



## Notice City Commission Study Session

7:00 PM

Monday, August 22, 2016

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

Posted and Published: 08-19-2016

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

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

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

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 Study Session!**

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

### **Agenda**

Pledge of Allegiance

Roll Call

1. Presentation from Traverse Area Recreational Trails (TART) regarding the Boardman Lake Loop. (Marty Colburn)
2. Discussion regarding a report from Commissioner Gary Howe, City Clerk Benjamin Marentette and Traverse City West Senior High School Teacher Tak Ready regarding the Adopt-a-Commissioner Youth Engagement Program and continuation of the program.
3. Announcements from the Deputy City Clerk. (Katie Zeits)
4. Public comment.
5. Adjournment.



The City of Traverse City

## Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF AUGUST 22, 2016

DATE: AUGUST 19, 2016

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

SUBJECT: AUGUST 22 STUDY SESSION

This memo covers both items for Monday's Study Session.

1. *Presentation from Traverse Area Recreational Trails regarding the Boardman Lake Loop.*

Attached are materials regarding this item. Traverse Area Recreational Trails plans a 15-minute presentation on the status of this loop. TART Trails Executive Director Julie Clark will provide an introduction of the process; and their consultant, Prein and Newhof, will walk through design scenarios and present the preferred design. Ms. Clark will conclude by discussing the funding scenarios for both trail development and maintenance.

2. *Discussion regarding a report from Commissioner Gary Howe, City Clerk Benjamin Marentette and Traverse City West Senior High School Teacher Tak Ready regarding the Adopt-A-Commissioner Youth Engagement Program.*

This program was launched last year; and attached is a report from these three gentlemen. Commissioners Gary Howe, Tim Werner, Richard Lewis and Amy Shamroe participated in this program; and former Commissioner Jeanine Easterday participated as well before the November election. The program has gone very well, with participating students indicating that they had a valuable, meaningful experience.

This program was launched in Traverse City West Senior High Schools' government classes; and as indicated in the attached, Traverse City Central High School's government teacher would also like to have her students benefit from this program as well. We will split the 'slots' between "West" and "Central" students. Following the meeting, the City Clerk will follow-up with members of the Commission to determine who would like to participate.

The total time commitment is approximately 2 hours per semester; with additional time if you are available to attend the rollout of the program to the classes given by the City Clerk in September.

MC/bcm

K:\tcclerk\city commission\study sessions\20160822

copy: Julie Clark, TART Trails Executive Director  
Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development  
Russ Soyring, City Planning Director  
Tim Lodge, City Engineer  
Tak Ready, Traverse City West Senior High School Government Teacher



# BOARDMAN LAKE TRAIL

For nearly 30 years the community has supported the vision of a trail circling Boardman Lake. Since 2002, nearly 3 miles have been completed, providing trail users with a special opportunity to escape the bustle of the city and enjoy a wooded trail perfect for walking, running, bicycling, and providing an important non-motorized connection for visitors and residents making their way through town.

The trail was formed through partnerships at the City, Township, County, and TART Trails. TART Trails supported trail development and helps offset maintenance costs with volunteers that average over 300 hours of work a year on the trail helping remove trash, trim shrubs, install signage, repair boardwalk, clean debris, and more.

Between Hull Park and Medalie Park, the trail runs through both Traverse City and Garfield Township. The trail is identified as a development priority in planning documents for the City, Township and County and is part of the Boardman Lake Brownfield Work Plan.

Each year the trail hosts over 58,000 visits, with counts in the summertime averaging over 250 per day.

## ***A Look Back...***

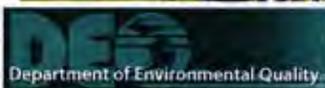
- Nearly 3 miles of trail currently wrap around the lake between Medalie Park and 14th Street.
- Funding for trail development between Hull Park and Medalie Park was shared nearly equally between Traverse City, Garfield Township, and Grand Traverse County matched by state funding.
- TART Trails helped secure donated easements for the trail valued at \$200,000. All easements are held by the City of Traverse City.

