OF LOT 8 OF SAID BLOCK 10; THENCE SOUTH 00°02'56" EAST, 6.00 FEET ALONG SAID EAST LINE TO SAID POINT OF BEGINNING.

SAID EASEMENT CONTAINS 1,941 SQUARE FEET.

SUBJECT TO MDOT HIGHWAY EASEMENT RECORDED IN LIBER 162, PAGE 431, GRAND TRAVERSE COUNTY RECORDS.

ALSO SUBJECT TO OTHER EASEMENTS OR RESTRICTION OF RECORD.

The easement granted herein is for the purpose of the construction, maintenance and repair of a public sidewalk over the Easement Area and is subject to the following:

1. This easement includes the right to construct a public sidewalk (the "Sidewalk") on the portion of the Easement Area as depicted on **Attachment A**.
2. The right herein granted shall include the right to excavate and to install, repair, maintain and improve the Sidewalk placed upon said Easement Area.
3. Consideration for this easement is \$ 1.00 the adequacy and receipt of which is hereby acknowledged.

4. City shall be responsible for the maintenance, repair and replacement of the Sidewalk, including snow removal, at its sole cost and expense. Maintenance, repair and replacement of the Sidewalk and snow removal shall be completed at the City's discretion according to its ordinary practices so as to keep the Sidewalk in good, safe condition. City shall coordinate its construction, maintenance, and repair activities so as not to unreasonably interrupt other utility services now or hereafter located within the Easement Area or Grantor's business on Grantor's property adjacent to the Easement Area ("Grantor's Property"). City shall not use Grantor's Property for the storage of materials or the staging of construction.

5. As part of the consideration for the granting of this easement, the City, upon completion of any construction, maintenance, or repair activities hereunder, City shall promptly restore Grantor's Property as near as reasonably possible to its original condition (including backfilling, compacting and grading all soils, and replacement of grass) after such activities.

6. Nothing in this easement shall prohibit or restrict Grantor's right to use the ground under the Sidewalk to tie into utilities or place underground electrical wires, sprinkling systems, or other uses; provided that such underground use does not interfere with the public use of the Sidewalk and that the Grantor restores the surface of the Sidewalk to its condition prior to Grantor's work.

The easement described herein is in gross for the benefit of the public and may be assigned or transferred in whole or in part to another public entity.

Executed this 20th day of July, 2015.

*[Remainder of Page Intentionally Blank]*

GRANTOR(S):

Fifth Third Bank, an Ohio banking corporation

Jeffery Wagner

Vice President



Bradley M. Newman

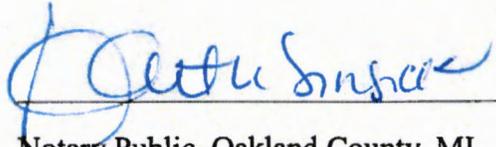
Vice President

STATE OF MICHIGAN )

COUNTY OF OAKLAND )

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of July, 2015, by Jeffrey Wagner and Bradley M. Newman, each a Vice President of Fifth Third Bank, an Ohio banking corporation, on behalf of the corporation.

FAITH BIMBICK  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES May 2 2020  
ACTING IN COUNTY OF Oakland



Notary Public, Oakland County, MI

My Commission Expires: May 2, 2020

Acting in Oakland County, MI

CITY:

CITY OF TRAVERSE CITY, a Michigan  
municipal corporation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF MICHIGAN )

COUNTY OF GRAND TRAVERSE )

The foregoing instrument was acknowledged before me this \_\_\_ day of July, 2015, by  
\_\_\_\_\_, \_\_\_\_\_ of CITY OF  
TRAVERSE CITY, a Michigan municipal corporation, on behalf of the corporation.

\_\_\_\_\_

Notary Public, Grand Traverse County, MI

My Commission Expires: \_\_\_\_\_

Acting in Grand Traverse County, MI

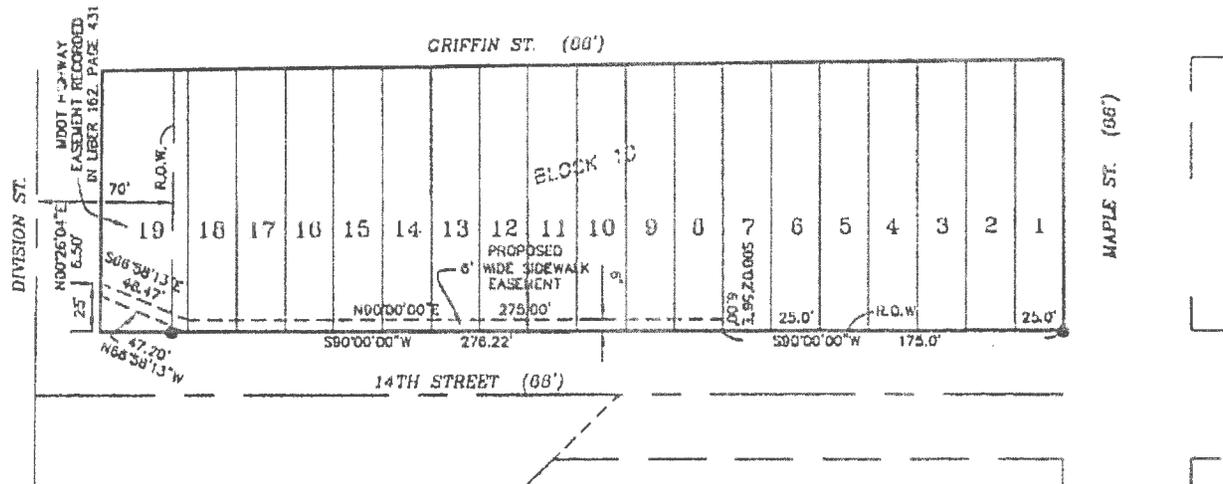
This instrument drafted by:

Timothy Lodge, City Engineer  
400 Boardman Avenue  
Traverse City, MI 49684

When recorded return to:

Benjamin Marentette, City Clerk  
400 Boardman Avenue  
Traverse City, MI 49684

**ATTACHMENT A  
6' WIDE SIDEWALK EASEMENT**



A PARCEL OF LAND SITUATED IN THE CITY OF TRAVERSE CITY, COUNTY OF MICHIGAN, STATE OF MICHIGAN, DESCRIBED AS FOLLOWS:

6 FOOT WDC EASEMENT FOR SIDEWALK BEING PART BLOCK 10, HANNAH'S FIFTH ADDITION TO TRAVERSE CITY AS RECORDED IN LIBER 3 OF PLATS, ON PAGE 87, PART OF SECTION 10, T27N, R11W, DESCRIBED AS BEGINNING AT THE SE CORNER OF LOT 8 OF BLOCK 10, HANNAH'S FIFTH ADDITION; THENCE SOUTH 00°00'00" EAST ALONG SOUTH LINE OF LOTS 8 THRU 19, 276.22 FEET; THENCE NORTH 00°58'13" WEST, 47.20 FEET TO THE WEST LINE OF LOT 19 OF SAID BLOCK 10; THENCE NORTH 00°26'04" EAST ALONG SAID LOT LINE, 0.50 FEET; THENCE SOUTH EAST, 48.47 FEET; THENCE SOUTH 00°00'00" EAST, 275 FEET TO THE EAST LINE OF LOT 8 OF SAID BLOCK 10; THENCE SOUTH 00°02'56" EAST, 6.00 FEET ALONG SAID EAST LINE TO SAID POINT OF BEGINNING.

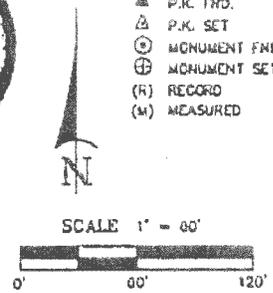
SAID EASEMENT CONTAINS 1,841 SQUARE FEET.

SUBJECT TO MDTT HIGHWAY EASEMENT RECORDED IN LIBER 162, PAGE 431, GRAND TRAVERSE COUNTY RECORDS.

ALSO SUBJECT TO OTHER EASEMENTS OR RESTRICTIONS OF RECORD.



5/26/2015



- LEGEND**
- IRON FND
  - IRON SET
  - ▲ P.K. FND.
  - △ P.K. SET
  - ⊙ MONUMENT FND.
  - ⊕ MONUMENT SET
  - (R) RECORD
  - (M) MEASURED

|  |  |         |         |
|--|--|---------|---------|
| CLIENT: CITY OF TRAVERSE CITY  | DATE: 5/23/15  | DW: RJK | 14-0086 |
| LEADING SURVEYING, LLC<br>614 CANTON SQUARE DEL. ST<br>TRAVERSE CITY, MI 49781<br>PHONE: (231) 942-5013 OR<br>(231) 342-9832 | PROJECT: 1   | DR: RJK | 1       |
|  | DESCRIPTION: PART OF THE XX 1/4 SECTION X, T27N, R11W, GRAND TRAVERSE COUNTY, MICHIGAN |         |         |



The City of Traverse City

## Communication to the City Commission

---

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

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

SUBJECT: PROPOSED POLICY FOR INVENTORY, USE AND DISPOSITION  
OF CITY-OWNED PROPERTY

Attached you will find the proposed Policy for Inventory, Use and Disposition of City-Owned Property. By consensus of the City Commission at its October 5, 2015 Regular City Commission Meeting, the Ad Hoc Committee members have met and further fine-tuned the policy.

The redlined items in the attached policy reflect only the changes made to the version distributed for the October 5, 2015 meeting.

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

**that the Policy for Inventory, Use and Disposition of City-Owned Property, as recommended by the Carnegie Building/City Assets Ad Hoc Committee, be adopted.**

MC/kez

K:/tcclerk/City Commission/Policies/Policy for Inventory and Disposal of City Property\_20151102.doc



---

**POLICY FOR INVENTORY, USE, AND DISPOSAL OF  
CITY-OWNED PROPERTY**

08/11/2015-10/26/2015

**I. MISSION:**

City-owned real property should be necessary for the functioning of City Government, in that it enables that government to serve the collective needs of the public. If City-owned property is not necessary for the functioning of City Government, it should serve a public purpose.

**II. INTENT AND PURPOSE:**

To coordinate asset management across multiple citywide uses that sustainably meets the needs of the community.

To implement long term needs and recommendations of approved Planning documents (Master Plan, Bayfront Plan, Corridor Plan, Parks & Recreation Plan, etc.)

To provide a consistent approach and decision making process for the City's management of its assets.

**III. HIERARCHY OF USES OF CITY PROPERTY:**

The best possible use for surplus or under-utilized city-owned property is achieved by evaluating options for their economic, social, and environmental public benefit. This is achieved by evaluating against a prioritization of needs that fall within the overarching responsibility of protecting and improving "public health, safety, and welfare".

1. Necessary for the functioning of City Government, such as:
  - a) Emergency Services and Public Safety use – police, fire, medical response
  - b) General government use – Operations (City Clerk, City Treasurer, etc.), meeting rooms, areas reserved for necessary direct public interaction
  - c) General government use – Public Infrastructure (water, sewer, storm, streets, etc.)
  - d) General governmental use - Public Services (workshops, garages, warehouses, storage yards, etc.)
  
2. Property that serves a public purpose (administered by government), such as:
  - a) Transportation facilities – streets, sidewalks, trails
  - b) Parks/Recreational facilities
  - c) Parking facilities
  - d) Historic and cultural sites & facilities
  - e) Environmentally sensitive areas (steep slopes, riverbanks, wetlands, coastline)
  
3. Property that serves a public purpose or goal (administered by others – usually a non-profit organization), such as:
  - a) Historic and cultural sites & facilities

- b) Recreational programming
  - c) Property Repurposed by others
  - d) Facilities serving basic human needs
4. Property that could serve a non-public purpose, such as:
- a) Property available for redevelopment that could serve a public goal
  - b) Property available for redevelopment that could be sold for private use

#### IV. GOALS FOR PROPERTY DEEMED SURPLUS OR EXPENDABLE:

**Any property deemed surplus shall be offered for disposal (sale, lease, or other arrangement) for fair value utilizing the public bid process.**

1. If city-owned property is deemed surplus, the first choice for disposal should serve a public purpose, such as
  - Other governmental unit purposes (i.e., County, Townships, **Schools**), an affordable housing program, or use by a non-profit for a public or quasi-public purpose.
2. If a public purpose is not feasible or suitable for a subject property, then the property should be sold for a market use.
- 2.3. In the instance of a sale, **if the City Commission determines that the** proceeds of the sale **should all** be designated **by the City Commission** for a specific purpose, **then it shall be so noted in the motion authorizing the sale.**

Consideration of property transfer would be after a thorough vetting and administrative analysis of the City's needs for the property. If no such need (current or future) exists, then a disposition scenario should be activated.

#### V. PORTFOLIO PLAN:

A Portfolio Plan shall be maintained for all City-owned property. Each portfolio shall include the following information.

1. **Classification**-Each property shall be classified as
  - a) Governmental: Necessary for the function of City government or to meet City Charter requirements (for example: fire, administrative offices, parkland, service yards)
  - b) Public Purpose- Administered by City: Used to provide service directly to the public (for example: Carnegie Building, Parks, Marina).
  - c) Public Purpose- Administered by Others: Used to provide service directly to the public and/or would otherwise require investment of City resources (for example: Senior Center, **Clinch Park Concessions, Hickory Hills Concessions**, Opera House, Bijou).
  - d) Investment: Purchased as part of strategic or master plan for future development (for example: trail, park, right of way).
  - e) Surplus: Properties no longer in use for their originally intended purpose that are vacant or have been declared surplus.
2. **Condition**-Scaled as follows:

- Excellent – in “like new” condition and/or high quality materials used
- Good – no remedial work is required
- Average – system is aging, but building services are functional and no remedial work is required
- Fair – system is aging and/or minor remedial work is required
- Poor – replacement or major remedial work is required

The most recent real estate appraisal of the property will be included, if available.

**Status**-Additional detail pertinent to any use of the property. This should include

- a) Current zoning and property type
- b) Lease status
- c) Leasehold conditions and/or deed restrictions, park land, charter restrictions or other policy restrictions
- d) Details of any financial arrangements such as funding/construction agreements, management agreements, etc.
- e) Details of any known environmental conditions/concerns, such as wetlands, environmental contamination, sensitive shoreline, protected habitat, etc.
- f) Details of any known historical significance

**Public/Private Partnership**-this includes properties that may be physically and/or financially difficult to (re)develop, but that have been identified as important for overall community improvement. A public/private partnership may provide additional financial resources and/or alternatives for (re)development.

**Not-for-Profit Plan**-This includes any properties leased to a non-profit. This should include

- a) Value of property and type of contract (lease, management agreement)
- b) Any services provided by the City as part of the lease agreement (Maintenance, parking patrol, utilities)
- c) Summary of business case for each agreement

**APPENDIX A**  
**ADMINISTRATIVE GUIDELINES:**

When a request for proposal is received or inquiry made, the interested party shall be directed to the City Manager. The City Manager will utilize the Portfolio Plan to refer the inquiry as appropriate.

The status of the property shall direct next steps in the process. The applicant will also be made aware of the potential steps in the process that should be addressed in the proposal. This may or may not include items such as zoning/ordinance requirements, financial statements, bidding process, and contract requirements (bonds, insurance, professional services required for engineer, architect, Contractor).

Based on portfolio plan the following questions will be addressed. This may or may not include expanded opportunities for targeted Public Engagement.

**Need-**

Does the program address a substantiated community need?

Does the program have the potential to provide community benefit?

Does the program address an unmet community need?

Are similar services currently provided?

**Community Support/Partners-**

Does the program have the support of actual/potential community partners?

**Organizational Documents-**

Does the program meet City Charter requirements?

Will the program advance the City's Master Plan? Related planning documents?

Does the program meet the City's mission, vision, strategic plan?

**Organizational Capacity-**

Does the City have the human and material resources to deliver the program?

How will the program affect the City's financial position?

If pursued, how will other activities or priorities be affected?

All submitted proposals shall be fully vetted by the appropriate City Committee or City Staff before any presentation to the City Commission. This information will be provided to the Commission at the time of the presentation. Additional consideration that may be addressed in deliberations by the Committee/Commission should include:

What is the best public benefit this property can provide our citizens?

Does the proposed use

Are there competing public benefits?

Provide public access?

Leverage public and/or private funding?

Provide quantifiable economic impact? Public benefit?

Provide a financially stable model?

<sup>i</sup>Require additional public funding or subsidy?

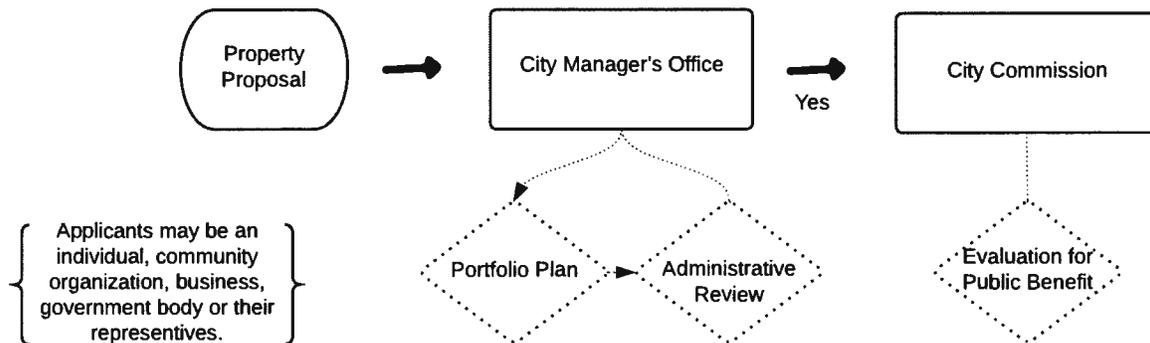
---

<sup>i</sup> See also City Commission Policies: Infrastructure Strategy Policy and Park Protection Policy

---

## APPENDIX B

### Process for Disposition of City Assets (Land)



I certify that the above policy was adopted by the City Commission of the City of Traverse City at its regular meeting of November 2, 2015, held 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 NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: TRAVERSE CITY LIGHT AND POWER COAL DOCK PROPERTY

Rotary Camps and Services are offering to purchase the coal dock properties currently owned by Traverse City Light and Power. We provided you with a copy of the appraisal with the October 19, 2015, packet materials – if you need another copy, please let the City Clerk or me know.

This consists of three parcels along West Bay, located within Elmwood Township. Rotary Charities' intent, as stated, is to purchase the properties for the use and support of the Discovery Center-Great Lakes, Rotary Camps & Services, the Great Lakes Children's Museum, the Maritime Heritage Alliance, the Watershed Center Grand Traverse Bay and Traverse Area Community Sailing. Other benefits to this negotiated agreement are: (1) assignment of all existing leases pertaining to the three parcels, including Maritime Heritage Alliance, Traverse Tall Ship Company, and any associated bottomlands leases; (2) the former coal dock parcel will be made available to the public, consistent with the reasonable operation of the property; and (3) inclusion of use restrictions that preserve our community's deepwater port for future community benefit, including designating an area for temporary unloading, staging, and transport of materials where Rotary will not add buildings or landscape features that would interfere with such use.

The offer of purchase is \$1 Million. They are also conducting an environmental assessment prior to acquisition. This is typically necessary to exempt future property owners from environmental liability from preexisting contamination. If there has been release of contamination, the purchasers must complete a baseline environmental assessment. If contamination is identified, further environmental analysis is necessary. The full series of environmental assessment are Phase 1, Phase 2, and a Baseline Environmental Assessment (BEA). The BEA must be substantially completed within 45 days of ownership and submitted to the MDEQ within 6 months. The BEA component provides an exemption for environmental liability from preexisting contamination. If there is contamination, a Due Care Plan is prescribed,

which defines the necessary actions to be taken.

Rotary Charities has agreed to cover the costs of these environmental tests to include the City, if necessary, while transferring property ownership. If property ownership is transferred from TCL&P to the City, and the environmentals are conducted during this period, there is a very short period for the City holding the properties, and little additional costs in regard to the environmental assessment. I've consulted with Otwell Mawby and they have affirmed this process. Marsha Smith of Rotary Charities has agreed that Rotary Charities will pick up these costs.

On April 8, 2014, the Traverse City Light and Power Board adopted the attached resolution which certified the properties as unnecessary for the utility's use, which is required by the City Charter. The resolution also authorized the Executive Director to execute a Quit Claim Deed conveying this property to the City for \$1.00.

The City Commission has not yet certified the property as unnecessary for the utility's use, which is also required by the City Charter; and the City Commission has also not yet accepted the conveyance of the properties.

Acceptance of the properties from Traverse City Light and Power rather than having Traverse City Light and Power convey the properties to Rotary Camps and Services, will require negligible environmental tests, if any.

I recommend the following actions by the City Commission, which are reflected in my proposed motion below:

- 1.) Certify the properties as unnecessary for Traverse City Light and Power Use
- 2.) Accept the conveyance of the property to the City
- 3.) Assignment of all existing leases pertaining to the properties, including Maritime Heritage Alliance, Traverse Tall Ship Company and associated bottomlands
- 4.) Authorize a conveyance of the properties to Rotary Camps and Services for a purchase price of \$1 million, with \$50,000 earnest money provided to the City, pending environmental investigations and reports with *deed restrictions*. Please note that the following summarizes the general essence of the deed restrictions. Formal, legal language is being developed

between the City Attorney and Rotary's legal counsel.

General summary of deed restrictions:

- A) That the property shall, at all times be used primarily as a location for collaborative water related educational facilities or facilities committed to the promotion of historic preservation, the importance of environmental stewardship or the joy of discovery, and the pleasure of water-based recreation. Other compatible subordinate uses shall be permitted in order to support and sustain the principal use.
  - B) Preserve the port for future community benefit, including the designation of an area for temporary unloading, staging and transport of materials where Rotary will not add buildings or landscape features that would interfere with such use
  - C) The coal dock parcel will be made available to the public, consistent with the reasonable operation of the property
- 5.) Direct that the \$1 million in proceeds be distributed as directed by the City Commission at a future date

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

**that the City Commission certifies the Traverse City Light and Power Coal Dock properties as not necessary for the operation of the Light and Power Department, as required by the City Charter; and**

**that the City Commission accepts the conveyance of the Coal Dock properties from Traverse City Light and Power as described in the Quit Claim Deed included with the packet materials for the November 2, 2015, Regular Meeting; and further**

**that the Mayor and City Clerk execute all necessary documents to convey the Coal Dock properties described in the Quit Claim Deed included with the packet materials for the November 2, 2015, Regular Meeting to Rotary Camps and Services for consideration in the amount of one million dollars (\$1,000,000), including the associated bottomlands leases, with the appropriate documents, including a Quit Claim Deed to contain restrictions as outlined in the City**

**Manager's October 29, 2015, communication, with the appropriate documents to be subject to approval as to their substance by the City Manager and their form by the City Attorney; and further**

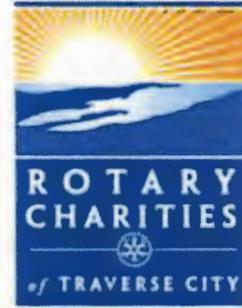
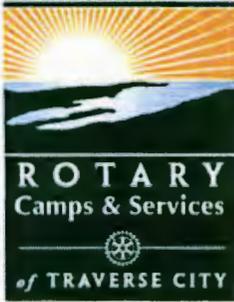
**that the Mayor and City Clerk execute any necessary documents to assign the current leases, such documents subject to approval as to their substance by the City Manager and their form by the City Attorney; and finally,**

**that the proceeds be distributed as directed by official action of the City Commission at a future date.**

MC/bcm

k:\tcclerk\city commission\agreements\coal dock property rotary\_20151102

copy: Tim Arends, Traverse City Light and Power Executive Director  
Marsha Smith, Rotary Camps and Services Executive Director  
Karla Myers-Beman, Traverse City Light and Power Controller



October 28, 2015  
Michael Estes, Mayor  
City of Traverse City  
400 Boardman Avenue  
Traverse City, MI 49684

Re: Supplement to Letter of Intent submitted to Traverse City Light & Power on July 28, 2015 for the purchase of the surplus coal dock properties for use as a public educational and recreational waterfront.

Dear Mayor Estes and Commissioners:

At the October 19, 2015 meeting of the City Commission representatives of Rotary Camps & Services made a presentation outlining our offer to purchase the former coal dock properties for \$1million. As we stated, we believe our proposal is a "win" for everyone; a new public space will be opened for the community, public coffers will be enriched by a million dollars and an underutilized resource will be transformed into a community asset at no cost to the tax payers.

In response to questions raised by Commissioners that evening we are forwarding the attached document which provides more detail about the proposed restrictions which include:

- Restricted uses only for education, historic preservation, environmental stewardship and recreation.
- A no-build zone on the north half of the dock to guarantee potential deepwater access
- Access to the public following general park guidelines (dawn to dusk, spring-fall) with limitations only for safety or security issues for boat owners.

As previously stated, Rotary Camps & Services commits to: conducting necessary environmental assessment studies and if necessary, creating a Due Care Plan; making safety modifications (life rings, ladders, etc); creating a pedestrian crossing connecting to rest rooms and other amenities at Greilickville Harbor Park; removing existing barbed wire fencing; and providing public access, all at our expense within 6 months of receiving a clean title to the property.

We believe the public benefit of providing these facilities and placing permanent restrictions on the use of the property makes our offer of \$1million a fair and equitable proposition for the citizens of Traverse City. Perhaps more importantly, we believe that the acquisition of these parcels and their dedicated public use into perpetuity will help build connections, stewardship and protection of Traverse City's greatest asset- Grand Traverse Bay.

The Board of Rotary Camps & Services looks forward to working with the City, our Discovery Center Partners and Elmwood Township officials to create an asset that will be valued for generations.

Sincerely,

Marsha Smith  
Executive Director  
Rotary Camps & Services  
Rotary Charities

202 E. Grand View Parkway, Suite 200 Traverse City, Michigan 49684

October 28, 2015

**Rotary Camps & Services  
Proposed Annotated  
Deed Restrictions for the Coal Dock Properties**

**Restriction #1 – Educational Use**

That the property shall, at all times be used primarily as a location for collaborative water-related educational facilities or facilities committed to the promotion of historic preservation, the importance of environmental stewardship or the joy of discovery, and the pleasure of water-based recreation. Other compatible subordinate uses shall be permitted in order to support and sustain the principal use.

*This provision is exactly the same as the provision that Mike Dow imposed on the Discovery Center parcels during his transfer to Rotary Camps & Services (Rotary). It requires that the property be used for primarily educational (not commercial) purposes. This is where the highest and best use of the property as a boutique hotel, condominium, or office complex is eliminated.*

*It also allows for compatible subordinate uses consistent with the deed restrictions. An obvious example of a current compatible use is the Traverse Tall Ship Company's use of the Discovery Center properties as home for its ticket booth and passenger parking. Potential future compatible subordinate uses of the former coal dock could include a continuation of charters on the schooner Manitou, small-boat rentals or charters, or concessions.*

**Restriction #2 – Deepwater Access**

The north half of the dock shall be available and readily accessible from water on the east and north sides and by vehicle from the causeway for public wharves, landings, harbors, docks, and terminal facilities on a short-term temporary basis. Usage of these areas shall be consistent with any bottomlands leases granted by the State of Michigan. No above grade permanent structures shall be built in this area without the express written permission of the City Manager of the City of Traverse City.

