



Notice

City Commission Regular Meeting

7:00 pm

Monday, November 7, 2016

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published: 11-03-2016

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

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

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

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

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Presentation of appreciation by City Manager Marty Colburn and the Grand Traverse County Senior Center Network to Police Chief Jeffrey O'Brien for the Police Department's support during the *Hometown Heroes* event in Traverse City on October 18, 2016.

Presentation of appreciation by Police Chief Jeffrey O' Brien to School Resource Officer Jennilynn Oster for an outstanding investigation in the Operation Sweetie Heroin Case.

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 17, 2016, and October 24, 2016. (Approval recommended) (Marty Colburn, Benjamin Marentette)
- b. Consideration of adopting a resolution approving the codification of previously-enacted ordinances so they may be formatted for inclusion in the official compilation of ordinances. (Adoption recommended) (Marty Colburn, Benjamin Marentette)
- c. Consideration of adopting the annual resolution certifying that the city intends to implement the state-prescribed limits on health care plans as required by Michigan statute. (Adoption recommended) (Marty Colburn)
- d. Consideration of authorizing a confirming service order for the emergency repair of an outlet riser pipe in connection with stormwater basin servicing. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- e. Consideration of authorizing a purchase order for a 2017 Ford F150 and 2017 Ford Flex for operational use by the Police Department, which are scheduled purchases. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- f. Consideration of authorizing a purchase order for a jet/vacuum sewer cleaning equipment package and related cab and chassis for use by the Water and Sewer Maintenance Division, which is a scheduled purchase. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- g. Consideration of authorizing a service order for the implementation of asset and work order software and licensing fees for use by Parking Services, as recommended by the Downtown Development Authority Board of Trustees. (Approval recommended) (Marty Colburn, Rob Bacigalupi) (5 affirmative votes required)

- h. Consideration of declaring a leaf loader and leaf collection box surplus as they are no longer necessary for city operational purposes. (Approval recommended) (Marty Colburn, Dave Green)
- i. Consideration of authorizing a confirming purchase order for unleaded gasoline for City operational use. (Approval recommended) (Marty Colburn, Dave Green) (5 affirmative votes required)
- j. Consideration of authorizing a contract for the 2016 Larry C. Hardy Parking Garage Office Renovation Project. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- k. Consideration of authorizing the use of \$8,296.17 in funding from the Special Assessment Fund to extend the alley paving associated with Special Improvement District 2016-003 (the alley south of 14th Street and east of Cass Street) and for the acquisition of a public street easement and accepting the easement. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)
- l. Consideration of accepting the sanitary sewer easement from Uptown Development. (Acceptance recommended) (Marty Colburn, Timothy Lodge)
- m. Consideration of authorizing a letter of engagement for professional legal services associated with a tax appeal from Grand Traverse Hotel Properties (Hotel Indigo). (Approval recommended) (Marty Colburn, Polly Cairns) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Public hearing regarding a request for a Special Land Use Permit from Munson Medical Center to construct a family birth and children's center at 1105 Sixth Street, as recommended by the Planning Commission, and consideration of adopting an Order Approving the Request. (Marty Colburn, Russell Soyring)
- b. Public hearing on a request from Munson Medical Center to vacate a portion of Sixth Street for a family birth and children's center at 1105 Sixth Street. (Marty Colburn, Russell Soyring)
- c. Consideration of adopting a policy regarding payment in-lieu-of-taxes (PILOT) arrangements as recommended by the City Commission Ad Hoc Committee and consideration of adopting a fee for such requests; and consideration of establishing a committee to make policy recommendations regarding housing supply and affordability. (Commissioner Gary Howe, Chair; Commissioner Brian Haas; Commissioner Richard Lewis)

4. New Business

- a. Consideration of authorizing an agreement for professional design services for an additional water reservoir at the Barlow Reservoir Site. (Marty Colburn, Dave Green) (5 affirmative votes required)

5. Appointments

- a. Consideration of appointing an ad hoc interview committee to make recommendation regarding one appointment to the Election Commission. (Marty Colburn, Benjamin Marentette)
- b. Consideration of appointing an ad hoc interview committee to make recommendation regarding one unexpired term on the Brown Bridge Advisory Committee. (Marty Colburn, Benjamin Marentette)

- c. Consideration of appointment an ad hoc interview committee to make recommendation regarding one appointment to the Board of Tax Review.
(Marty Colburn, Benjamin Marentette)

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 Arts Commission meetings of September 21, 2016, and October 3, 2016.
 3. Minutes of the Act 345 Retirement System meeting of August 31, 2016.
 4. Quarterly Financial Report for the fourth quarter which ended June 30, 2016, from the City Treasurer/Finance Director.
- e. Reports and correspondence from non-City officials.
 1. Quarterly Parking Services Report for July through September 2016.
 2. Minutes of the Traverse Area District Library Board of Trustees meeting of September 15, 2016.

3. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for September 2016.

7. Public Comment

- a. Reserved.

None.

- b. General.

- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER

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

SUBJECT: MINUTES

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

- October 17, 2016 Regular Meeting
- October 24, 2016 Special Meeting

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

that the minutes of the October 17, 2016 Regular Meeting, and the October 24, 2016 Special Meeting, be approved.

MC/kem

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
October 17, 2016



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 in attendance: Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: Gary Howe.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

There being no objection, Mayor Carruthers modified the order of the Agenda to consider Agenda Item 4(b) right after Agenda Item 4(c); and the remaining items on the Agenda were considered in their respective order.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(d) was removed from the Consent Calendar for individual consideration by the Commission.

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

2. Consent Calendar

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

- a. the minutes of the October 3, 2016, Regular Meeting, and the October 10,

2016, Study Session, be approved.

- b. the Mayor and City Clerk execute a Reimbursement Agreement with Conservation Resource Alliance in the amount of \$20,000 for it to provide professional support services to the Boardman River Dams Implementation Team in connection with the Boardman River Dams Project, with funds available in the General Fund.
- c. the Resolution Recognizing that the Michigan Local Government Management Association is now the Michigan Municipal Executives, be adopted.
- d. Removed from the Consent Calendar.
- e. the City Manager be authorized to issue a service order to City Services, Inc. in the amount of \$19,000.00, to perform two valve insertions with funds available in the Water Fund.
- f. Removed from the Consent Calendar.

CARRIED unanimously. (Howe absent)

Items removed from the Consent Calendar

a.

Consideration of a request from Owen Architects Collaborative, LLC, on behalf of Federated Properties, to extend the deadline by which construction must substantially commence by one year to November 17, 2017, in connection with the Special Land Use Permit which allows for the construction of a 65.5' tall, 5-story mixed-use building at 124 West Front Street.

The following addressed the Commission:

Russell Soyering, City Planning Director
Keith Owen, Principal, Owen Architects
Rick Buckhalter, 932 Kelley Street
Lauren Tribble-Laucht, City Attorney
Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, that the City Commission approves the request from Owen Architects Collaborative, LLC on behalf of Federated Properties, LLC for a one-year extension of Special Land Use Permit 14-SLUP-02 (authorized November 17, 2014), which would extend the time by which construction must be substantially commenced to November 17, 2017.

CARRIED unanimously. (Howe absent)

b.

Consideration of declaring a 2007 International Plow Truck and sander surplus and authorizing a purchase order for a replacement truck, cab and chassis, to be used by the Streets Division, which is a scheduled purchase.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Werner, seconded by Haas that the City Manager be authorized to declare Vehicle #107, a 2007 International plow truck and equipment # 232, a Swenson sander surplus, and that the City Manager be authorized to issue a purchase order to Grand Traverse Diesel in the amount of \$127,115 for the purchase of one 2017 Western Star 4700SB's cab and chassis, and a purchase order to Truck and Trailer Specialties in the amount of \$110,088 for the required equipment package for said truck, with fund available in the Garage Fund for this planned vehicle and equipment replacement purchase.

CARRIED unanimously. (Howe absent)

3. Old Business

3(a).

Consideration of the Planning Commission's review of the City Commission's request for a recommendation on raising the maximum number of new Accessory Dwelling Units permitted from 10 to 20 each year

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Haas, that staff present the City Commission with a recommendation of the Planning Commission with respect to increasing the number of new accessory dwelling units allowed each year by April 3, 2017.

Russel Soyring, City Planning Director
Rick Buckhalter, 932 Kelley Street
Adrienne Rossi, 312 West Twelve Street
Kathy Borock, 214 West Eleventh Street
Jan Cleland, 211 West Eleventh Street
Kay Krapohl, 333 West Eleventh Street
Linda Lichty, 715 Pine Street

Roll Call:

Yes – Haas, Lewis, Shamroe, Richardson, Carruthers

No – Werner

CARRIED. (Howe absent)

3(b).

Consideration of a request from the City Manager to fill a Fire Inspector position within the Fire Department.

The following addressed the Commission:

Marty Colburn, City Manager
Jim Tuller, Fire Chief

Moved by Shamroe, seconded by Richardson, the City Commission approves the City Manager's request to fill a Fire Inspector position within the Fire Prevention Division of the Fire Department as outlined in the October 13, 2016, communication from the City Manager and October 12, 2016, communication

from the Fire Chief, with funds available in the Fire Department Budget.

CARRIED unanimously. (Howe absent)

4. New Business

4(a).

Consideration of scheduling a public hearing for November 7, 2016, regarding a request from Munson Medical Center for a Special Land Use Permit for the construction of an approximately 110-foot tall building at 1105 Sixth Street for a family birth and children's center, as recommended by the City Planning Commission.

The following addressed the Commission:

Marty Colburn, City Manager
Steve Tongue, Vice President of Facilities for Munson Medical Center
Al Pilog, President of Munson Medical Center

Moved by Lewis, seconded by Shamroe, that the request from Munson Medical Center for Special Land Use Permit 16-SLUP-01, to allow for the construction of a 110 foot tall family birth and children's center at 1105 Sixth Street, with conditions, as recommended by the Planning Commission, be scheduled for public hearing on November 7, 2016.

Mary Schubert, 6518 Peninsula Drive, Peninsula Township
Rick Buckhalter, 932 Kelley Street
Dr. David Wright, 10404 South Western Hills Drive
Sally Dykhuis, 302 North Spruce
Robert Sprunk, 7020 Logan, Peninsula Township

CARRIED unanimously. (Howe absent)

4(b).

Consideration of adopting a resolution of conceptual support for a high-speed digital infrastructure project to demonstrate an interest in collaboration for high-speed internet connectivity.