Photo: Gary Howe

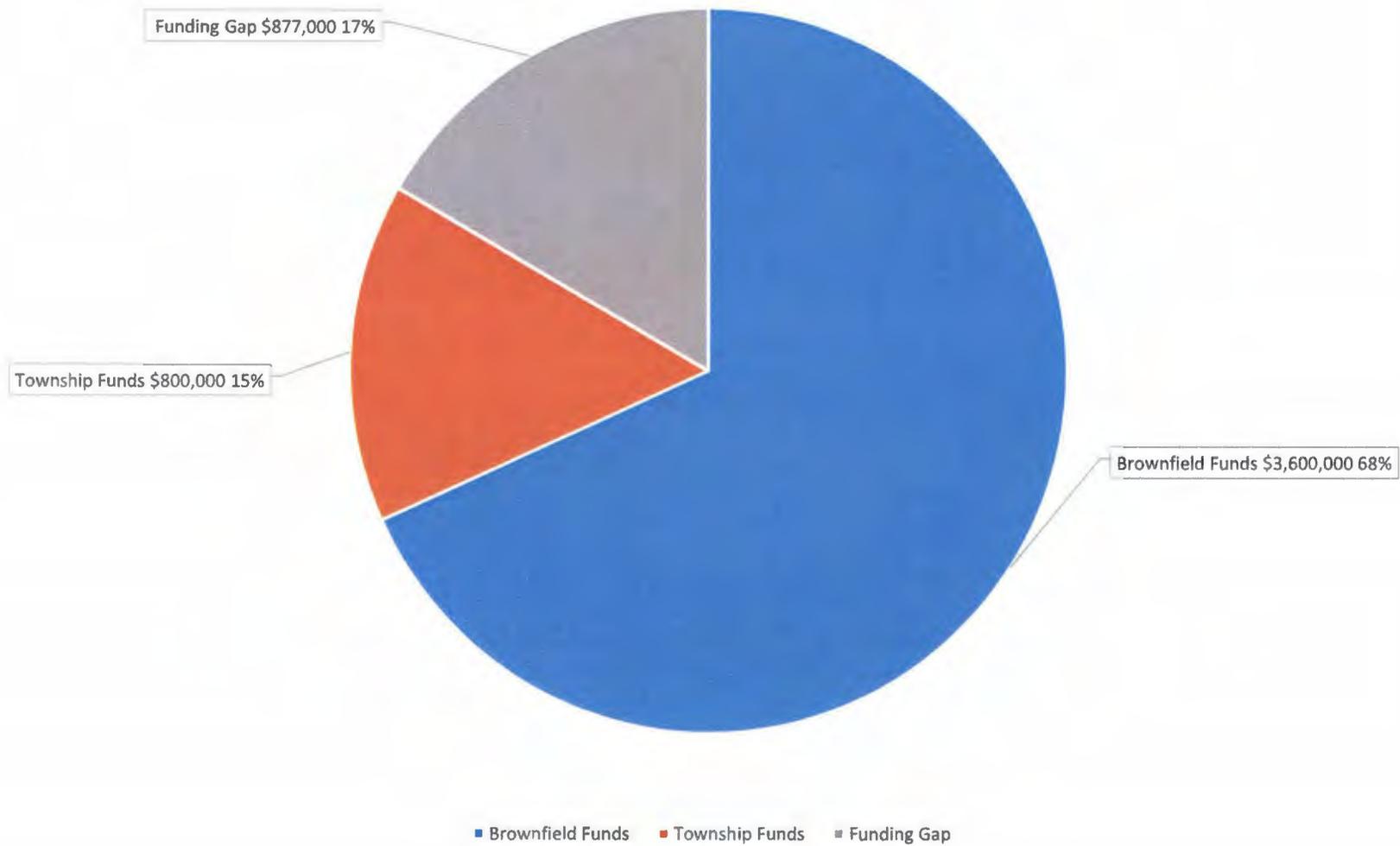


Over 1.5 miles on the west side between 14th St. and Medalie Park are left to complete the loop around the lake.

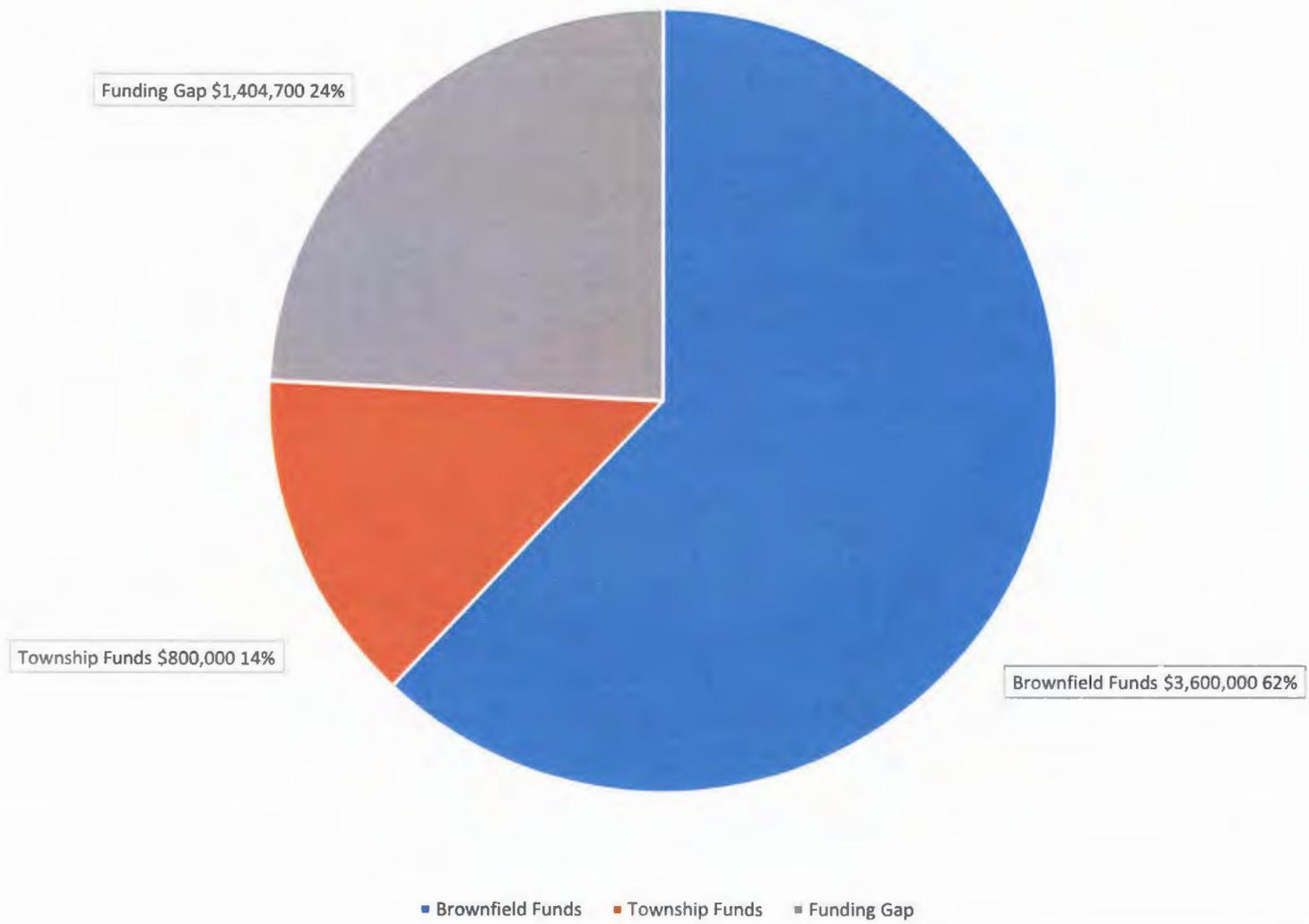
Trail design is being funded through a Coastal Zone Management Grant matched with Brownfield funding.



Funding Sources for West Boardman Lake Trail Development  
Scenario #1  
\$5,277,000  
No Maintenance Set Aside



Funding Sources for West Boardman Lake Trail Development & 10% Maintenance Set Aside  
Scenario #2  
\$5,804,700