*This provision preserves our community's deepwater port for future community benefit, including the designation of an area for temporary unloading, staging and transport of materials on where Rotary will not add buildings or landscape features that would interfere with staging construction materials or other commodities that might need to be off-loaded, stored or staged from the former coal dock.*

*It is worth noting that this provision has been something that TCLP has requested (required) from our very earliest discussions. While we appreciate the value of retaining a deepwater access port to our community, we would be happy to proceed without an actual deed restriction. It creates an obvious diminution of value by creating a no-build zone on one-half of the former coal dock.*

*The former coal dock is currently used annually for staging the Traverse City fireworks for the Fourth of July and Saturday night of Cherry Festival. Sheet piling was off-loaded from trucks, staged on the former coal dock, and transferred to NMC's Great Lakes campus by barge during their harbor expansion in 2013-2014. The City of Traverse City might require a similar service if it ever needs to do major repairs on the Open Space or repairs/expansion to its marina. Finally, the dock was considered for the delivery of aggregate for the roadbed*

October 28, 2015

*replacement of US-31 N last summer. This potential use never materialized. Other potential uses may include bulk cargo, such as rip-rap or big boulders for shoreline stabilization, wind turbines, large manufacturing equipment, etc.)*

*Note that by the terms of this restriction Rotary is not agreeing to maintain the port in perpetuity. It is agreeing to keep one-half of the surface of the former coal dock open and available, for as long as the dock exists. If major repair or maintenance work is needed (dredging the port, rebuilding the dock, etc.), then Rotary will have the option to make the decision, in its sole discretion, whether to pursue those options or not. Similarly, if the Lake Michigan water level falls below a depth that allows for the port's usability, Rotary shall have no obligation to dredge or take other extraordinary measures to maintain it. Finally as a practical matter, Rotary will not be able accept the transfer or storage of any regulated substances that might negate its statutory protection from environmental liability or otherwise violate the environmental Due Care Plan. The most obvious example is that coal will no longer be able to be delivered there.*

### **Restriction #3 – Open to the Public**

The dock shall be open and available to the public, consistent with the reasonable operation of the property. Nothing in this transfer or in this provision is intended to create a park by either express or implied dedication

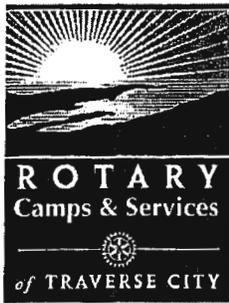
*The provision has raised several questions— How? When? For how long? The exact answers to these questions have not been determined by Rotary or its partners at this time. We anticipate that, as a matter of general practice, the dock parcel will be open dawn to dusk from spring until fall.*

*Unlike the Open Space, the dock is home to several valuable replicas of historic vessels and it is hoped that more will eventually be berthed there. This poses safety issues for the public and security issues for the boat owners.*

*If the transfer closes this winter, it is anticipated that the gates to the dock will be opened next spring, after escape ladders have been installed on the face of the sheet piling, throw rings have been distributed around the perimeter, and other appropriate safety measures have been taken.*

*However, the dock will not be open for unfettered access 24/7. When the fireworks barge is berthed there in early July, we will have to close the dock for the safety of the public. The Traverse Tall Ship Company operates a bed and breakfast on the schooner Manitou during the summer. Nighttime use of the dock by the public is incompatible with that operation. Further, it is unlikely that winter use by the public will be permitted, at least at the outset.*

*Rotary will develop and refine its operational plan for the dock as partner programming for the site is developed. It will be reasonable and serve the public interest and the community's greater good. Rotary is not spending one million dollars (\$1,000,000) to purchase the former coal properties to keep them under lock and key.*



## MEMORANDUM

**Date:** September 22, 2015  
**To:** Marty Colburn, City Manager  
**From:** Marsha Smith, Executive Director  
**Re:** Joint Study Session

On behalf of the board of directors of Rotary Camps & Services, I am pleased to forward materials for the joint study session of the Traverse City Commission and the Board of Traverse City Light & Power on Monday, September 28, 2015.

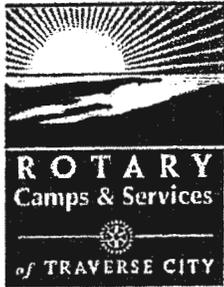
Attached you will find:

1. Letter of Intent, dated July 28, 2015
2. Why Rotary?
3. Key Points for the Offer to Purchase TCLP's Coal Property
4. Letters of Support
  - a. Maritime Heritage Alliance, dated August 20, 2015
  - b. The Watershed Center – Grand Traverse Bay, dated August 21, 2015
  - c. Traverse Area Community Sailing, undated
  - d. Great Lakes Children's Museum, dated August 21 2015
  - e. Inland Seas Education Association, dated August 21, 2015

The Rotary Discovery Center Harbor Committee has also prepared a 15 minute presentation that details our intentions for the former coal dock properties. We believe our proposal is a "win" for everyone; a new public space is opened for the community, public coffers are enriched by a million dollars and an underutilized resource is converted into a community asset at no cost to the tax payers.

We look forward to meeting with commissioners to discuss our proposal and address any questions or concerns.

A handwritten signature in cursive script that reads "Marsha Smith".



July 28, 2015

*Via Email*

Tim Arends, Executive Director  
Traverse City Light & Power  
% W. Peter Doren  
310 W. Front St., #300  
Traverse City, MI 49684

Re: Letter of Intent for Purchase of Surplus Coal Properties  
for Use as a Public Educational & Recreational Waterfront

**Confidential Draft**

Dear Tim:

On behalf of Rotary Camps & Services and Rotary Charities of Traverse City, I am honored to present you with an opportunity to join with us in converting what is now a nonperforming asset into another crown jewel on West Grand Traverse Bay. Traverse City Light & Power was responsible for the creation of the first Open Space in Traverse City and now by working together on a mutually acceptable arrangement we can create the second Open Space for the citizens of our region.

Here are the proposed terms of Rotary Camp & Services' (Rotary) offer to purchase TCLP's three surplus coal parcels in Elmwood Township, including the former coal dock, M-22 frontage, and the former coal storage lot on the west side of M-22. The general terms are:

1. A purchase price of one million dollars (\$1,000,000), including all closing costs.
2. Assignment of all existing leases pertaining to the three parcels, including Maritime Heritage Alliance, Traverse Tall Ship Company, and any associated bottomlands leases.
3. The former coal dock parcel will be made available to the public, consistent with the reasonable operation of the property.
4. Inclusion of use restrictions similar to those placed on the Discovery Center's two existing parcels:

Shall at all times be used . . . principally as a location for a collaborative water related educational facility or facilities committed to the promotion of historic preservation, the importance of environmental stewardship, the joy of discovery, and the pleasure of water-based recreation. Other compatible subordinate uses shall be permitted in order to support and sustain the principal use.

5. Inclusion of use restrictions that preserve our community's deepwater port for future community benefit, including designating an area for temporary unloading, staging, and transport of materials where Rotary will not add buildings or landscape features that would interfere with such use.
6. The successful completion, at our cost, of the environmental studies and reports needed to protect Rotary from potential environmental liability (Phase II Investigation, Baseline Environmental Assessment, and Due Care Plan).
7. TCLP will provide an ALTA Standard Owners' Policy of Insurance in the amount of the purchase price and a warranty deed.
8. TCLP will provide an ALTA survey, with the corners staked.
9. The final documents will need to be approved as to content by Rotary Camps & Services Board, and as to form by Rotary's attorneys.

Upon completion and approval of the agreed upon purchase documents, Rotary Camps & Services will provide TCLP with a fifty thousand dollar (\$50,000) earnest money deposit, pending the completion of our environmental investigations and reports.

We look forward to working out the details on how to best preserve our community's deepwater port. The final arrangements need to be flexible enough to accommodate everyone's interests, as well as provide for a practical and workable process for scheduling the uses of the port.

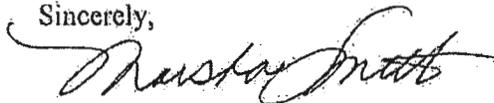
We are eager to close this transaction. However, our legal counsel has insisted that all environmental investigations and reports be completed before closing. We propose that after all the necessary TCLP Board and City Commission actions have been taken, the documents are prepared and held in escrow until our environmental reports are completed.

To the extent possible, we would also like to work with you to change both the Discovery Center and the former coal properties to become TCLP customers. Again, we do not see this as a condition of the sale, but rather something that we would like to work toward with you in the spirit of goodwill.

It is our hope that TCLP would consider increasing the impact of this transaction even more by re-investing a significant amount of the proceeds from this sale into other projects along the West Bay waterfront that will be beneficial to the City and our community.

Thank you for considering this offer. We believe this will be another significant step forward in creating a world-class community waterfront from the Senior Center to Cherry Bend Road.

Sincerely,



Marsha Smith, Executive Director  
Rotary Camps & Services  
Rotary Charities of Traverse City



## Why Rotary?

The following items explain why the combined Rotary organizations would be a responsible and community-minded steward of the former coal dock properties in Greilickville. It also demonstrates Rotary's capacity to hold and manage the property as well as its continuing support of the City and the community.

1. The Rotary Club of Traverse City has been serving the residents of our region with dedicated and broad-ranging community service for more than 90 years—since 1920.
2. Rotary Camps & Services is the land-holding arm of the Rotary Club of Traverse City and stewards over 1,700 acres in Grand Traverse County, as well as the nine acres in Leelanau County that makes up the Discovery Center.
3. In addition to the Discovery Center, Camps & Services holdings include the Camp Greilick Boy Scout Camp, the Sakakawea Girl Scout Camp, and over 560 acres of public forest land known as the East Creek Reserve, managed by the Grand Traverse Conservation District, with a conservation easement administered by the Grand Traverse Regional Land Conservancy.
4. The Rotary Club of Traverse City also created a major foundation in the mid-70s called Rotary Charities.
5. Since its creation, Rotary Charities has distributed more than \$58 million in more than 1000 grants to local governments, education organizations, and non-profits in Grand Traverse, Leelanau, Benzie, Kalkaska and Antrim Counties.
6. Rotary Charities has provided the following important support to our community:
  - A. More than \$11.8 million in major grants (\$100,000 or more) to significant projects in our community (see Appendix I).
  - B. More than \$1.5 million in grants, to the City of Traverse City since 1982 (see Appendix II).
  - C. More than \$2.1 million in combined grants, to the City of Traverse City, Grand Traverse County, and Elmwood Township since 1980 (see Appendix II).

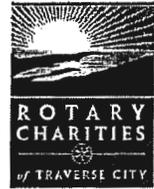
Rotary is a stable, well-funded, and long-running organization with a solid history of working for the greater good of Traverse City and the Grand Traverse Region.

**Rotary Charities Grants to  
Traverse City, GT County & Elmwood Township**

| Date               | City of TC         | GT County        | Elmwood         | Project Name   |
|--------------------|--------------------|------------------|-----------------|--|
| 10/03/80           |                    | \$150,000        |                 | Twin Lakes Improvements  |
| 11/10/82           | \$43,750           |                  |                 | DDA - Boardman Riverwalk Program                               |
| 03/07/83           | \$60,000           |                  |                 | Waterfront Property Purchase                                   |
| 11/02/84           | \$50,000           |                  |                 | City Opera House - Renovation                                  |
| 11/02/84           | \$38,000           |                  |                 | Hickory Hills Ski Area Project                                 |
| 11/05/84           | \$4,945            |                  |                 | DDA - Civic Auditorium Study                                   |
| 12/03/87           | \$150,000          |                  |                 | Zoo Building Expansion - GT Zoological Soc. for City owned zoo |
| 06/22/88           |                    | \$150,000        |                 | Road Comission - TART Trail                                    |
| 06/01/89           | \$10,000           |                  |                 | City Opera House - Elevator/Fire Exit                          |
| 06/08/89           | \$12,500           |                  |                 | City Opera House - Elevator                                    |
| 06/12/90           | \$19,800           |                  |                 | Hickory Hills  |
| 06/12/90           | \$10,000           |                  |                 | F&M Park   |
| 06/12/90           | \$75,000           |                  |                 | Affordable Housing   |
| 06/25/91           | \$300,000          |                  |                 | DDA - Visitors Center  |
| 07/18/91           | \$5,350            |                  |                 | Con Foster Museum - Fading Memories Prgm                       |
| 08/12/93           |                    | \$10,000         |                 | Recreation Plan  |
| 01/08/94           |                    | \$3,500          |                 | Scholarship for Student from Republic of Georgia               |
| 11/30/94           |                    | \$15,000         |                 | Great Lakes Water Resources Study                              |
| 11/29/95           |                    | \$20,000         |                 | GTC Creative Playground Project                                |
| 06/25/97           | \$20,000           |                  |                 | TC Housing Comission   |
| 06/24/98           | \$330,000          |                  |                 | City Opera House - Phase II Renovation                         |
| 05/26/99           |                    | \$60,000         |                 | GT Area Skateboard Park Development                            |
| 06/07/00           | \$30,000           |                  |                 | Hull Park  |
| 03/26/03           | \$50,000           |                  |                 | Smith Barney Property - through GT Regional Land Conservancy   |
| 06/04/03           | \$60,000           |                  |                 | City Opera House - Double Capacity Project                     |
| 06/07/03           | \$50,000           |                  |                 | City Opera House - Grand Entrance Elevator                     |
| 06/08/05           | \$50,000           |                  |                 | Conceptual Plan for TC's Bayfront Plan                         |
| 06/07/07           |                    | \$5,887          |                 | Geographic Information System - Hardware & Software            |
| 12/05/07           |                    | \$100,000        |                 | Twin Lakes Improvements  |
| 06/04/08           | \$40,000           |                  |                 | Hickory Hills - Snowmaking                                     |
| 07/23/08           | \$5,000            |                  |                 | Barn Use - Governance & Planning                               |
| 01/09/09           | \$5,000            |                  |                 | Waterfront Planning  |
| 01/28/09           | \$5,000            |                  |                 | Planning Barn Use Group Governance Model                       |
| 01/27/10           |                    |                  | \$30,000        | Greilickville Harbor Park                                      |
| 10/26/10           | \$75,000           |                  |                 | Bayfront Plan - Capital Challenge                              |
| 12/01/10           |                    | \$15,000         |                 | Master Plan  |
| 12/01/10           | \$40,000           |                  |                 | City Opera House - Renovation                                  |
| 12/07/11           |                    |                  | \$38,500        | Greilickville Harbor Park Restroom Pavilion                    |
| 12/14/11           |                    | \$8,000          |                 | Planning Board Capacity Assessment                             |
| 04/25/13           |                    | \$5,000          |                 | Planning Parks facilities Needs Study                          |
| 06/27/13           | \$5,000            |                  |                 | Feasibility Study - Bayfront Pier                              |
| 06/04/14           |                    |                  | \$20,000        | Traffic study for Greilickville corridor                       |
| 12/03/14           | \$10,000           |                  |                 | Energy Farm Master Plan  |
| 05/27/15           | \$5,000            |                  |                 | Fundraising Plan - Bayfront Pier                               |
| <b>Total</b>       | <b>City of TC</b>  | <b>GT County</b> | <b>Elmwood</b>  |  |
| <b>\$2,190,232</b> | <b>\$1,559,345</b> | <b>\$542,387</b> | <b>\$88,500</b> |  |



## Key Points for the Offer to Purchase TCLP's Coal Property



- Rotary Charities has pledged a \$1,000,000 grant to Rotary Camps & Services to purchase Traverse City Light & Power's (TCLP) former coal dock properties on West Bay.
- Rotary Camps & Services has committed an additional \$500,000 for initial start-up costs, as well as for five years of operation and management.
- The central purpose of the proposed purchase is to ensure this unique asset is opened up for community use and public benefit.
- This proposal creates a very special new public waterfront access point for the region at no cost whatsoever to the taxpayers of Traverse City or the ratepayers of TCLP.
- Rotary Camps & Services currently owns the neighboring property: The Discovery Center ~ Great Lakes campus, which is home to the Maritime Heritage Alliance, The Watershed Center ~ Grand Traverse Bay, Great Lakes Children's Museum, Traverse Area Community Sailing, Traverse Tail Ship Company, and non-resident member Inland Seas Education Association.
- Permanent restrictions will be placed on the former coal dock and related waterfront properties that will ensure public access and extend the mission of the Discovery Center: securing a permanent home for the tall ships, maritime history, recreation, and freshwater education.
- The initial focus for the property will be the conversion of the former coal dock to another open space for the community with universal access to West Bay.
- By opening this unique property to the public for the first time ever, this formerly industrial facility has the potential to become an integral part of an increasingly vibrant and public waterfront.
- One of the first items to be completed in Phase 1 will be to connect the former coal dock with Greilickville Harbor Park with a bridge for non-motorized access across the creek, creating a new synergy between the two parcels.
- The community's ability to have access to a deepwater port will be preserved.
- The existing docks will be updated and a limited number of new boat slips may be added.
- The near-term plan is to focus just on the former coal dock properties and the Discovery Center's existing frontage; the larger marina project previously discussed is not part of the current scope.
- The project is in keeping with the master plan for a marina district that Elmwood Township recently approved along the M-22 corridor.
- The purchase price of \$1 million takes into account the various use restrictions that will be placed on the property, reducing it from its "highest and best use" value.
- The proposed sale price allows TCLP to recoup its original investment and also makes available additional funds available to TCLP and/or the City for other waterfront and community projects.



**MARITIME  
HERITAGE  
ALLIANCE**

*Where History Sets Sail* 13268 S. West Bay Shore Dr. • Traverse City, MI 49684 • 231-946-2647

August 20, 2015

Becky Ewing  
Associate Director  
Rotary Charities of Traverse City  
202 E. Grandview Parkway, Suite 200  
Traverse City, MI 49684

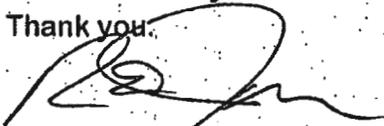
Dear Ms. Ewing:

I am writing on behalf of the Board of Directors and membership of the Maritime Heritage Alliance in support of the acquisition of the coal dock deep harbor by Rotary Camps and Charities. We have been and continue to be participants in the comprehensive planning efforts that Rotary Camps and Charities has undertaken to assure the best possible utilization of this vital community resource for both the immediate stakeholders and the greater Grand Traverse community.

The process developed and being executed by Rotary is remarkable for the thoroughness of the planning, the efforts to promote the involvement of all relevant stakeholders and the awareness of the future impact of any decision regarding this very unique resource. It is doubtful that any other community organization could develop, support and execute such a process.

We look forward to continuing this effort and hope that both Traverse City Light and Power and the Traverse City Commissioners will do whatever they can to continue Rotary's efforts on behalf of all of us and our greater community.

Thank you.

  
Rod Jones, President  
Maritime Heritage Alliance

RJ/wr

21 August 2015

Becky Ewing  
Associate Director  
Rotary Charities of Traverse City  
202 E. Grandview Parkway, Suite 200  
Traverse City, MI 49684



Dear Ms. Ewing,

The Watershed Center enthusiastically supports the efforts of Rotary Camps & Services to acquire the former coal dock property, as well as the former coal storage lot just west of the coal dock. The Watershed Center advocates for clean water in Grand Traverse Bay and acts to preserve and protect its watershed. We believe the former coal dock is a vital community resource that could provide recreational access to the Bay, as well as opportunities for the public to experience maritime history unique to the Grand Traverse region.

We applaud Rotary Camps & Services' active role in the potential future development of the former coal dock properties. They have a long and proven history of property management experience using a long-range neutral perspective. Of the 1,400 acres owned by Rotary Camps & Services, most properties have been permanently protected and all have been stewarded with community benefit as the prime directive. Focused on environmental stewardship and access to recreation, Rotary Camps & Services' mission is aligned with creating sustainable ownership of the coal dock properties and ensures they will be developed in the community's best interest, with neutrality in mind.

As a member of the Discovery Center Great Lakes, The Watershed Center has been involved in the discussion about potential uses of the coal dock properties for several years. We believe former coal dock has significant potential for not only recreational access, but environmental education as well. We intend to work with Rotary Camps & Services to ensure this property is an example of best environmental practices that will increase awareness of and participation in the stewardship of our treasured water resources.

The Watershed Center is grateful for the leadership of Rotary Camps & Services in their efforts to acquire the former coal dock properties. We believe with their guidance and oversight, these properties can become a treasured community asset that provides unique opportunities for public use and enjoyment. Please do not hesitate to contact me to discuss this in more detail.

Sincerely,

Christine M. Crissman  
Executive Director



Dear City Commissioners and TCLP Executives,

On behalf of TACS Board of Directors, we are extremely grateful to Rotary Charities for facilitating the purchase and integration of the former coal dock into the Discovery Center ~ Great Lakes campus.

We also applaud the open-mindedness of City leaders and TCLP to consider permitting the former coal dock to be purchased and forever dedicated to the public good and community use. By allowing the purchase of the property by Rotary Charities you empower our collective non-profit water-focused groups to create an increasingly vibrant and public waterfront. And we will not disappoint you.

Traverse Area Community Sailing's mission is to provide *affordable* sailing opportunities to residents of and visitors to the Grand Traverse region. Averaging nearly 500 students annually in our programs, many of our participants return to advance their sailing prowess. Thus, we have an ever-increasing need to broaden the skills and challenges of our students by introducing them to big water sailing.

With public access of the proposed water-front expansion, TACS will be able to extend our mission to give more individuals the opportunity to experience and observe the freedom and courage of sailing in more challenging waters, as well as, further develop our alliance of like-minded agencies to blend offerings of recreational and educational water-related activities.

We are encouraged that you share our vision of a robust, active link to Grand Traverse Bay made up of committed individuals for the enjoyment of the community as a whole.

Respectfully yours,

Sally B. Rivard  
TACS President

P.O. Box 4149  
Traverse City, Mi 49685  
231-922-5922

[www.tacsailing.org](http://www.tacsailing.org)

US Sailing's Outstanding Community Sailing Program of the year, 2014.



August 21, 2015

Becky Ewing  
Rotary Charities of Traverse City  
202 E Grandview Parkway, Suite 200  
Traverse City, MI 49684

Dear Becky;

Thank you, from the Great Lakes Children's Museum, to Rotary Camps and Services for their past, present and hopefully future support of our children's museum and the Discovery Center~Great Lakes. We appreciate the opportunity to be co-located with the Watershed Center, the Maritime Heritage Alliance (MHA), and Traverse Area Community Sailing (TACS) and look forward to the possibility of growing collaboration and synergies derived through the Discovery Center~Great Lakes.

OFFICERS:

Matt Missias  
President

Dan Smith  
Vice President

Kelly Mitchell  
Secretary

Marissa Milliron  
Treasurer

TRUSTEES:

Teri Gorsline  
Caroline Maier  
Genevieve Minor  
Cecily Sanford  
Beth Schmitt  
Rachel White  
Melinda Zacher Ronayne

Executive Director  
Michael Long

Great Lakes  
Children's Museum  
13240 S West Bay Shore Dr.  
Traverse City, MI 49684

Phone: 231-932-4526  
Fax: 231-932-7597

GreatLakesKids.org

In that spirit, the Great Lakes Children's Museum supports the efforts of Rotary Camps and Services to acquire the coal dock and Traverse City Light & Power (TCLP) property. While our board has not yet been presented with a viable plan that would demonstrate our direct benefit from the acquisition of the property, we stand in solidarity with the other Discovery Center~Great Lakes partners. We believe that what is beneficial to the partners will eventually be beneficial to the children's museum in the form of a broader audience, greater reach and efficiencies in operations. Certainly the acquisition of the coal dock property would enable the Discovery Center~Great Lakes partners to continue to enjoy and have available an important piece of West Bay shoreline that will support our collective and individual missions.

The Discovery Center~Great Lakes is still very much in infancy as an organization. Member organizations have not yet mastered or perhaps even identified all the ways we can combine our visions while maintaining our missions. Failure to acquire the TCLP property (including the coal dock) could prove to be the Discovery Center's undoing. It will be devastating to the operation of MHA while also adversely impacting envisioned TACS programming. It is our intent to continue providing hands-on learning to children and caregivers regardless of the coal dock outcome. However, it is profoundly apparent that the acquisition of the coal dock property is a significant opportunity for all of the Discovery Center~Great Lakes partners.

We applaud the efforts to acquire the property from TCLP. We look forward to great news and hopefully soon!

Sincerely,

Matt Missias  
President, Great Lakes Children's Museum

Date: August 21, 2015



# Inland Seas

EDUCATION ASSOCIATION

To Whom It May Concern:

I would like to express my enthusiastic support for the work being conducted by the Rotary Discovery Center Harbor Committee in attempting to secure the former Coal Dock property. Serving as the proud director of the Inland Seas Education Association, I am confident the work that we do, and the work being done by the other partner agencies under the umbrella of the Discovery Center Great Lakes, is incredibly important. Not only is this work important to individuals living in and visiting the Grand Traverse region, but also to the Grand Traverse community as a whole, and the lakes that make our region the crown jewel it is.

The desire of the Rotary Discovery Center Harbor Committee is to make the work being done at this location today even more effective, while at the same time creating opportunities for organizations like Inland Seas Education Association to further enhance this work in the future. Inland Seas Education Association is a member of the Discovery Center Great Lakes and has collaborative relationships with all of the partner organizations. We are very excited about the opportunities created by the acquisition of this critical piece of property and are dedicated to ensuring that the greatest impact can be achieved through the collaborative efforts of all the partner organizations.

I visualize an incredible future through the development of a regional attraction providing public access to Grand Traverse Bay through a wide variety of unique experiences. This access, combined with educational, recreational, and environmental uses will further enhance the relationships that people have with our Great Lakes providing the cornerstone needed for the stewardship of this incredible resource. Inland Seas believes in the vision of this project and is fully supportive.

Sincerely,

Fred Sitkins  
Executive Director



TRAVERSE CITY  
LIGHT & POWER

---

**To:** Jered Ottenwess, City Manager  
**Copy:** Benjamin Marentette, City Clerk  
**From:** Tim Arends, Executive Director   
**Date:** April 14, 2014  
**Subject:** Resolution of Certifying Coal Dock as Surplus

---

At its April 8, 2014 meeting the Traverse City Light & Power ("TCL&P") Board adopted a Resolution Certifying the Coal Dock to be surplus for the operation of TCL&P, and further authorized the execution of a quit claim deed of the property to the City of Traverse City.

Attached are the board memo, resolution, and deed. While the board approved the attached resolution, it will be considering possible deed restriction(s) at its April and May meetings. It was also understood by the board, based on comments of the Mayor, City Manager, and City Commissioner board members, that the City would conduct a public process in determining the future of the Coal Dock property inclusive of the Discovery Center/Rotary Charity's proposal prior to taking action of concurring with the surplus status or accepting the conveyance of the property.

Should the Board approve any deed restriction(s) at a future meeting I will communicate those to you.

Please place this item on an upcoming City Commission meeting agenda under reports and communications for their information.

Thank you.

TRAVERSE CITY LIGHT AND POWER DEPARTMENT  
RESOLUTION  
CERTIFYING COAL DOCK TO BE SURPLUS FOR  
OPERATION OF THE TRAVERSE CITY LIGHT AND POWER DEPARTMENT

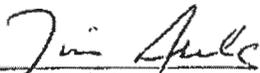
WHEREAS, the Traverse City Light and Power Department owns the Coal Dock and adjacent property in Elinwood Township, Leelanau County, described in Attachment A; and

WHEREAS, the Coal Dock is no longer necessary or advantageous for the operation of the Traverse City Light and Power Department;

NOW, THEREFORE, BE IT RESOLVED that the Coal Dock described in Attachment A, incorporated here by reference, is certified as not necessary for the operation of the Light and Power Department; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a Quit Claim Deed to the City of Traverse City for the Coal Dock and an assignment to the City of all related leases, licenses and bottomlands easements, conditioned upon the surplus status of this property being confirmed by the Traverse City Commission pursuant to City Charter Section 179(b), and further conditioned upon acceptance by the City of the deed and assignments.