The following addressed the Commission:

Marty Colburn, City Manager
Katelyn Zeits, Deputy City Clerk

Moved by Shamroe, seconded by Richardson, that the Resolution in Support for High-Speed Digital Infrastructure Project, be adopted.

Rick Buckhalter, 932 Kelley Street
Jean Derenzy, Grand Traverse County Deputy Director of Planning and Development and Director of Community Development

CARRIED unanimously. (Howe absent)

4(c).

Consideration of a request from Mayor Carruthers for the City Commission to consider the request from Fern Spence for the City to remove the deed restriction at 1430 Wayne Street.

The following addressed the Commission:

Lauren Tribble-Laucht, City Attorney
Doug Spence, 658 Old Incochee Farm Trail
Fern Spence, 658 Old Incochee Farm Trail

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

Roll Call:

Yes – Haas, Lewis, Shamroe, Richardson, Werner, Carruthers

No – None.

CARRIED unanimously. (Howe absent)

5. Appointments

5(a).

Consideration of appointing a Planning Commission representative to serve on the Arts Commission, as recommended by the City Planning Commission.

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

CARRIED unanimously. (Howe absent)

5(b).

Consideration of appointing a Planning Commission representative to serve on the Grand Traverse Commons Joint Planning Commission, as recommended by the Planning Commission.

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

CARRIED unanimously. (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 Planning Commission meetings of August 2, 2016, September 7, 2016, September 20, 2016, and September 27, 2016.
 - 3. Minutes of the Arts Commission meetings of June 15, 2016, and August 17, 2016.
 - 4. Minutes of the Coast Guard Committee meetings of August 4, 2016, and September 1, 2016.
 - 5. Minutes of the Act 345 Retirement System meeting of July 27, 2016.
 - 6. Communication from the City Treasurer/Finance Director dated October 10, 2016, with the audit engagement letter.
- e. Reports and correspondence from non-City officials.
 - 1. Annual report from CH2M for July 1, 2015, through June 30, 2016, regarding its operation and management of the Traverse City Regional Wastewater Treatment Plant.

7. Public Comment

The following addressed the Commission:

- c. Reserved.
 - 1. Tyler Bevier, representing BATA, "...with a BATA Transit 101 Presentation of who they are and what they do."

There being no objection, Mayor Carruthers moved presentation to the November 7, 2016, regular meeting.

d. General.

Chris Maxbauer, 503 West Eighth Street
Bill Wiesner, 7998 East Fouch Road, Elmwood Township

e. Mayor and City Commissioners.

The City Commission entered into closed session at 9:27 pm.

The City Commission returned to Open Session at 9:46 pm.

Moved by Richardson, seconded by Lewis, that the City take no action on removing the deed restriction at this time.

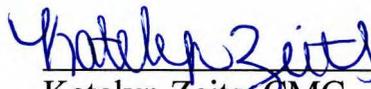
The following addressed the Commission:

Kay Krapohl, 333 West Eleventh Street
Anna Joseph, 1422 Wayne Street
Sally Dykhuis, 302 North Spruce
Scott Joseph, 1422 Wayne Street
Deyar Jamil, 892 Lodge Point Lane, Garfield Township
Joy Smeltekop, 1440 Wayne Street
Ben Lampeer, 555 Old Incochee Farm Trail
Bob Otwell, 525 Washington Street

CARRIED unanimously.

8. Adjournment

There being no objection, Mayor Carruthers declared the meeting adjourned at 10:08 pm.



Katelyn Zeits, EMC
Deputy City Clerk

Approved: _____, _____
(Date) (Initials)

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



Special Meeting

October 24, 2016

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.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Topics of Discussion:

1.

Discussion regarding the status of the sidewalk gap and infill projects.

The following addressed the Commission:

Marty Colburn, City Manager

2.

Consideration of adopting a Resolution of Support for the Safe Routes to School Program.

The following addressed the Commission:

Marty Colburn, City Manager

Russell Soyring, City Planning Director
Missy Luick, Planning and Engineering Assistant

Moved by Lewis, seconded by Shamroe, that the Resolution of Support for Safe Routes to School Program, be adopted.

Benjamin Marentette, City Clerk
Rick Buckhalter, 932 Kelley Street
Ty Schmidt, 841 Washington Street
Justin Reid, 630 Cottageview Drive, Apartment 1B
LaVern Broughton, 611 Hastings Street

CARRIED unanimously.

Timothy Lodge, City Engineer

3.

Presentation regarding BATA: who they are and what they do.

Kelly Dunham, BATA Executive Director
Eric Lingur, BATA Communications Manager

4.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk
Marty Colburn, City Manager

5.

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

Chris Maxbauer, 503 West Eighth Street, Grand Traverse County
Commissioner
Rick Buckhalter, 932 Kelley Street
Jim Tuller, Fire Chief
Commissioner Tim Werner

There being no objection, Mayor Carruthers declared the meeting adjourned
at 9:12 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 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [Signature]*

SUBJECT: CODIFICATION RESOLUTION

Attached is a resolution which will approve the codifying of various ordinances that have been previously enacted by the City Commission. This is a housekeeping matter that allows the amendments to be placed in proper format for inclusion in the official compilation of ordinances.

This codification also includes the recompilation of the entire Traverse City Code of Ordinances utilizing Municode ordinance publishing.

I recommend the following motion:

That the Resolution Approving the Editing and Inclusion of Certain Ordinances as Part of the Various Component Codes of the Codified Ordinances which includes the recompilation of the entire Traverse City Code of Ordinances, be adopted.

MC/kez

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RESOLUTION APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PART OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES.

WHEREAS, the City Clerk has completed another updating of the Codified Ordinances of the City; and

WHEREAS, City Charter Section 34 requires by resolution a general revision and compilation of ordinances; and

WHEREAS, various ordinances of a general and permanent nature have been passed by the City Commission since the date of the last updating of the Codified Ordinances of the City;

THE CITY OF TRAVERSE CITY ORDAINS:

1. That the editing, arrangement and numbering or renumbering of the following ordinances and parts of ordinances are hereby approved as parts of the various component codes of the Codified Ordinances of the City, so as to conform to the classification and numbering system of the Codified Ordinances:

<u>Ord. No.</u>	<u>Eff. Date</u>	<u>C.O. Section</u>	<u>Brief description</u>
1029	1/14/2016	1364.08	Impervious surface amendment for schools
1030	1/29/2016	863	Clarification of Transient Merchant Civil Infraction
1031	3/31/2016	1476.05	Electronic Sign Message Amendment
1032	3/31/2016	1476.11	Marquee Sign Amendment
1033	5/12/2016	1348	Transportation District Amendment
1034	6/30/2016	279	Clarification of Member Voting Rights and Committee Name – Coast Guard City Committee
1035	7/15/2016	230.01	Single Transaction Authority of City Manager
1036	8/11/2016	1020	Clarification for Public Hearing Notice for Street Vacation
1037	8/11/2016	299.09	Review of Public Art Master Plan
1038	10/13/2016	232.03	Public Hearing Notice for Special Assessment Districts

2. That all ordinances or parts thereof which are in conflict or inconsistent with any provision of the Codified Ordinances are hereby repealed as of the effective date of these ordinances except as follows:

- (a) The enactment of such sections and subsections shall not be construed to affect a right or liability accrued or incurred under any legislative provision prior to the effective date of such enactment, or an action or proceeding for the enforcement of such right or liability. Such enactment shall not be construed to relieve any person from punishment for an act committed in violation of any such legislative provision, nor to affect an indictment or prosecution therefore. For such purposes, any such legislative provision shall continue in full force notwithstanding its repeal for the purpose of revision and re-codification.
- (b) The repeal provided above shall not affect any legislation enacted subsequent to November 7, 2016.

3. That this codification includes the recompilation of the entire Traverse City Code of Ordinances as provided by Municode.

The effective date of this Resolution shall be November 7, 2016.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on November 7, 2016, in the Commission Chambers, Governmental Center, 400 Boardman, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER by *MC*

SUBJECT: HEALTH CARE PLANS – PUBLIC ACT 152 OF 2011

Attached is a memo from Human Resource Director Kristine Bosley regarding the City's employee health care plan. As stated by Ms. Bosley, the Michigan Department of Treasury requires that a resolution complying with the 80/20 cost sharing option be adopted annually.

I recommend the following motion:

that the City of Traverse City Resolution to Comply with the requirements of Public Act 152 of 2011, which establishes that the city will pay no more than 80% of the health care costs for any employee group or union, be adopted.

MC/kez

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copy: Kristine Bosley, Human Resource Generalist

Memorandum

The City of Traverse City

Office of Human Resources



TO: MARTY COLBURN, CITY MANAGER
CC: BENJAMIN MARENTETTE, CITY CLERK
FROM: KRISTINE BOSLEY, HUMAN RESOURCE DIRECTOR *KMB*
DATE: OCTOBER 20, 2016
SUBJECT: HEALTH CARE PLANS – PUBLIC ACT 152 OF 2011

As you may recall, Public Act 152 of 2011 passed by Michigan Legislature limits a public employer's expenditures for employee health care plans. In December, 2011, the City Commission took action to adopt option #2 which provides the 80/20 cost sharing option for health care plans.

The Michigan Department of Treasury requires that a resolutions complying with the 80/20 cost sharing option must be adopted annually. Please recommend a motion to adopt at the November 7, 2016 City Commission Meeting. I have attached the resolution for your reference.



**CITY OF TRAVERSE CITY RESOLUTION TO
COMPLY WITH THE REQUIREMENTS OF
PUBLIC ACT NO. 152 OF 2011**

- Because, Public Act 152 of 2011, was passed by the State Legislature and signed by the Governor to limit a public employer's expenditure for employee medical benefits; and
- Because, the Traverse City, City Commission supports home rule government and believe that compensation determinations for city employees are most properly the responsibility of the City's elected representatives and not the State of Michigan or its officials; and
- Because, the Act provides for three option for complying with the requirements:
1. Apply the hard cap (caps the dollar amount a public employer may pay for employee health care costs)
 2. Adopt by majority vote the 80%/20% cost-sharing (a public employer shall not pay more than 80% of the total amount of health care costs it offers);
 3. Opt out by 2/3 vote of the cost sharing model as set for in the Act and revisit it prior to the next plan year; and
- Because, the Traverse City, City Commission has decided to adopt the 80/20 cost sharing model as its choice in order to comply with the Act for the City and apply the 80/20 cost sharing to each employee group (union and non-union) in the City; and
- Because, this Resolution applies to the medical benefit plan coverage years beginning on or after January 1, 2017, and continues until changed by future Resolution or change in State Legislation;
- Because, the City is required to adopt an annual Resolution statin its medical benefit plan in connection with Public Act 152 of 2011; now therefore, be it
- Resolved,** that the Traverse City, City Commission elects to comply with the requirements of the Act by adopting the 80/20 cost sharing model set for in Section 4 of Public Act 152 of 2011.