Proposed West Boardman Lake Trail (14th Street to Medalle) Maintenance Budget										
Facility Type	Distance (Miles)/ # Bridges/ Sq. Feet Retaining Wall	Annual Maintenance & Operations Costs/Mile***	Annual Ops Cost	Preventative Maintenance Costs/Mile Includes: Annual Inspection, 7 year trenching, as needed crack sealing, and/or culvert clearing***	Annual Preventative Cost	Snow Removal Cost/Mile***	Snow Removal Cost	Annual Component Replacement Set-Aside/Mile***	Annual Component Replacement Set-Aside	Total
Shared Roadway: Includes updating pavement markings and signage	0	\$750.00	\$0.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asphalt Shared-Use Path (25 year life): Includes updating pavement markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	1.15	\$1,500.00	\$1,725.00	\$643.79	\$740.36	\$1,455.00	\$1,673.25	\$4,000.00	\$4,600.00	\$8,738.61
Concrete Shared-Use Path (30 year life): Includes updating concrete markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	0	\$1,500.00	\$0.00	\$643.79	\$0.00	\$1,455.00	\$0.00	\$3,000.00	\$0.00	\$0.00
Crushed Limestone Shared-Use Path (10 year material add): Includes updating signage, tree limb clearing, mowing, periodic grading	0	\$750.00	\$0.00	\$198.00	\$0.00	\$1,455.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Timber Boardwalk (20 year deck life): Includes updating signage, debris & tree limb clearing, isolated deck board replacement	0.4	\$500.00	\$200.00	\$165.00	\$66.00	\$1,455.00	\$582.00	\$7,040.00	\$2,816.00	\$3,664.00
Bridge (25 year deck life): Includes semi-annual inspections**	1	\$500.00	\$500.00	\$0.00	\$0.00	\$1,455.00	\$41.34	\$800.00	\$800.00	\$1,341.34
Fencing (25 year life)	0.25	\$0.00	\$0.00	\$0.00	\$0.00	NA	NA	\$4,224.00	\$1,056.00	\$1,056.00
Retaining Wall (50 year life)	2400	\$0.00	\$0.00	\$0.00	\$0.00	NA	NA	\$1.00	\$2,400.00	\$2,400.00
<b>Total</b>	<b>1.58</b>		<b>\$2,425.00</b>		<b>\$806.36</b>		<b>\$2,296.59</b>		<b>\$11,672.00</b>	<b>\$17,199.95</b>
					<b>\$5,527.95</b>					

\*Maintenance Cost Data Sources: Prein & Newhof, TART Trails Current & Historical Costs, Sleeping Bear Heritage Trails Current & Historical Costs

\*\*Assumes private contractor inspection every other year

\*\*\* Assume annual 3% inflation increase/adjustment from 2016

Entire Boardman Lake Trail (Existing & Proposed) Maintenance Budget										
Facility Type	Distance (Miles)/ # Bridges/ Sq. Feet Retaining Wall	Annual Maintenance & Operations Costs/Mile***	Annual Ops Cost	Preventative Maintenance Costs/Mile Includes: Annual inspection, 7 year trenching, as needed crack sealing, and/or culvert clearing***	Annual Preventative Cost	Snow Removal Cost/Mile***	Snow Removal Cost	Annual Component Replacement Set-Aside/Mile***	Annual Component Replacement Set-Aside	Total
Shared Roadway: includes updating pavement markings and signage	0	\$750.00	\$0.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Asphalt Shared-Use Path (25 year life): Includes updating pavement markings and signage, debris & tree limb clearing, mowing, minor isolated surface repair	3.65	\$1,500.00	\$5,475.00	\$643.79	\$2,349.83	\$1,455.00	\$5,310.75	\$4,000.00	\$14,600.00	\$27,735.58
Concrete Shared-Use Path (30 year life): Includes updating concrete markings and signage, debris & tree limb clearing,	0.18	\$1,500.00	\$270.00	\$643.79	\$115.88	\$1,455.00	\$261.90	\$3,000.00	\$540.00	\$1,187.78
Crushed Limestone Shared-Use Path (10 year material add): Includes updating signage, tree limb clearing, mowing, periodic grading	0.5	\$750.00	\$375.00	\$198.00	\$99.00	\$1,455.00	\$727.50	\$2,000.00	\$1,000.00	\$2,201.50
Timber Boardwalk (20 year deck life): Includes updating signage, debris & tree limb clearing, isolated deck board replacement	0.7	\$500.00	\$350.00	\$165.00	\$115.50	\$1,455.00	\$1,018.50	\$7,040.00	\$4,928.00	\$6,412.00
Bridge (25 year deck life): Includes semi-annual inspections**	2	\$500.00	\$1,000.00	\$0.00	\$0.00	\$1,455.00	\$82.68	\$800.00	\$1,600.00	\$2,682.68
Fencing (25 year life)	0.25	\$0.00	\$0.00	\$0.00	\$0.00	NA	NA	\$4,224.00	\$1,056.00	\$1,056.00
Retaining Wall (50 year life)	7860	\$0.00	\$0.00	\$0.00	\$0.00	NA	NA	\$1.00	\$7,860.00	\$7,860.00
<b>Total</b>	<b>5.09</b>		<b>\$7,470.00</b>		<b>\$2,680.22</b>		<b>\$7,401.33</b>		<b>\$31,584.00</b>	<b>\$49,135.55</b>
					<b>\$17,551.55</b>					

\*Maintenance Cost Data Sources: Prein & Newhof, TART Trails Current & Historical Costs, Sleeping Bear Heritage Trails Current & Historical Costs

\*\*Assumes private contractor inspection every other year

\*\*\* Assume annual 3% inflation increase/adjustment from 2016

Proposed New West Boardman Lake Trail Maintenance Budget (14th St to Medaille Park)										
Facility Type	Distance (Miles)/ # Bridges/ Sq. Feet Retaining Wall	Annual Maintenance & Operations Costs/Mile***	Annual Ops Cost	Preventative Maintenance Costs/Mile Includes: Annual inspection, 7 year trenching, as needed crack sealing, and/or culvert clearing***	Annual Preventative Cost	Snow Removal Cost/Mile***	Snow Removal Cost	Annual Component Replacement Set-Aside/Mile***	Annual Component Replacement Set-Aside	Total
Total	1.58		\$2,425.00		\$806.36		\$2,296.59		\$11,672.00	\$17,199.95
					\$5,527.95					

\*Maintenance Cost Data Sources: Prein & Newhof, TART Trails Current & Historical Costs, Sleeping Bear Heritage Trails Current & Historical Costs

\*\*Assumes private contractor inspection 2x/year

\*\*\* Assume annual 3% inflation increase/adjustment from 2016

Entire Boardman Lake Trail (Existing and Proposed) Maintenance Budget										
Facility Type	Distance (Miles)/ # Bridges/ Sq. Feet Retaining Wall	Annual Maintenance & Operations Costs/Mile***	Annual Ops Cost	Preventative Maintenance Costs/Mile Includes: Annual inspection, 7 year trenching, as needed crack sealing, and/or culvert clearing***	Annual Preventative Cost	Snow Removal Cost/Mile***	Snow Removal Cost	Annual Component Replacement Set-Aside/Mile***	Annual Component Replacement Set-Aside	Total
Total	5.09		\$7,470.00		\$2,680.22		\$7,401.33		\$31,584.00	\$49,135.55
					\$17,551.55					