I hereby certify that the above Resolution was adopted on April 8, 2014, at the regular TCL&P Board meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

  
\_\_\_\_\_  
Timothy J. Arends  
Secretary  
Traverse City Light & Power Board

ATTACHMENT A

The following described premises situated in the Township of Elmwood, County of Leelanau, State of Michigan:

Parcel 1 That part of Sec. 33, T 28 N, R 11 W, described as follows: Commencing at the N ¼ post of said Sec. 33; th. E along the N Sec. line of Sec. 33, 1443.10 ft.; th. S 4°-24' E 1173.37 ft.; th. S 89°-41' E, 73.64 ft. to the POB; th. S 89°-50' E, 120.17 ft.; th. S 88°-59' E, 413.13 ft.; th. S 1°-14' W, 233.35 ft.; th. N 89°-28' W, 204.53 ft.; th. N 6°-16' W, 179.94 ft.; th. N 51°-22' W, 31.12 ft.; th. N 88°-22' W, 108 ft.; th. S 58°-21' W 36.48 ft.; th. S 3°-50' W 27 ft.; th. S 75°-24' W, 127.73 ft.; th. N 85°-48' W 19.3 ft.; th. N 2°-10' E 100 ft. to the POB, together with full riparian right and also including those riparian rights owned by Franklin C. Sears which are attached and appurtenant to his ownership of the shore front property South of the above described land as described in 5 certain deeds recorded in the office of the Register of Deeds for the County of Leelanau in Liber 67D, p 14; Liber 75D, p 45; Liber 82D, p 324; Liber 96, p 41; and Liber 67, p 78, but only insofar as such riparian rights may be necessary for the use, operation, maintenance, and replacement of the dock above described, and for the enlargement of said dock by extending it in a Southerly direction not in excess of 50 feet, nor in excess of the present width of said dock on its Southerly boundary.

Parcel 2 All that part of the parcel described in L 115, p 370, of the Leelanau County Register of Deeds office, lying W of State Highway M-22 and described as a part of Gov't Lot 1 of Sec. 33, T 28 N, R 11 W, more fully described as follows: Commencing on Grand Traverse Bay 403.5 ft. S of the E and W centerline of Gov't Lot 1 of Sec. 33; th. W to a street surveyed by Tuller in 1901; th. S 200 ft.; th. E to a point 300 ft. W of the centerline of State Highway M-22; th. N 60 ft.; th. E 300 ft. to said centerline; th. N 40 ft.; th. E to the shore of Grand Traverse Bay; th. N'ly along the shore of Grand Traverse Bay 100 ft. more or less to the Place of beginning covering entire Lots 13 and 14 of an unrecorded plat and the N 40 ft. of Lot 12 of an unrecorded plat lying W of the centerline of State Highway M-22, excepting parcel conveyed to John Akers and wife as recorded in L. 70, p 597; and excepting parcel conveyed to State of Michigan, State Highway Commissioner Charles Ziegler, Nov. 30, 1949, described as commencing on Grand Traverse Bay 403.5 ft. S of E and W centerline of Lot 1; Sec. 33; th. W to a street surveyed by Tuller in 1901; th. S 200 ft.; th. E to a point 300 ft. W of the centerline of State Highway M-22; th. N 60 ft.; th. E 300 ft. to said centerline; th. N 40 ft.; th. E to shore of Grand Traverse Bay; th. N'ly along shore of Grand Traverse Bay 100 ft. more or less to the Place of beginning which lies E'ly of a line 43



Undeveloped Land

Family Video

004-033-074-00  
**PARCEL 2**  
Parcel C  
(former coal bulk storage)  
(1960s-2002)

Heavy Vegetative Area

Boat Storage Area

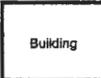
Great Lakes  
Children's Museum



Gravel Parking Lot



Boat Storage Area



South West Bay Shore Drive

Parcel 3  
Parcel B

004-033-079-00

Gravel Drive

Greilickville Harbor Park

Approximate Location of  
Former UST and AST

Grand Traverse Bay

004-033-078-00

Landscaped Area

Parcel 1

Parcel A  
Gravel Parking Lot  
(former coal dock)  
(1930s-2002)

Landscaped Area

Grand Traverse Bay

Jetty

DRAWN BY: JWB  
DATE: 4/9/2013  
SCALE: 1" = 100'  
FIGURE 4

LEGEND  
PROPERTY LINE

SUBJECT PROPERTY MAP  
DISCOVERY GREAT LAKES  
13271 SOUTH WEST-BAY SHORE DRIVE  
TRAVERSE CITY, MICHIGAN  
PROJECT NUMBER : 80878-1-17

**AKTPEERLESS**  
ILLINOIS MICHIGAN OHIO  
www.aktpeerless.com

## QUIT CLAIM DEED

The Grantor, Traverse City Light and Power Department, a Michigan municipal electric utility, of 1131 Hastings Street, Traverse City, MI 49686, hereby conveys and quit claims to the Grantee, the City of Traverse City, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, MI 49684, the following described premises situated in the Township of Elmwood, County of Leelanau, State of Michigan, to-wit:

Parcel 1. That part of Sec. 33, T 28 N, R 11 W, described as follows: Commencing at the N  $\frac{1}{4}$  post of said Sec. 33; th. E along the N Sec. line of Sec. 33, 1443.10 ft.; th. S 4°-24' E 1173.37 ft.; th. S 89°-41' E, 73.64 ft. to the POB; th. S 89°-50' E, 120.17 ft.; th. S 88°-59' E, 413.13 ft.; th. S 1°-14' W, 233.35 ft.; th. N 89°-28' W, 204.53 ft.; th. N 6°-16' W, 179.94 ft.; th. N 51°-22' W, 31.12 ft.; th. N 88°-22' W, 108 ft.; th. S 58°-21' W 36.48 ft.; th. S 3°-50' W 27 ft.; th. S 75°-24' W, 127.73 ft.; th. N 85°-48' W 19.3 ft.; th. N 2°-10' E 100 ft. to the POB, together with full riparian right and also including those riparian rights owned by Franklin C. Sears which are attached and appurtenant to his ownership of the shore front property South of the above described land as described in 5 certain deeds recorded in the office of the Register of Deeds for the County of Leelanau in Liber 67D, p 14; Liber 75D, p 45; Liber 82D, p 324; Liber 96, p 41; and Liber 67, p 78, but only insofar as such riparian rights may be necessary for the use, operation, maintenance, and replacement of the dock above described, and for the enlargement of said dock by extending it in a Southerly direction not in excess of 50 feet, nor in excess of the present width of said dock on its Southerly boundary.

Parcel 2. All that part of the parcel described in L 115, p 370, of the Leelanau County Register of Deeds office, lying W of State Highway M-22 and described as a part of Gov't Lot 1 of Sec. 33, T 28 N, R 11 W, more fully described as follows: Commencing on Grand Traverse Bay 403.5 ft. S of the E and W centerline of Gov't Lot 1 of Sec. 33; th. W to a street surveyed by Fuller in 1901; th. S 200 ft.; th. E to a point 300 ft. W of the centerline of State Highway M-22; th. N 60 ft.; th. E 300 ft. to said centerline; th. N 40 ft.; th. E to the shore of Grand Traverse Bay; th. N'ly along the shore of Grand Traverse Bay 100 ft. more or less to the Place of

beginning covering entire Lots 13 and 14 of an unrecorded plat and the N 40 ft. of Lot 12 of an unrecorded plat lying W of the centerline of State Highway M-22, excepting parcel conveyed to John Akers and wife as recorded in L 70, p 597; and excepting parcel conveyed to State of Michigan, State Highway Commissioner Charles Ziegler, Nov. 30, 1949, described as commencing on Grand Traverse Bay 403.5 ft. S of E and W centerline of Lot 1; Sec. 33; th. W to a street surveyed by Fuller in 1901; th. S 200 ft.; th. E to a point 300 ft. W of the centerline of State Highway M-22; th. N 60 ft.; th. E 300 ft. to said centerline; th. N 40 ft.; th. E to shore of Grand Traverse Bay; th. N'y along shore of Grand Traverse Bay 100 ft. more or less to the Place of beginning which lies E'y of a line 43 ft. W'y of and measured at Right angles and parallel to the centerline of M-22.

Parcel 3 That part of Gov't. Lots 1 and 2, Sec. 33, T 28 N, R 11 W, more fully described as: Commencing at the North ¼ corner of said Sec. 33; th. East 1443.10 feet along the North line of said Sec. 33; th. South 4° 24' East, 1173.37 feet; th. South 89° 41' East, 73.64 feet; th. South 2° 10' West, 100.00 feet to the point of beginning; th. South 85° 48' East, 19.13 feet; th. North 75° 24' East, 127.73 feet; th. South 3° 50' West, 232.08 feet, along the face of a revetment for Grand Traverse Bay; th. North 89° 47' West, 134.61 feet to the Easterly right-of-way of State Highway M-22; th. North 2° 10' East, 200.37 feet, along said right-of-way to the point of beginning; together with all land between the side-lines of the above described property extended Easterly to the waters edge.

This conveyance is for the sum of ONE DOLLAR (\$1.00).

This property may be located within the vicinity of farmland or farm operations. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The Grantor grants to the Grantee the right to make all division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

Dated: \_\_\_\_\_, 2014

\_\_\_\_\_  
Traverse City Light and Power Department  
By: Timothy Arends  
Its: Executive Director

STATE OF MICHIGAN )  
 )ss.  
COUNTY OF GRAND TRAVERSE)

On the \_\_\_\_\_ day of \_\_\_\_\_, 2014, personally appeared before me Timothy Arends, Executive Director, Traverse City Light and Power Department, signor of the within instrument, who duly acknowledged to me that he executed the same.

\_\_\_\_\_, Notary Public  
County, Michigan  
My commission expires:  
Acting in the County of Grand Traverse

This instrument is exempt from transfer taxes pursuant to MCL 207.526(h)(i) and MCL 207.505(h)(i).

The above legal description was furnished by the Grantor, and drafter has not examined and makes no representations respecting title or description.

Prepared by and  
Send Recorded Document to:

Send Subsequent Tax Bills To:

W. Peter Doren (P23637)  
Sondee, Racine & Doren, PLC  
310 W. Front Street, Suite 300  
Traverse City, MI 49684  
(231) 947-0400

Grantee

Tax Parcel #

Recording fee: \$

Transfer Tax: \$0



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>mac</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: EIGHTH STREET RESTRIPING

This item was considered at the October 19 Regular City Commission meeting; however, it failed on a 4-1 vote, with two Commissioners absent from the meeting.

Attached is an updated memo from City Planning Director Russell Soyring. As explained by Mr. Soyring, he has determined that the asphalt sections of the street hold paint better; and therefore, those sections could simply be repainted rather than having the pavement recessed as would be done in the concrete sections. This will save some expense.

As discussed at the October 12 Study Session, there appeared to be a general consensus to keep Eighth Street between Lake Avenue and Woodmere Avenue as a three-lane street, with bike lanes with some modifications.

As requested, Mr. Soyring includes a timeline for when crashes occurred on Eighth Street after the restriping and an explanation for each proposed modifications to the current configuration as suggested at the October 12, Special Meeting, which included:

1. Extending the turning lane on Eighth Street, eastbound to Woodmere Avenue
2. Adding a turning lane on Eighth Street, westbound, north on Boardman Avenue
3. Adding crosswalk markings on Eighth Street at Franklin Street and Boardman Avenue
4. Reconfiguration of the Boardman Avenue intersection and Woodmere Avenue intersection to include a roundabout; we are not recommending moving forward with a roundabout at this time.

I recommend moving forward with this restriping configuration to include bike lane and pedestrian crosswalks as referenced by Mr. Soyring, as outlined in the

attachments. With respect to installing an actuated traffic light at Boardman Avenue and Eighth Street, the cost is approximately \$80,000 to \$100,000; and I recommend this be considered at the time of reconstructing Eighth Street, scheduled for 2018.

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

**That the City Manager be authorized to issue a service order to PK Contracting in the amount not-to-exceed \$30,000 (with the City Manager to be authorized to manage a \$6,000 contingency related to this project) for the restriping of Eighth Street as generally described with the packet materials with the November 2, 2015, meeting packet, with funds available in the Capital Projects Fund.**

MC/bcm

K:\tcclerk\city commission\service orders\Eighth Street Restriping\_20151102

copy: Timothy Lodge, City Engineer  
Russell Soyring, City Planning Director

# Memorandum

Planning Department



TO: Marty Colburn, City Manager

FROM: Russell A. Soyring, Planning Director

DATE: October 14, 2015

SUBJECT: Eighth Street Restriping Revisions

*R. Soyring*

At the October 12 Special Meeting of the City Commission there appeared to be general consensus to keep Eighth Street between Woodmere and Lake Avenues as a three-lane street with bike lanes with some modifications. The modifications would include extending a right turn lane at for eastbound traffic nearing Woodmere Avenue and adding a right turn lane for westbound traffic at Boardman Avenue. Painting crosswalks on Eighth Street at Franklin and Boardman Avenue were also discussed.

At the October 19 Regular City Commission meeting a motion to approve the restriping service order failed on a four to one vote. Five votes in the affirmative were needed to pass the motion for the service contract.

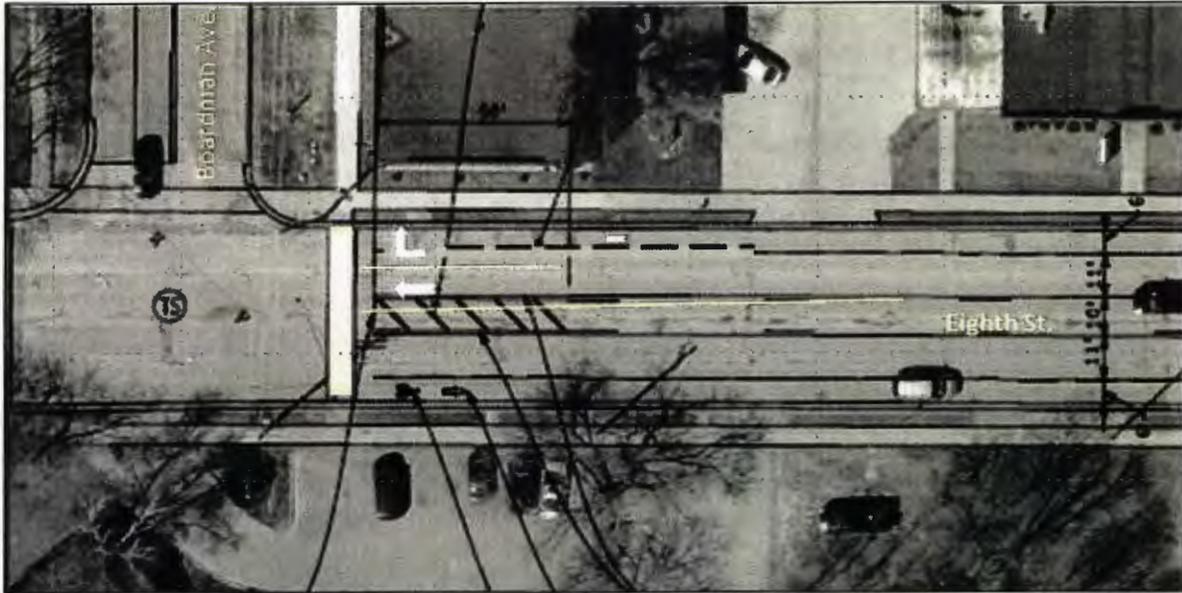
As discussed below, the minor modifications recommended include extending the right turn lane at Woodmere Avenue; creating a right turn lane at Boardman Avenue and; painting crosswalks with highly visible markings Franklin and Boardman Avenue. All the longitudinal lines along the concrete section of the street would be recessed so the lane markings would remain visible through-out the winter months and probably longer. To keep costs down, the asphalt sections that typically hold paint better would not be recessed, but these markings would be repainted because of lane modifications. The bike lane symbols would also be remarked. Currently, the bike lane symbols are no longer visible on Eighth Street and may be the reason we see motorists occasionally traveling in the bike lanes.

In a report dated January 6, 2015, Mike DeVries, PE from URS provided an option to extend the right turn lane for eastbound traffic near Woodmere Avenue. Mr. DeVries indicates in his report that the right turn lane extension would provide for more storage and movement for traffic heading eastbound and then southbound Woodmere Avenue. This modification would allow for the timing to be adjusted by providing northbound Woodmere traffic turning west (a heavy movement) more time thereby reducing the backups on Woodmere Avenue. Left turns from the library would be easier if there are fewer backups during peak times. Please note the bike lane is highlighted in green would be marked with large blocks of green to clearly indicate the bike lane is positioned between the through lane and the right turn lane. Left hand turns onto Railroad Avenue would be prohibited as they were before when Eighth Street was a four-lane street.



The City Commission also expressed interest in adding a right turn lane for westbound traffic turning north on Boardman Avenue. This may be accomplished either by dropping the bike lane prior to Boardman and/or by reducing the width or eliminating the center turn lane on the eastern leg of the intersection. Sharrows (share lane symbol) could be added to the right hand turn lane inform motorists that the curb lane is to be shared with bicyclists. This design of dropping the bike lane exists at our downtown intersections.

Below is a sketch that was sent to Mike DeVries, traffic engineer to evaluate if this concept is indeed workable which appears to be the case. Please note the lanes on the west leg would be lightly in skew with the east lanes much like they are on Seventh and Division Street. The right hand turn lane will allow for more vehicles to pass through the intersection and which will shorten back-ups during peak travel times.



The painted crosswalk lines on Eighth Street at Boardman Avenue have worn off and are nearly invisible. I recommend that instead of two painted lines the crossing be marked with the highly visible zebra striping. Crosswalks at Franklin Street can be added however it should be noted that the curbing at this intersection will prevent or make difficult wheeled access because of the curbed barriers. Sidewalk ramps meeting ADA guidelines should be installed, but if they are not, the crossing should be posted to indicate the crosswalk is not barrier free. I recommend the highly visible zebra marking be used here as well.



East side of Franklin Street



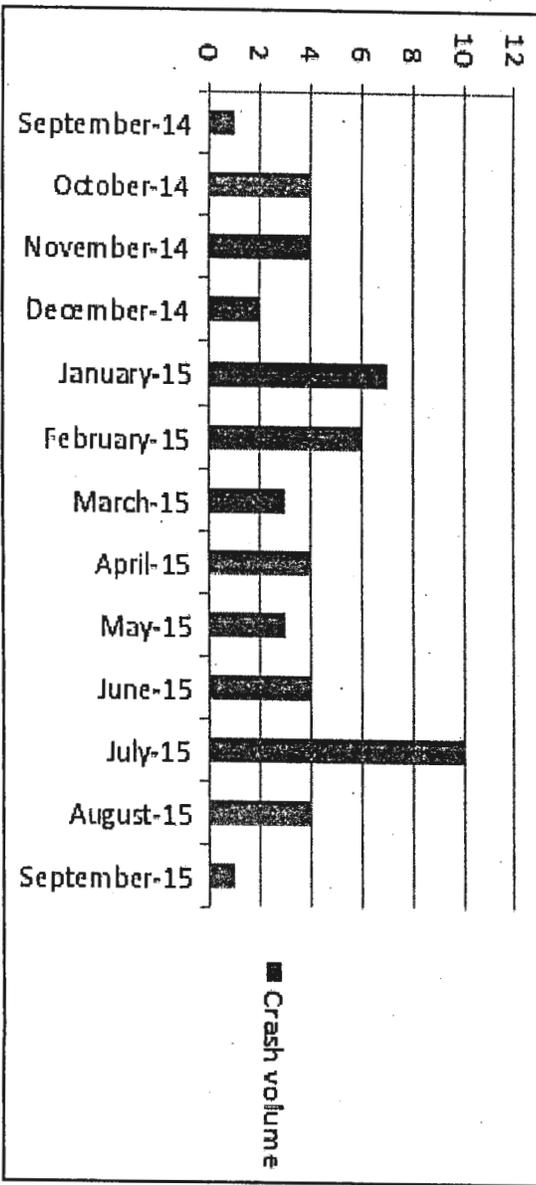
West side of Franklin Street

Our consulting traffic engineer has a service order to review and revise the technical drawings. The painting estimate is \$24,000 for recessing the markings and applying a more durable polyurea paint. The cross walk markings and green bike lane and adding bike lane symbols elsewhere will add additional costs. I estimate the total cost for the painting to be around

\$ 30,000. Some sign locations will need to be adjusted or the message changed which will add to the overall cost.

Based on some preliminary discussions with Tim Lodge, City Engineer and Light and Power, to install an actuated traffic light at Boardman and Eighth will cost \$80,000 to \$100,000. A more advanced controller and traffic signal will have some long term benefits.

# Crash volume 9/29/14-9/25/15





Client: City of Traverse City  
Project Name: 8<sup>th</sup> Street Restriping Study  
Location: Traverse City, Michigan  
Project Number: 12944622  
Issue Date: January 6, 2015

**PROJECT  
MEMORANDUM**

---

TO: **Russ Soyring  
Tim Lodge, PE  
City of Traverse City**

FROM: **Mike DeVries, PE**

SUBJECT: **8<sup>th</sup> Street Restriping Study**

**INTRODUCTION**

The City of Traverse City, Michigan restriped 8<sup>th</sup> Street between Lake Avenue and Woodmere Avenue as a 3-lane pavement with bicycle lanes on September 15, 2014. Prior to the restriping, 8<sup>th</sup> Street operated as a four-lane undivided roadway with no bicycle lanes. The City agreed to restripe 8<sup>th</sup> Street as a pilot project at the request of a citizen petition dated April 28, 2014 in an attempt to calm traffic and reduce vehicle speeds along 8<sup>th</sup> Street. The City will be reconstructing 8<sup>th</sup> Street in 2018, and the pilot project is intended to help determine what the future cross-section of 8<sup>th</sup> Street should be when the road is reconstructed.

**EXISTING ROADWAY CONDITIONS**

8<sup>th</sup> Street is a heavily-traveled east-west street in Traverse City. The location of Boardman Lake limits the number of east-west roads that are available within the city for east-west travel. 8<sup>th</sup> Street carries an Average Daily Traffic (ADT) volume of approximately 22,000 vehicles per day between Boardman Avenue and Woodmere Avenue, based on counts completed by the City in 2011, 2012, and 2013. Traffic volumes are slightly smaller west of the Boardman River where the ADT is between 19,000 and 20,000 vehicles per day. Traffic counts in Traverse City are seasonal, so volumes along 8<sup>th</sup> Street may be smaller than these stated volumes during the winter months and higher during the summer months, particularly during Cherry Festival. The speed limit along 8<sup>th</sup> Street is 25 mph.

**RESTRIPING**

The pavement marking and signing plans for the restriping are included in **Appendix A**. As shown on these plans, 8<sup>th</sup> Street was restriped with 11-foot travel lanes, a 10-foot two-way center left-turn lane, and 6-foot bicycle lanes. A double white line was used to separate the bicycle lane from the through lanes west of Boardman Avenue because the roadway cross-section is slightly wider there. At Woodmere Avenue, the inside northbound left-turn lane was hatched, providing only a single northbound left-turn lane.

**TRAFFIC SIGNAL TIMING MODIFICATIONS**

As part of the restriping, signal timings were modified at Boardman Avenue to provide more green time for 8<sup>th</sup> Street. Prior to the restriping, the Boardman Avenue signal operated with a 100-second cycle length during peak hours with 60 seconds given to 8<sup>th</sup> Street and 40 seconds given to Boardman Avenue (a 60/40 split). URS created a new signal timing chart that maintained the 100-second cycle, but provided a 66/34 split, giving 6 more seconds of green time to 8<sup>th</sup> Street. A field review showed that additional green time on 8<sup>th</sup> Street was warranted, so the 100-second dial was modified on November 14 to provide a 75/25 split during peak hours. In other

words, 8<sup>th</sup> Street gets 75% of the available green time now as opposed to 60% of the available green time prior to the restriping.

The traffic signal at Woodmere Avenue is an actuated signal with minimum and maximum green times coded into the traffic signal controller as shown in **Table 1**. The signal does not run a consistent cycle length, but responds to traffic conditions as they change throughout the day using the minimum and maximum green time parameters that are coded into the controller. No changes to these actuated traffic signal parameters were made after the restriping. The signal operates at its maximum possible efficiency during peak hours as it responds to vehicle actuations and pedestrian push-button actuations. Field observations revealed that queue lengths were of sufficient length that each of the three signal phases listed in Table 1 operated at the maximum green time for most of the afternoon peak hour. Pedestrian push-buttons are provided for crossing the east, west, and south legs. When activated, vehicular movements across the crosswalk are stopped.

**Table 1. Actuated Signal Settings at 8<sup>th</sup> Street/Woodmere Avenue**

| Phase                | Minimum Green (sec) | Maximum Green (sec) |
|----------------------|---------------------|---------------------|
| Eastbound Thru       | 15                  | 50                  |
| Westbound Left-Turn  | 10                  | 15                  |
| Northbound Left-Turn | 12                  | 45                  |

### **TRAFFIC COUNT COMPARISON**

URS collected traffic volume data on a number of streets in the Traverse City area, including 8<sup>th</sup> Street, prior to the restriping of 8<sup>th</sup> Street and then again following the restriping. The purpose of these "before" and "after" traffic counts was to determine whether traffic patterns changed as a result of the restriping. The "before" counts were collected on Tuesday through Thursday, September 9-11, 2014. The restriping occurred the following week on Monday and Tuesday, September 15 and 16, 2014. The "after" traffic counts were not collected until 8<sup>th</sup> Street had operated as a 3-lane cross-section for five (5) weeks, allowing time for motorists to become accustomed to the restriping and change their travel habits if they so desired. The "after" traffic counts were collected on Tuesday through Thursday, October 21-23, 2014. Both the "before" and "after" counts were collected after Labor Day during midweek days when school was in session, so there is not likely a significant "seasonal adjustment" that would be required when comparing the "before" and "after" counts. The results of the two sets of daily traffic counts are depicted in **Table 2** atop the next page.

A review of Table 2 shows that east-west travel does not appear to have redistributed in any significant fashion—at least not in a way that can be attributed to the restriping of 8<sup>th</sup> Street. In fact, the traffic counts on 8<sup>th</sup> Street are actually higher since the restriping compared to the counts prior to restriping. Increased traffic on 8<sup>th</sup> Street was not expected, and it is likely that the construction of the crosswalks at the 8<sup>th</sup>/Woodmere intersection that was occurring prior to the restriping may have impacted travel patterns. Similarly, changes in traffic volumes on Front Street, State Street, Washington Street, and Webster Street were likely caused by ongoing construction on Washington Street, which was closed for construction between Cass Street and Boardman Avenue during the "after" count period. Table 2 does show a marginal increase in traffic on South Airport Road that may be attributable to the restriping.

A review of Table 2 shows that north-south travel increased on Railroad Avenue. It is likely that the increase in traffic volume on Railroad Avenue can be attributed to the restriping, as the volume increase on Railroad Avenue was all in the northbound direction. It is likely that westbound motorists on 8<sup>th</sup> Street and northbound motorists on Woodmere Avenue are turning onto northbound Railroad Avenue in lieu of traveling further west on 8<sup>th</sup> Street

to access north-south routes like Boardman Avenue or Lake Avenue. The destination of the northbound motorists on Railroad Avenue north of 8<sup>th</sup> Street are unknown. Other than Railroad Avenue, the results in Table 2 do not show a significant change in daily travel patterns that are caused by the 8<sup>th</sup> Street restriping. This fact is further proved true by a comparison of “before” and “after” peak-hour turning movement counts that were collected at the 8<sup>th</sup> Street/Boardman Avenue intersection as discussed on page 4 and as shown in Exhibit 1.