I hereby certify that the above Resolution was adopted by the Traverse City, City Commission at its Regular Meeting held on November 7, 2016, in the Commission Chambers of the Governmental

City of Traverse City Resolution to Comply with the Requirements of
Public Act No. 152 of 2011
Pg. 2

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 CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER by 

SUBJECT: EMERGENCY REPAIR OF OUTLET STRUCTURE
FOR INCOCHEE STORMWATER BASIN

Attached is a memo from Tim Lodge, City Engineer, requesting a confirming service order to Molon Excavating, Inc. for emergency repair of the stormwater basin outlet structure located off of Watch Hill Lane.

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

that the City Manager be authorized to issue a confirming service order to Molon Excavating, Inc. in the amount of \$11,600.00, for emergency repair and replacement of the stormwater basin outlet structure, with funds available in the Stormwater Fund.

MC/jd

cc: Tim Lodge, City Engineer
Dave Green, DPS Director

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *Lodge*
DATE: October 24, 2016
SUBJECT: Incochee Stormwater Basin
Emergency Repair of Outlet Structure

On September 26, during routine maintenance of the stormwater basin serving the Wayne Hill area of the City, the outlet riser pipe was found to have failed. The metal pipe riser had rusted and the top collapsed. Temporary repairs were made to stabilize the situation. The basin is located off of Watch Hill Lane as shown on the attached map.

The Engineering Department requested pricing for the replacement of the outlet structure from four local contractors and received three quotes as follows:

Contractor		Bid Amount
Molon Excavating, Inc	Traverse City	\$ 11,600.00
Alpers Excavating, Inc.	Traverse City	\$ 11,625.00
Elmer's	Traverse City	\$ 24,500.00

Due to the importance of the repair, changing weather conditions and contractor work load, we have authorized the work as an emergency under the provisions of the Purchasing and Contracting Policies and Procedures. Therefore, it is recommended that a confirming service order be issued to the low bidder, Molon Excavating, Inc., in the amount of \$11,600.00, more or less, with funds therefore available in the Stormwater Fund.



- Legend**
- Storm Treatment System
 - Storm Manholes
 - Outfalls
 - Inlet Type**
 - Catchbasin
 - Roof Drain
 - Gravty Main/Storm Reach
 - Storm Culverts
 - Storm Open Channel



1 inch = 100 feet

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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [Signature]*

SUBJECT: 2016/2017 SCHEDULED FLEET VEHICLE PURCHASES /
REPLACEMENTS

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval of the purchase of a Ford F150 and a Ford Flex for the Police Department.

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

that the City Manager be authorized to issue a purchase order to Signature Ford in the amount of \$57,845.00 for the purchase of one 2017 Ford F150 and one 2017 Ford Flex to be used by the Police Department with funds available in the Garage Fund for this planned purchase.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: October 28, 2016
SUBJECT: 2016/2017 Scheduled Fleet Vehicle Purchases/Replacements

Attached is a memorandum from Dave Courtad, Garage Superintendent, requesting approval to purchase a 2017 Ford F150 and a 2017 Ford Flex for the Police Department.

These vehicles, if approved, will be purchased through the Macomb County, Mi. Cooperative Purchasing Program and are included in the 2016/2017 Vehicle Replacement Schedule.

Please request that the City Commission approve a purchase order in the amount of \$57,845.00 to Signature Ford for the purchase of one 2017 Ford F150 and one 2017 Ford Flex to be used by the Police Department with funds available in the Garage Fund for this planned purchase.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green, DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: October 12, 2016

SUBJECT: Vehicle Purchase

Attached please find a bid for a 2017 Ford F150 in the amount of \$28,053.00, and a bid for a 2017 Ford Flex in the amount of \$29,792.00 from Signature Ford using the Macomb County, Mi. Cooperative Purchasing Program. This will be the fourth and fifth vehicle of the six planned new vehicle purchases for the Traverse City Police Detective Division budgeted for the 2016/2017 Fiscal year.

Would you please request of the City Commission permission to issue a Purchase Order to Signature Ford of Owosso, Mi. in the amount of \$57,845.00.

This is a planned purchases and funds are available in the Garage Fund.

A handwritten signature in black ink, appearing to be 'D. Courtad', written over a horizontal line.

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2016-17 Vehicle Replacement Schedule

Department	Vehicle Description	Estimated Replacement Costs
Police	2011 Ford Crown Vic Patrol Vehicle	\$ 30,000
Police	2011 Ford Crown Vic Patrol Vehicle	30,000
Police	2011 Ford Crown Vic Patrol Vehicle	30,000
Police	2006 Harley Davidson Patrol Motorcycle	20,000
Police	2006 Harley Davidson Patrol Motorcycle	20,000
Police	2005 Harley Davidson Patrol Motorcycle	20,000
Streets	2007 Dodge Dakota Pickup	35,000
Cemetery	2005 F350 Pickup W/Plow	50,000
Parks	2005 International Tree Truck with 55' Bucket	260,000
Water Distribution	1999 Ford F150 Pickup	35,000
Parks	2005 Ford F150 Pickup	35,000
Wastewater	2007 Freightliner FL80 W/Rodder, Vacuum	420,000
Wastewater	2007 Ford F250 W/Utility Body	65,000
Streets	2007 International W/Dump, Sander & Plow	245,000
Light & Power Service	2007 Freightliner W/55' Bucket	290,000
Light & Power Service	2006 International W/Pole Digger	291,721
Wastewater	2002 Ford E450 Truck W/Sewer Camera	175,000
Streets	1991 Sullair Trailer Air Compressor	25,000
Streets	1992 Swensen Sander System	20,000
Police	Six (6) Detective Vehicles-First Time Purchase	175,000
Estimated Total Replacement Cost		\$ 2,271,721

#s 4 and 5 of 6 with this approval



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by MC*

SUBJECT: 2016/2017 VEHICLE REPLACEMENT PURCHASE

Attached are memos from Dave Green, DPS Director and Dave Courtad, Garage Superintendent, regarding the approval of the planned purchase of a fully-outfitted combination jet/vacuum sewer cleaning truck to be used by the Water/Sewer Maintenance Division.

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

that the City Manager be authorized to issue a purchase order to Atlantic Machinery in the amount of \$393,107.00 for one 2017 Western Star 4700SF's cab and chassis with Vac-Con combination jet/vacuum sewer cleaning equipment package with funds available in the Garage Fund for this planned vehicle and equipment replacement purchase.

MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Marty Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: October 27, 2016

SUBJECT: 2016/2017 Vehicle Replacement Purchase

Attached is a joint memorandum from Dave Courtad, Garage Superintendent and Justin Roy, Water/Sewer Maintenance Superintendent, outlining the process they used to research, evaluate and ultimately pursue pricing in order to purchase a fully outfitted combination jet/vacuum sewer cleaning truck to be used by our Water/Sewer Maintenance Division. This important truck will be used to clean clogged and plugged sewer pipe to relieve backups in the system and also will be used ahead of televising procedures in order to assure worthwhile data is gathered. Both departments worked together and collaborated on a vehicle that they could agree on that will give us the best value for the money spent and I concur. The new vac truck, if approved, will be purchased from Atlantic Machinery, Inc. who was awarded Contract #22014 - AMI from the National Joint Power Alliance (NJPA) Cooperative Purchasing Program and will be prepped and delivered by Fredrickson Supply who is the Michigan Distributor for Atlantic.

The Garage Division is evaluating our existing vac truck to see if a small investment into some key parts will allow us to keep it as a back up to the new one as well as being available to the Streets/Parks Departments for storm water maintenance operations. If it doesn't make financial sense to do so I will be requesting that it is declared surplus and ready for auction in the near future.

Please request that the City Commission approve a purchase order to Atlantic Machinery, Inc. of Silver Spring, Maryland in the amount of \$393,107.00 for one 2017 Western Star 4700SF's cab and chassis with Vac-Con combination jet/vacuum sewer cleaning equipment package with funds available in the Garage Fund for this planned vehicle and equipment replacement purchase.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green

CC:

**FROM: Dave Courtad Garage Superintendent, Justin Roy Water/Waste Water
Maintenance Superintendent**

DATE: October 6, 2016

SUBJECT: Equipment Purchase

Attached please find a bid for a 2017 Combination Jet/Vacuum Sewer Cleaner Truck designed and manufactured by Vac-Con Model VPD4211HEN/1500 mounted on a 2017 Western Star Model 4700SF Chassis in the amount of \$393,107.00 from Atlantic Machinery of Silver Spring, Maryland, using the NJPA (National Joint Power Alliance) Cooperative Purchasing Contract #22014-AMI.

With this being a large investment for the City Justin and I started to research this equipment at the beginning of the year, through this research we narrowed it down to five manufacturers that had the correct equipment for our need, we reached out to Aqua-Tech, Camel, Gap-Vax, Vac-Con and Vactor Distributors. Of these, four of them arranged demo's for our team to experience hands on working with each piece of equipment, and we also toured two of the Manufacturing plants. The only distributor that failed to respond to demo was the distributor of our current equipment Vactor.

With the help of the employees that actually worked on the demo of the equipment along with my Vehicle Equipment Technician's and other users of the equipment, it was narrowed down to two Manufacturers that fit all of our needs Gap-Vax and Vac-Con. We solicited bids from them and both participate in a Cooperative Purchasing program, Gap Vax quote for the machine was \$483,538.00 (see attached), and Vac-Con \$393,107.00. Gap-Vax did have a few features that would be useful but we were not able to justify the additional \$90,431.00 since they equally perform the work that is required.

Would you please request of the City Commission permission to issue a Purchase Order to Atlantic Machinery Inc. of Silver Spring, Maryland in the amount of \$393,107.00.

In addition I am currently in the process of evaluating the current Vactor Truck a 2007 Freightliner M2-106 to determine the feasibility of, and how costly it would be to keep this for use in the Streets Division as a Storm Water Sewer Cleaning Truck, and possibly act as a backup should the need ever arise to where there were two Waste Water emergencies at the same time.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned below the text.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER

by 

SUBJECT: LUCITY PARTICIPATION FOR PARKING SERVICES

Attached are memos from Rob Bacigalupi, DDA Executive Director and Nicole VanNess, Parking Administer, regarding the TCPS joining other City departments to use the asset and work order management software.