\*Maintenance Cost Data Sources: Prein & Newhof, TART Trails Current & Historical Costs, Sleeping Bear Heritage Trails Current & Historical Costs

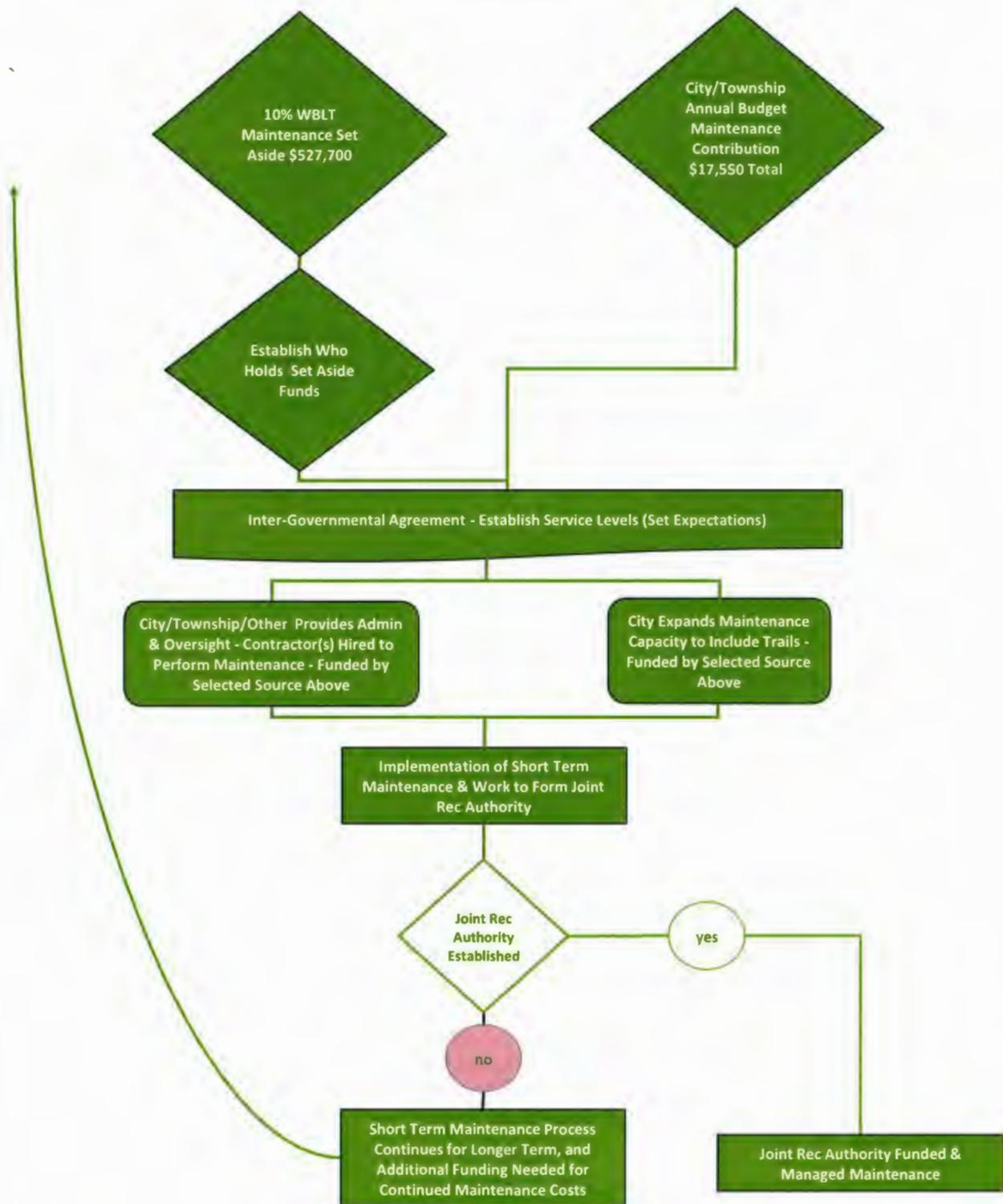
\*\*Assumes private contractor inspection 2x/year

\*\*\* Assume annual 3% inflation increase/adjustment from 2016

Entire (Existing & Proposed) Boardman Lake Trail Maintenance Funding Scenario										
Source	Total Miles	Annual Ops	Preventative	Snow Removal	Total Annual Spend	Set Aside		Endowment of 10% Maintenance Fund Set Aside	Annual Endowment Contribution (4%)	
Endowment of 10% Maintenance Fund Set Aside	5.09	\$7,470	\$2,680	\$7,401	\$17,552	\$31,584		\$527,700.00	\$21,108.00	

# Boardman Lake Trail

## Maintenance Scenarios



Boardman Lake Trail 14th St-South Airport Rd  
2015-2018

<b>Budget</b>	
<b>Expenses</b>	
Construction Funds	4,470,000.00
Final Design/Construction Engineering (8%)	360,000.00
Contingency (10%)	447,000.00
<b>Total Development Cost</b>	<b>5,277,000.00</b>
Maintenance Cost Set aside (10%)	527,700.00

<b>East Boardman Lake</b>	<b>Hull Park to South Airport</b>		
<b>2005</b>			

<b>Funding Participants</b>	<b>\$1,194,242.64</b>	<b>Total Cost</b>		<b>Percent of Total</b>
<b>City of TC</b>	<b>\$191,900</b>			<b>16%</b>
		\$26,900.00	1993	
		\$6,000.00	1994	
		\$10,000.00	1995	
		\$120,000.00	?	
		\$5,000.00	2002	
		\$24,000.00	2002	
<b>County</b>	<b>\$153,000</b>			<b>13%</b>
		\$59,000.00	2004	
		\$94,000.00	2005	
<b>Garfield Township</b>	<b>\$153,000</b>			<b>13%</b>
		\$59,000.00	2004	
		\$94,000.00	2005	
<b>TART</b>	<b>\$15,000</b>			<b>1%</b>

<b>State of Michigan</b>	<b>\$513,386</b>			<b>43%</b>
		\$50,000.00	2006	
		\$216,875.51	2005	
		\$233,124.49	2005	
		\$13,385.64	2006	
<b>JV 501 Waterfront Grant</b>	<b>\$167,957</b>			<b>14%</b>
				<b>100%</b>