**Table 2. Traffic Count Comparison**

| Road Name                  | Location                        | “Before” Count | “After” Count               | Difference |
|----------------------------|---------------------------------|----------------|-----------------------------|------------|
| <b>East-West Streets</b>   |                                 |                |                             |            |
| Grandview Parkway          | East of Cass Street             | 32,176         | 29,942                      | - 2,234    |
| Front Street (WB)          | East of Cass Street             | 6,035          | 6,430                       | + 395      |
| Front Street               | East of Boardman Avenue         | 5,973          | 6,036                       | + 63       |
| Front Street               | West of Franklin Street         | 6,105          | 6,270                       | + 165      |
| State Street (EB)          | East of Cass Street             | 5,726          | 6,531 <sup>See Note 1</sup> | + 805      |
| Washington Street          | East of Boardman Avenue         | 1,080          | 896 <sup>See Note 1</sup>   | -184       |
| Webster Street             | East of Boardman Avenue         | 1,190          | 531 <sup>See Note 1</sup>   | - 659      |
| 8 <sup>th</sup> Street     | West of Cass Street             | 8,422          | 8,766                       | + 344      |
| 8 <sup>th</sup> Street     | Over Boardman River             | 18,090         | 19,061                      | + 971      |
| 8 <sup>th</sup> Street     | East of Woodmere Avenue         | 11,680         | 14,367                      | + 2,687    |
| South Airport Road         | East of Cass Street             | 34,788         | 35,455                      | + 667      |
| South Airport Road         | East of Park Drive              | 30,232         | n/a <sup>See Note 2</sup>   | n/a        |
| <b>North-South Streets</b> |                                 |                |                             |            |
| Union Street               | North of 8 <sup>th</sup> Street | 8,267          | 7,948                       | - 319      |
| Union Street               | South of 8 <sup>th</sup> Street | 7,462          | 8,137                       | + 675      |
| Cass Street                | North of 8 <sup>th</sup> Street | 6,117          | 5,908                       | - 209      |
| Cass Street                | South of 8 <sup>th</sup> Street | 11,062         | 9,480                       | - 1,582    |
| Boardman Avenue            | North of 8 <sup>th</sup> Street | 5,336          | 6,044                       | + 708      |
| Railroad Avenue            | North of 8 <sup>th</sup> Street | 1,099          | 1,619                       | + 520      |
| Park Drive                 | North of South Airport Road     | 7,650          | 7,227                       | - 423      |
| Woodmere Avenue            | South of 8 <sup>th</sup> Street | 14,999         | 14,727                      | - 272      |

Source: URS Corporation

Note 1: Washington was closed from Cass Street to Boardman Avenue during “after” count period.

Note 2: Tube was cut during the “after” count. No “after” data available.

**INTERSECTION LEVEL-OF-SERVICE**

In order to quantify intersection traffic operations for the “before” and “after” condition, existing “Level-of-Service” (LOS) values were determined using the industry-standard methods of the *Highway Capacity Manual* (HCM), 2010 Edition, published by the Transportation Research Board. *HCM 2010* was used to determine existing peak hour “Levels of Service” of the traffic movements at the Boardman Avenue and Woodmere Avenue signals along 8<sup>th</sup> Street. The term “Level of Service” (LOS) indicates how well (or poorly) traffic operates based on traffic volumes, lane configurations, and traffic controls. Each level is determined by the average amount of traffic control delay experienced by motorists. LOS “A” represents little or no delays while LOS “F” represents operational failure (extensive delays which may include long vehicular queues). LOS “C” or better is typically considered acceptable during peak hours for small urban areas like Traverse City. The Level-of-Service criteria, as defined by the HCM, are described in **Table 3** for signalized and unsignalized intersections.

**Table 3. Peak-Hour Level-Of-Service Ranges at Intersections  
 Highway Capacity Manual (2010)**

| Level-of-Service | Signalized Intersections<br>Control Delay (sec/veh) | Unsignalized Intersections<br>Control Delay (sec/veh) |
|------------------|---|---|
| A                | <10   | <10   |
| B                | 10 – 20   | 10 – 15   |
| C                | 20 – 35   | 15 – 25   |
| D                | 35 – 55   | 25 – 35   |
| E                | 55 – 80   | 35 – 50   |
| F                | >80   | >50   |

Source: 2010 Highway Capacity Manual

8<sup>th</sup>/Boardman

URS collected peak-hour turning movement counts at the 8<sup>th</sup> Street intersection with Boardman Avenue before and after the restriping. The AM peak hour occurs between 7:30 and 8:30 AM. The PM peak hour occurs between 4:30 and 5:30 PM although traffic was primarily concentrated between approximately 5:00 PM and 5:30 PM. The peak-hour turning movement volumes and associated Levels of Service results are shown in **Exhibit 1** on the next page.

Exhibit 1 shows that the peak-hour traffic volumes for the “before” and “after” conditions are very similar on both the 8<sup>th</sup> Street and Boardman Avenue approaches to the intersection. For instance, Exhibit 1 shows the westbound “through” movement at Boardman Avenue to be 642 vehicles during the AM peak hour and 856 vehicles during the PM peak hour during the “before” condition. The westbound “through” movement was counted as 636 vehicles during the AM peak hour and 862 vehicles in the PM peak hour during the “after” condition—almost no change in these volumes during their respective peak hours. There does not appear to be a major change in traffic volume on of the three intersection approaches in the “after” condition, indicating that most motorists appear to have maintained their current travel patterns through the corridor since the restriping occurred. It is not known whether the lack of change in traffic patterns is due to the limited number of alternate east-west routes available or because motorists feel comfortable with the traffic operations they are experiencing along 8<sup>th</sup> Street (and thus do not feel compelled to change their route).

Exhibit 1 also shows the Levels of Service of the various traffic movements at the 8<sup>th</sup> Street/Boardman Avenue intersection. The capacity analysis shows that the “before” and “after” Level of Service (average delay times)

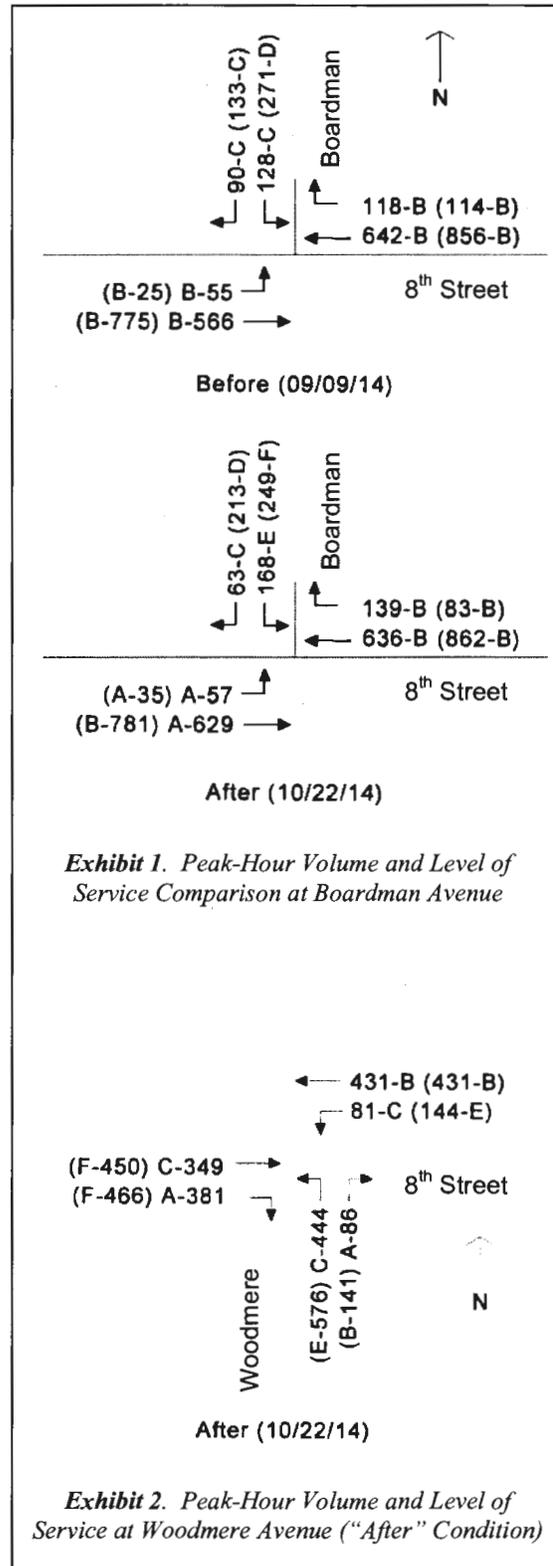
for motorists on the 8<sup>th</sup> Street approaches is similar, while delays on the Boardman Avenue approach have increased since the restriping. It is important to note that the results in Exhibit 1 for the “after” condition assume the 100-second cycle with 75/25 green time splits that were installed in mid-November. The signal is likely operating more efficiently now than for most of the “after” condition leading up to mid-November due to the installation of incorrect timings at the 8<sup>th</sup>/Boardman intersection.

The actual levels of delay for the two 8<sup>th</sup> Street approaches for the “after” condition are likely worse than shown in Exhibit 1 for the PM peak hour, because eastbound traffic on 8<sup>th</sup> Street backs up from Woodmere Avenue into the Boardman Avenue signal from approximately 5:00 PM to 5:30 PM. The congestion at the Woodmere Avenue intersection impacts operations at the Boardman Avenue intersection. Field reviews confirm that the Levels of Service for the 8<sup>th</sup> Street approaches are likely worse in the PM peak hour than shown in Exhibit 1.

8<sup>th</sup>/Woodmere

URS was unable to collect peak-hour turning movement counts at the 8<sup>th</sup> Street intersection with Woodmere Avenue before the restriping due to ongoing construction at Woodmere Avenue in September 2014. New crosswalks and ADA-compliant pedestrian ramps were under construction prior to the restriping, so accurate “before” peak-hour turning movement counts could not be collected, as some traffic movements were temporarily prohibited at that time. New peak-hour turning movement counts were collected after the restriping. The AM peak hour occurs between 7:30 and 8:30 AM, while the PM peak hour occurs between 4:30 and 5:30 PM although traffic was primarily concentrated between approximately 5:00 PM and 5:30 PM. The peak-hour turning movement volumes and associated Levels of Service results for the “after” condition are shown in Exhibit 2.

As shown in Exhibit 2, the eastbound “through” movement and the northbound-to-westbound left-turn movement operate poorly during the PM peak hour in the “after” condition. The dedicated eastbound right-turn lane is underutilized because of the long eastbound queues that form at the signal, blocking eastbound motorists from getting into the right-turn lane to turn south on Woodmere Avenue. (On multiple occasions, eastbound vehicles were observed using the bicycle lane as a driving lane to pass the queue of standing eastbound cars to reach the dedicated right-turn lane.) These long eastbound queues force the actuated traffic signal to provide maximum green time for the eastbound approach. If the eastbound right-turn lane were longer, it is possible that the maximum green time need not be provided for the



*Exhibit 1. Peak-Hour Volume and Level of Service Comparison at Boardman Avenue*

*Exhibit 2. Peak-Hour Volume and Level of Service at Woodmere Avenue (“After” Condition)*

eastbound approach, thus allowing a greater percentage of green time to be provided for the high-volume northbound Woodmere Avenue approach.

Exhibit 2 shows that, during the AM peak hour, the eastbound through movement and the northbound-to-westbound left-turn movements operate at Level of Service “C” overall. Field observations, however, reveal that these movements operate with delays that correspond more closely with Level of Service “E” during the 7:45 AM to 8:00 AM timeframe when eastbound queues block access to the right-turn lane at Woodmere Avenue.

**QUEUE LENGTHS**

URS observed queue lengths that formed at the Boardman Avenue and Woodmere Avenue traffic signals after the restriping (but before the signal timing at Boardman Avenue was changed to the 100-second cycle with 75/25 splits). The queue of waiting vehicles for each movement was manually counted at the beginning of the green phase for that movement. The queue data were collected on Wednesday, October 22, 2014 throughout the 7-9 AM and 4-6 PM peak periods. The maximum queue lengths that were observed are shown in **Table 4**. There were other times throughout the AM and PM peak periods where queue lengths did not reach the maximum values shown in Table 4.

**Table 4. Maximum Queue Lengths Observed by Movement**

| 8 <sup>th</sup> Street / Boardman Avenue |         |          |               |         |         |          |
|--|---------|----------|---------------|---------|---------|----------|
| Peak Hour                                | EB Left | EB Thru  | WB Thru/Right |         | SB Left | SB Right |
| AM                                       | 4       | 12       | 19            |         | 8       | 3        |
| PM                                       | 3       | 25+      | 25+           |         | 9       | 7        |
| 8 <sup>th</sup> Street / Woodmere Avenue |         |          |               |         |         |          |
| Peak Hour                                | EB Thru | EB Right | WB Left       | WB Thru | NB Left | NB Right |
| AM                                       | 14      | 1        | 4             | 15      | 16      | 3        |
| PM                                       | 25+     | 8        | 8             | 18      | 25+     | 6        |

Source: URS Corporation

A review of the queue lengths in Table 4 shows long queues for the 8<sup>th</sup> Street approaches to Boardman Avenue and the northbound and eastbound approaches at the 8<sup>th</sup> Street/Woodmere intersection during the PM peak hour. The 25+ vehicle queue shown for these movements is a minimum, as the observer could not see the entire queue length beyond 25 cars.

The 25+ vehicle queue on the 8<sup>th</sup> Street approaches to Boardman Avenue and the eastbound approach to Woodmere Avenue lasted from approximately 5:00 PM to 5:30 PM. These queues were of such length that 8<sup>th</sup> Street was a continuous stream of slow-moving vehicles between Boardman Avenue and Woodmere Avenue during the 5:00 PM to 5:30 PM timeframe. Field observations revealed that, on some occasions, northbound-to-westbound left-turners at Woodmere Avenue was unable to complete their left-turns due to westbound queues spilling back from Boardman Avenue into the Woodmere Avenue signal. Similarly, eastbound queues on 8<sup>th</sup> Street extended from Woodmere Avenue back to Boardman Avenue, sometimes impacting the ability of southbound-to-eastbound left-turners from completing a left-turn at Boardman Avenue.

The 25+ vehicle queue on the northbound approach to Woodmere Avenue lasted from approximately 4:43 PM to 4:52 PM and then from 5:10 PM to 5:20 PM. Queues of 25+ cars were also observed on the northbound approach to Woodmere Avenue at 4:09 PM. The 25+ vehicle queue on the northbound approach grew past the Boyd Avenue intersection, and northbound motorists were regularly seen driving on the bicycle lane south of Boyd Avenue to get past the long left-turn queue in order to proceed to 8<sup>th</sup> Street and make a right turn.

The maximum queue times for the northbound and eastbound approaches at Woodmere Avenue overlap each other, which means that the queues are not a result of poor signal timing but rather are a result of “oversaturated” conditions. There is more demand during these time periods than the traffic signal can serve. As noted previously, the maximum green times at Woodmere Avenue were provided for the three primary signal phases throughout most of the afternoon peak hour.

**SPEED STUDY**

The City’s Engineering Department conducted a speed study of the 8<sup>th</sup> Street corridor before and after the restriping occurred. The results are shown in **Table 5** below.

**Table 5. Traffic Speeds on 8<sup>th</sup> Street**

|                                    | West of Boardman Avenue |        | East of Franklin Street |        |
|------------------------------------|-------------------------|--------|-------------------------|--------|
|                                    | Before                  | After  | Before                  | After  |
| Average Speed                      | 27 mph                  | 26 mph | 29 mph                  | 27 mph |
| 85 <sup>th</sup> Percentile Speed  | 33 mph                  | 29 mph | 34 mph                  | 32 mph |
| Total Percentage Above Speed Limit | 67.6%                   | 59.7%  | 85.8%                   | 78.6%  |

Source: City of Traverse City Engineering Department

As shown in Table 5, the restriping of 8<sup>th</sup> Street has led to slightly decreased speeds along 8<sup>th</sup> Street, including a reduction in average travel speed, the 85<sup>th</sup> percentile speed (the speed at which only 15% of drivers exceed) and the total percentage of drivers that exceed the posted 25 mph speed limit. It should be noted that these speeds were collected during off-peak hours when 8<sup>th</sup> Street was not saturated with traffic. During the AM- and PM-peak periods under the “after” condition, traffic speeds are less than 25 mph due to traffic congestion and extensive vehicular queuing.

**CRASH ANALYSIS**

An analysis of crashes along 8<sup>th</sup> Street in the restriping area was completed. Crash data was obtained for the period from September 17, 2014 through November 2, 2014 (after the restriping). Crash data for the same time period in 2011, 2012, and 2013 was also evaluated. The limits of the 8<sup>th</sup> Street crash data evaluation was from 250 feet west of Boardman Avenue to 250 feet east of Woodmere Avenue, a distance of 0.66 miles.

Since the “after” crash data is very recent, it is possible that some reported crashes may not have yet been entered into the State of Michigan crash database. Non-fatal crashes generally take about 14 days after the occurrence of the crash before the crash report is entered into the crash database. As a result, some of the 2014 crashes occurring in late October through early November may not be reported yet. Fatal crash reports can take longer after the occurrence of the crash before the report is entered into the crash database, especially if the fatal crash is a criminal case.

Six (6) crashes were reported in the “after” time period from September 17, 2014 through November 2, 2014. Of the six crashes, three (3) were rear-end straight, one (1) was rear-end right-turn, one (1) was a bicycle crash, and one (1) was a driveway (angle) crash. Four (4) of the six (6) crashes occurred within one week after the restriping of 8<sup>th</sup> Street. No alcohol, no fatalities, and four (4) injuries were reported in the six crashes. Of the four injuries, one was a “B” level (serious) injury and three were a “C” level (minor) injury. “B” level injuries involve visible yet non-capacitating injuries and generally include bruising and swelling. “C” level injuries include probable yet non-visible injuries, such as soreness or joint stiffness. Following is a description of the six “after” crashes, in chronological order.

1. **Rear-End Straight crash (westbound) – 700 feet east of Boardman Avenue on 09/17/2014 @ 8:47 AM.** The crash occurred on a dry road surface in daylight. Vehicle 1 was westbound and was rear-ended by Vehicle 2. No injuries were reported.
2. **Bicycle crash – 75 feet west of Boardman Avenue (at Riverine Drive) on 09/17/2014 @ 2:43 PM.** The crash occurred on a dry road surface in daylight. The bicyclist was traveling westbound on the sidewalk on the south side of 8<sup>th</sup> Street approaching Riverine Drive. The vehicle driver was stopped on Riverine Drive at the northbound approach to 8<sup>th</sup> Street, waiting for a gap in traffic to turn onto 8<sup>th</sup> Street. The vehicle driver began to proceed forward and struck the bicyclist as the bicyclist was passing in front of the vehicle. No injuries were reported.
3. **Rear-End Straight crash (eastbound) – 900 feet west of Woodmere Avenue on 09/19/2014 @ 5:24 PM.** The crash occurred on a dry road surface in daylight. Vehicle 2 and Vehicle 3 were stopped for queued traffic in the eastbound lane. Vehicle 1 was eastbound behind both Vehicle 2 and Vehicle 3. Vehicle 1 rear-ended Vehicle 2. The force of the collision caused Vehicle 2 to strike Vehicle 3. One “B” level and one “C” level injury were reported.
4. **Rear-End Right-Turn crash (westbound) – 15 feet east of Boardman Avenue on 09/24/2014 @ 3:08 PM.** The crash occurred on a dry road surface in daylight. Vehicle 3 was westbound and turning right to proceed northbound on Boardman Avenue. Vehicle 2 and Vehicle 1 were behind Vehicle 3. As Vehicle 3 started to turn, the driver had to stop for a westbound bicyclist crossing Boardman Avenue in the bicycle lane. Vehicle 2 stopped behind Vehicle 3. Vehicle 1 was unable to stop in time and rear-ended Vehicle 2. The force of the collision caused Vehicle 2 to strike Vehicle 3. One “C” level injury was reported.
5. **Driveway crash – 25 feet east of Wellington Street on 09/29/2014 @ 4:03 PM.** The crash occurred on a wet road surface in daylight. Vehicle 1 was eastbound and was turning left into a commercial driveway on the north side of 8<sup>th</sup> Street. Vehicle 2 was a vehicle on westbound 8<sup>th</sup> Street. As Vehicle 1 turned and crossed the westbound lane, Vehicle 2 struck Vehicle 1. One “C” level injury was reported.
6. **Rear-End Straight crash (eastbound) – 75 feet west of Boardman Avenue on 10/20/2014 @ 7:34 AM.** The crash occurred on a dry road surface at dawn. Vehicle 1 was eastbound approaching Boardman Avenue and could not stop in time and struck the rear of Vehicle 2, which was stopped in traffic. As a result of the impact, Vehicle 2 was forced into the rear of Vehicle 3 which was also stopped for traffic. No injuries were reported.

It is likely that the restriping contributed to some of the crashes that have occurred since the restriping was completed, particularly since four (4) of the six (6) crashes occurred within seven days of the road being restriped. It is likely that the longer queues created at Boardman Avenue and Woodmere Avenue were not expected by motorists, which led to the rear-end crashes. There have only been two crashes since September 24, 2014 (although it is possible there may be more that simply have not been reported yet).

#### Crashes from September 17 to November 2, in 2011, 2012, and 2013

A crash analysis was performed for the September 17 through November 2 time period for the years 2011, 2012, and 2013—the same time period as the “after” crash analysis. The crashes are summarized in **Table 6** top the next page. No alcohol and or fatalities were reported in the following crashes.

There were an average of four (4) crashes per year in 2011, 2012, and 2013 compared to the six (6) crashes that have occurred since the restriping was completed. There were no sideswipe crashes since the restriping, while there were two sideswipe crashes in the last three years prior to the restriping. (Sideswipe crashes are typically

reduced when restriping from a four-lane pavement to a three-lane pavement.) Table 6 also shows that there were three (3) angle crashes along 8<sup>th</sup> Street in the previous three years, while no angle crashes have occurred since the restriping.

**Table 6. Crash Summaries for September 17 through November 2 in 2011, 2012, 2013, and 2014**

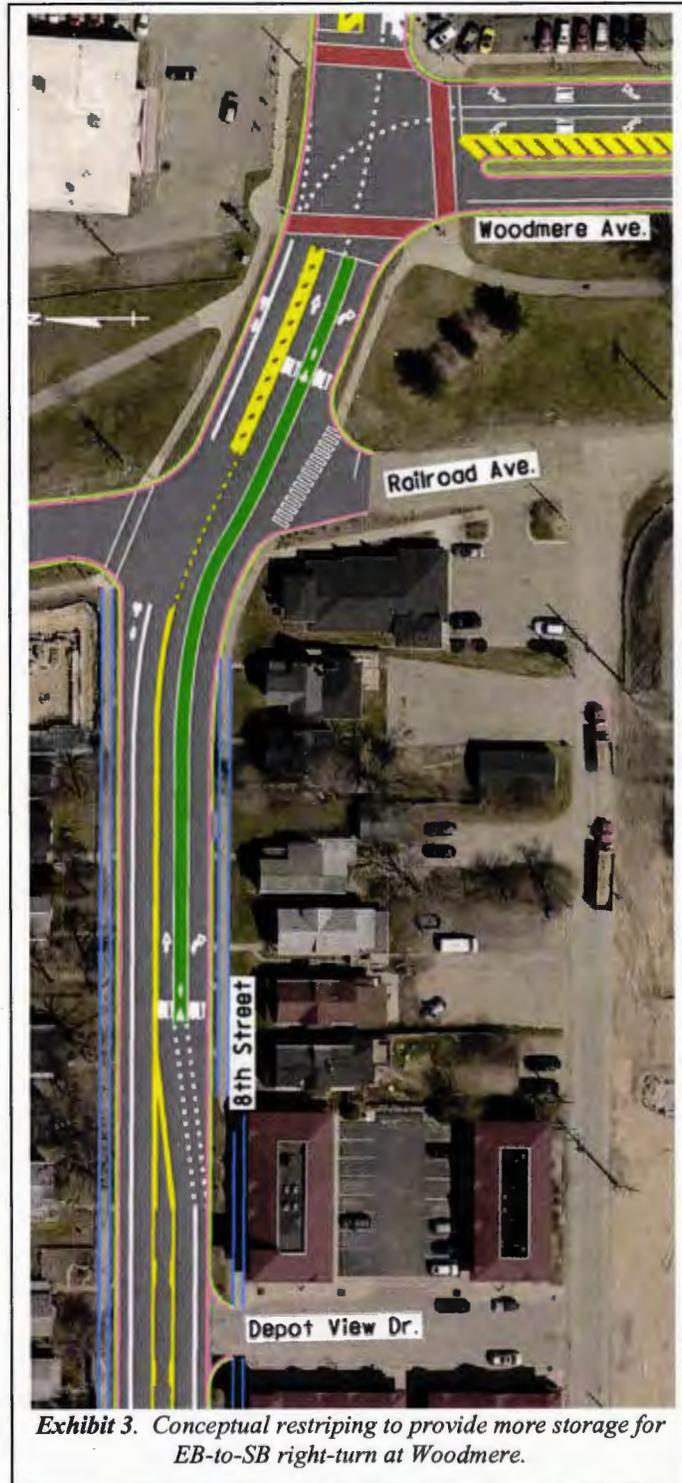
| Year           | Crash Types |              |                   |                    |                     |                 |             |              |              | Injuries |
|----------------|-------------|--------------|-------------------|--------------------|---------------------|-----------------|-------------|--------------|--------------|----------|
|                | Total       | Angle        | Rear-End Straight | Rear-End Left-Turn | Rear-End Right-Turn | Side-Swipe Same | Pedestrian  | Bicycle      | Driveway     |          |
| 2011           | 3           | 1            | 2                 | 0                  | 0                   | 0               | 0           | 0            | 0            | 0        |
| 2012           | 5           | 0            | 2                 | 1                  | 0                   | 1               | 1           | 0            | 0            | 2        |
| 2013           | 4           | 2            | 1                 | 0                  | 0                   | 1               | 0           | 0            | 0            | 0        |
| <b>Total</b>   | <b>12</b>   | <b>3</b>     | <b>5</b>          | <b>1</b>           | <b>0</b>            | <b>2</b>        | <b>1</b>    | <b>0</b>     | <b>0</b>     | <b>2</b> |
| <b>Percent</b> | <b>100%</b> | <b>25.0%</b> | <b>41.7%</b>      | <b>8.3%</b>        | <b>0.0%</b>         | <b>16.7%</b>    | <b>8.3%</b> | <b>0.0%</b>  | <b>0.0%</b>  |          |
| 2014           | 6           | 0            | 3                 | 0                  | 1                   | 0               | 0           | 1            | 1            | 4        |
| <b>Percent</b> | <b>100%</b> | <b>0.0%</b>  | <b>50.0%</b>      | <b>0.0%</b>        | <b>16.7%</b>        | <b>0.0%</b>     | <b>0.0%</b> | <b>16.7%</b> | <b>16.7%</b> |          |

Source: TCAT 2.0, Traffic Improvement Association

## CONSIDERATIONS

1. The traffic count comparison did not show any major changes in traffic patterns. It is recommended that the City collect additional traffic counts during the spring and summer months in 2015 and compare the data to historical counts to see if any traffic redistribution occurs during the tourist season. Traffic on 8<sup>th</sup> Street appears to flow well most of the time, becoming bogged down only during the 5:00 to 5:30 PM window. It is not known what impact summer traffic may have on 8<sup>th</sup> Street or other east-west roadways. Additional data collection during these times is recommended to verify the impact that summer traffic volumes will have on corridor operations. If the City is satisfied with traffic operations along 8<sup>th</sup> Street following the 2015 summer tourist season, then the City can feel confident that a permanent 3-lane cross-section will operate as intended.
2. If the City decides to maintain the three-lane road diet permanently, it is recommended that additional bicycle markings be applied in the bicycle lane at greater intervals than what has been applied in the trial period.
3. It is recommended that a consistent 5-foot bicycle lane width be utilized throughout the project limits, rather than using a 6-foot bicycle lane in some locations as exists today. Peak-hour congestion tempts motorists to use the bicycle lane space for driving (to get around queued vehicles). A narrower bicycle lane would discourage such action. A 5-foot bicycle lane width is a widely-recommended width by national publications.
4. It is recommended that a 6-inch white lane be used to delineate the bicycle lane (as was used in the restriping). A 4-inch line is not recommended.
5. It is recommended that the City consider installing street lighting with the reconstruction of 8<sup>th</sup> Street. The road is dark at night, making it more dangerous for bicyclists and pedestrians. Street lighting would improve safety for all modes of travel.