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

that the City Manager be authorized to issue a service order to Lucity, Inc. in the amount not to exceed \$28,375.00 for implementation of the asset and work order software subscription, with funds available in the Auto Parking Fund.

MC/jd

cc: Rob Bacigalupi, DDA Executive Director
Nicole VanNess, Parking Administrator



To: Benjamin Marentette, City Clerk

From: Rob Bacigalupi, Executive Director

Re: DDA Recommends Lucity Participation for Parking

Date: Thursday, October 27, 2016

The DDA Board, at their meeting of October 21, 2016 concurred with the recommendation from staff to join the Sewer, Streets and Planning Departments to use Lucity asset and work order management software for the Traverse City Parking System as described in the attached memorandum from Parking Administrator Nicole VanNess. There was a *motion by Constantin, seconded by Burkholder that the DDA Board of Directors approve and recommend to the City Commission the approval of a service order for implementation of the asset and work order software subscription with Lucity, Inc. in an amount not-to-exceed \$28,375 with funds available in the Auto Parking Fund 585-585-801.00. Motion carried unanimously.* Please place this item on the next available City Commission meeting. Thank you.



Memorandum

To: Rob Bacigalupi, DDA Executive Director
From: Nicole VanNess, Parking Administrator
Date: October 17, 2016
Re: Lucity Inc. Asset and Work Order Management Software

Over a year ago, the City entered into an agreement with Lucity, Inc. to provide software for asset and work order management. The existing modules were first implemented with the Sewer Department, and currently the Streets and Planning Departments are in the process of implanting.

The Lucity Inc. software has the ability to inventory devices and equipment used in the field while tracking GIS coordinates. By building these items into the database, we can track maintenance requests and issue assignments. The work order process will allow us to track expenses related to repairs and replacements of signs, single space meters, multi-space meters, posts, etc.

The end goal of implementing the Lucity system will be to obtain data related to repairs that can assist with device/hardware replacement planning. The data will also have the ability to provide information related to timing involved in repairs which will help with future maintenance scheduling.

We have been planning to implement Lucity the past two budget cycles. We chose to wait until the Sewer Department was up and running before we proceeded. Our one-time implementation investment will be \$17,575. We will only be billed for the portion of assistance that is used. Given many of our other systems use Oracle relational databases, we intend to complete as much of the implementation work as possible with our employees. The license fees total \$9,000 which includes two licenses for the work module, one license for the asset module and two licenses for the mobile module. An additional annual fee of \$1,800 will cover the cost of support and maintenance. There will be additional nominal fees billed by the Asset Management department for the servers, storage, and maintenance performed by the Grand Traverse County IT.

I recommend the DDA Board approve and recommend to the City Commission the approval of a Service Order for implementation of the asset and work order software subscription with Lucity, Inc. in an amount not-to-exceed \$28,375 with funds available in the Auto Parking Fund 585-585-801.00.



Memorandum

CC: Larry LaCross

Enc: Lucity Cost Estimate

Named Product Licensing Model - Concurrent User

Lucity Solution	Unit License Fees			Software Licensing		
	Site ¹	Seat ²	Install ³	Quantity	Unit	Total Fee
Work	\$50,000.00	\$2,000.00	N/A	2	Seat	\$4,000.00
Asset	\$10,000.00	\$2,000.00	N/A	1	Seat	\$2,000.00
Mobile	\$50,000.00	N/A	\$1,500.00	2	Install	\$3,000.00
Total						\$9,000.00
TOTAL SOFTWARE						\$9,000.00
Annual Support & Maintenance						\$1,800.00
Notes						
¹ A "Site" license provides unlimited number of Seat or Install licenses						
² The number of "Seat" licenses determines maximum number of concurrent users						
³ Solution is licensed per number of "Installs" (i.e. installations) on mobile devices.						

Option # 1 Services - Lucity Led Implementation

Task	Effort			Cost		
	On-site		Remote	Labor	Expenses	Total
	Trips	Days	Hours			
Configuration	1	2	30	\$6,750.00	\$1,100.00	\$7,850.00
GIS Integration			15	\$1,875.00		\$1,875.00
Data Population			10	\$1,250.00		\$1,250.00
Training	1	2	20	\$5,500.00	\$1,100.00	\$6,600.00
TOTALS	2	4	75	\$15,375.00	\$2,200.00	\$17,575.00



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by DA*

SUBJECT: SURPLUS EQUIPMENT

Attached are memos from Dave Green, DPS Director, and Dave Courtad, Garage Superintendent, requesting approval to declare a leaf loader and a leaf collection box surplus so it can be available for auction.

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

that the City Manager be authorized to declare equipment #238, a Gledhill leaf loader and equipment #251, a leaf collection box surplus and available for auction.

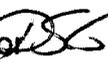
MC/jd

cc: Dave Green, DPS Director
Dave Courtad, Garage Superintendent

Memorandum

The City of Traverse City
Department of Public Services



TO: Martin Colburn, City Manager
FROM: Dave Green, DPS Director 
DATE: October 28, 2016
SUBJECT: Parks Department Surplus Equipment

Attached is a memo from Dave Courtad, Garage Superintendent, asking to declare two pieces of the Parks Department equipment surplus. Both pieces were used in leaf collection operations and have become obsolete.

Please request City Commission approval to declare equipment # 238, a Gledhill leaf loader and equipment # 251, a leaf collection box surplus and available for auction.

Memorandum

The City of Traverse City
Department of Public Works



TO: Dave Green DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: October 27, 2016

SUBJECT: Surplus Equipment

We have two pieces of equipment that have not been used for more than two years, it was leaf collection equipment that was used by the Parks Division originally however over time they have come up with more efficient methods of collecting leaves.

Would you please request of the City Commission to declare Garage equipment #238 a Gledhill model LLHCN leaf loader and #251 a 1987 leaf collection box Surplus so it may be sold on our Auction Site.

A handwritten signature in black ink, appearing to read "D. Courtad". The signature is fluid and cursive, written over the text of the memorandum.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTIN A. COLBURN, CITY MANAGER *by GA*

SUBJECT: UNLEADED GASOLINE PURCHASE

Telephone / fax bids were received for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Lemmen Oil	Coopersville	\$1.549
Crystal Flash	Traverse City	\$1.5643
Brenner Oil	Mount Pleasant	\$1.56875
Scotland Oil	Alma	Did not bid
Fick & Sons	Grayling	Did not bid
Blarney Castle	Traverse City	Did not bid
Gilberts	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

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 \$15,499.29 to Lemmen Oil Company for 10,006 gallons of unleaded gasoline priced at \$1.549 per gallon with funds available in the Garage Fund.

MAH/wb

K:\tcclerk\city commission\purchase orders\unleaded gasoline 20161107

The previous purchase price on 8/1/16 was \$1.4107 per gallon.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [Signature]*

SUBJECT: 2016 LARRY C. HARDY PARKING GARAGE OFFICE
RENOVATION PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending a contract with Grand Traverse Construction for the above-referenced project. I also recommend that the City Commission authorize me to manage a contingency of \$20,000 for this project.

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

that the Mayor and City Clerk execute a unit prices contract with Grand Traverse Construction in the amount of \$145,900 more or less, for the 2016 Larry C. Hardy Parking Garage Office Renovation Project; and that the City Manager be authorized to manage a \$20,000 contingency for this project, such contract subject to its approval by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

MC/bcm

K:\tcclerk\city commission\agreements\hardy parking garage office renovation 2016

copy: Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer *TJ Lodge*
DATE: November 1, 2016
SUBJECT: 2016 Hardy Parking Deck Office Renovation Project

Sealed bids were advertised for and were received on October 27, 2016 for the above referenced project. Plans and specifications were available to contractors through The Builders Exchange of Northwest Michigan. Contractors inquired and viewed the plans and specifications online with three bids being received for this work as follows:

Contractor		Bid Amount
Grand Traverse Construction	Traverse City	\$ 145,900.00
RCI Richter Construction, Inc.	Traverse City	\$ 147,406.00
Hallmark Construction	Traverse City	\$ 198,700.00

The project includes remodeling the existing reception area for pedestrian traffic to better utilize the existing stair lobby, reducing the size of the employee restroom to make room for office equipment and construction of a new office space interior to the structure. This project is #936 in the CIP. The estimated cost based on preliminary design drawings was \$200,000.00.

In addition, we recommend that authorization be given to the City Manager to manage an additional contingency amount of \$20,000 (13.7% of the construction contract amount) should the need arise for unforeseen and unknown work that may be required.

Therefore, it is recommended that this work be awarded to the low bidder, Grand Traverse Construction and that the proper City officials be authorized to execute a lump sum contract with the above-mentioned low bidder, in the amount of \$145,900.00 more or less, and a contingency amount of \$20,000.00 be authorized for the City Manager with funds therefore available in the parking fund of the Capital Projects Fund and the Hardy Deck Balance Fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by PA*

SUBJECT: EXTENSION OF WORK ASSOCIATED WITH SPECIAL IMPROVEMENT DISTRICT SID 2016-003 AND ACCEPTANCE OF PUBLIC STREET EASEMENT

Attached is a memo from City Engineer Timothy Lodge recommending the City Commission authorize the expenditure of \$8,298.17 in funding from the Special Assessment Fund to cover one-half of the cost of extending the alley paving work in connection with the SID. These funds would also be used to acquire a public street easement for a turnaround location. As explained by Mr. Lodge, the property owners have signed agreements to pay one half of the cost of extending the alley paving.

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

that the City Commission authorizes the use of \$8,298.17 in funding from the Special Assessment Fund to extend the alley paving work associated with Special Improvement District 2016-003 (authorized at the September 6, 2016, City Commission meeting); and that the City Clerk be authorized to certify the City Commission's acceptance of a 20' x 24', public street easement as generally outlined in the packet materials for the November 7, 2016, meeting of the City Commission.

MC/bcm

k:\tcclerk\city commission\special improvement districts\2016003 work area extension

copy: Timothy Lodge, City Engineer

William Twietmeyer, City Treasurer/Finance Director

Polly Cairns, City Assessor

Memorandum

The City of Traverse City
Engineering Department



TO: Marty Colburn, City Manager

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

DATE: October 31, 2016

SUBJECT: 2016 Pavement and Resurfacing Phase 1
Alley Paving SID 2016-003
Extension of Work by Property Owner Agreement

Work for the alley paving for SID 2016-003 which is located south of 14th Street and East of Cass Street was authorized at the September 6, 2016 City Commission Meeting. As you may recall the proposed work did not run the full length of the alley. Once the Contractor started the work, the Engineering Department was approached by the adjacent property owners and we were asked to consider extending the project limits. We quickly evaluated the existing conditions and the options to extend the work. Due to the length of time for the SID process we decided to pursue having each of the five property owners sign a funding agreement, similar to the program we use for sidewalk cost sharing. We were successful in having all five property owners execute individual funding agreements covering the \$11,065.55, more or less for the work, with one half of the cost paid by the City, in a similar manner to the SID process. The work will be completed using the Contract Items already authorized by the City Commission.