<b>Easement Donations</b>	<b>\$200,000</b>
<b>Cost with Easment Value</b>	<b>\$1,394,242.64</b>

**West Boardman Lake** Bridge to 14th St.

Year: 2014

Funding Participants				
Funding Participants	\$799,740.00	Total Cost		Percent of Total
City of TC	\$0			0%
County	\$0			0%
Garfield Township	\$0			0%
State of Michigan	\$210,000			26%
DNR Trust Fund		\$210,000.00		
Other Grants/Sources	\$589,740			74%
TART Trails		\$5,000.00		
Brownfield Funds		\$584,740.00		
Easement Donations	\$222,000			
Cost with Easment Value	\$1,021,740.00			

\*Lake Ridge donated a new easement for the trail alignment in front of the development

	City of Traverse City	Garfield Township	TC/Garfield Rec Authority	TART Trails, Inc.	Grand Traverse County
<b>1. How well does this project align with existing and approved plans?</b>	"Close to perfect/strong alignment"	"Some alignment"	"Does not align"	"Perfect alignment"	"Some alignment"
<b>Comments</b>	"Healthy living, quality of life, environmental stewardship, transportation, existing trail network. It fits well with MDOT, City, and Township other goals."	"Aligns well with both master Plan and Park Plan. The trail is in the plans and has public comment support. There is no CIP regarding this issue. Both plans could be used as support for grant applications."	"Current Rec Authority scope limited to 3 park properties - no involvement outside of those 3 properties."	"Number one item on communities survey for trail priorities. Meets all of the organization's community goals. Connecting communities."	"The current county parks master plan and strategic plan include "working with TART and other partners to develop trails." We have no CIP for trails at all. There is no alignment with the Board of Commissioners strategic plan."

	City of Traverse City	Garfield Township	TC/Garfield Rec Authority	TART Trails, Inc.	Grand Traverse County
<b>2. How important of a priority is this trail project to your unit of government /entity?</b>	"Extremely important/quite important; a high priority"	"Somewhat important"	<i>no comments</i>	"Extremely important/a top priority"	"Not at all important/not a priority"
<b>Comments</b>	<i>no comments</i>	"This trail is not going to be utilized by our Township residents as much as City residents. The top two priorities of the Board of Trustees are roads and trails, however this specific trail doesn't place up at the top of the priority."	<i>no comments</i>	"See above. Part of our origin story."	"It is not a priority to the County Board of Commissioners. It is not at the top of the County Parks priorities but it is on the list. We are focusing on saving our parks right now."

3. What is your government/organization willing and able to do to support the project?	City of Traverse City	Garfield Township	TC/Garfield Rec Authority	TART Trails, Inc.	Grand Traverse County
<b>A. What is your preferred role and level of involvement in trail development?</b>	"Apply for and administer grants. Partner with County, Township, Rec Authority. Key advocate and catalyst."	"The township role may be financial and staff time. Planning, grant writing, planning staff currently at the township."	"Not a part of Rec Authority's current mandate. Outside of 3 current properties."	"Project managers for design (in cooperation and collaboration). Facilitation of public input. Fundraising support."	"The County is unable to financially support this project but can use planning staff. County Brownfield is a partner as well."
<b>B. What is your preferred role and level of involvement in trail maintenance?</b>	"Partner with area government agencies and Rec Authority."	"There is no township staff for trail maintenance and will not be in the future. The township has some potential for a role in maintenance funding contribution."	<i>no comments</i>	"Identifying and coordinating needs. Supporting and providing volunteers to support maintenance. Establish clear understanding of definition of roles between partners/owners."	"None."
<b>C. What are significant roadblocks to your involvement?</b>	"Competing projects, overall resources, being without common ground with partner jurisdictions."	"There is no township personnel for maintenance and there will not be in the future. Limits also include getting Board of Trustee approval."	"To be involved, scope of Rec Authority would have to change."	"Lack of: financial support for organizational capacity, partner involvement, ownership."	"Money."
<b>D. What are your suggested solutions to potential barriers or challenges?</b>	"Facilitator to find common ground. Involve Tyson and other businesses."	"A recreational authority is a potential solution to trail maintenance county wide as well as trail construction."	"The RA has been a good example of multi-jurisdictional cooperation around recreational resources. Trails lend themselves to a cooperative approach, and formalizing such an approach could potentially be helpful."	"Work effectively with our partners. Working in long-term maintenance costs into trail plans at the outset, including clear definition of roles."	"Tourist tax. Recreational millage - a potential solution is in a county-wide parks authority."
<b>E. How do you want to work with other partners?</b>	"Investigate partnership including with RA, TART, MDOT, Road Commission. There is a regional benefit - look at partners that way."	"Participation by staff and officials at different meetings."	"RA cooperates with the parent jurisdictions and is always open to considering the best ways to serve the residents of TC and Garfield Township."	"Continue to support solutions that serve the community. Consistency and follow-through on commitments. Bring in private sector to help fill gaps."	"Continue being at the table."

**Preliminary Design Work for West Boardman Lake Trail  
(Leadership Team & Owner Team Meetings)**

12/1/2015 - 9/30/2016

**Public Input**  
Open House #1 3/9/2016, Online Input  
Open House #2 5/19/2016  
Focus Groups & Interviews

2/1/2016 – 5/19/2016

**Presentations of Preliminary Design &  
Identify strategies for funding trail  
maintenance & development**

7/6/16 Joint Study Session  
7/20/16 GTC Parks & Recreation BDT  
7/21/16 GTC Parks & Recreation Commission\*