6. It is recommended that the City consider incorporating median refuge islands and mid-block pedestrian crossings as part of the reconstruction of 8<sup>th</sup> Street, should the City decide to reconstruct the road as a three-lane pavement permanently. Mid-block crossings were considered as part of the restriping trial, but were ultimately not implemented.
7. The City should consider lengthening the eastbound right-turn lane at Woodmere Avenue, so that eastbound “through” motorists do not block eastbound motorists from entering the right-turn lane. **Exhibit 3** depicts a concept that provides additional eastbound right-turn storage at Woodmere Avenue. Increasing the right-turn storage may reduce the amount of green time that is needed to serve the eastbound approach at Woodmere Avenue, which in turn would increase the percentage of overall green time that can be dedicated to the high-volume northbound-to-westbound left-turn movement at Woodmere Avenue. This change could be implemented during the trial period in spring 2015 to see whether the additional right-turn storage improves peak-hour traffic flow, which would help the City determine whether such a change should be considered as part of any permanent road diet solution. Left-turns on all four approaches at the 8<sup>th</sup> Street/Railroad Avenue intersection would be prohibited to improve safety, and it is recommended that the eastbound bicycle lane as being painted green between Depot View Drive and Woodmere Avenue.



*Exhibit 3. Conceptual restriping to provide more storage for EB-to-SB right-turn at Woodmere.*

8. An eastbound-to-northbound left-turn signal phase is not recommended at Boardman Avenue at this time. Although there are not many gaps in the westbound traffic stream during peak hours, the eastbound left-turn volumes are less than 60 vehicles in peak hours (see Exhibit 1 on page 5). There are a sufficient number of traffic signal cycles in each hour to serve eastbound-to-northbound left-turners as “sneakers” at the end of the 8<sup>th</sup> Street green phase. If eastbound-to-northbound left-turn volumes exceed 100 vehicles in a peak hour, then a protected left-turn green arrow should be considered.

9. It is recommended that vehicle actuation be provided on the Boardman Avenue leg of the 8<sup>th</sup> Street/Boardman Avenue intersection. Pedestrian push buttons are not recommended, rather, the signal should be timed to always provide the minimum amount of time for pedestrians to cross 8<sup>th</sup> Street at the Boardman Avenue intersection. Actuation will allow the Boardman Avenue signal phase to end early after the minimum time required for pedestrians is reached if no vehicles are present on the Boardman Avenue approach.
10. Due to the extensive queuing on 8<sup>th</sup> Street between Boardman Avenue and Woodmere Avenue during peak hours, URS does not recommend the construction of single-lane roundabouts at the Boardman Avenue or Woodmere Avenue intersections. Preliminary capacity analyses using the peak-hour data collected in October 2014 and field observations indicate that the potential exists for queues to build along 8<sup>th</sup> Street from one roundabout into the other roundabout (if they were to be single-lane roundabouts), creating a safety concern. Dual-lane roundabouts would work acceptably from a traffic operations standpoint during peak hours, but there is limited right-of-way available to construct them.



The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: ARTS COMMISSION MASTER PLAN FOR ADOPTION

Attached is a memo from Administrative Specialist Stevie Murray explaining a recommendation from the Arts Commission for adoption of The Master Plan as a guiding document for the enhancement and placement of art in the City.

Also attached are the correspondence from the staff of the Planning Commission and Parks & Recreation Commission, detailing their respective Commission's passing of the proposed Master Plan, as required by the City Ordinance, Chapter 299, *Public Art*. While not required, the Downtown Development Authority Board also reviewed and recommended the adoption of the proposed plan; attached is a memo indicating so from DDA Executive Director, Rob Bacigalupi.

Per the requirement outlined, the City Commission must also pass the proposed document for official implementation.

I recommend the following motion:

**that the Traverse City Arts Commission Master Plan, be adopted as a general guideline for arts enhancement and placement in the City, as recommended by the Arts Commission.**

PH/slm

K:\tcclerk\city commission\master plan\arts commission master plan\_20151103.doc

copy: Stevie Murray, Administrative Specialist

---

# Memorandum

The City of Traverse City



---

TO: Benjamin Marentette, City Clerk

FROM: Stevie Murray, Administrative Specialist *SM*

DATE: October 26, 2015

SUBJECT: Traverse City Arts Commission Master Plan Draft

As outlined in the Traverse City City Ordinances, Chapter 299, *Public Art*, the Master Plan must be adopted by the City of Traverse City Planning Commission, Parks & Recreation Commission, and City Commission. The Master Plan should incorporate the Public Arts Ordinance, and guidelines on the processes for art selection, site selection, community engagement, funding and other related points. The Commission has been working at an ambitious rate to complete the Master Plan, gather community input on the matter, and finally prepare to present it to the City Commission for approval.

Attached you will find correspondence from the DDA Executive Director, Rob Bacigalupi, Planning Director, Russell Soyering, and Parks Superintendent Lauren Vaughn, regarding their respective Boards passing of the proposed Master Plan draft; it is the desire of the Arts Commission to recommend its adoption by the City Commission per the requirement defined in the Ordinance.

Thank you for your time and consideration of this matter. Please feel free to contact me with any questions you may have.

---

# Memorandum

Planning Department



---

TO: Marty Colburn, City Manager

FROM: Russell A. Soyring, Planning Director 

DATE: October 9, 2015

SUBJECT: Planning Commission Adoption of the Public Arts Program Master Plan

The Traverse City Planning Commission on a 8-0 vote adopted the Public Art Program Master Plan submitted by the Traverse City Arts Commission at their October 6, 2015 Regular Meeting.

No public comment was received regarding this agenda item at the meeting.

Please forward the Planning Commission's action to the City Commission for their consideration.

Copy: City Clerk

TO: Stevie Murray  
FROM: Lauren Vaughn  
RE: Arts Commission Master Plan  
DATE: October 16, 2015

At the October 1, 2015 Parks and Recreation Commission meeting, representatives from the Traverse City Arts Commission gave a presentation and answered questions on the proposed Arts Commission Master Plan.

A motion was passed 6 – 0 to recommend the master plan, with some modifications that the Arts Commission indicated that they would do based on the comments of the Parks and Recreation Commission, to the City Commission for their review and possible action.



To: Benjamin Marentette, City Clerk

From: Rob Bacigalupi, Executive Director

RMB

Re: DDA Board Action on Traverse City Arts Master Plan

Date: October 27, 2015

At their October 16, 2015 meeting, The Traverse City Downtown Development Authority Board of Directors considered a request from the Traverse City Arts Commission to recommend the draft plan entitled "A Public Art Program Master Plan for Traverse City," which was presented at that meeting. The DDA Board voted to recommend the report, with a *motion by Constantin, seconded by Jackson that that the DDA Board of Directors recommend the Public Arts Master Plan as presented to the City Commission. Motion carried unanimously.*



TRAVERSE CITY ARTS COMMISSION  
traversecitymi.gov/artscommission.asp  
tcarts@traversecitymi.gov  
231.922.4480



# A PUBLIC PROGRAM MADE FOR TRAVELERS





# STATEMENT OF PURPOSE



**In 2014, the City of Traverse City joined other communities around the United States by embarking on a Public Art Program dedicated to developing and preserving public access to the arts by placing art where the community gathers — in parks, buildings, plazas, and near pedestrian and vehicular paths.**

*The City Commission of Traverse City finds that public art advances the interests of Traverse City and enriches the cultural and aesthetic quality of life in our community by:*

- » Contributing to the general welfare by providing access to cultural resources that engage and inspire the mind and senses by creating high aesthetic expectations.
- » Stimulating community dialogue between people of all ages by challenging familiar experience.
- » Increasing the City's desirability by enlivening the appearance and appeal of public spaces, creating a more culturally-driven urban environment.
- » Aiding in the enhancement of property values and promoting economic growth.

Building on Traverse City's commitment to excellence in the planning and design of civic space, the City Commission establishes the following Master Plan for its Public Art Program. This set of policies is intended to provide the City of Traverse City, City staff, and the community with a clear and consistent framework for selecting, funding, commissioning, installing, maintaining, and decommissioning public art for municipally owned public spaces. It intends to ensure a lasting legacy for future generations through a sustainable Public Art Program.



## WHAT IS PUBLIC ART?

Public art is artwork located in the public realm, regardless of whether it is situated on public or private property, and whether it is acquired through public or private funding. It may be permanent, temporary, or mobile.

Public art is art with the social purpose of creating rich landscapes that reflect our history, embrace and honor cultural differences, inject a sense of play that makes passers-by smile involuntarily, create a sense of civic pride, and ignite our creativity.

Public art often welcomes people to town, marks a town center, or provides shade and resting space in parks. Some public art is sited in high traffic areas, especially places frequented by pedestrians. Other common sites include major public buildings, parks, neighborhood communities, schools, senior centers, libraries, police and fire stations, and town centers where people walk and gather. It can also be infused into architectural elements of both new and existing buildings.

## COMMON TYPES OF PUBLIC ART INCLUDE:

- » Murals (painted, sculpture, mosaic)
- » Functional (paving patterns, benches, lighting, kiosks, railings, manhole covers, dumpsters, painted utility boxes)
- » Interactive (kid friendly, climbable)
- » Environmental (recycled materials, alternative energy, found objects)
- » Temporary (rotating art on loan)
- » Water (fountains, ponds, trickle walls)
- » Kinetic (mobiles, magnetic, large-scale sculptures)
- » Technological (webcams, video screens, digital displays)
- » Landscape (flower beds, gardens)

# WHY PUBLIC ART?



**Art surprises, delights, slows us down, sparks debate, and energizes us. Public art is an essential component of a thriving community because:**

- » Public art enhances public spaces and creates destinations in a community where people walk, ride, play, and gather. It both reflects and creates our community. Well-designed and attractive artwork that is strategically located throughout the City encourages people to fully appreciate and utilize public spaces.
- » Public art creates an opportunity for the expression of the diversity and the unique character of a group or area.
- » Public art can advance overall design initiatives or priorities in a community by delineating neighborhoods and beautifying traditionally unremarkable aspects of public works infrastructure.
- » Public art can have historic and educational value by commemorating events, honoring individuals, or identifying historic locations.
- » Public art can serve as a forum for supporting local and regional artists.
- » Public art contributes to the rich texture of the fabric that is the story of our time, our place, and our lives.
- » The public art we leave behind is our gift to those who come after us.

It is the stated intent of the Traverse City Arts Commission to encourage the continued development of public art in order to stimulate the vitality and economy of the City, and to work towards making Traverse City an arts leader in the State of Michigan. Thus, it is the goal of the Traverse City Arts Commission to spend designated funds on quality works of art and art projects that advance public understanding of visual art, support arts and culture, and enhance the aesthetic quality of public places.

## GUIDING PRINCIPLES & GOALS

The activities and decision-making of the City of Traverse City's Public Art Program will be guided by the following principles and goals:

**INCLUSIVITY** Actively seek ideas and participation from all segments of the community, encouraging dialogue and working in partnership with artists, architects, engineers, designers, planners, local businesses, creative professionals, and arts organizations.

**DIVERSITY** Provide opportunities for artists of all racial, ethnic, and cultural backgrounds, disabilities, and other diverse groups.

**GEOGRAPHY** Work collaboratively to provide arts experiences in all parts of Traverse City, prioritizing places where the greatest number of people gather, responsive to Traverse City's established community planning and urban design strategies.

**AESTHETIC EXCELLENCE** Strive for artistic excellence in artwork and art experiences that enhance the urban environment and public spaces throughout the City.

**PLACEMAKING** Support public art that is a force for expressing and evoking connections among people and places that are meaningful to community and civic life by creating places within community spaces and prioritizing highly visible locations that are accessible to everyone.

**INNOVATION** Explore new approaches to public arts activities to engage citizens of all ages, and include works of art representing a broad variety of media, styles, and community interests.

**FEASIBILITY** Prioritize projects that have a high likelihood of success, including those with adequate time and funding necessary to complete the project, ensure site control, and garner support from partners and the community.

**EDUCATION** Promote understanding and recognition of public art as one of our great civic resources, and educate the community about the creation, mission, and benefits of public art for enhancing the quality of life and the economic vitality of our community.

**DEVELOPMENT** Explore all funding options and seek diverse, reliable, and stable funding for public art.

**PLANNING** Encourage consideration of artistic components for new projects and developments under consideration by the City, from new community facilities to major private projects to public-private endeavors.

**PRESERVATION** Administer, document, maintain, and conserve works of art in the public art collection.

# TRAVERSE CITY ARTS COMMISSION

**THE TRAVERSE CITY ARTS COMMISSION** develops and oversees the Public Art Master Plan. Its initial adoption and subsequent revisions are recommended to and approved by the City Commission. Every five years, the Arts Commission shall assess the Master Plan's consistency with the City Master Plan and the Parks and Recreation five-year plan.

The Traverse City Arts Commission is responsible for the administration and overall management of the City of Traverse City's Public Art Program, implementation of calls for proposals and artists, identification of and contracting with artists, supervision of art fabrication and installation, signage, public art dedications, program fundraising, documentation of artwork in the Public Art Program, and education and awareness efforts.

Arts Commission members consist of five community members appointed by the City Commission, plus one representative from each of four groups: the City Commission, the Parks and Recreation Commission, the Planning Commission, and the Downtown Development Authority. Members serve three-year terms.

## ART SELECTION PANEL

**The Art Selection Panel is a five-member panel appointed by the Traverse City Arts Commission. The panel solicits proposals for specific projects, evaluates proposals based on the goals and regulations of the Public Art Program, and makes recommendations to the Arts Commission.**

*Art Selection Panel members must:*

- » Be familiar with the unique character of Traverse City.
- » Have a strong background in the visual arts or arts projects.
- » Be free of conflict of interest or the potential for financial gain from either the project or the purchase of specific artwork by the City.
- » Sign a conflict of interest statement.

The Art Selection Panel will make objective judgments on proposals submitted to the Traverse City Arts Commission, based on the critical success and professional accomplishments of the artists under consideration, with the goal of finding the best possible match between site, community, and artist.

The panel will have a strong working knowledge of public art, including aesthetic concerns, community involvement, compatibility issues, funding and contracts, documentation, placement, landscaping, cost for maintenance, and site concerns. The members may consult with landscape architects or other project design professionals as needed. Art Selection Panel members serve three-year terms.

In cases where there are multiple stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel. These non-voting advisors may include design or technical professionals, developers, planners, urban designers, or historians.



# PUBLIC ARTS COMMISSION PROCESS

The phases on the following pages outline the process for carrying out a commissioned public art project. The Arts Commission will engage the public at various stages of the process.

## PHASE ONE: PROJECT ASSESSMENT & SELECTION



**At the earliest stage, the Traverse City Arts Commission discusses the feasibility of proposed public art projects. The following criteria are the minimum on which selections shall be based. Other criteria may be established as dictated by a project's particular requirements; any additional criteria shall be outlined in written instructions.**

*The project should:*

- » Enhance and enliven the selected public space.
- » Reflect the spirit and character of the community.
- » Be innovative in design.
- » Be engineered for safety and technical feasibility.
- » Be mindful of the importance of pedestrian scale to the community of Traverse City.
- » Take into account any liability issues that may arise from the artwork.
- » Be durable relative to the elements, theft, and vandalism, with consideration given to short and long-term maintenance.

- » Accurately fall within desired time frame.
- » Meet budget and available funds, including the cost of the public art, installation costs, signage, maintenance, and all other associated costs.
- » Be compatible in terms of scale, form, content, and design with respect to its immediate and general, social, and physical environment.
- » Be acceptable in terms of durability, maintenance, public access, appropriateness, safety, and security.
- » Serve the goals of the Public Art Program Master Plan and the needs of the community.
- » Complement the City's existing public art inventory, adding diversity of theme, material, and style.

Stakeholders may be consulted during Phase One discussions.

The Arts Commission is committed to making difficult decisions about potentially controversial public art.

# PHASE TWO:

## PROJECT DEFINITION & CALL FOR PROPOSALS/ARTISTS

Once a project has been selected, the Arts Commission will take the following steps to initiate the project.

### 1 CITY COMMISSION & CITY STAFF APPROVAL

The Arts Commission will seek approval of project concept, location, and preliminary budget from the appropriate City staff. The Traverse City Arts Commission will then seek authorization from the City Commission for expending funds and initiating the Request for Proposal (RFP) or Request for Qualifications (RFQ) process.

### 2 BRIEFING SESSION

After receiving approval, the commission will meet with stakeholders who will be involved in the project. It shall arrange at least one discussion session with all the key project stakeholders including, but not limited to, a project manager, the director of the site facility, neighboring property owners, any involved private sector developers, and the artist and design project architect, if known. *The following topic areas, and others as deemed necessary, shall be discussed:*

- » Design objectives for the project.
- » Relationship of public art to the project design objectives.
- » Identification of the local stakeholders in context to the site.
- » Relationship of the public art project to the design project architect objectives, if selected.
- » Any functional requirements or special site limitations associated with the capital improvement project or private development project.
- » Public Art Program goals, selection processes, and implementation procedures.
- » General guidelines for determination of the selection process (open competition, limited competition, or invitational competition).
- » Cooperative nature of the Public Art Program, with artist participation encouraged from initial planning phase forward.
- » Available budget for public art project.
- » Long-term maintenance, liability, and code requirement concerns.

### 3 DEFINING THE PROJECT

The commission will collect the information received during the briefing session and use it to establish the selection criteria that will be included in the Request for Proposal (RFP) or Request for Qualifications (RFQ).

The selection criteria could include originality of artwork, artist credentials, relevance of artwork theme, sustainability, and maintenance. Criteria can be changed or modified depending on the needs of the RFP/RFQ. The creation of selection criteria will set up an agreed-upon expectation as to what basis the RFP/RFQ should be judged upon. *The RFP/RFQ should include:*

- » Project goals
- » Site details
- » Budget
- » Project scope and specifics (type and theme of project, style or nature of placement, temporary or permanent installation)
- » Approaches to artwork
- » Maintenance considerations
- » Contract requirements including ownership to remain with the City of Traverse City



# PHASE THREE: ARTIST SELECTION

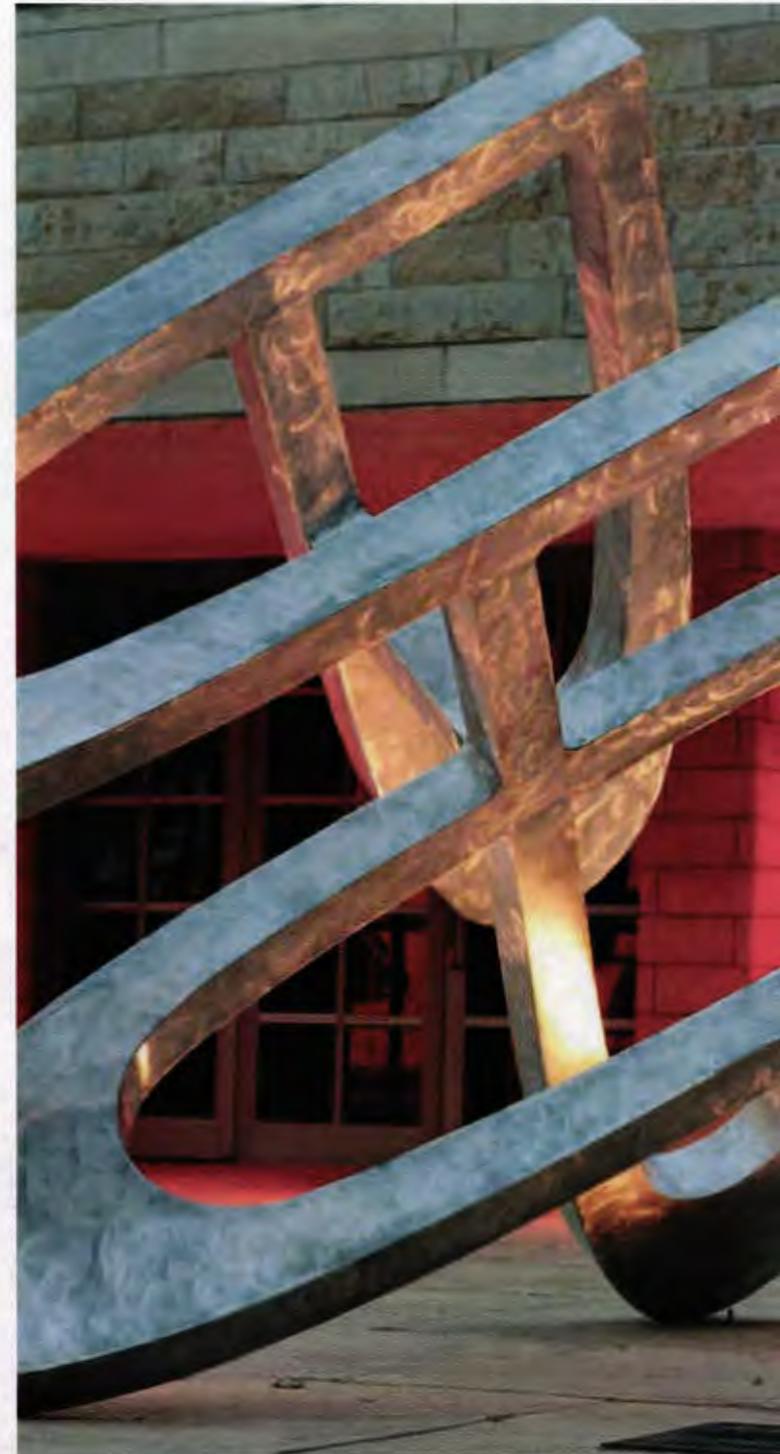
The Art Selection Panel is called upon by the Traverse City Arts Commission to review the proposals and other artist materials. It may choose to interview artists and gather additional information on the proposals, including revisions to artwork.

Selecting an artist to either create discrete public artworks or to participate in design collaborations is the most important decision of the public art process. Special care must be taken in the implementation of all facets of the artist selection process in order to ensure the implementation of the best public art project possible. Specifically, the goals of the selection process are:

- » To further the guiding principles and goals of the Public Art Program for Traverse City.
- » To select an artist or artists whose existing public artworks or past collaborative efforts have maintained a level of quality and integrity.
- » To consider the type of public art project applicable to the situation posed by the particular project and to select an artist or artists who can best respond to that type of project.

- » To select an artist or artists who will best respond to the distinctive characteristics of the site and the community it serves.
- » To select an artist or artists who can work successfully as members of an overall project design team.
- » To ensure that the selection process represents and considers the interests of all parties concerned, including the public, the arts community, and the site facility and stakeholders.

After deliberating on the proposals, the Art Selection Panel will make a recommendation to the Traverse City Arts Commission. The Art Selection Panel may choose to recommend one artist and/or proposal or a set of finalists. The Arts Commission may recommend that the finalists be displayed to the public for community feedback.



## PHASE FOUR: CONTRACT WITH ARTIST

Once the Art Selection Panel has made its recommendation to the Traverse City Arts Commission, the commission reviews the recommendation and votes to accept or reject. If a recommendation is approved by the Traverse City Arts Commission, the artist is notified that she/he is a finalist in the competition.

The Traverse City Arts Commission may arrange a site visit for the artist so that she/he may learn about the project in more detail, its location and specific features, budget and any architectural/engineering information that is pertinent. In addition, the Traverse City Arts Commission may choose to have the artist meet with community members, stakeholders, and the City staff involved in the project.

Following approval of a public artwork's acquisition, the artist will enter into a written Agreement for Commission of Public Art or an Agreement for Purchase of Public Art Work, as appropriate, with the Traverse City Arts Commission. The dollar amount of the contract is subject to the funds approved by the City Commission, which will include all funds allocated to the project: artist fees, fabrication and installation costs, and any other expenses.

The contract is completed under the supervision of the City Manager and the City Attorney. It will be a standard contract for services and transfers ownership of the art to the City at the time of installation. The contract should ensure that the art becomes the full property of the City, with no rights remaining with the artist, and should also provide for the removal of the art at such time that this is deemed necessary. The contract may also protect the City from the artist duplicating the exact work for sale to others.



# PHASE FIVE: COMPLETION & INSTALLATION

The Traverse City Arts Commission and its staff liaison work together with the artist to bring the project to completion, and to promote the work with media coverage. Commissioners may enhance their understanding of the work as it is fabricated by visiting the artist's studio, exchanging photographs, or inviting the artist to update the commission at a meeting. Other City staff, community members, and professionals related to the project may also collaborate to complete the project. This process may take a number of months, depending on the complexity of the art, the extent of fabrication, and the time needed to install the art.

Once the art is installed, the City may hold a dedication ceremony to formally introduce the art and the artist to the community. City Commission members, the City Manager, and the Arts Commission will work together to ensure that the dedication event is open to the public and appropriate to the art and its location. The art and artist will be identified with an appropriate plaque on the installation site.



# DONATIONS

**Groups or individuals may request that the Traverse City Arts Commission consider the placement of a donated work of art or funds to initiate a new public art project. The Arts Commission reserves the right to accept or reject any and all donations.**

## ARTWORK DONATIONS

All decisions to accept public art pieces shall be made by the City Commission, following written recommendation by the Arts Commission. Anyone wishing to donate existing artwork, or a newly commissioned piece of artwork, should submit a written proposal for review by the Traverse City Arts Commission. *Gift proposals should include:*

- 1 Description of the work, and materials included in the artwork.
- 2 The actual artwork, or images of the artwork.
- 3 A site plan indicating the proposed location for the artwork, if a specific location is suggested.
- 4 Installation details (temporary or permanent).
- 5 Recommended maintenance plan.
- 6 Source of funding, if any, for installation and maintenance.

All donations must be unencumbered; no work of art will be accepted if the donor requires the City to locate the work of art in a specific location in perpetuity.

The City does not establish or set the value of donated artwork. Receipt for donated goods (artwork) will be provided but no value will be assigned. If the donor furnishes the City with an appraisal or receipt of sale for the artwork, it will be attached to a "Letter of Donation" furnished to the donor by the City. In all other cases, no value will be stated. It is the responsibility of the donor to declare a specific value and necessary substantiation of value for tax purposes, in consultation with accounting and/or legal advisors.

Ideally, donated work will include a financial donation for the maintenance and conservation/restoration of the work being donated, the amount of which will be negotiated as part of an acceptance agreement.