Also, since this is a dead end alley we sought input from the streets department as to the need for a dedicated turn around area for their equipment. The current practice is informal. Therefore, we have formalized a turn-around location with one of the property owners in the form of a 20' wide by 24' deep Public Street Easement. For this easement, the owner requested compensation equal to their pro-rated share of the alley improvement, or \$2,765.39. After reviewing this cost with the City Assessor's Department and the City Manager we found the cost to be reasonable.

Therefore we are requesting that the City Commission authorize the use of \$8,298.17 from the SID fund for this work which includes one half of the construction cost and the cost of acquiring the Public Street Easement with the remaining cost to be paid by the property owners. The Contractor is scheduled to close the asphalt plant on November 5. Thus, the work is scheduled for this week. Finally, we are asking that the Public Street Easement be accepted by the City Commission.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [Signature]*

SUBJECT: SANITARY SEWER EASEMENT – UPTOWN DEVELOPMENT

In connection with the Uptown Development and Pine Street and State Street, the City Engineer recommends that the City Commission accept the sanitary sewer easement.

I recommend the following motion:

that the City Commission accepts the Sanitary Sewer Easement from Uptown Development, T.C., LLC and that the City Clerk be authorized to execute the acceptance.

MC/bcm

k:\ccclerk\city commission\deeds and easements\uptown development sanitary sewer

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: September 29, 2016
SUBJECT: Uptown Development Easement for Sanitary Sewer

Uptown Development TC, L.L.C. has completed installing new public sanitary sewer on their property and is ready to turn it over to the City of Traverse City. The Easements just have to be signed and recorded. All other documentation has been completed for this transaction to be completed.

Please have the City Commission accept these easements at their next scheduled meeting.

UPTOWN DEVELOPMENT TC, L.L.C.

328 Munson Avenue, Suite B
Traverse City, Michigan 49686

September 14, 2016

Mr. John McWethy
City Engineering
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. McWethy:

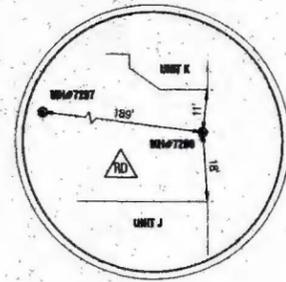
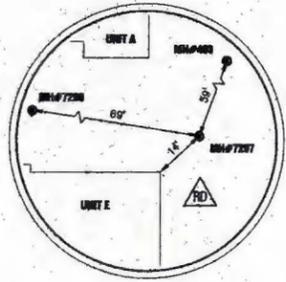
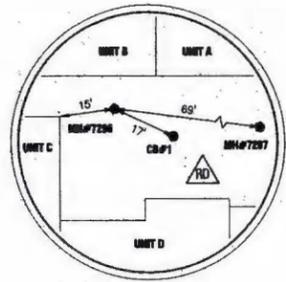
The following documents are enclosed:

1. Bill of sale signed by David W. Whiteford in his capacity as Manager of Uptown Development TC, L.L.C.
2. Sanitary Sewer Easement signed by David W. Whiteford in his capacity as Manager of Uptown Development TC, L.L.C. and Ronald A. Jones, Member of ONR Properties, LLC, Land Contract Vendor, both duly notarized.

Of course, the easement needs a notarized signature of a City official. When such a notarized signature has been obtained, please send us a copy of the document for our records.

Thank you.


David W. Whiteford, Manager



BENCHMARK DATA

BM #1: TOP OF "A" IN TRAVERSE CITY ON HYDANT ON S. SIDE OF FRONT ST. E. OF BRIDGE. ELEV.=598.51
 BM #2: FOUND MOOT BENCH TIE IN NE FACE OF POWER POLE. ELEV.=588.39 (NGVD 29)
 EXISTING POWER POLES FOR THE E-W ARE SHOWN FOR REFERENCE ONLY AND ARE SCHEDULED FOR REMOVAL.



SANITARY SEWER CONSTRUCTION NOTES

- CONNECT TO EX. SAN SWR (SEE DETAIL 10 ON SHEET C8)
- 4" DIA. SANITARY SEWER MANHOLE (SEE DETAIL 3 ON SHEET C8)
- 8" SDR 35 SAN SWR
- 6" SCH40 PVC SAN SWR @ 1% MIN SLOPE
- CLEANOUT (SEE DETAIL 5 ON SHEET C8)

WATER CONSTRUCTION NOTES

- CONNECT TO EX. C.I. WM
- REMOVE & REPLACE EX. 12" C.I. WM W/ NEW 12" D.I. WM (SEE DETAIL 4 ON SHEET C8)
- 12" 45° BEND FOR VERTICAL ALIGNMENT (SEE DETAIL 4 ON SHEET C8)
- 2" POLY WTR SVC LEAD FROM CURB STOP TO UNIT
- 1" POLY WTR SVC LEAD FROM CURB STOP TO UNIT

- 4" FIRE LINE WITH GATE VALVE & BOX (ON @ AT TAP)

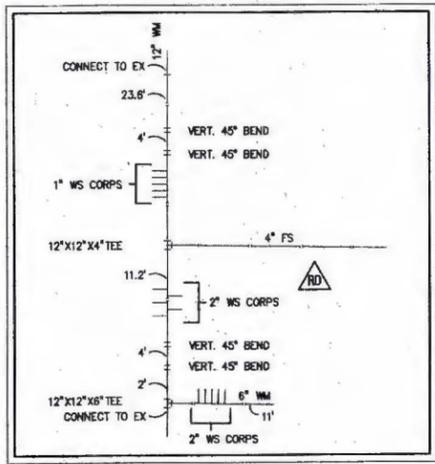
DRAINAGE CONSTRUCTION NOTES

- 1. REMOVE EX. STORM PIPE AND CONNECT TO EXISTING CATCH BASIN
- 2. 12" RCP STW SWR
- 3. 12" SLOPP STW SWR
- 4. 2" DIA. CATCH BASIN (SEE DETAIL 7 ON SHEET C8)
- 5. STW SWR TREATMENT SYSTEM (SEE DETAIL 11 ON SHEET C8)
- 6. INSTALL RAIN GARDEN (SEE DETAIL 3 ON SHEET C7)
- 7. INSTALL STONE RIP RAP (SEE DETAIL 8 ON SHEET C7)
- 8. 4" SOLID SCH 40 OVERFLOW @ 1.0% SLOPE
- 9. STEEL SHEET PILE RETAINING WALL (SEE DETAIL 6 ON SHEET C7)
- 10. NOT USED
- 11. OUTFALL (SEE DETAIL 7 ON SHEET C7)
- 12. GEOTEXTILE SILT FENCE (SEE DETAIL 9 ON SHEET C7)
- 13. 4" PERFORATED PVC DRAIN @ 0.00% SLOPE (SEE DETAIL 5 ON SHEET C7)
- 14. 3" ROOF DRAIN APPROX. LOCATION ROUTE TO NEAREST CATCH BASIN EXCEPT UNIT 'A' DISCHARGES INTO RAIN GARDEN (SEE ARCHITECTURE FOR LOCATION)

PROJECT SPECIFICATION

WATER AND SEWER NOTES:

1. REFER TO AND CONFORM TO MOED SEWER PERMIT 1007893 AND WATER PERMITS.
2. EXISTING PUBLIC UTILITIES AND UNDERGROUND STRUCTURES SUCH AS PIPE LINES, ELECTRIC CONDUITS, SEWERS AND WATER LINES, ARE SHOWN ON THE PLANS. THE INFORMATION SHOWN IS BELIEVED TO BE REASONABLY CORRECT AND COMPLETE. HOWEVER, NEITHER THE CORRECTNESS NOR THE COMPLETENESS OF SUCH INFORMATION IS GUARANTEED. PRIOR TO THE START OF ANY OPERATIONS IN THE VICINITY OF ANY UTILITIES, THE CONTRACTOR SHALL NOTIFY THE UTILITY COMPANIES AND MOSS D&G AND REQUEST THAT THEY STAKE OUT THE LOCATIONS OF THE UTILITIES IN QUESTION. COST OF REPAIR FOR ANY DAMAGED UTILITY LINES THAT IS PROPERLY STAKED SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
3. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE FURNISHING AND USE OF SAFEGUARDS, SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.
4. ALL WATERMAIN CONSTRUCTION MATERIALS AND PROCEDURES MUST CONFORM WITH CURRENT TRAVERSE CITY DPM STANDARDS, ANWA STANDARDS, SPECIFICATIONS AND DETAILS.
5. THE CONTRACTOR SHALL NOTIFY THE ENGINEER 48 HOURS PRIOR TO THE START OF CONSTRUCTION OF THE WATERMAIN. CONTRACTOR SHALL ISSUE A WORK SCHEDULE TO THE ENGINEER PRIOR TO THE START OF WATERMAIN CONSTRUCTION.
6. ALL WATER SERVICE LEADS FROM THE MAIN TO THE CORPORATION WITHIN THE EASEMENT SHALL BE TYPE K COPPER, MEETING CURRENT ANWA STANDARDS.
7. ALL WATERMAIN SHALL BE DUCTILE IRON PIPE THICKNESS CLASS 52, MEETING CURRENT ANWA STANDARDS WITH VITON GASKETS OR EQUAL.
8. WATERMAIN SHALL HAVE A MINIMUM OF SIX (6) FEET OF COVER BELOW EXISTING PROPOSED GRADE, UNLESS NOTED OTHERWISE ON THE PLANS.
9. A PHYSICAL GAP SHALL BE MAINTAINED BETWEEN THE WATERMAIN AND THE EXISTING WATER SYSTEM UNTIL ALL WATERMAIN TESTING HAS BEEN COMPLETED AND APPROVED BY THE ENGINEER AND THE CITY OF TRAVERSE CITY.
10. THE CONTRACTOR SHALL COORDINATE THE CONNECTION TO THE EXISTING WATER SYSTEM WITH THE CITY OF TRAVERSE CITY D.P.W.. THE OPERATION OF EXISTING GATE VALVES ON THE SYSTEM SHALL BE PERFORMED BY THE D.P.W. ONLY. THE ENGINEER AND D.P.W. SHALL BE GIVEN A MINIMUM OF 24 HOURS NOTICE PRIOR TO THIS CONNECTION.
11. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN WATER FOR FLUSHING AND TESTING PURPOSES. THE CONTRACTOR SHALL COORDINATE WITH THE D.P.W. IF WATER IS OBTAINED FROM THE EXISTING WATER SYSTEM. THE D.P.W. SHALL BE GIVEN 24 HOURS NOTICE PRIOR TO USING ANY WATER FROM THE EXISTING WATER SYSTEM.
12. CONTRACTOR TO POSITION CLEANOUTS IN A MANNER AS TO BE THE LEAST OBTRUSIVE AS DIRECTED BY THE OWNER.
13. ALL SANITARY SEWER CONSTRUCTION MATERIALS AND PROCEDURES MUST CONFORM WITH CURRENT MOED AND TEN STATE STANDARDS AND DETAILS.
14. ALL SANITARY SEWER SHALL HAVE A MINIMUM OF FIVE (5) FEET OF COVER BELOW EXISTING OR PROPOSED GRADE, UNL.O.
15. MAINTAIN 10" HORIZONTAL AND 18 INCHES VERTICAL BETWEEN ALL WATER AND SANITARY SEWER.
16. NO CONNECTIONS BETWEEN STORM SEWER AND SANITARY SEWER WILL BE ALLOWED.
17. ALL STORM SEWER SHALL COMPLY WITH THE CITY OF TRAVERSE CITY CONSTRUCTION STANDARDS AND CONTAIN HOPE GASKETS.