**Implementation Plan Development  
(Design, Funding Strategies for  
Development and Maintenance)**

▶ **Design & survey work begin**  
12/2015

**Preferred  
Alignment  
Identified**

▶ **Preferred Trail  
Alignment Presented**  
5/19/2016

▶ **City confirms ownership**

▶ **Letters of commitments by 9/30/16**

**Final  
Design  
to  
Public**

▶ **Aug 22 City of Traverse City  
Aug 23 Garfield Township \***

▶ **Sept 6 City of Traverse City \***

**Plan  
Approval**

2015

Dec

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sept

Oct

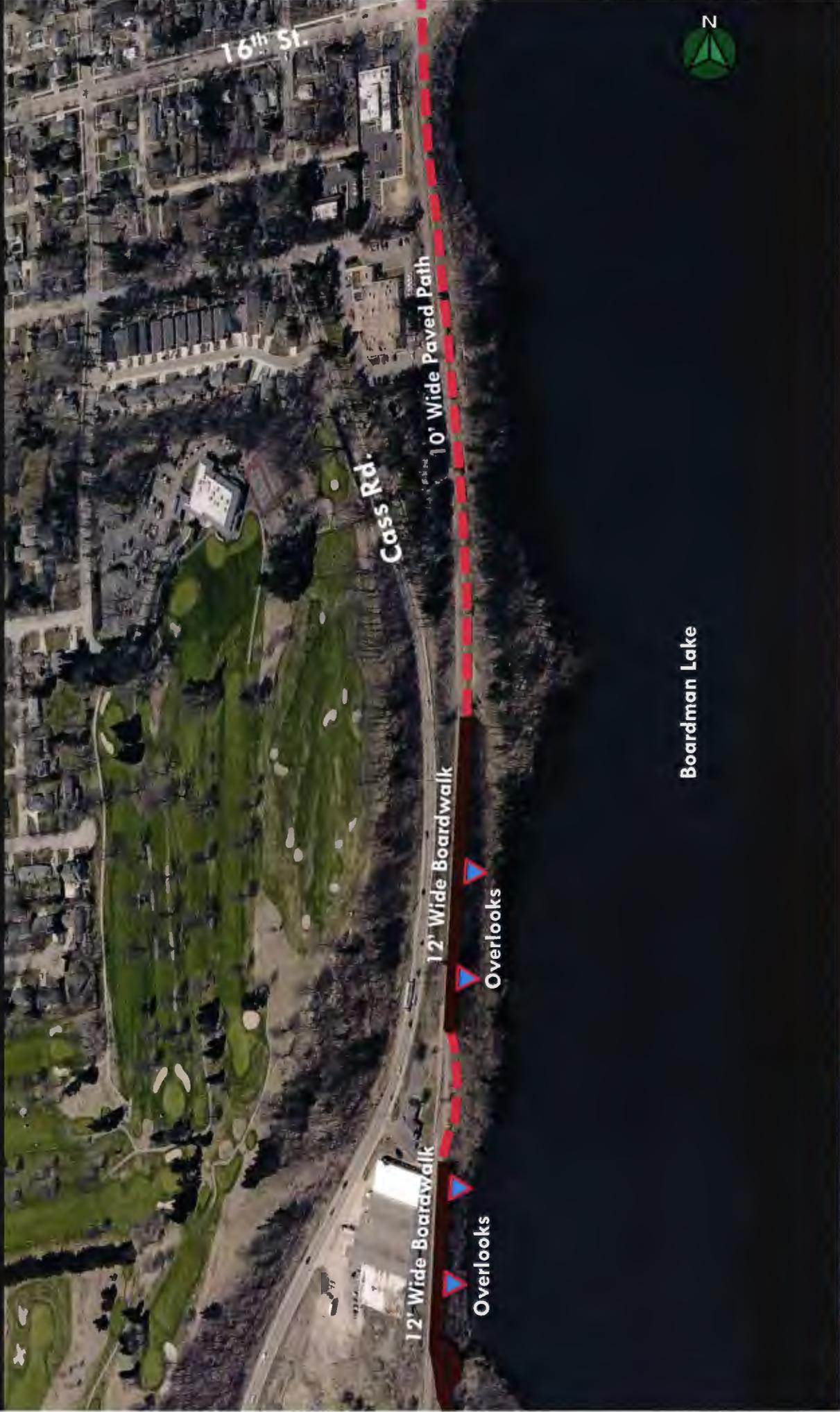
2016

\*Resolution of Support for Trail Design

▶ **Today**



# West Boardman Lake Non-Motorized Path



Boardman Lake

# West Boardman Lake Non-Motorized Path



North End

# West Boardman Lake Non-Motorized Path



Actual route to be revised to best accommodate future NMC building near this location