*Following an initial review by the Arts Commission, the artwork will be reviewed by the Art Selection Panel. Artwork being considered for donation to the City's*

*public art collection will be evaluated based on the goals of the Public Art Program and by criteria that includes, but is not limited to:*

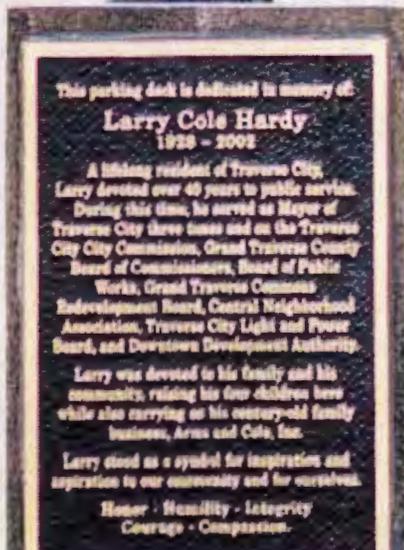
- » Relevance to the Public Art Program Master Plan.
- » Relevance to the City of Traverse City's natural or built environment, cultural heritage, and/or history.
- » Quality of the piece of art.
- » Suitability of the artwork for display in a public space.
- » Authenticity of the artwork.
- » Condition of the artwork.
- » City's ability to maintain and conserve the artwork.
- » Ethical and legal considerations regarding ownership.

After evaluating the proposal, the Art Selection Panel will make its recommendation to the Traverse City Arts Commission, which will in turn notify the City Commission. If the City Commission votes to accept the gift, a deed of gift will be signed. Appropriate promotion and recognition will be agreed upon with the donor for accepted gifts. If the artwork is declined, the donor will be formally notified. The notification will include the reason for the decision, and an invitation to meet with an Arts Commission representative, if the donor wishes to do so.

If a proposal for a newly commissioned piece of artwork is accepted, the full spectrum of Public Art Master Plan criteria will be followed with consideration to site, safety, and all other matters. The donor or the donor's selected artist will follow the process for implementing a piece of public art as detailed in the Master Plan. The donor will deposit full project fees with the City to be drawn on by the artist to ensure uninterrupted completion of the artwork. These funds will also include any monies required for plaques and/or other promotional material needed for commissioning.

## MONETARY DONATIONS

Philanthropic support is an important resource in the development and sustainability of public art in Traverse City. Prospective donations can be made through gifts of cash, stock/bonds, bequests, and planned giving instruments. All financial donations will be restricted for use in supporting the Public Art Program as directed by the Arts Commission and approved by the City Commission. They should also be considered unrestricted, provided that they remain within this scope, so that they may be utilized as needed and directed by the Arts Commission



# COLLECTION OVERSIGHT

## ART ON LOAN

The City may secure on a temporary basis works of public art for display in public spaces, which may or may not be owned by the City. All artworks to be displayed in public spaces as part of the Public Art Program will be evaluated by the Traverse City Arts Commission against the following criteria:

- » Relevance to the Public Art Policy Master Plan.
- » Quality of the piece of artwork.
- » Suitability of the artwork for display in a public space.
- » Condition of the artwork.
- » City's ability to safely display and conserve the work.
- » Degree of fit with existing mandates or programs in public exhibition spaces.

All agreements related to art on loan shall be completed under the supervision of the City Manager and the City Attorney.

## REMOVAL OF PUBLIC ART FROM THE CITY'S COLLECTION

The City of Traverse City reserves the right to modify its public art collection. While removal is discouraged, circumstances may warrant review. Art shall be retained in the collection as long as it retains its physical integrity, identity, and authenticity, and as long as the Arts Commission can properly preserve and care for the work. Removal will be undertaken only in extreme circumstances, and primarily when the condition of the artwork makes conservation impossible for technical or financial reasons. Removal will only occur after thoughtful consideration and a comprehensive assessment has been completed.

Artwork may be removed from Traverse City's public art collection by vote of the City Commission, following review and written recommendation by the Traverse City Arts Commission to the City Commission, if:

- » The artwork's physical or structural condition poses a threat to public safety.
- » The artwork requires excessive maintenance, has faulty design or workmanship, and repair or remedy is impractical or unfeasible.
- » The artwork has been damaged and repair or remedy is impractical or unfeasible.

- » The condition or security of the artwork cannot be reasonably guaranteed.
- » The artwork is no longer relevant to the City's public art inventory or Master Plan.
- » The artwork is discovered to have been stolen, or was offered to the City using fraudulent means.
- » Significant changes in the use, character, or design of the site have occurred which affect the integrity of the artwork.
- » Significant, adverse public reaction has continued unabated over an extended period of time.
- » The artwork is subject to contractual donor restrictions that can no longer be met.

In the event that the City Commission votes in favor of removal of artwork from the collection, the manner of disposition shall be in the best interest of the Traverse City Arts Commission, the public it serves, the public trust it represents in owning the collections, and the scholarly and cultural communities it represents. Disposal is to follow these guidelines:

- » Priority shall be given to placing the removed item through gift, exchange, or sale in another tax-exempt public institution where the artwork may serve the purpose for which it was acquired initially by the City of Traverse City. Attention shall be given to Internal Revenue Service rules and regulations regarding exchange or resale of items donated to the City for tax advantage.
- » Proceeds from the sale of collections are to be used consistently with the Public Arts Program Master Plan, and in no event shall they be used for anything other than acquisition or direct care of collections. Collections shall not be removed in order to provide financial support for Arts Commission operations or facilities maintenance.
- » When items are severely damaged, in an irreparable state, or of no value, disposition may involve physical disposal.
- » An adequate record of the conditions and circumstances under which donations are removed from the collection and disposed of shall be made and retained as part of the commission's records.

In the event of accidental loss, theft, or vandalism, the Arts Commission retains the right to determine whether replacement or removal of the artwork is appropriate.

# ADDITIONAL ACTIVITIES



## EDUCATION PROGRAM & PUBLIC RELATIONS

A Public Art Program is only as successful as the support it receives from the community. The Arts Commission should maintain a vibrant, ongoing educational program that provides ample opportunities for community discussion, and analysis and debate about the significant topics involved with public art. It must also provide for the informational needs of the community as projects are developed. Education and communication with the community is a crucial part of the commission's responsibilities and ongoing annual activities.



## MASTER PLAN EVALUATION

The Traverse City Arts Commission will periodically review the Public Art Guidelines and Public Art Master Plan to determine how they can be improved to better meet the community's needs and interests, and the goals of the Public Art Program, especially immediately following selection of new members to the commission or new works of art to the collection.

## PUBLIC ART COLLECTION DOCUMENTATION

The Traverse City Arts Commission will be responsible for documenting the City of Traverse City's public art. This will include art placed through the Public Art Program and other art that is either donated to the City for public display or is otherwise owned by the City. This documentation will include a file on each work with basic information including date, acquisition process, artist, and photographs. It may also include a public art brochure, video tape, and other records of the City's artwork.



# APPENDIX A: EXISTING PUBLIC ART IN TRAVERSE CITY

Thanks to the efforts of the City of Traverse City, staff members, businesses, and individual citizens, prior to adoption of the Master Plan, Traverse City was home to public art that included these works, among others.



"Duet"  
Bob Purvis  
Dennos Museum Center Collection\*



"Equilibrium"  
Hanna Stibel  
Dennos Museum Center Collection\*



"However"  
Clement Meadmore  
Dennos Museum Center Collection\*



"Structurist Sculpture #5"  
David Barr  
Dennos Museum Center Collection\*



"River Guardian"  
Dewey Blocksma  
Boardman River, Downtown TC\*



"Time to Let Go"  
Verna Bartnick  
Open Space\*



"Perry Hannah, Traverse City's  
Founding Father" - Verna Bartnick  
Hannah Park\*



"Unnamed"  
Bob Purvis  
Larry C. Hardy Parking Deck\*



"Larry C. Hardy Memorial"  
Verna Bartnick  
Larry C. Hardy Parking Deck\*



Community Mural  
Charles Murphy (original art)  
Ace Hardware



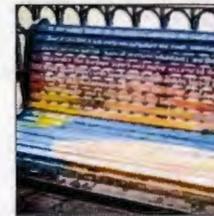
"Safety Last!"  
Still Film Image Featuring Harold Lloyd  
State Theatre



Annual Floral Display  
Friendly Garden Club  
Open Space Park\*



Charles Murphy  
Rotating Banner  
Downtown Traverse City



"Benchmark"  
Blackbird Arts Community Project  
Downtown Traverse City



"A Space Time Continuum"  
Calvin Boulter  
Downtown Traverse City



Downtown Heart Wall  
Artist Unknown  
Downtown Traverse City



"Circle of Life, Wind Machine"  
Dewey Blocksma  
Boardman River, Downtown TC\*



Children's Turtles  
Artist Unknown  
Clinch Park\*



Solar System  
David Kirby  
Hull Park



Fairy House  
Charles Murphy  
Downtown Traverse City



Mtskheta Georgia Monument  
Artist Unknown  
Downtown Traverse City



Grand Traverse Children's Garden  
Artist Unknown  
Traverse Area District Library\*

# APPENDIX B: PRIORITIES FOR PUBLIC ART

The Public Art Program plans to identify priority areas — and types of artwork — that should be commissioned in Traverse City, so that the commission's efforts and resources can be directed. A prioritized list of potential sites will be developed through community discussions about what media, programming, locations, and strategies would have the most impact. Working with the public, artists, architects, engineers, designers, planners, local businesses, and arts organizations to identify general areas of focus will provide both strong direction and necessary flexibility.

Priority locations for public art will emphasize:

- » Potential impact for placemaking, storytelling, and site enhancement visibility.
- » Ability to leverage committed municipal capital investment.
- » Recognition of the right of all citizens and all neighborhoods to have access to public art.
- » Acknowledgment of gathering points and City centers as appropriate sites for public art.
- » Incorporation of different types of sites — parks, transportation corridors, municipal buildings.
- » Public art can make low-traffic sites more appealing, too.

Immediately following adoption of the Public Art Program Master Plan, the Traverse City Arts Commission will convene a public forum to seek input on:

- » What are the community expectations and desires for public art?
- » Where should public art be located?
- » What types of public art are of interest to the community?
- » How can additional sources of funding be found for public art?

Sites to be considered:

- » Gateways
- » Parks
- » Neighborhoods
- » Civic buildings
- » Downtown
- » Art walks
- » Passive spaces
- » Public infrastructure (bridges, parking decks)

All proposed public art projects must respect the primary function of streets and sidewalks, which exist to enable the safe and orderly passage of pedestrians and vehicles. Streets also function as utility corridors, so access must be maintained for present and future services above and below ground. The City of Traverse City Director of Public Services is responsible for making decisions regarding the placement of public art on public streets and rights-of-way.

Final site approval is made by the City Commission upon recommendation by the Traverse City Arts Commission.



# APPENDIX D: ACKNOWLEDGEMENTS



## MEMBERS OF THE TRAVERSE CITY ARTS COMMISSION

- » **Mary Bevans Gillett**, *Chair*
- » **Metta Lansdale**, *Vice-Chair*
- » **John Gessner**, *Secretary, Parks and Recreation Commission Representative*
- » **Mayor Michael Estes**, *City Commission Representative*
- » **Rick Korndorfer**, *Downtown Development Authority Representative*
- » **Deb Lake**, *Commissioner*
- » **Christie Minervini**, *Commissioner*
- » **Patty Pelizzari**, *Commissioner*
- » **Jan Warren**, *Planning Commission Representative*

The Traverse City Arts Commission acknowledges the dedication and vision of **Bryan Crough**, whose inimitable genius helped pave the way for public art in Traverse City.

Special thanks to City of Traverse City staff:

- » **Benjamin Marentette**, *City Clerk*
- » **Stephanie Murray**, *Administrative Specialist, City Clerk's Office*
- » **Lauren Tribble-Laucht**, *City Attorney*

The Commission acknowledges and thanks **Colleen Pavaglio**, *DDA Marketing Director*, for her significant role in the research, development, and production of the Public Art Policy.

Master Plan photography, graphic design, and production by:

- » **Michael Pohlman**, *photography*
- » **Gabriel Augustine**, *graphic design*

Photographs of the collection of the Dennon Museum Center, Northwestern Michigan College, are courtesy of the Dennon Museum Center.





The City of Traverse City

## Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 2, 2015

DATE: OCTOBER 29, 2015

FROM: <sup>MAC</sup> MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION RECOGNIZING THE RIGHTS OF PEOPLE  
EXPERIENCING HOMELESSNESS

Attached is a memo from Human Resource Generalist Kristine Bosley regarding a resolution which recognizes the rights of people experiencing homelessness. A similar resolution was adopted by the Human Rights Commission on July 13, 2015. As mentioned by Ms. Bosley, Human Rights Commissioner Patricia Nugent will be in attendance Monday night to answer any questions from the City Commission.

The following motion would adopt the resolution:

**that the Resolution Recognizing the Rights of People Experiencing Homelessness, be adopted.**

MC/kez

k:\tcclerk\city commission\resolutions\Cover Memo\_Resolution recognizing the rights of people experiencing homelessness\_20151102.doc

copy: Kristine Bosley, HR Generalist

---

# Memorandum

The City of Traverse City

*Office of Human Resources*



---

TO: Marty Colburn, City Manager

COPY: Benjamin Marentette, City Clerk

FROM: Kristine Bosley, HR Generalist

DATE: Tuesday, October 27, 2015

SUBJECT: Resolution Recognizing the Rights of People Experiencing Homelessness

On July 13, 2015, the Human Rights Commission adopted a resolution which recognizes the basic human rights of people experiencing homelessness in and around the community. The purpose of the attached resolution is to further recognize the basic human rights for those experiencing homelessness in conjunction with the resolution adopted by the Human Rights Commission.

Human Rights Commissioner Patricia Nugent will be in attendance Monday night to explain the importance of this resolution and to answer any questions.



---

**Resolution Recognizing the  
Rights of People Experiencing Homelessness**

- Because, the City recognizes the need for and has cooperated with local non-profits and other agencies for the purpose of providing supportive housing to people experiencing homelessness, through housing and services intended to help those at risk to live stable, productive lives including outreach, engagement, medical care, behavioral health care, case management and life skills training; and
- Because, the City of Traverse City has recognized the severe shortage of and need for temporary emergency housing and affordable housing within the City; and
- Because, the Traverse City community's generous support for those experiencing homelessness, has been significant and has included, among other things, 1) the provision of food and shelter for those experiencing homeless by local churches and places of worship during winter months; 2) the provision of daily breakfast for those experiencing homelessness by the Central United Methodist Church; 3) the provision of monitoring and administrative services for Safe Harbor by Goodwill Industries; 4) the provision of volunteer support and services to Safe Harbor by more than 2,100 volunteers; 5) the provision by the Father Fred Foundation of free clothing, food and services for those experiencing homeless and persons needing assistance; 6) the provision of assistance to those experiencing homelessness by the Goodwill Inn 365 days a year including bed nights, case management, clothing, bus passes and food; and 7) the provision of supportive services such as showers, laundry and daytime protection from cold weather five days a week with 7,054 visits last year by Jubilee House/Grace Episcopal; and
- Because, the Traverse City Human Rights Commission, an advisory board appointed by the City Commission, mission statement is to strive to ensure human dignity through advocacy, education, negotiation and information ensuring understanding and respect among all; and
- Because, The Traverse City Human Rights Commission adopted a Resolution Recognizing the Rights of Homeless Persons at its meeting of July 13, 2015; and
- Because, the rights, privacy and property of those experiencing homelessness shall be adequately safeguarded under the policies of the City of Traverse City; now therefore, be it

Resolved, that the City Commission for the City of Traverse City adopts this Resolution Recognizing the Rights of those experiencing homelessness for the purpose of ensuring the human dignity of and respect for all those experiencing homelessness in Traverse City by recognizing the rights of those experiencing homelessness.

As such, the City of Traverse City respects that every person experiencing homelessness should be able to:

1. Access basic requirements necessary for sustaining life, including shelter, sanitation, medical care, clothing and food;
2. Move freely in public places in the same manner as other persons without harassment or intimidation;
3. Have equal opportunities for employment;
4. Receive emergency medical care;
5. Exercise equal civic privileges, including the right to register to vote and the right to vote;
6. Have personal information protected;
7. Have a reasonable expectation of privacy in his or her personal property;
8. Receive equal treatment by state, county and municipal agencies; and
9. Allow for access to resources for housing and supportive housing.

I hereby certify that the above Resolution was adopted at the November 2, 2015, Regular Meeting of the City Commission held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, MI 49684.

---

Benjamin C. Marentette, MMC, City Clerk

# CITY OF TRAVERSE CITY

## Minutes

### Traverse City Arts Commission

September 16, 2015

A Regular Meeting for the Traverse City Arts Commission was called to order at the Second Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:04 p.m.

The following were present, constituting a quorum: Mary Gillett, Janice Warren, Deb Lake, Patty Pelizzari, Christie Minervini, Metta Lansdale, and Mayor Michael Estes.

Also present: Stevie Murray.

The following were absent: John Gessner, and Rick Korndorfer

Various announcements were given.

1. First item being, "Consideration of approving minutes from the Regular Meeting of August 21, 2015."

It was moved by Lansdale, seconded by Warren, to approve minutes from the Regular Meeting of August 21, 2015.

AIF/MC

2. Next item being, "Review completed Master Plan layout."

Deb Lake began discussion regarding the current Master Plan layout as presented. Further discussion took place regarding any further changes to take into consideration going forward.

3. Next item being, "Finalization of the Master Plan presentation schedule."

General discussion took place to determine the presentation schedule of the Master Plan to the various boards and committees needed for approval. Also discussed were options for the public input sessions, as to place and time.

4. Next item being "Update on plans to encourage Art in Public Spaces."

Further discussion took place on how the Arts Commission could expand and encourage various types of art in public spaces, and how the public input sessions could aid in this.

5. Next item being "Public comment."

None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 3:55 p.m.



Stevie Murray, Designated Secretary

Next meeting: October 21, 2015 at 3:00 p.m. in the 2<sup>nd</sup> Floor Conference Room.

All meetings are held in the 2<sup>nd</sup> Floor Conference Room of the Governmental Center unless otherwise stated.

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Regular Meeting**

**TUESDAY, SEPTEMBER 1, 2015**

**7:30 P.M.**

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

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Janet Fleshman, Linda Koebert, Tim Werner, Chairperson John Serratelli, Bill Twietmeyer and Jan Warren

**ABSENT:** Commissioner Jeanine Easterday

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

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

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** None.

4. **APPROVAL OF MINUTES.**

August 3, 2015 special meeting minutes and August 4, 2015 regular meeting minutes  
(Action requested)

Motion by Commissioner Werner, second by Commissioner Twietmeyer, to approve the August 3, 2015 special meeting minutes and August 4, 2015 regular meeting minutes.

Commission discussion.

Motion carried 7-1 (Commissioner Fleshman opposed, Commissioner Easterday absent).

5. **OLD BUSINESS**

A. **Active Transportation Committee-** possible dissolution (Action requested)

Mrs. Luick explained the history of the committee and reasons for dissolution.

Commission discussion.

Motion by Commissioner Warren, second by Commissioner Twietmeyer, that the Active Transportation Committee, a subcommittee of the Planning Commission be dissolved.

Motion carried 8-0 (Commissioner Easterday absent).

**B. Housing and Building Committee- possible dissolution (Action requested)**

Mr. Soyering explained the committee purpose and reasons for dissolution.

Commission discussion.

Motion by Commissioner Koebert, second by Commissioner Twietmeyer, that the Housing and Building Committee, a subcommittee of the Planning Commission be dissolved.

Motion carried 8-0 (Commissioner Easterday absent).

**6. NEW BUSINESS**

**A. Review of zoning regulations for schools (Discussion)**

Mr. Soyering explained that schools are exempt from site plan review. The City Attorney will be looking into what extent schools are exempt from local zoning.

Scott Jozwiak of 13300 SW Bayshore Drive spoke on behalf of Immaculate Conception School/Grand Traverse Area Catholic Schools regarding conceptual plans to redevelop the school/church campus site located at 215 N. Division Street.

Redevelopment of the Immaculate Conception School would likely result in a building that exceeds the impervious surface limit.

Commission discussion.

Commission consensus is to discuss impervious surface percentages by zoning district at a future study session.

**B. Letter from Rebecca Cain regarding possible rezoning of 202 E. 14<sup>th</sup> Street (Discussion)**

Mr. Soyering explained that Ms. Cain submitted a letter to the Commission with the desire to convert her residence at 202 E. 14<sup>th</sup> Street into a café/coffee house. Currently, the parcel is not zoned for such a use.

Ms. Cain addressed the Commission.

Commission discussion.

Commission consensus was that the best option for Ms. Cain to possibly pursue is a conditional rezoning.

C. Red Mill District Redevelopment Ready Communities Development Feasibility Report (Discussion)

Mr. Soyering referred the Commission to review the report that was included in the packet. The City received a "report card" of the City's redevelopment readiness in March 2015 that was part of the Redevelopment Ready Communities Report of Findings. The report found several areas of deficiencies, and Staff is working on those areas to achieve Redevelopment Ready Certification. The Red Mill District report addresses the Redevelopment Ready area of the Report Card.

Commission discussion.

D. West Front Street (PlacePlan) planning and code development (Discussion)

Mr. Soyering announced that a walking tour will be hosted by the consultant group on September 14 at 11:00 a.m. and the Planning Commission is encouraged to attend. The Michigan Municipal League Place Plan on behalf of the City has hired Nederveld and Williams and Works to assist the City in developing a form-based code for the West Front Street. This draft code can be used as a template for the other street corridors with a recalibration as appropriate for the changing context.

Commission discussion.

E. Grand Traverse County Awards Nominations (Action requested)

Mr. Soyering explained that the Planning Commission has been submitting projects for this awards ceremony for several years. Several suggested projects were included in the packet for consideration.

Commission discussion.

Motion by Commissioner Twietmeyer, second by Commissioner Koebert that the Planning Commission nominate the Cordia Senior Living redevelopment project as an Outstanding Development Project to the Grand Traverse County Chapter of Michigan Townships Association and the Grand Traverse County Planning Department for their Annual Awards Banquet.

Motion carried 8-0 (Commissioner Easterday absent).

Commission discussion.

Motion by Commissioner Bergman, second by Commissioner Warren that the Planning Commission nominate the West End Beach Trail and Access Project and Perry Hannah Statue Plaza for Placemaking Awards to the Grand Traverse County Chapter of Michigan Townships Association and the Grand Traverse County Planning Department for their Annual Awards Banquet.

Motion carried 8-0 (Commissioner Easterday absent).

**7. CORRESPONDENCE - None.**

**8. REPORTS**

- A. City Commission – Commissioner Werner reported.
- B. Board of Zoning Appeals - Commissioner Bergman reported.
- C. Grand Traverse Commons Joint Planning Commission - Commissioner Warren reported.
- D. Arts Commission- Commissioner Warren reported.
- E. Planning Commission
  - 1. Housing Building Committee— Committee dissolved.
  - 2. Active Transportation Committee—Committee dissolved.
  - 3. Master Plan Review Committee—No report.
  - 4. Parking Regulation Committee- Commissioner Serratelli reported.
- F. Planning Department—No report.
  - 1. Traverse City Place Plan Committee- Commissioner Koebert reported.
  - 2. Community Development/Economic Development- Mr. Soyring reported.

**9. PUBLIC COMMENT**

**10. ADJOURNMENT**

Chairperson Serratelli adjourned the meeting at 9:06 p.m.

Respectfully submitted,

Date:

October 6, 2015

  
\_\_\_\_\_  
Jan Warren, Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Special Meeting**

**MONDAY, September 14, 2015**

**11:00 A.M.**

**NW corner of Pine/ W. Front Street**  
**Traverse City, Michigan 49684**

**PRESENT:** Commissioners Michael Dow, Linda Koebert, Chairperson John Serratelli, Commissioners Janice Warren and Tim Werner

**ABSENT:** Vice-Chairperson Jody Bergman, Commissioners Janet Fleshman, Jeanine Easterday, and Bill Twietmeyer

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

**1. CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 11:02 a.m.

**2. ROLL CALL**

**3. WALKING TOUR OF WEST FRONT STREET FROM PINE TO DIVISION- DISCUSSION OF POSSIBLE REVISED DEVELOPMENT REGULATIONS FOR THE CORRIDOR**

Mr. Soyring explained that the Corridors Master Plan included recommendations for West Front Street. To implement the plan, the City applied for a Michigan Municipal League Place Plan project on West Front Street both for the City Lot project on the Fire Station parcel as well as looking at development regulations on West Front Street. The development regulations created for West Front Street can be used as a template for the other street corridors within the Corridors Master Plan with a recalibration as appropriate for the changing context.

Consultants from Nederveld and Williams and Works led a walking tour and discussed the development of a form-based code for West Front Street. They encouraged walking tour participants to think about the whole space- the building walls, sidewalks, street trees, lights, curbs, and the street.

Commission discussion.

General public comments and questions were discussed along the walking tour.

**4. PUBLIC COMMENT**

- T. Michael Jackson, 217 Sixth Street, made general comments
- Colleen Paveglio, DDA Marketing and Development Director, announced an event hosted by the DTCA on October 24 to celebrate the new West Front Street project

5. ADJOURNMENT- The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Date: October 6, 2015

Jan Warren ps  
Jan Warren, Secretary

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Study Session**

**TUESDAY, September 15, 2015**  
**7:30 P.M.**

**COMMISSION CHAMBERS**  
**Governmental Center, 2nd Floor**  
**400 Boardman Avenue**  
**Traverse City, Michigan 49684**

**PRESENT:** Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Chairperson John Serratelli, Commissioners Bill Twietmeyer, Janice Warren and Tim Werner

**ABSENT:** Commissioner Linda Koebert

**STAFF PRESENT:** Russ Soyring, Planning Director

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.
2. **ROLL CALL**
3. **ANNOUNCEMENTS-** Mr. Soyring announced a presentation on Thursday, September 17, 2015 at 5:00 p.m. at the Inside Out Gallery by Joe Minicozzi, a renowned planner, architect and assessor regarding development tax revenue
4. **PLANNING FOR RESILIENT COMMUNITIES- PRESENTATION BY CLAIRE KARNER AND HARRY BURKHOLDER (DISCUSSION)**

Harry Burkholder and Clarie Karner presented.

Commission discussion.

5. **VINE STREET AND SECOND STREET VACATION REQUEST AND PRELIMINARY SITE PLAN REVIEW FOR IMMACULATE CONCEPTION CAMPUS BY SCOTT JOZWIAK ON BEHALF OF GRAND TRAVERSE AREA CATHOLIC SCHOOLS (DISCUSSION)**

Scott Jozwiak presented the proposed site plan for a redevelopment of the Immaculate Conception campus and it includes possible street vacations for a portion of Vine Street and Second Street.

Commission discussion included a discussion of increasing the tree canopy in the site plan. Commission requested that the applicant discuss their plans with Slabtown Neighborhood Association.

Commissioner Twietmeyer left the meeting at 8:53 p.m.

The following addressed the Commission:

- Brian Carins, city business owner, made general comments

The Commission expressed support of schools within the City limits and generally are in support of the project.

No action was taken on the street vacation request as it was on the agenda for discussion purposes only.

**6. MORGAN FARMS PLANNED UNIT DEVELOPMENT AMENDMENT REQUEST BY PATRICK LINDSAY (DISCUSSION)**

Mr. Soyring explained that he interprets the request to be a major amendment of the Planned Unit Development (and not a minor amendment as proposed by the applicant). He would like the Planning Commission to review the request and discuss if they concur with Staff's determination that the request is a major amendment.

Patrick Lindsay addressed the Commission.  
Dan Wagner also spoke on behalf of the applicant.

Commission discussion.