LEGEND

- PROPERTY LINE
- SET 1/2" REBAR CORNER
- - - EASEMENT LINE
- ▨ PROPOSED ASPHALT
- ▨ PROPOSED CONCRETE
- ▨ EXISTING CONTOURS
- ▨ PROPOSED CONTOUR
- EXISTING POWER POLE
- PROPOSED OVERHEAD ELECTRIC
- PROPOSED UNDERGROUND ELECTRIC
- EXISTING UNDERGROUND TELEPHONE
- PROPOSED UNDERGROUND TELEPHONE
- EXISTING UNDERGROUND FIBER OPTIC TELEPHONE
- SILT FENCE
- DITCH
- DIRECTION OF DRAINAGE
- PROP. SLOPE 1.0%
- SPOT GRADE
- P= PAV'T GRADE
- C= TOP OF CURB GRADE
- MATCH EXISTING
- PROP. WATER WELL
- PROP. STORM SEWER LINE
- PROP. SANITARY LINE
- PROP. WATER LINE
- PROP. VALLEY
- PROP. RIDGE
- PROP. CATCH BASIN

▲ SANITARY SEWER RECORD DRAWING DATED 2/02/2016

▲ WATERMAIN RECORD DRAWING DATED 2/02/2016

SANITARY & STORM SEWER INFORMATION

CB#682 RIM=596.70 IE= 590.05 (12" NE) IE= 593.00 (12" SW)	SAN MH#1-7287 RIM=597.09 IE= 590.83 SE=598.89 (8" N) IE= 590.94 SE=598.96 (8" NE) IE= 590.63 SE=598.99 (8" SW)	STW MH#1 (4" DIA) RIM=597.29 IE= 598.05 (12" RCP NW) IE= 590.94 (12" SLOPP NW) IE= 599.77 (12" SLOPP SE) IE= 598.05 (12" SLOPP S) SUMP= 597.05	RAIN GARDEN A: TOP= 596.50 BTM= 595.50
CB#682A RIM=598.85 IE= 593.70 (12" SW)	SAN MH#2-7288 RIM=597.12 IE= 591.10 SE=599.10 (8" SW) SE	SAN MH#2 (2" DIA) RIM=597.00 IE= 596.67 (12" NE) IE= 590.67 (12" SW)	RAIN GARDEN B: TOP= 597.20 BTM= 596.20
CB#683 RIM= 596.59 IE= 591.74 (12" NE) IE= 591.17 (12" SW) SUMP= 588.94	SAN MH#3-7288 RIM=597.77 IE= 591.80 SE=599.80 (8" NE) NW	CB#2 (2" DIA) RIM=597.00 IE= 596.67 (12" NE) IE= 590.67 (12" SW)	RAIN GARDEN C: TOP= 597.20 BTM= 596.20
		CB#3 (2" DIA) RIM=597.10 IE= 591.34 (12" NE)	
		TAP #1 (AQUA SWER) RIM=597.24 INLET/OUTLET IE= 588.98	

MACHINER ENGINEERING
 A TRUSTED SANITARY COMPANY
 TRAVERSE CITY, MI
 LUDWIGTOWN, MI
 PH 231.465.1330
 FX 231.997.0377
 www.machinereengineering.net

REV#	DATE	DESCRIPTION
1	01-17-16	AS PER CONSTRUCTION RECORD DRAWING
2	02-04-16	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

UPTOWN DEVELOPMENT TC, LLC
UTILITY PLAN
 141 W STATE STREET
 CITY OF TRAVERSE CITY, GRAND TRAVERSE CO, MI

DESIGNED BY: PJM
 CHECKED BY: PJM
 DATE: 06/24/2015
 PROJECT NO: 13065
C4



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [signature]*

SUBJECT: TAX TRIBUNAL LEGAL SERVICES – GRAND TRAVERSE
HOTEL PROPERTIES (HOTEL INDIGO)

Attached is a memo from City Assessor Polly Cairns recommending the City Commission authorize an agreement for professional legal services associated with the tax appeal to the Michigan Tax Tribunal filed by Grand Traverse Hotel Properties, LLC (Hotel Indigo).

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

that the Mayor and City Clerk execute a letter of engagement with FosterSwift, P.C. in the amount not-to-exceed \$15,000 for professional legal services to represent the City against the pending Michigan Tax Tribunal from Grand Traverse Hotel Properties, d/b/a Hotel Indigo, in connection with its property located at 263 West Grandview Parkway, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds to come from the City Assessor's Budget.

MC/bcm

k:\tcclerk\city commission\agreements\tax tribunal legal services 20161107

copy: Polly Cairns, City Assessor

MEMORANDUM
CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT



TO: MARTIN COLBURN, CITY MANAGER

FROM: Polly Cairns, City Assessor Polly Cairns
Digitally signed by Polly Cairns
DN: cn=Polly Cairns, o=City of
Traverse City, ou=City Assessor,
email=pcairns@traversecitymi.gov,
c=US
Date: 2016.11.01 15:42:59 -0400

**SUBJECT: Request for approval for property tax legal services:
Michigan Tax Tribunal Docket 16-001007
Grand Traverse Hotel Properties, LLC aka Hotel Indigo**

DATE: October 28, 2016

Property under appeal: **Grand Traverse Hotel Properties LLC - v City of Traverse City**
Property ID: 28-51-658-031-01
Property Address: 263 W Grandview Parkway

This request is for approval to engage the services of Michael Homier, of FosterSwift PC, Attorneys at Law, to provide and represent the City of Traverse City against the pending Michigan Tax Tribunal Docket referenced above, see the attached letter of engagement. Legal services provided for said docket are not to exceed \$15,000, without prior City Commission approval.

It is in the best interest of the City to engage in said services for the 2016 Michigan Tax Tribunal docket to comply with approaching deadlines, and the docket is anticipated to proceed to the full Tribunal for the hearing process.

The docket has been placed on a two-week Prehearing General call commencing April 3, 2017.

Property is being appraised on behalf of the City for MTT valuation purposes for determining the true cash value as of tax day, December 31, 2015.

The 2016 State Equalized Value & Taxable values as established by the final assessment roll is \$4,490,900.

Petitioner is requesting a revised SEV of \$1,500,000, representing the S.E.V. value in contention of \$2,990,900, from the posted 2016 State Equalized and Taxable Value, as established by the Assessment roll.

*Letter of engagement
on file w/ City Clerk*



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [signature]*

SUBJECT: PUBLIC HEARING – REQUEST FOR SPECIAL LAND USE
PERMIT – MUNSON MEDICAL CENTER (16-SLUP-01)

A public hearing on this matter has been scheduled for Monday night. Attached is a previously distributed memo from Planning Director Russell Soyering, indicating that the Planning Commission recommends approval of this request.

As you are aware, this Special Land Use Permit would allow for the construction of a 110 foot tall building for the purposes of a family birth and children's center 1105 Sixth Street.

At the October 17, 2016 meeting, you were provided with large maps as they pertain to this request; please refer to these maps. If you need a new copy, please contact the City Clerk's Office, otherwise, you're welcome to view them at http://www.traversecitymi.gov/downloads/20161017_packet_part_1_1.pdf.

The following motion would approve the order granting this request:

that the Order Granting Special Land Use Permit No. 16-SLUP-01 to allow for the construction of a 110 foot tall building for the purposes of a family birth and children's center at 1105 Sixth Street, with conditions, as recommended by the Planning Commission, be adopted.

MC/kez

K:\tcclerk\city commission\special land use permit\slup_PH_16_SLUP_01_Munson_20161107.doc

copy: Russell Soyering, City Planning Director
Steve Tongue, stongue@mhc.net



City Planning Department

TO: MARTY COLBURN, CITY MANAGER

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

SUBJECT: MUNSON MEDICAL CENTER TALLER BUILDING SPECIAL LAND USE PERMIT RECOMMENDATION

DATE: October 6, 2016

The Planning Department received a request from, Steve Tongue, Vice President of Facilities at Munson Medical Center for a Special Land Use Permit to construct a taller building (over 60 feet) at 1105 Sixth Street. The proposed building would be approximately 110 feet tall measured at the average street elevation. The building is proposed to house a family birth and children's center. These uses are currently available on the medical campus but will be consolidated in the proposed building. To serve this building and the medical campus the large surface parking lot at the SE corner of Sixth and Elmwood is proposed to be converted to a parking deck with several floors of parking.

The property is zoned H-2 (Hospital District) which allows for 110-foot tall buildings by Special Land Use Permit provided the building location is at least 100 feet west of Elmwood Avenue. The proposed building is more than 100 feet west of Elmwood Avenue.

The Master Plan designates this area as a TC-C Campus neighborhood where it states these neighborhood types will have individualized special plans approved by the Planning Commission. Earlier this year, the Planning Commission approved a Master Site and Facility Plan for Munson Medical Center. The development pattern and building massing before you is consistent with this plan.