10' Wide Paved Path

Trail Map

10' Wide Paved Path

Overlook

Trail Map

Overlook

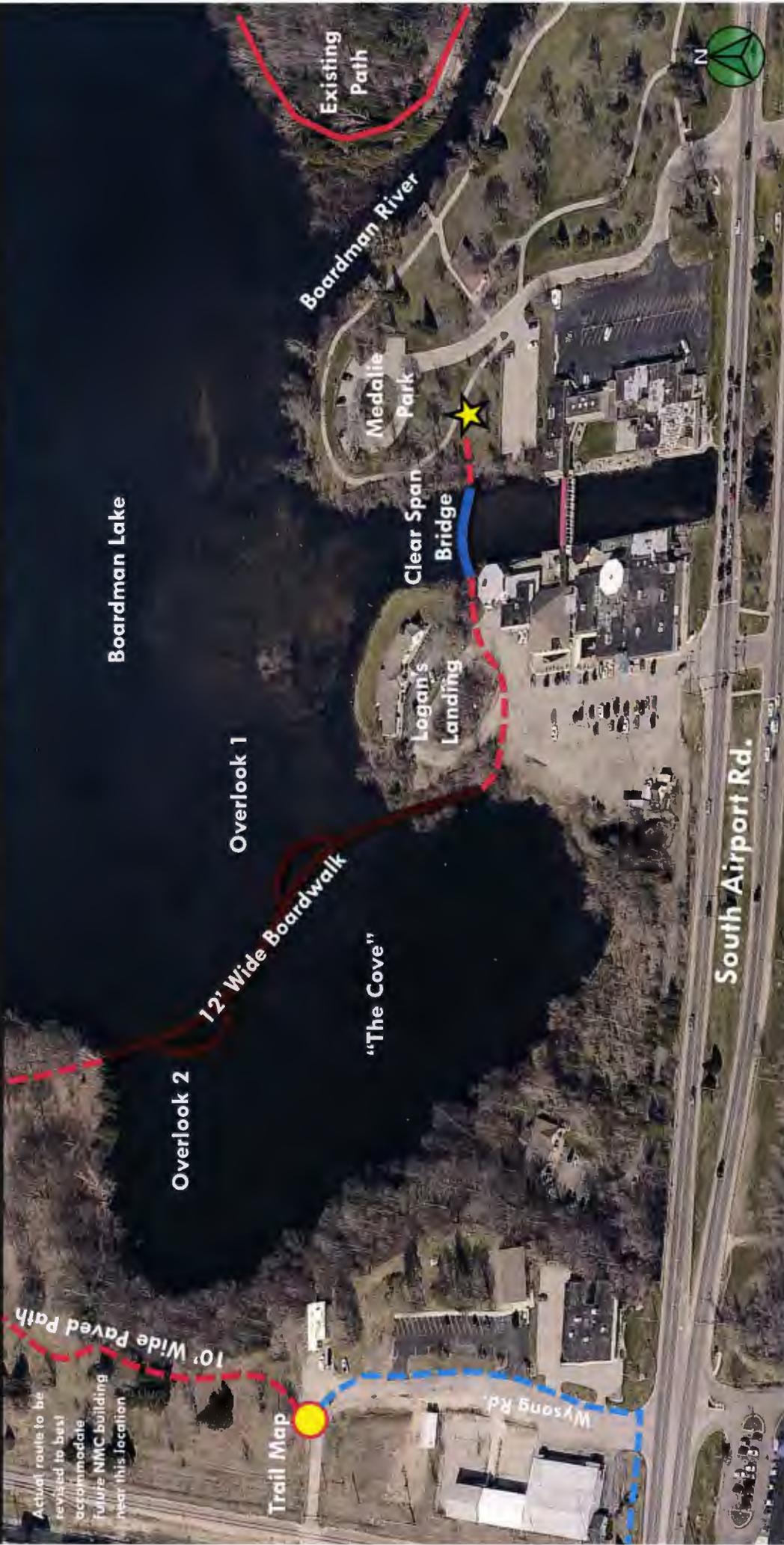
Northwestern Michigan College

Boardman Lake



© 2014 Pictometry

# West Boardman Lake Non-Motorized Path



Actual route to be revised to best accommodate future NMC building near this location

Trail Map

Wyanong Rd

Overlook 2

Overlook 1

12' Wide Boardwalk

"The Cove"

Logan's Landing

Clear Span Bridge

Medalie Park

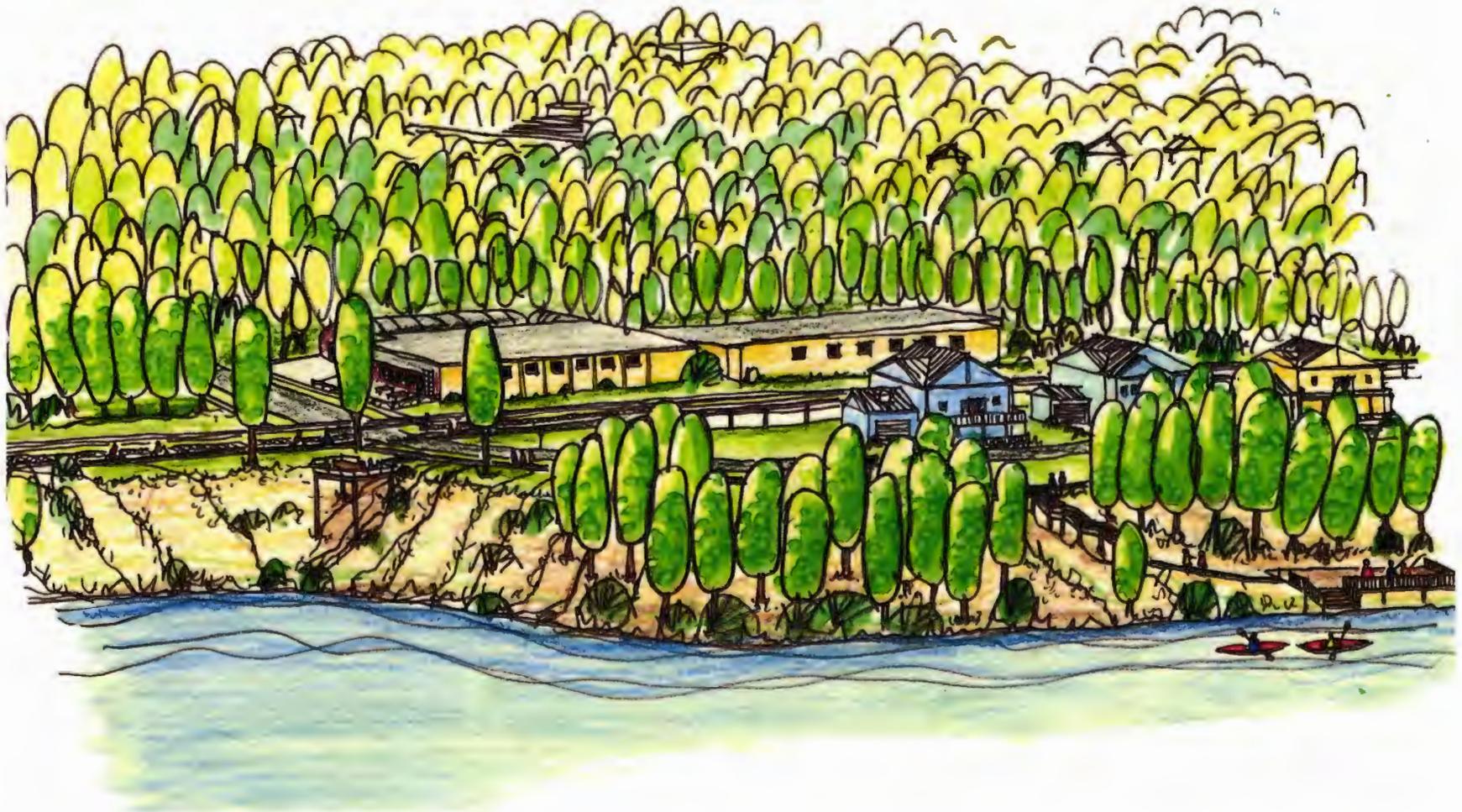
Boardman River

Existing Path

Boardman Lake

South Airport Rd.