Commission consensus was to review all of the minor amendments that have been granted over the years to determine if the current request is a major or minor amendment. The Commission would like to review the Morgan Farms Planned Unit Development approved site plan and compare it to existing as-built conditions at a future meeting.

**7. WATERSHED CENTER GRAND TRAVERSE BAY PROPOSED GRANT APPLICATION TO MDNR URBAN & COMMUNITY FORESTRY GRANT PROGRAM FOR URBAN TREE PROTECTION (DISCUSSION)**

T.J. Andrews of the Watershed Center addressed the Commission.

Commission consensus is that tree protection is important to the community and the Commission is supportive of the grant request.

**8. PUBLIC COMMENT**

- Craig Patterson, 115 N. Huron, Mackinaw City, made comments regarding a senior living development in the Depot Neighborhood.
- Doug Mansfield, 830 Cottageview Drive, made comments regarding a senior living development in the Depot Neighborhood.

Commission discussion.

9. **ADJOURNMENT-** The meeting was adjourned at 9:51 p.m.

Respectfully submitted,

Date: October 6, 2015

Jan Warren ps  
Jan Warren, Secretary

# Parking Services

Quarter 1

Fiscal Year 2015-2016

---

## Our Mission Statement

Traverse City Parking Services provides, maintains, and develops, for the present and for the future, an efficient and effective parking system for our customers, clients, taxpayers and employees.

---

## Q1 at a Glance

### Maintaining Facilities

In the beginning of the quarter, City Commission approved a few expenditures to complete Capital Outlay projects. In Lot S at the corner of 300 W Front and 100 S Pine, the existing gravel hole was filled and the lot was restriped. This improvement has created a better traffic flow for parkers.

We repaved and restriped the extremely deteriorated Lot V at the corner of 200 W Front and 100 S Pine.

The crumbling stone retaining wall in Lot C along 200 E Grandview PKWY was repaired.

### New this Quarter

Mid-quarter, we added meters to the vehicle/trailer spaces in Lot D. This has been an outstanding item for a few seasons. At this time, these spaces do not require a boat launch permit and only one meter requires activation for both spaces.

Nearing completion of the West Front Street Project, 3 hour meters with 30 minute free buttons have been added to the 400, 500, and 600 blocks of W Front.



## Current Projects

### Lot N

Lot N is tentatively planned to commence reconstruction to incorporate the addition of the adjacent parcel beginning Tuesday, October 20<sup>th</sup>. The lot is expected to be unavailable for permit and public parking for at least five weeks. Upon completion, the number of spaces will increase from 28 to 48.

### Business Online

The eBusiness project FlexPort is slated to start in October with a tentative soft-launch in mid-November. Currently, parkers are only offered the ability to pay citations. The project will allow individuals to purchase permits online, pay invoices for group permit purchases, and allow customers to appeal citations.

For our peddlers, an on-street bike rack was added in the 100 block of E Front adjacent to GT Distillery.

## Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 8/31/2015 which is the most current available report. Please refer to the Parking System Fund monthly report for details on all revenue and expense line items.

|                                     | INITIAL BUDGET      | THIS YEAR         | % EXPENDED REALIZED |
|-------------------------------------|---------------------|-------------------|---------------------|
| 651.00 DECK PROCEEDS                | 345,000.00          | 140,441.40        | 40.71               |
| 652.00 FEES COIN                    | 800,000.00          | 339,983.04        | 42.50               |
| 653.00 SURFACE PERMITS              | 240,000.00          | 27,160.67         | 11.32               |
| 653.05 DECK PERMITS                 | 440,000.00          | 21,468.80         | 4.88                |
| 656.10 FINES                        | 335,000.00          | 65,904.97         | 19.67               |
| 740.00 OPERATION SUPPLIES           | 46,000.00           | 2,022.76          | 4.40                |
| 801.00 PROFESSIONAL AND CONTRACTUAL | 955,000.00          | 96,679.17         | 10.12               |
| 900.00 PRINTING AND PUBLISHING      | 22,000.00           | 1,055.00          | 4.80                |
| 920.00 PUBLIC UTILITIES             | 150,000.00          | 1,627.59          | 1.09                |
| 930.00 REPAIRS AND MAINTNENACE      | 572,000.00          | 4,742.38          | .83                 |
| 940.00 RENTAL EXPENSE               | 119,000.00          | 15,530.00         | 13.05               |
| 977.00 EQUIPMENT                    | 197,000.00          | 4,828.00          | 2.45                |
| <b>GRAND TOTALS</b>                 | <b>5,792,200.00</b> | <b>746,571.15</b> | <b>12.89</b>        |

## Big Data

We would like to begin providing information based on actual data collected in our systems. Our goal is to help decision makers



## Mobile Payment Vendor

Pango USA is working with T2 Systems to complete the integration with our current enforcement software. A launch date has not been determined. This change will reduce per transaction fees paid by the parker from \$0.35 to \$0.15 and require payment by space number rather than zone number.

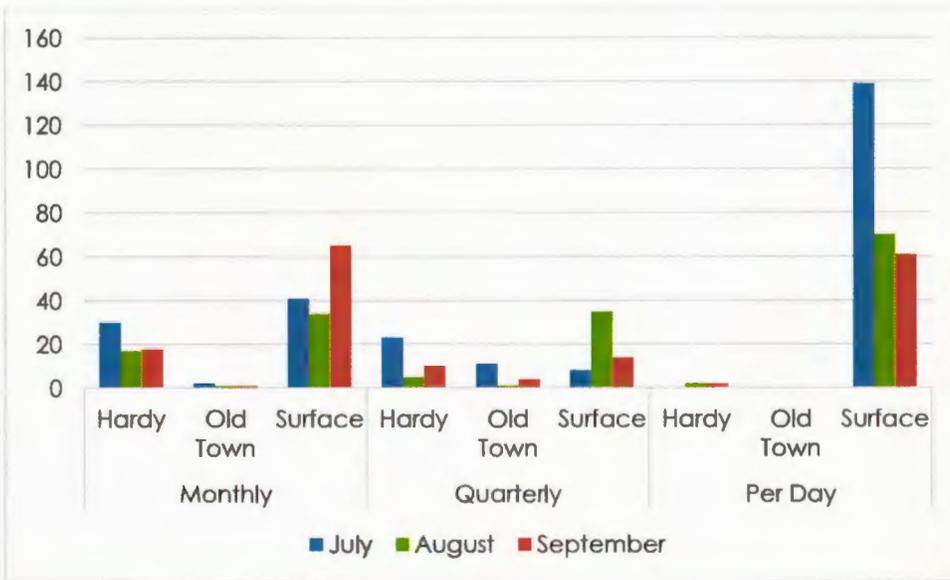
## Pay-in-lane

Traffic & Safety Control Systems is working to complete credit card configuration before scheduling the Pay-in-lane install at Hardy Garage. The installation will allow garage operations to be automated 24 hours a day 7 days a week. The goal will be to reduce cashier hours in the evenings and weekends after the holiday season.

have the information they need to make sound decisions and to better inform the general public about the parking system.

### Permits Sold

The graph provides a breakdown on the types of permits sold by revenue line item and amount of time purchased. Quarterly permits sold outside the calendar quarter are pro-rated, but still reflected as a quarterly permit sale.



### Citations Issued by Violation Code

The graph provides an overview of the types of citations written. Each category is violation specific except the category Prohibited/Improper which is compiled of multiple violation codes, such as: in bus or taxicab area, in front of driveway, in alley, where prohibited by sign, obstructing traffic, for a prohibited purpose, direction parked & along curb, etc. The violations are not location specific and include citation issued in Cherry Capital Airport, the Downtown District, Munson Medical Area, Northwestern Michigan College, and Residential Areas.



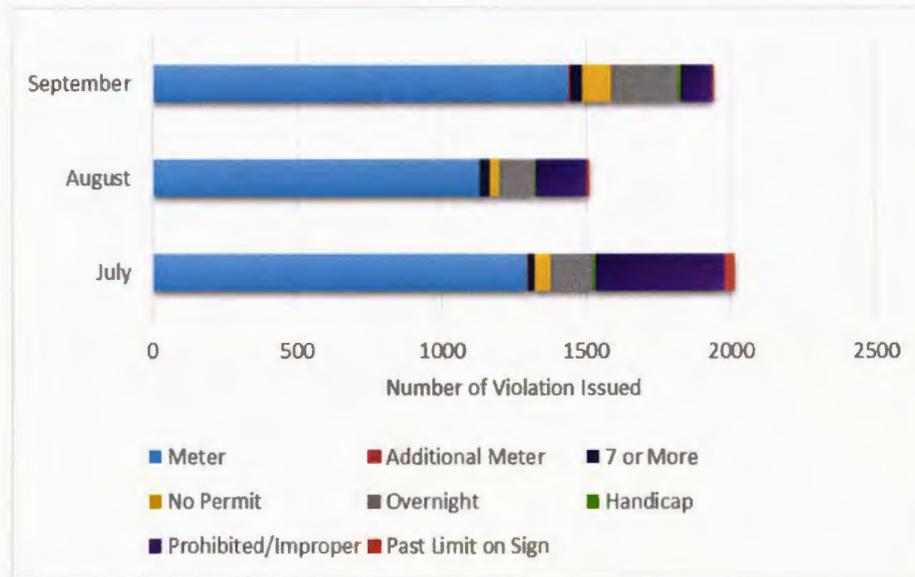
### Upcoming Projects

#### Collections & Reconciliation

We have submitted the request to purchase the coin counter to City Commission. Upon approval, we will review and modify the existing collection process with our staff and the reconciliation process with the Treasurer's Office. Equipment delivery would likely be in January 2016.

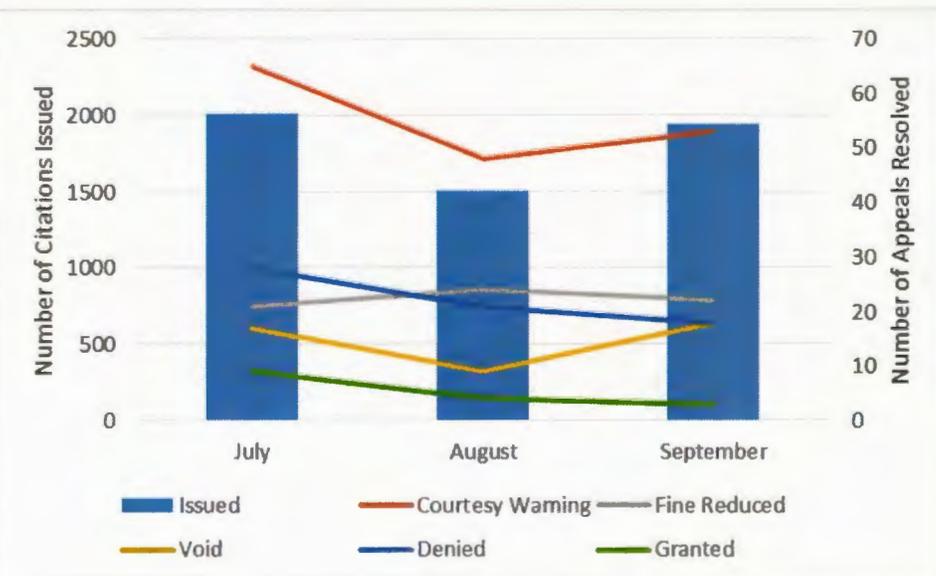
#### Fluctuating Inventory

This quarter, we have bagged 883 on-street and off-street metered spaces throughout Downtown and the Munson Medical Area for varying projects like Cowell Cancer Center, Washington Place, Uptown Development, West Front Street Project and the Pedestrian Bridge; some unexpected events like the water main breaks on Lake Ave and the Sixth Street Dam; and general requests for smaller events and general contractors.



### Citations Issued and Appeals by Result

This graph shows the total number of citations issued and appealed with a breakdown by appeal result. We continue to provide new parkers with a Courtesy Warning in an effort to address concerns and answer questions related to parking throughout Traverse City.



### Pay Station Transactions by Payment Method

The graph shows the number of transactions at the 12 pay stations, and the breakdown of payment methods used. Excess payments refer to cash overpayments since the devices do not give refunds.



### Current Rates

#### Meter Rates

0-4 Hour Meters \$1.00/hour

10 Hour Meters \$0.60/hour

#### Garage Transient Rates

Per Hour \$1.00

Daily Max \$10.00

#### Permit Rates

##### Surface

Monthly \$44.00

Quarterly \$113.75

Calendar Year \$390.00

##### Garage

Monthly \$55.00

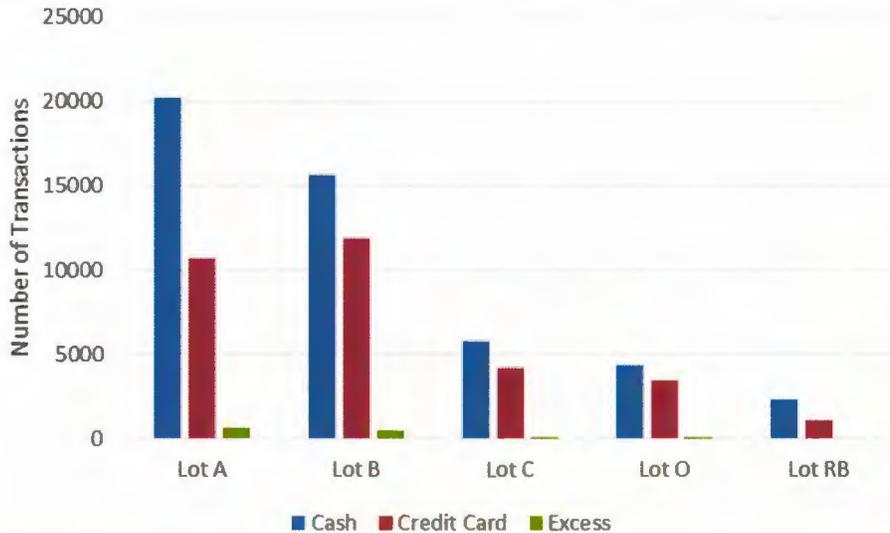
Quarterly \$146.25

Calendar Year \$520.00

#### Meter Bags

With Right-of-way \$12.00

Without Right-of-way \$15.00



## Hours of Operation

### Permit Holders

24 hour access 7 days a week at both garages.

### Old Town Transients

Upper levels – Sunday–Saturday 7 AM-12 AM

Ground level is enforced Monday–Saturday 8 AM-6 PM and overnight parking is allowed.

### Hardy Transients

Monday-Saturday 7 AM-12 AM and Sundays 7 AM-10 PM. Overnight vehicles will be locked in until the next business day.

## Off-street Inventory Overview

The following provides an overview of the off-street parking lots that we manage. The purpose is to provide a visual on the space type breakdown (permit vs. meter), ownership breakdown (City vs Private), and the revenue breakdown (lease payments vs meter revenue). The majority of leases include snow plowing and overall lot maintenance.

| Location | Description              | Location Type | Capacity | Owner   | Lease Start | Lease Term | Lease Payment | Per Space Annual | City Reven | Owner Reven |
|----------|--------------------------|---------------|----------|---------|-------------|------------|---------------|------------------|------------|-------------|
| Lot A    | 100 E Front N Alley      | M             | 84       | City    |             |            |               |                  | 100%       |             |
| Lot B    | 100 E Grandview PKWY     | M             | 132      | City    |             |            |               |                  | 100%       |             |
| Lot C    | 200 E Grandview PKWY     | M/P           | 50       | City    |             |            |               |                  | 100%       |             |
| Lot D    | 300 E Grandview PKWY     | M             | 46       | City    |             |            |               |                  | 100%       |             |
| Lot E    | 100 W State              | M/P           | 57       | City    |             |            |               |                  | 100%       |             |
| Lot G    | 100 E State              | M             | 53       | City    |             |            |               |                  | 100%       |             |
| Lot J    | 300 S Union              | M/P           | 37       | City    |             |            |               |                  | 100%       |             |
| Lot K    | 200 S Union              | M             | 22       | City    |             |            |               |                  | 100%       |             |
| Lot N    | 200 Washington           | M/P           | 28       | City    |             |            |               |                  | 100%       |             |
| Lot O    | 149 E State              | M             | 25       | City    |             |            |               |                  | 100%       |             |
| Lot T    | 200 N Union              | P             | 143      | City    |             |            |               |                  |            |             |
| Lot L    | 400 Boardman             | M             | 28       | County  | 1/27/1981   | Annual     | % Revenue     |                  | 37%        | 63%         |
| Lot M    | Marina Lot and Marina DR | M             | 99       | Marina  |             |            |               |                  | 0%         | 100%        |
| Lot F    | 100 S Park               | M             | 29       | Private | 6/11/1979   | Quarterly  | % Revenue     |                  | 27%        | 73%         |
| Lot H    | 104 W Front              | M             | 14       | Private | 7/1/1961    | Quarterly  | % Revenue     |                  | 27%        | 73%         |
| Lot I    | 200 E Front N Alley      | M             | 5        | Private | 12/4/2012   | Annual     | \$1.00        | \$0.20           | 100%       | 0%          |
| Lot P    | 130 W State              | P             | 36       | Private | 11/30/1998  | Monthly    | \$900.00      | \$300.00         |            |             |
| Lot Q    | 300 S Cass               | M             | 18       | Private | 1/27/2010   | Quarterly  | % Revenue     |                  | 70%        | 30%         |
| Lot R    | 100 E Front S Alley      | M             | 11       | Private | 7/1/1974    | Annual     | % Revenue     |                  | 37%        | 63%         |
| Lot S    | 305 W Front              | P             | 84       | Private | 6/5/2006    | Monthly    | \$2,355.00    | \$336.43         |            |             |
| Lot V    | 145 W Front              | P             | 18       | Private | 8/15/2012   | Monthly    | \$414.00      | \$276.00         |            |             |
| Lot Z    | 211 N Union              | P             | 71       | Private | 6/28/2012   | Monthly    | \$1,296.00    | \$219.04         |            |             |
| Lot X    | 100 Hall                 | M             | 52       | TCLP    | 2/11/2009   | Annual     | \$2,400.00    | \$46.15          | 100%       | 0%          |

## Suggestions

We welcome constructive feedback to improve the content that is included in the quarterly report. Please email your comments to [nicole@downtowntc.com](mailto:nicole@downtowntc.com).



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, September 24, 2015 at 5:30pm  
Kingsley Branch Library  
213 Brownson Ave., Kingsley, MI 49649

**1. Call to Order**

The meeting was called to order by President Gillman at 5:35pm. Present were Gillman (President), Marek (Vice President - departed 6:36pm, prior to final Public Comment), Beasley (Secretary), Jones, Payne, and Kachadurian (Trustees). Streit (Treasurer) was absent. Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

**2. Approval of agenda**

It was MOVED by Kachadurian, SUPPORTED by Beasley, to approve the agenda as presented. Parsons requested an amendment, as required in the by-laws, to approve payment of two invoices from Quinn Evans Architects which exceed \$25K. Kachadurian supported the amendment to his motion and it was assigned by Gillman as item 8d under New Business. Motion CARRIED.

**3. Approval of minutes**

It was MOVED by Kachadurian, SUPPORTED by Payne, to approve the regular board meeting minutes of August 20, 2015 as distributed. Beasley noted a correction on page three, number eight. The acronym TADL should be inserted between 'and' and 'receives' in the second sentence, to read as 'and TADL receives'. Upon agreement by the motioning parties, motion CARRIED.

**4. Public Comment**

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

**5. Reports and Communications**

a. *Director Report*

- Most of the new furnishings for the Woodmere Youth Services Department project have been received and Phase 1 of the renovation plan is nearly complete.
- TADL and the Friends of TADL will be awarded special recognition at the next Traverse City Area Public Schools (TCAPS) board meeting for providing bussing for all TCAPS 4<sup>th</sup> graders to visit TADL for a library orientation.
- The roofing project has started and should be completed before winter weather sets in.

b. *Departmental Reports*

Mary Fraquelli, Branch Manager of the Kingsley Branch Library (KBL) welcomed everyone to KBL. She introduced the current Kingsley Friends of the Library President, Patti Fitzgerald, as well as several other members and past President, Gay Travis. She also noted that the Friends had provided the dinner for the TADL board meeting, have given an additional \$2500 for programming over KBL's regular programming budget, and \$2000 for other items needed by the library such as puppets, an additional media display, card lanyards for students, among other things. She introduced Jake VanBoxel, the new manager for the Village of Kingsley where KBL is located. Fraquelli reviewed many upcoming events and programs and discussed ways that the branch and staff stay connected to the main library on Woodmere. KBL's Children's Garden, which was tailored for monarch butterflies, has been registered as an official Monarch Waystation.

c. *Financial Report*

Parsons confirmed her August 2015 revenue and expense reports and added the following highlights:

- Revenue – TADL has received 98.9% of the budgeted revenue. All State Aid has been received. Renaissance Zone payments are expected in the neighborhood of \$13k and should arrive by the end of September. To date, TADL is funded higher than the previous year.
- Expenses – Salaries and wages are at 62.6%, under the 64% goal for this point in the year. The Workers Comp line item is at \$3800; however TADL recently underwent an audit and received a \$300 refund. Property tax reimbursements are less than last year, but are difficult to predict where they will stand at year-end. Parsons is comfortable with the overall state of expenses.

d. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), reported that FLPL is now fully staffed after recently hiring three new staff members. A new Head Start Preschool has moved into the Fife Lake area and FLPL plans to partner with them in the future. The FLPL Friends have started planning the annual Christmas Celebration event.
- Renee Kelchak, Director of Interlochen Public Library (IPL), expressed her appreciation for the helpful and speedy assistance and support that she and her staff receive whenever they contact any of the libraries within the district. Kelchak also noted IPL has a new 3-page newsletter format which highlights IPL events, has a Friends-specific event page, and includes a feature page filled with capital campaign highlights.
- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that in addition to regular resident patronage, September brings a shift from summer residents leaving the area to students populating the library. Since PCL is located in the Old Mission Peninsula School (OMPS), PCL participates in the OMPS school life through various events including an annual haunted Halloween evening for families and the school's anti-bullying program. Shurly also reports to the school PTO and serves on various committees with the teachers.

e. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had not met in August. The September meeting, held earlier in the day, covered a proposal from the History Center and updates on the Youth Services and roofing projects. Gillman credited the committee, especially Payne, for the effort that went into a much needed roofing solution.
- Finance Committee – Kachadurian reported that the committee had met and continued discussion on how to move forward with a hard-freeze of the MERS benefit as it relates to TADL's unfunded pension liability.
- Personnel Committee – Kachadurian reported that the committee had met and union negotiations will begin at the end of September.
- Policy Committee – Beasley reported that the committee had met and discussed the two policies for board approval later in the agenda.

f. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President  
Lawrence reported that the September book sale brought in just over \$11,000. Expenses are yet to be subtracted for a final profit total. Lawrence commended several members on the Friends of TADL board who stepped up and put a lot of effort into coordinating, set-up, and managing the sale.

Beasley publicly thanked the Friends of TADL for their donation to support the Woodmere Youth Services renovation and felt the upgrades were a beautiful addition to the department.

6. **Old Business**

a. *Ballot Language*

Parsons introduced the ballot language to be used for the 2016 millage request. Millage estimates were determined following Parsons' discussion with the Grand Traverse County Equalization Department. Zeits (Counsel) has thoroughly reviewed the contents and noted that the ballot language will come back to the board for approval in the form of a resolution prior to January 2016. At that time, Zeits will also provide a full presentation regarding millage committee parameters.

Gillman noted that the cost to taxpayers will be reduced with the straight renewal request and thanked the current and former TADL board as well as the TADL staff and administration for keeping costs down while still providing improved services.

b. *Volunteers for Millage Committee*

Gillman asked for volunteers to work on a TADL millage committee that will focus on factual materials dissemination to the public, a committee distinctly separate from a ballot committee which provides advocacy for the millage request. TADL trustee Kachadurian volunteered to chair the committee and TADL trustee Jones also volunteered to serve on the committee. TADL Friends Board President, Lawrence, and PCL Director, Shurly, who were in attendance at the meeting, also expressed interest in participating on the committee.

7. **New Business**

a. *L-4029 Tax Rate Request Form*

Parsons reviewed the L-4029 tax rate request form, due on or before September 30, 2015, where a tax levy of .9548 for operating and .1456 for debt retirement was requested. It was MOVED by Beasley, and SUPPORTED by Marek, to approve the L-4029 form as presented. Motion CARRIED.

b. *Donor Recognition Policy*

Beasley reported that the revision to the donor recognition policy established a means to recognize the following levels of giving: Gold Level \$10,000 or more; Silver Level \$5000 - \$9999; and Bronze Level \$300 - \$4999. It was MOVED by Marek, and SUPPORTED by Kachadurian, to approve the policy as presented. Following a brief discussion and determination that the category amounts were chosen based on historical precedence only, Kachadurian suggested amending the policy to increase the bottom threshold for donor wall recognition from \$300 to \$500. Marek amended his motion, with support from Beasley, to increase the threshold as suggested by Kachadurian thereby resulting in an increase in the Bronze Level to \$500 - \$4999. Motion CARRIED.

c. *ALA 'Freedom to View' Statement Policy*

Beasley noted that American Library Association's 'Freedom to View' Statement had been updated by the ALA and the Policy Committee recommended adopting the revision. It was MOVED by Marek, and SUPPORTED by Jones, to adopt the policy as presented. Gillman read the policy in its entirety for public record. Discussion ensued, with Kachadurian and Gillman expressing concern regarding some of the language. A roll call vote was then taken:

|             |                  |
|-------------|------------------|
| Jones – yes | Gillman – no     |
| Payne – yes | Beasley – yes    |
| Marek – yes | Kachadurian – no |

Motion CARRIED.

d. *Quinn Evans Invoice Payments*

Parsons presented two invoices from Quinn Evans Architects, generated from the pre-approved Woodmere Youth Services renovation project, to be paid from the Getty Family and TADL Friends donations. It was MOVED by Beasley, and SUPPORTED by Marek to approve invoice payments to Quinn Evans Architects in the amounts of \$35,740.94 dated 6-24-2015 and \$36,076.93 dated 9-17-2015. A roll call vote was taken:

|             |                   |
|-------------|-------------------|
| Jones – yes | Gillman – yes     |
| Payne – yes | Beasley – yes     |
| Marek – yes | Kachadurian – yes |

Motion CARRIED.

8. **Public Comment**

Gillman opened the floor for public comment. The following people addressed the board: Pat Thompson, Interlochen Public Library (IPL) Board President, announced that IPL now has its own Moomers ice cream flavor called Bookworm Crunch which is available for purchase at Interlochen's Tom's Food Market location. If IPL can collect \$15K in Tom's Food Market receipts from resident shoppers, the library will receive 1% back in support of Interlochen's new library. The IPL Friends have pledged \$150K to the new library campaign. Thompson also reported that the campaign is slightly over halfway to the 2.5mil goal; Gay Travis, former Friends of Kingsley Branch Public Library (KBL), noted that the Adam's Fly Festival is Kingsley's biggest fundraiser, which cleared \$11K this year. The Adam's Fly, donated to the Friends of KBL by Edna Sargent, is on display at the library.