The attached Staff Report 16-SLUP-01 finds the submission to be in conformance with the requirements provided two (2) conditions are met.

After holding a public hearing, the Planning Commission took the following action:

Motion by Commissioner Koeber, second by Commissioner Richardson, that the request from Steve Tongue, Vice President of Facilities at Munson Medical Center for a Special Land Use Permit for a "Taller building" at 1105 Sixth Street be recommended for approval with conditions as outlined in Staff Report 16-SLUP-01 to the City Commission.

Motion carried 7-1 (Commissioner Grant opposed, Commissioner Weatherholt
recused.)

Please forward the Planning Commission's recommendation to the City Commission.

RAS/ml

Attachments: Staff Report 16-SLUP-01
Special Land Use Permit Application
Perspective rendering provided by Munson
Traffic Impact Study Executive Summary provided by Munson
Munson's Statement of Conformance to SLUP general and specific standards
Plan Set- Revised date 9/27/16 provided by Munson

STAFF REPORT

16-SLUP-01

DATE: September 30, 2016

APPLICANT: Munson Medical Center
1105 Sixth Street
Traverse City, MI 49684

PROPERTY OWNERS: Munson Medical Center
1105 Sixth Street
Traverse City, MI 49684

STATUS OF APPLICANT: Property Owner

PROPERTY ADDRESS: 1105 Sixth Street.
Tax I.D. # 28-51-104-076-02

REQUESTED ACTION: Taller Building in an H-2 District. 110 foot tall Family Birth and Children's Center building expansion.

DESCRIPTION: See Attached

EXISTING CONDITIONS

SITE SIZE: 37 acres.

TOPOGRAPHY: Flat to steep slopes, riverbank slopes, flood plain.

VEGETATION: Grass, shrubs and trees.

SOILS: Range of sandy loam to organic soils.

EXISTING ZONING: H-2 (Hospital District).

SURROUNDING ZONING/LAND USE

NORTH: H-2 & H-1 (Hospital District), R-1b (Single Family Dwelling District). Medical, office, retail and residential.

SOUTH: PR (Planned Redevelopment District). Grand Traverse Commons where there is a mix of uses ranging from institutional and commercial to residential.

EAST: H-1 (Hospital District). Medical office and residential.

WEST: H-2 (Hospital District). Hospital and medical offices.

ZONING HISTORY:

From 1958 to 1999 the property was zoned C-1 (Office Service District). In 1999, the property was rezoned to H-2 (Hospital District).

RELEVANT SECTIONS OF THE ZONING ORDINANCE:

[Chapter 1358 H Districts](#)

[Section 1366.08](#) Master Site and Facilities Plans

[Section 1364.01](#) Types of Special Land Use Permit Review

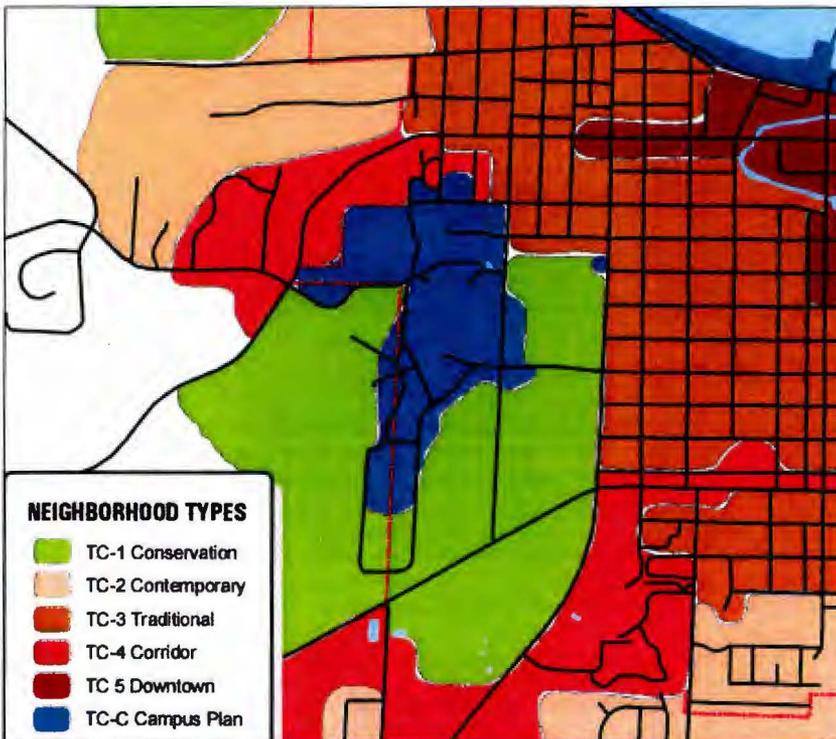
[Section 1364.02](#) General Standards for SLUP Approval

[Section 1364.08 \(13\)](#) Specific Requirements for Taller buildings

RELATIONSHIP TO THE CITY PLAN:

The Future Land Use Map designates this neighborhood as a TC-C Neighborhood. The TC-C Campus Neighborhood is for those campuses that are unique within the community. The focus tends to be inward and specific to the campus. These neighborhoods will have individualized specific plans approved by the Planning Commission. At the boundaries of the campus the level of intensity cannot exceed the level of intensity of the adjoining neighborhoods.

Munson’s current Master site and Facilities plan was approved by the Planning Commission on July 6, 2016 and shows Development Sites 2, 3 and 4 which are where the proposed expansion is occurring. A letter to Planning Director Russ Soyring dated June 17, 2016 which was shared with the Planning Commission states that “our next planned expansion includes a parking deck on Development Site #2, a revised main entrance on Development Site #3, and a north expansion on Development Site #4.”



Future Land Use Map

PUBLIC UTILITIES:

There are adequate utilities to serve the proposed expansion. In conjunction with the construction of the Cowell Family Cancer Center, Munson Medical Center relocated and increased the capacity of the public utilities located within Sixth Street. The existing 36-inch storm sewer was replaced with a new 42-inch storm sewer and the 10-inch sanitary sewer was replaced. The existing 6-inch water main was replaced with a new 12-inch water main between Beaumont and Madison Streets which increased the reliability and pressure for the district. A new 45-foot wide public easement across Munson property was granted to the City.

TRAFFIC

The hospital is not adding beds to its current licensed capacity of 391. However, there will be the capacity to add 41 hospital beds in the future. It is anticipated the additional beds will generate 54 AM peak-hour trips and 58 PM peak-hour trips.

The proposed Taller building will provide beds in private rooms that will replace the beds that are currently located in older sections of the hospital that have double or multiple beds. Multiple bed rooms do not meet today's "best practices" for healthcare. In the addition, the rooms will be sized properly for state of the art technology, as well as space for family (as requested by Munson's "Patient Family Council"). In addition, semi-private rooms (where there are two beds per room), will be converted to private rooms.

Overall – the intent is to provide the same volume of service, but in a much higher quality environment. The Surgery addition will generate additional traffic since an Operating Room will be added. It is anticipated that this addition will generate 20 AM peak-hour trips and 20 PM peak-hour trips.

The applicant has prepared a Traffic Impact Study for the proposed expansion.

ACCESS:

The proposed expansion requires the vacation and rededication of a portion of Sixth Street between Madison Street and Beaumont Place. The construction cost for this change will be paid for by Munson Medical Center. Access to a three-level parking deck with 860 auto parking spaces and 35 bicycle racks to accommodate up to 70 bicycles will occur near the intersection of Sixth and Beaumont Streets and the near the Emergency room entrance drive off of Elmwood Avenue. An additional parking lot with 45 spaces at the south east corner of Sixth Street and Madison Street will serve the Cancer Center.

Sidewalks will be on both sides of the relocated Sixth Street and additional sidewalks are proposed to connect to existing sidewalks in the general vicinity.

The BATA bus stop will be relocated to the north side of the new 6th street between the entrance drives to the Cancer Center Parking lot. The applicant coordinated this location with BATA and it will remain consistent with their current routes.

PARKING:

The proposed expansion includes a three-level parking deck with 860 auto parking spaces, a surface lot with 45 parking spaces and 35 bicycle racks to accommodate up to 70 bicycles. The expansion will involve the elimination of some surface parking. Overall, 396 additional parking spaces will be added.

ANALYSIS: Taller Building in an H-2 District.

General Standards 1364.02:

- (1) The use shall be designed, constructed, operated and maintained so as to be harmonious and compatible in appearance with the intended character of vicinity.**

Analysis

The proposed Family Birth and Children’s Center will provide modern space that will accommodate critical patient services which is an appropriate use in the Hospital District. The proposed Family Birth and Children’s Center is also consistent with the Master Site and Facilities Plan for Munson Medical Center approved by the Traverse City Planning Commission in July 2016.

The proposed Family Birth and Children’s Center will be a 110-foot tall addition to the north side of the Munson Medical Center Building and will be equal in height to the existing 110-foot tall Webber Heart Center located on the south side of the Medical Center Building. The architectural character of the Family Birth and Children’s Center is consistent with and complementary to the existing hospital facility including the recently added Webber Heart Center as well as the Cowell Family Cancer Center. In addition, transitional harmony from the taller buildings in the hospital core to the neighborhood is provided by a stepdown in height to the three-story Cowell Family Cancer Center. The recently completed Kids Creek Restoration Project (Kids Creek Tributary A) creates a substantial buffer between the hospital uses and the adjacent residential neighborhood.

Finding - Met

- (2) The use shall not be hazardous nor disturbing to existing or planned uses in the vicinity.**

Analysis

The proposed Family Birth and Children’s Center expands core health care services in Traverse City in the core of the Hospital zoning district. This use is consistent with the current and planned future uses in the same general vicinity. Existing uses in the vicinity are a hospital, medical offices and residential. The proposed Family Birth and Children’s Center addition is approximately 370 to the nearest residence.

Finding - Met

- (3) The use shall be served adequately by existing or proposed public infrastructure and services, including but not limited to, street and highways, police and fire protection, refuse disposal; water, waste water and stormwater facilities; electrical service and schools.**

Analysis

The proposed Family Birth and Children's Center project will be adequately served by existing public infrastructure. Munson Medical Center will construct a new public street with sidewalks to replace the block of Sixth Street that will be vacated. The majority of the proposed facility expansion is to increase the quality of Munson Medical Center's patient and operating rooms rather than increase the quantity of beds. The hospital is replacing semi private (multi-patient occupancy) rooms with private (single patient occupancy) rooms. Munson is also using the surgical expansion to double the size of older operating rooms increasing them from 400 square-feet to the current state-of-the-art 600 square feet.