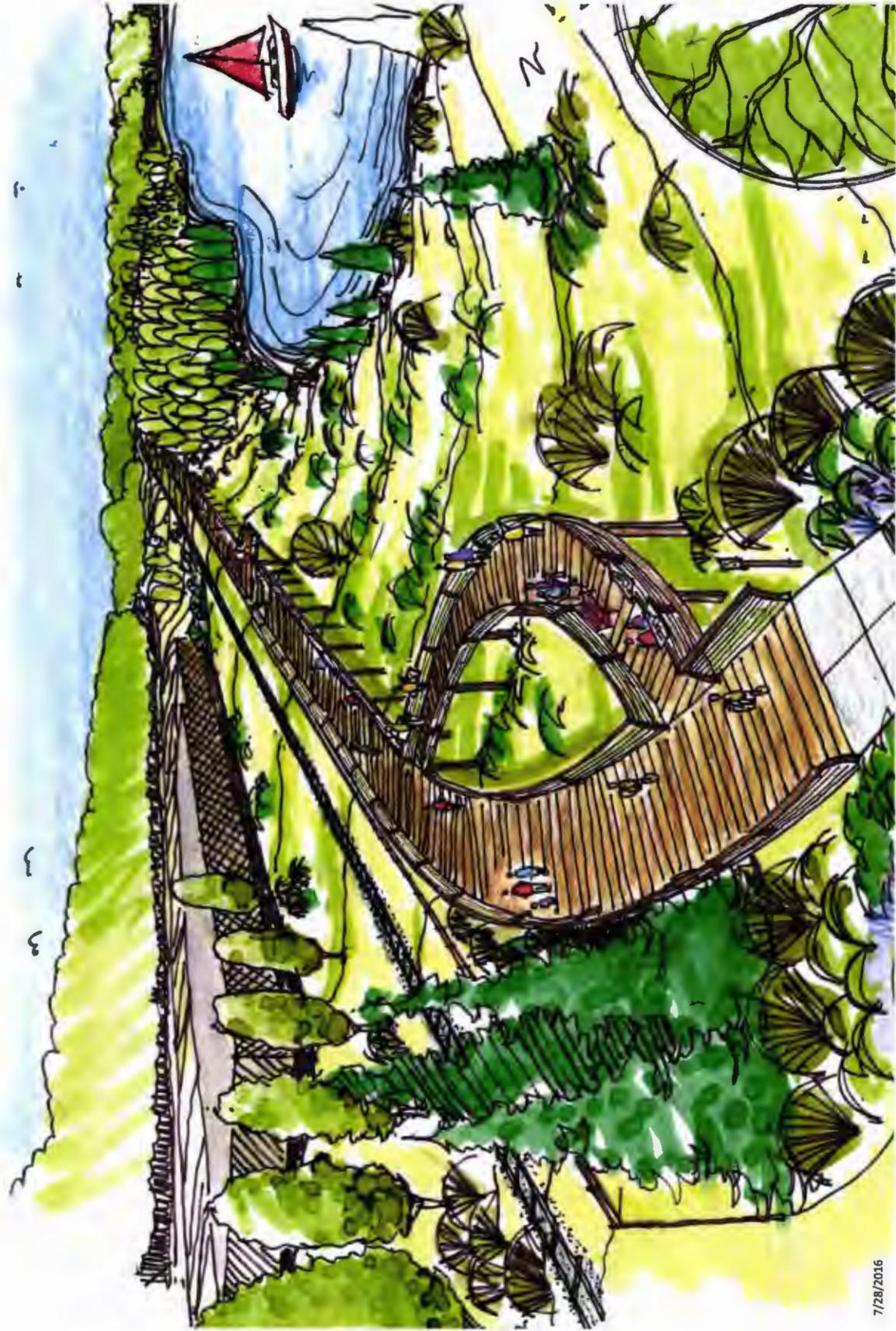




8/16/2016

**West Boardman Lake Non-Motorized Path**

View at 16th Street & Lake Ridge Drive



7/28/2016

**West Boardman Lake Non-Motorized Path**

**Boardwalk at "The Narrows"**



8/16/2016

**West Boardman Lake Non-Motorized Path**

**Path Connection at NMC**



8/5/2016

**West Boardman Lake Non-Motorized Path**

**Boardwalk to Logan's Landing**



7/28/2016

**West Boardman Lake Non-Motorized Path**

**Pedestrian Bridge to Medalie Park**

---

# Memorandum

The City of Traverse City



---

TO: City Commissioners

COPY: Marty Colburn, City Manager

FROM: Gary Howe, City Commissioner  
Benjamin C. Marentette, City Clerk  
Tak Ready, TC West Senior High School Civics Teacher

DATE: August 16, 2016

SUBJECT: Continuation of the Adopt-A-Commissioner Program

The 2015/2016 school year was the first year of the Adopt-A-Commissioner Program. We have debriefed about how the first year went, to ensure the effectiveness of the program. Please recall that the primary objective of the program is to: Develop active citizenship and community leadership, with the program aiming to:

- Increase youth involvement and investment in solving local problems.
- Strengthen civic engagement in the community for all generations.
- Increase awareness and understanding of local issues and government.
- Develop skills and leadership needed to navigate through institutions and community contexts to affect positive change.
- Identify and address key issues of young citizens in the community.
- Provide diverse opinions on the issues before the City Commission.
- Provide direct community experience integrated with the students' normal curriculum.

The program year is kicked off by the City Clerk presenting to the government classes and providing an overview of City Government, engaging students on key issues and seeking their critical feedback in order to spark their thinking and excitement about local government issues. Commissioners are invited to attend this kick off. The actual program is outlined by the City Clerk. The program specifically includes:

- Participating Commissioners meeting with the students that adopted them for an hour per month over two months.
- The participating Commissioners explain a current topic that the City Commission is tackling. The Commissioner provides background information and presents arguments on both sides of the issue. Students and the Commissioner engage in a dialog about the issue.
- Students brainstorm solutions; they discuss things that they may be able to do to help the community deal with the issue. If possible, the Commissioner helps students determine the steps they may need to follow to implement any solutions.
- Students are encouraged to address the Commission on the issue at a public meeting, possibly through a group-appointed student spokesperson.

---

# Memorandum

The City of Traverse City



---

There is strong interest from students in continuing this program, and it is our hope that Commissioners would once again participate. Last semester was our second semester of the program; and as expected, there was growth in participation. Four Commissioners participated with dozens of students.

The report from students was overwhelmingly positive. They valued focusing on specific topics and reported increased understanding of how local government operates. That knowledge was also exchanged with classmates who were not participants in the program. This was observed in and outside of class. Perhaps most importantly, the students reported feeling valued by the interaction with elected officials. Their voice was heard.

We recommend continuing this program. This year, Traverse City Central High School students would also participate, with participating students being split between the two schools. Additionally, we will tweak the program in two very minor ways. One tweak will be using a form Commissioners can use to track student participation.

Additionally, some students attend City Commission meetings as part of a class assignment to observe the meeting, but many students have reported that they do not understand what is being discussed. For these students, the City Clerk will continue to make himself available to provide a quick primer in advance of a meeting, so the students have a greater understanding of the issues that will be discussed as well as how commission meetings function.

We encourage your feedback at the meeting on Monday on how to make the program more rewarding for yourself and the students. The City Clerk will follow-up after the meeting to find out which Commissioners would like to participate again this year. Thank you!