9. **Adjournment**

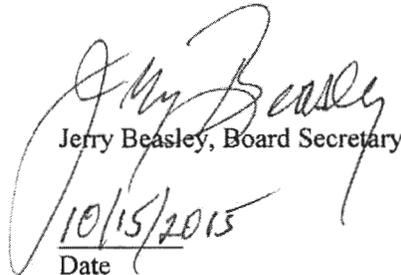
Upon a motion by Beasley, with support from Payne, President Gillman adjourned the meeting at 6:43pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote,



Jerry Beasley, Board Secretary

10/15/2015  
Date



## MONTHLY OPERATING REPORT

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

**COPY:** Grand Traverse County Board of Public Works  
Kevin Dahl, CH2M, Regional Business Manager  
Dave Green, Director of Public Services

**FROM:** Elizabeth Hart, Project Manager

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

**DATE:** October 17, 2015

**SUBJECT:** Monthly Operations Report for September 2015

Attached to this report are the following items: a financial summary of the TCRWWTP and the Septage Facility. A copy of September's report to the state, and monthly loadings for each Township within Grand Traverse County, the Septage Facility and the City will be included in next month's report.

### TRAVERSE CITY

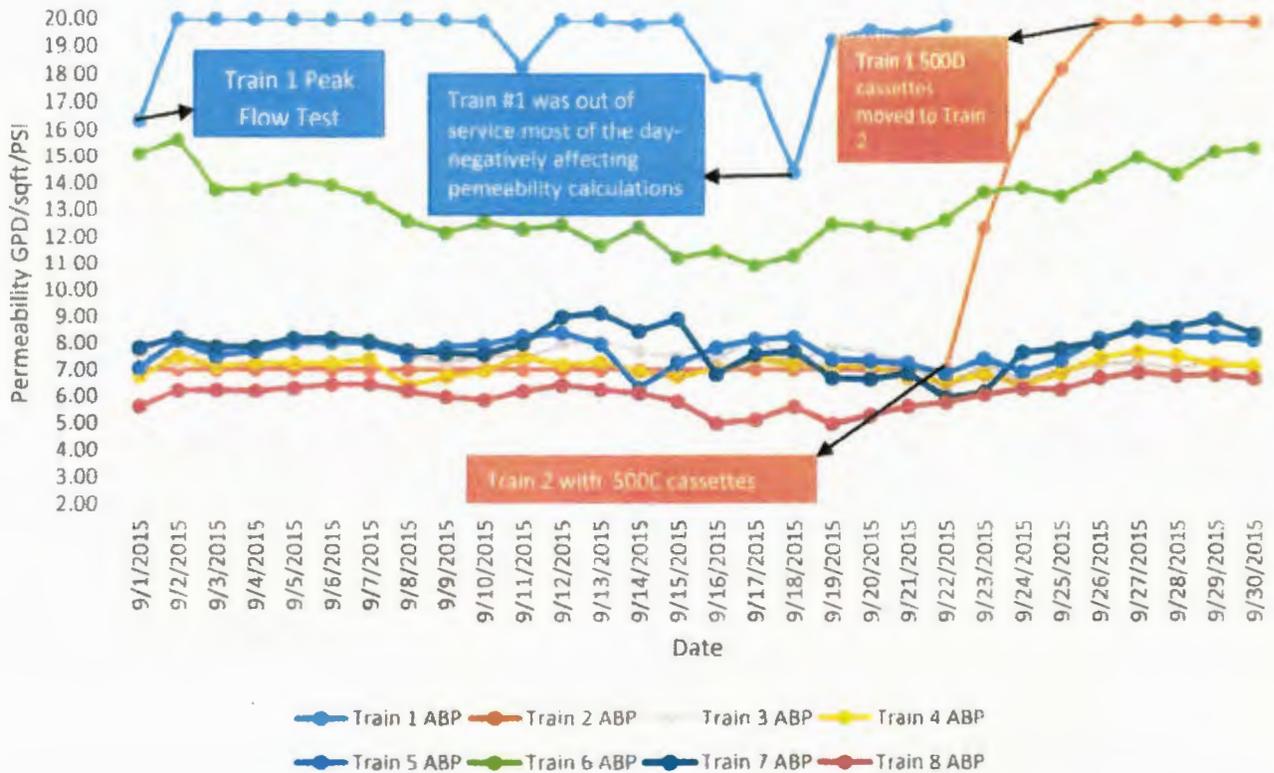
#### OPERATIONS AND PROJECTS

The Treatment Plant was in compliance through the month of September. With the issuance of the facility's new NPDES permit in August, we were required to submit an updated Facility Monitoring Plan to the MDEQ. We submitted the new plan, and the MDEQ has approved it. We completed the Storm Water Pollution Prevention Program Quarterly Comprehensive site inspection, and related report.

GE has agreed to compensate the City for their incorrect installation of Train 1's 500D cassettes in October 2014. They will credit the City with \$16,666 towards this year's purchase of 3 new trains of membranes. GE also has addressed the installation error so that it will not carry forward to subsequent cassette installations.

Permeability of all 8 membrane trains is illustrated in the graph below. Train #1's cassettes were moved to Train #2 in preparation for receiving and installing this year's first new train of membrane cassettes. (This repositioning of cassettes will be tracked in our Computerized Maintenance Managing System) The new cassettes have been installed in Train #1 and are performing well. The elevation differences between the 16M and 8M cassettes are within acceptable tolerances, and aeration patterns indicate equal aeration between the two cassettes. We continue to monitor the cassettes for leaks. We will perform testing on the new membranes in November once they have had time to break in. We anticipate, that by the second week in November, the installation of the 3 new trains of membranes will be complete.

### Train Permeability September 2015



To assure we are operating this facility using a strategy that lends itself to maximum performance of each process area, while minimizing costs, and producing the best quality effluent possible, we make a practice of continually examining our operational strategies. We have found that the new membranes are able to maintain optimum permeability with the use of periodic back pulsing. For this reason, we now back pulse all our membranes weekly and more often when necessary. We have also learned that there is a modification to original back pulsing program GE installed in 2004, this program only allowed you to operate in relax mode or back pulse mode 100% of the time. Back pulsing 100% of the time would require retreating much more back pulsed permeate and require more electricity, and would not offer a justifiable benefit. However, the new program optimizes the use of the back pulse mode by automatically back pulsing the membranes after a set number of permeation cycles or when TMPs drop below a certain value. We are currently obtaining a quote for updating the back pulse mode programming.

The table below contains the diagnostic flow test results for trains tested in September. Conditions the membranes operate under are always changing. The temperature of the water, concentration of mixed liquor, the biological composition of the mixed liquor, elapsed time since last recovery or maintenance cleaned, back pulsing frequency and the mechanically components involved in permeation are a some of the dynamic variables that effect train performance. We perform this diagnostic test to obtain a snap shot of how our membranes are performing, evaluate if there are preventative or corrective measures we need to implement and to better understand how we can best optimize their performance by modifying our standard operating procedure, cleaning frequencies and use of the back pulse mode. As stated in the above paragraph, we found that with using the back pulse mode periodically, Train 1 is

able to better maintain optimum performance. Train 1 had not been back pulsed in several days when September's diagnostic test was performed. **(Note: Trains 3, 5, and 7 have 16 500C cassettes in each train amounting to 19,000 sqft more than Train 1 that has 13 500D cassettes. Increased surface area equals increased permeation rates (Flow in gpm))**

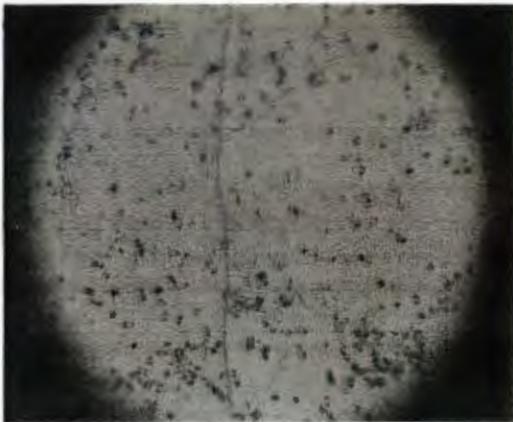
**September Diagnostic Flow Test Results**

| Setpoint 1729 gpm |      |       |      |           |
|-------------------|------|-------|------|-----------|
| Train             | gpm  | TMP   | Temp | Date      |
| 1                 | 1300 | -4.75 | 71   | 9/1/2015  |
| 3                 | 1681 | -5.5  | 71   | 9/2/2015  |
| 5                 | 1368 | -6.85 | 69   | 9/14/2015 |
| 7                 | 1421 | -4.86 | 69   | 9/22/2015 |

We are experiencing an outbreak of comma shaped Gram positive bacteria. To more definitively correlate the presence or absence of this bacteria to the food supplement we have been feeding, we stopped feeding the supplement. Soon after we stopped feeding the supplement, we started to see increasing numbers of comma shaped Gram positive bacteria in our biomass. We are now feeding the supplement again, and hope that the comma shaped Gram positive bacteria population will begin to decrease over time. It took a few months last time before the supplement feeding resulted in any improvements. Please find below, some microscope pictures illustrating the presence of comma shaped Gram positive bacteria in our biology. The organisms that stained blue are the dispersed gram positive bacteria. All illustrations exhibit elevated levels of these bacteria in our biomass that can cause interference in treatment. We are looking into funding options for the University of Michigan to study this biological issue.

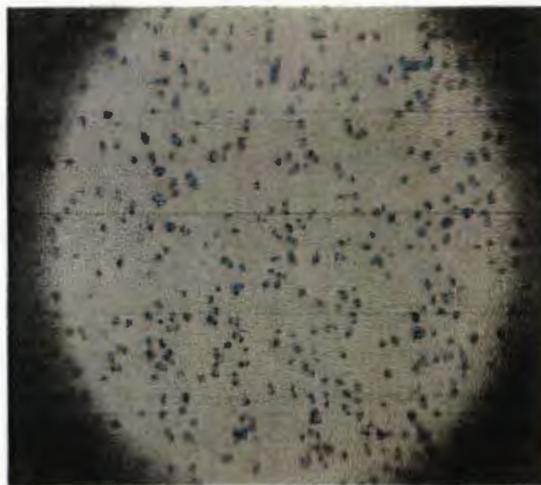
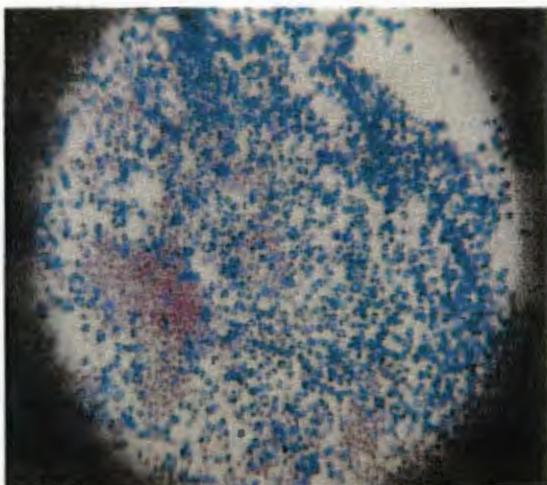
Started Feeding Supplement Again 9-2-15

9-17-15



10-2-15

10-8-15



We have installed the new carbon canisters in the Phoenix order control building. Prior to replacing the canisters the system's manometer was reading 13.5 inches. After replacing the canisters the system's manometer reads 7.5 inches, which is where it should be when the air flow is unobstructed. The H<sub>2</sub>S monitor is currently showing no breakthrough H<sub>2</sub>S in the Phoenix discharge.

GE is working on installing "Insight", the new Data Acquisition System we have purchased from them. This system will improve our membrane monitoring capabilities, and more readily provide historical data.

We had a scheduled biosolids haul in September.

### **Maintenance**

We repaired the East SST yard valve.

We installed new high level floats and float mounts in all the cells in the West SST.

We installed the newly fabricated splash guards for Screw Pump #2.

The coating for Train #1 was reapplied along the tank's water to air interface, this was at no cost to the City.

## TCRWWTP Items of Importance

| TCRWWTP Action Items   | Status  |
|--|---|
| Membrane Replacement   | <p>GE corrected Train 1's issue, and tested its performance. Train 1 is now operated as designed</p> <p>New cassettes installed this year will not have elevation issue Train 1's cassettes had.</p> <p>Began the installation of the three new trains of membranes. First train installed the week of October 6th.</p>   |
| Comma Shaped Gram Positive Bacteria(CSGPB)   | <p>CH2M is adding a food supplement to try and outcompete the comma shaped Gram positive bacteria with more desirable microorganisms. CH2M is talking with professors at the University of Michigan about the possibility of a graduate student studying the issues</p>   |
| Mixing in the Aeration Basin is in adequate leading to solids buildup in corners, under pipes and along tank walls-maybe variable in growing Coma Shaped Gram Positive | <p>CH2M recognized problem changed position, and angle of mixers in the basin. Mix problem areas weekly with compressed air system constructed from PVC by maintenance Dept.</p> <p>Continue to Monitor solids depth in problem areas for effectiveness of solutions.-On Going</p>  |
| Compressed Air Backup needed for Membrane Building   | <p>Compressed air is vital to the proper operation of our membrane system. Failure of the air compressors could result in an inability to permeate. We have two compressors in the Membrane Building, but wanted to add additional backup. CH2M developed a strategy to get the compressed air from the screw compressors in the administration building to the membrane building for use in emergency. CH2M has implemented the plan. <b>Complete</b></p> <p>CH2M will further this effort to include a connection that will allow the City's portable air compressor to be used as a third backup.-On going</p> |
| Phoenix Odor Control System  | <p>Canisters were replaced-<b>Complete</b></p>  |
| 3-Archimedes Screw Pumps need to be Upgraded, and Trough Reconditioned-Screws are failing and troughs need to be recoated.   | <p>CH2M recommends replacing 1 screw/yr. until the screws have been replaced, and reconditioning the troughs at the same time. This recommendation is included in the 5 yr. Capital Improvement Plan for the next three years.(Capital Improvement #893)</p> <p>The screw pump project was approved, and CH2M has ordered the screw pump-Arrival is 16 weeks out.</p>   |
| The Membrane Gates need Replacing  | <p>City Commission approved the replacement of 4 Membrane gates in 2014. CH2M ordered the gates in 2014. Two of the gates have been installed.</p> <p>Two gates are on site and will be replaced in November. The purchase of 4 additional gates was approved, and CH2M has ordered the gates. (Capital Improvement #786)</p>   |
| West SST needs a new Bio-solids pump   | <p>The plant is required to have a pump that can fill Hauling trucks at a certain rate, and the piston pump that is currently in use has been in place since the 70's and fails often.</p> <p>CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in year 2016 of the City's 5 year capital Improvement Plan.(Capital Improvement #894)</p>   |
| TBA Lift Station Pumps, Check Valves, Pump pit needs reconditioning.   | <p>Pumps have been repaired multiple times and are at the end of their life. Pump Pit needs to be relined because it is rusting through to the ground in some spots. CH2M recommends replacing the pumps, check valves and relining the pump pit.</p> <p>The TBA Lift Station Project was approved. CH2M has ordered the replacement pumps and started lining up a contractor for the electrical work. (Capital Improvement #892)</p>   |

## **IPP**

We had no substantial findings when we reviewed the analytical results of the cherry processing waste generated at GT Fruit. As a result, a permit was issued to them allowing them to discharge this waste at the Septage facility.

A permit was issued for the Pine Street Bridge dewatering project to discharge to the sanitary sewer.

## GRAND TRAVERSE SEPTAGE FACILITY

### GTSF ITEMS OF IMPORTANCE

#### GTSF ITEMS OF IMPORTANCE

| GTSF Action Items   | Status   |
|---|--|
| Bio-Filter Media Replacement  | Work completed and should be budgeted for on a 7 year basis.   |
| Coarse Screens Intermittently Bypassing                                     | East Coarse Screen brushes replaced and Bellows rotated.<br>West Coarse Screen Brush replaced and Bellows rotated. <span style="color: red;">[Complete]</span>   |
| Pump Pulling Capabilities Needed  | CH2M purchased a gantry and chain for pulling pumps at the Septage Facility.<br><span style="color: red;">[Complete]</span>  |
| SNDR Pump Seal is Leaking   | CH2M has modified operations and seal is no longer leaking. Purchased pump seal will be added to spare parts inventory to be used in the future. <span style="color: red;">[Complete]</span>   |
| Fine Screens Modification Needed to remove rags and not impede forward flow | CH2M has developed a modification strategy, and budget included in 5 yr. Capital Improvement Plan for 2016.  |
| ATAD needs to be cleaned  | CH2M included expense and scope in 2015/2016 Operations Contract Amendment. CH2M developed Scope of Work and obtained competitive bids. BPW Board approved TERRA to do ATAD cleaning. ATAD cleaning project started on 10-13-15  |
| Pumps are Aging   | CH2M looking into having wear plates machined.<br>Pump Replacement Included in 5 Year Capital Improvement plan. (2016-2019)<br>CH2M looking at operational solutions to reduce amount of grit getting to pumps.<br>CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed) Included in 5 yr. Capital improvement plan for 2017 with grit removal system to be installed per engineering study in 2018. |
| Modification to Foul Air  | CH2M recommends the following modifications be made to the fould air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan for 2017.  |
| Rock Trap for Grease Pump-Needed to protect pump from large debris          | CH2M developed a plan for installing a Rock Trap in the suction line of the Grease pump, and provided a rough budgeting number included in the 5 yr. Capital plan for 2018.  |
| Bio-solids Load Out Pipe Needed   | CH2M recommends a sludge Load out pipe be installed so semis can be loaded with bio-solids from outside the building.<br>CH2M included this recommendation in the 5yr Capital Improvement Plan for the facility in 2019.   |
| Sludge Storage Capacity   | CH2M recommends a feasibility Study be done on the expansion of Sludge Storage. This recommendation was included in the 5yr Capital Improvement Plan.(2019)  |

## Operations

The daily average effluent BOD loading for the month of September was 11.70 lbs/day.

We completed the Storm Water Pollution Prevention Program Quarterly Comprehensive site inspection, and related report.

We have hired a new staff member. He will start October 26<sup>th</sup>, 2015.

TERRA began the ATAD cleaning project on October 13<sup>th</sup>, so far the project is progressing smoothly.

We are cleaning the unloading bays first thing in the morning and in the afternoon. (Please refer to the picture below)



## Maintenance

We are meeting with Windemuller on 10-16-15 to discuss the repair of the automatic operation of the unloading bays' exhaust fans.

One of the ATAD ORP (Oxygen Reduction Potential) probes failed last month. We are ordering a replacement and will calibrate and install the probe upon receipt.

We purchased a permanent sidewall mounted ladder for the ATAD building. We will install it asap.

**Other**

Below is a table of projects CH2M recommends. Items within the table are subject to change as the needs of the Septage Facility shift and priorities are adjusted. The costs included in the table are rough estimates. We are currently or have already developed a scope of work for each project recommended for the 2015/2016 contract year, and will obtain competitive bids pertaining to that scope of work. When we have the bids in place we will present the Board of Public Works with the scope of work and related bids. This table has been updated as of July 2015.

| <b>Septage 5 year Capital Improvement Recommendations</b> |  |                       |
|---|--|-----------------------|
| <b>Contract Year</b>                                      | <b>Project</b>                                     | <b>Estimated Cost</b> |
| 2015/2016   | Modify Fine Screens and Compactor                  | \$18,000              |
| 2015/2016   | Replace two Lift Station/EQ Tank Submersible Pumps | \$14,000              |
| 2015/2016   | ATAD Tank Cleaning and Inspection                  | \$40,000              |
| 2016/2017   | Modify Foul Air System                             | \$30,000              |
|   | -Connect Post EQ to system                         |                       |
|   | -Redirect ATAD foul air to SNDR tank               |                       |
| 2016/2017   | Grit Removal Feasibility Study                     | \$12,000              |
| 2016/2017   | Replace two Lift Station/EQ Tank Submersible Pumps | \$14,000              |
| 2017/2018   | Install Rock Trap on Grease Load Out Line          | \$18,000              |
| 2017/2018   | Replace two Lift Station/EQ Tank Submersible Pumps | \$14,000              |
| 2017/2018   | Grit Removal System (Requires Feasibility Study)   | TBD                   |
| 2018/2019   | Replace two Lift Station/EQ Tank Submersible Pumps | \$14,000              |
| 2018/2019   | Sludge Storage Feasibility Study                   | \$10,000              |
| 2018/2019   | Replace East & West Load Out Rock Traps            | \$65,000              |
| 2019/2020   | Sludge Storage Expansion                           | TBD                   |
| 2019/2020   | Sludge Load Out Line                               | \$7,500               |
| 2019/2020   | Replace Post EQ Lines and Flowmeter                | \$15,000              |

Traverse City Waste Water Treatment Plant 2015-2016

| EXPENSE CATEGORY              | SEP-15               |                      |                      | Year End               |                        |                     |
|-------------------------------|----------------------|----------------------|----------------------|------------------------|------------------------|---------------------|
|                               | Budget               | Actuals              | Variance             | Budget                 | Forecast               | Variance            |
| CHEMICALS                     | \$ 16,725.83         | \$ 22,002.65         | \$ (5,276.82)        | \$ 200,710.00          | \$ 200,778.75          | \$ (68.75)          |
| CLIENT PLANT & EQUIP          | \$ 9,583.33          | \$ 14,848.47         | \$ (5,265.14)        | \$ 115,000.00          | \$ 114,874.01          | \$ 125.99           |
| DUES AND SUBSCRIPTIONS        | \$ 62.50             | \$ -                 | \$ 62.50             | \$ 750.00              | \$ 562.50              | \$ 187.50           |
| EDUCATION, TRAINING, MEETINGS | \$ 521.67            | \$ 4,361.38          | \$ (3,839.71)        | \$ 6,260.00            | \$ 10,671.38           | \$ (4,411.38)       |
| ELECTRICITY                   | \$ 40,400.00         | \$ 35,751.80         | \$ 4,648.20          | \$ 484,800.00          | \$ 492,526.15          | \$ (7,726.15)       |
| EMPLOYEE EXPENSE              | \$ 789.21            | \$ 1,244.58          | \$ (455.37)          | \$ 9,470.55            | \$ 8,974.87            | \$ 495.68           |
| INSURANCE                     | \$ 2,902.28          | \$ 5,455.73          | \$ (2,553.45)        | \$ 34,827.36           | \$ 33,950.65           | \$ 876.71           |
| LABOR                         | \$ 68,859.47         | \$ 64,767.42         | \$ 4,092.05          | \$ 840,085.52          | \$ 825,271.43          | \$ 14,814.09        |
| OPERATING EXPENSES            | \$ 9,942.17          | \$ 16,935.79         | \$ (6,993.62)        | \$ 119,995.58          | \$ 125,325.72          | \$ (5,330.14)       |
| OUTSIDE SERVICES              | \$ 2,166.67          | \$ 4,377.41          | \$ (2,210.74)        | \$ 26,000.00           | \$ 24,584.91           | \$ 1,415.09         |
| SOLIDS HANDLING               | \$ 53,270.00         | \$ 29,399.82         | \$ 23,870.18         | \$ 168,340.00          | \$ 150,839.44          | \$ 17,500.56        |
| SUPPLIES                      | \$ 916.67            | \$ 242.42            | \$ 674.25            | \$ 11,000.00           | \$ 10,851.15           | \$ 148.85           |
| TELECOMMUNICATIONS            | \$ 850.00            | \$ 843.72            | \$ 6.28              | \$ 10,200.00           | \$ 9,277.72            | \$ 922.28           |
| TRAVEL COSTS                  | \$ 1,847.26          | \$ 3,280.32          | \$ (1,433.06)        | \$ 22,167.08           | \$ 21,756.66           | \$ 410.42           |
| UTILITIES-OPERATIONS          | \$ 1,212.50          | \$ 641.28            | \$ 571.22            | \$ 14,550.00           | \$ 12,490.91           | \$ 2,059.09         |
| <b>TOTALS</b>                 | <b>\$ 210,049.56</b> | <b>\$ 204,152.79</b> | <b>\$ 5,896.77</b>   | <b>\$ 2,064,156.10</b> | <b>\$ 2,042,736.26</b> | <b>\$ 21,419.84</b> |
| <b>REPAIRS</b>                | <b>\$ 9,583.33</b>   | <b>\$ 14,848.47</b>  | <b>\$ (5,265.14)</b> | <b>\$ 115,000.00</b>   | <b>\$ 112,746.61</b>   | <b>\$ 2,253.39</b>  |

| Top Repairs Expenses                          | Cost       |
|---|------------|
| New Volute for Woodmere Pump #1               | \$3,372.80 |
| RAS PUMP#3 wear ring and impellar ring        | \$3,832.95 |
| Repaired Makeup Air Fan for Membrane Building | \$3,975.07 |
| Front St. PLC Repair                          | \$713.40   |
| Membrane Gate 8 Repair                        | \$717.30   |

**Grand Traverse County Septage Facility 2015-2016**

| EXPENSE CATEGORY              | SEP-15       |             |              | Year End      |               |               |
|-------------------------------|--------------|-------------|--------------|---------------|---------------|---------------|
|                               | Budget       | Actuals     | Variance     | Budget        | Forecast      | Variance      |
| CHEMICALS                     | \$ 120.00    | \$ 19.76    | \$ 100.24    | \$ 1,440.00   | \$ 1,130.82   | \$ 309.18     |
| CLIENT PLANT & EQUIP          | \$ 833.33    | \$ 11.51    | \$ 821.82    | \$ 10,000.00  | \$ 7,577.51   | \$ 2,422.49   |
| DUES AND SUBSCRIPTIONS        | \$ -         | \$ -        | \$ -         | \$ -          | \$ -          | \$ -          |
| EDUCATION, TRAINING, MEETINGS | \$ 4.58      | \$ -        | \$ 4.58      | \$ 55.00      | \$ 41.25      | \$ 13.75      |
| ELECTRICITY                   | \$ -         | \$ -        | \$ -         | \$ -          | \$ -          | \$ -          |
| EMPLOYEE EXPENSE              | \$ 65.23     | \$ -        | \$ 65.23     | \$ 782.75     | \$ 587.06     | \$ 195.69     |
| INSURANCE                     | \$ 317.05    | \$ 108.58   | \$ 208.47    | \$ 3,804.62   | \$ 3,196.87   | \$ 607.76     |
| LABOR                         | \$ 9,659.03  | \$ 7,850.83 | \$ 1,808.20  | \$ 117,840.16 | \$ 115,981.15 | \$ 1,859.00   |
| OPERATING EXPENSES            | \$ 977.56    | \$ 457.77   | \$ 519.79    | \$ 11,814.56  | \$ 13,456.06  | \$ (1,641.50) |
| OUTSIDE SERVICES              | \$ 5,700.00  | \$ -        | \$ 5,700.00  | \$ 68,400.00  | \$ 51,300.00  | \$ 17,100.00  |
| SOLIDS HANDLING               | \$ 8,600.00  | \$ 555.83   | \$ 8,044.17  | \$ 30,300.00  | \$ 21,813.94  | \$ 8,486.06   |
| SUPPLIES                      | \$ 16.67     | \$ -        | \$ 16.67     | \$ 200.00     | \$ 678.27     | \$ (478.27)   |
| TELECOMMUNICATIONS            | \$ 96.00     | \$ -        | \$ 96.00     | \$ 1,152.00   | \$ 959.13     | \$ 192.87     |
| TRAVEL COSTS                  | \$ 110.58    | \$ -        | \$ 110.58    | \$ 1,327.00   | \$ 995.25     | \$ 331.75     |
| UTILITIES-OPERATIONS          | \$ 15.63     | \$ -        | \$ 15.63     | \$ 187.50     | \$ 140.63     | \$ 46.88      |
| <b>TOTALS</b>                 | \$ 26,515.66 | \$ 9,004.28 | \$ 17,511.38 | \$ 247,303.59 | \$ 217,857.94 | \$ 29,445.65  |
| <br>                          |              |             |              |               |               |               |
| REPAIRS                       | \$ 833.33    | \$ 11.51    | \$ 821.82    | \$ 10,000.00  | \$ 8,410.84   | \$ 1,589.16   |