Munson Medical Center has moved approximately 250 employees off the hospital campus in recent years to facilities at Copper Ridge. Over the next 2 years, the hospital has plans to move approximately 100 more employees to Grand Traverse Commons. In addition, two hospital departments, transcription and billing, are setting up "work from home" arrangements.

Most of Munson's volume growth in the past 3 years has been in Outpatient Services. Outpatient services generally generate more trips than Inpatient. Munson will continue to move outpatient services to offsite locations.

Munson Medical Center has prepared and submitted both a Traffic Study and a Preliminary Basis of Design for use of Public Utility Services. It anticipated that water and sewer flows will increase slightly and the existing system has adequate capacity. An executive summary of traffic impacts was submitted and concluded little or no additional impact on traffic operations at any study area intersections. City Engineering has reviewed the both of these studies and concurs with the findings.

The applicant shall meet the requirements of the Storm Water Runoff Control Ordinance. The applicant has stated that they will use existing and proposed on-site multi-stage underground storm water management systems to infiltrate storm water. The net post construction runoff rate to Kids Creek will be equal to or less than the existing pre-development storm water run-off run-rate.

The applicant is working with the City of Traverse City Fire Department regarding a redundant water supply to the fire protection system and improvements to the east side of the Family Birth and Children's Center for arterial apparatus access.

The hospital is not adding beds to its current licensed capacity of 391. The Taller building is not anticipated to generate a significant amount of additional refuse.

Munson has dedicated circuit and substation with 7200 volt service located west of the hospital and north of the helicopter landing pad. They are a Consumer Energy primary meter customer and they own and maintain all of their distribution transformers.

The proposed expansion is two-thirds of a mile away from Willow Hill Elementary School and Greenspire School. This project will not be adding new dwellings and will have no direct impact on schools or school transportation.

At this time we have not received confirmation from the Police Department that the proposed use can be adequately served. Staff anticipates it will provide a statement from the Police Department prior to, or at the meeting.

Finding - Met, contingent on the Police Department finding they can adequately serve the Taller building.

- (4) The use shall not create excessive additional requirements for infrastructure, facilities and services provided at public expense.**

Analysis

The proposed expansion requires the vacation and rededication of a portion of Sixth Street which will be paid for by Munson. In conjunction with the construction of the Cowell Family Cancer Center, Munson Medical Center has previously relocated and increased the capacity of the public utilities located within Sixth Street. Storm sewer formerly restricted by a 36-inch diameter reach of pipe was replaced with a new 42-inch diameter storm sewer. The existing 6-inch water main was replaced with a 12-inch water main between Beaumont Place and Madison Street thereby increasing the reliability and for the pressure district. The 10-inch sanitary sewer was also replaced and a new 45-foot wide public easement across Munson property was granted to the City of Traverse City.

Munson has prepared and submitted both a Traffic Study and a Preliminary Basis of Design for use of Public Utility Services. It anticipated that water and sewer flows will increase slightly and City Engineering has determined that the existing system has adequate capacity. An executive summary of traffic impacts was submitted and concluded little or no additional impact on traffic operations at any study area intersections.

Existing beds will not be increasing during the initial phase and traffic will not significantly change even when the future phase is built out with 41 additional beds. Police and Fire Departments do not anticipate requiring additional staffing and equipment to service the proposed use.

Finding - Met

- (5) The use shall not involve any activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.**

Analysis

The proposed Family Birth and Children's Center project is consistent with the existing hospital use and will not involve any excessive production of traffic, noise, fumes, glare, or odors that would be detrimental to any person, property, or general public.

Munson Medical Center provided a traffic study that demonstrates the reassignment of traffic related to the 6th Street realignment. The new trips generated from the opening of the proposed Surgical Addition and 41-bed addition to the Munson Family Birth and Children's Center are expected to have minor or no additional impact on traffic operations.

Munson Medical Center has undertaken a number of measures to encourage a reduction in employee commuter trips by offering various incentives and programs.

The applicant shall meet the requirements of the Storm Water Runoff Control Ordinance. The applicant has stated they will use existing and proposed on-site multi-stage underground storm water management systems to infiltrate storm water. The net post construction runoff rate to Kids Creek will be equal to or less than the existing pre-development storm water run-off run-rate. A portion of the existing parking lot along S. Elmwood Avenue is located in the in the 100-year flood plain of this tributary. This area is not a regulatory floodway based on correspondences between the applicant and the State of Michigan. The proposed new construction of the parking deck will encroach on the existing floodplain. The applicant will provide adequate compensatory storage, which will be verified prior to the issuance of any permits, such that the encroachment will not result in an increase in flood levels within the community during the

occurrence of the flood base discharge. As-built certification shall be required upon completion of the project by a licensed surveyor/ engineer prior to the issuance of a Final Certificate of Occupancy.

There is a mechanical penthouse on top of the Family Birth and Children's Center addition and will be fully enclosed to minimize noise fumes, glare and odors

Finding - Met

- (6) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.**

Analysis

The proposed Family Birth and Children's Center project does not include impact any historic buildings or landmarks.

Finding - Met, no impact on historic buildings or landmarks.

- (7) Elements shall relate to the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.**

Analysis

The proposed Family Birth and Children's Center is consistent with the Master Site and Facilities Plan for Munson Medical Center approved by the Traverse City Planning Commission on July 6, 2016. The architecture of the centrally located Family Birth and Children's Center will provide a harmonious transition from the historic, predominantly yellow brick of the southern campus buildings with the more recent predominantly brown brick of the buildings on the north side of campus. The applicant has provided a color perspective rendering to illustrate conformance with this standard.

Finding - Met

- (8) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.**

Analysis

The intent of the H-1 and H-2, Hospital Districts are for the purpose of accommodating medical centers, hospitals and all their normally related functions, if properly sited in relation to each other and pursuant to an approved plan for that district.

The proposed Family Birth and Children's Center use is consistent with the function of a medical center. The structure is appropriately sited in the core of the Hospital zoning district, functionally integrated into the existing hospital building and in conformance with the approved Master Facilities Site Plan.

Finding - Met

Specific Requirements 1364.08 (13)

- (a) **The building stories and height are consistent with Section 1368.01.**

Analysis

The maximum building height for the H-2 District is 110 feet west of Elmwood Avenue within 100 feet of the right-of-way. The proposed Family Birth and Children's Center addition is several hundred feet west of the Elmwood Avenue. The proposed Family Birth and Children's Center addition is at height of 110 feet with an enclosed mechanical penthouse at a height of 125 feet. Parapet walls that screen rooftop equipment are allowed to exceed the height requirements of the district. The roof top mechanical equipment, as a condition of the Special Land Use Permit, is required to be completely screened and enclosed.

Finding - Met

- (b) **Roof top mechanical equipment and penthouse space that are an integral part of the architectural design are permitted. All mechanical equipment, appurtenances and access areas shall be completely architecturally screened from view and enclosed.**

Analysis

All roof mounted mechanical equipment on the building will be completely screened from view within a mechanical penthouse. The mechanical penthouse is composed of elements that are architecturally consistent with the design of the primary structure.

Finding - Met

- (c) **Extended heights for steeples and other architectural embellishments less than 400 square feet each shall not be used to determine the height of the building.**

Analysis

The building has a flat roof with no steeples or other architectural embellishments.

Finding - Met

- (d) **The applicant shall prepare and deliver to the Planning Director a scale model, video image or other similar depiction of a taller building in relation to surrounding land and buildings.**

Analysis

The applicant has provided both a physical scale model and a color perspective rendering of the Family Birth and Children's Center.

Finding - Met

RECOMMENDATION:

Staff recommends the request 16-SLUP-01 be approved with the following conditions:

- 1. The applicant will provide adequate compensatory floodplain storage resulting from the proposed floodplain encroachment.**
- 2. As-built certification shall be required upon completion of the project by a licensed surveyor/ engineer prior to the issuance of a Final Certificate of Occupancy.**



City of Traverse City

SPECIAL LAND USE PERMIT APPLICATION

Planning Department, 400 Boardman, Traverse City, MI 49684 (231) 922-4778

Telefax (231) 922-4457

NOTE: BEFORE SUBMITTING AN APPLICATION, AN APPLICANT SHALL MEET WITH THE PLANNING DIRECTOR TO REVIEW THE PROPOSED PROJECT, THE TRAVERSE CITY CODE OF ORDINANCES AND THE CITY PLAN. Traverse City Code, Sec. 1364.04(a)

APPLICATION FEE:	\$830.00	DATE:	<u>6-25-16</u>
CHECK NO.	<u>450224439</u>	HEARING DATE:	_____
RECEIPT NO.	<u>19182</u>	PARCEL NUMBER:	_____

Property address: **1105 6th St, Traverse City, MI 49684**

Legal description: **See Attached Munson Medical Center**
Description of Property

Description of request: **Taller Building in H-2 Zoning for Family Birth and Children's Center**

THE COMPLETED APPLICATION, FOURTEEN (14)* COPIES OF THE SITE PLAN, AND ONE (1) ELECTRONIC COPY OF THE APPLICATION AND SITE PLAN SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED FOR INTRODUCTION. THE SITE PLAN SHALL MEET ALL THE REQUIREMENTS OF TRAVERSE CITY CODE, CHAPTER 1366, *SITE PLANS AND SITE DEVELOPMENT STANDARDS*.

Names of all property owners: **Munson Medical Center**

Applicant's name: **Steve Tongue, Vice President of Facilities**

Address: **1105 6th Street, Traverse City, MI 49684**

Telephone: **(231) 935-6167**

Telefax: **(231) 935-6924**

The undersigned acknowledges that in the event that it is determined by the Planning Director or the Planning Commission pursuant to Sections 1322.01 or 1322.05 of the Zoning Ordinance that the Application Fee will not cover the actual costs of processing this Application, including, but not limited to, costs for per diem expenses of staff, staff review and preparation time, professional reviews, attorney fees and other related expenses, outside professional planners, engineers, surveyors, architects or landscape architects, the undersigned shall be responsible for such additional fees in an amount determined by the Planning Director or the Planning Commission as provided by the Zoning Ordinance

Signature of owner(s):

Steve Tongue

Signature of applicant (if different than owner): _____

Relationship of applicant to owner: **Vice President of Facilities**

*Note: After the Planning Commission has acted upon the request, ten (10) additional copies of the site plan shall be submitted to the City Clerk. *The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.*



NEW SIXTH STREET

BEAUMONT

SIXTH STREET

ELMWOOD AVENUE

SEVENTH STREET

MEDICAL CAMPUS

DRIVE

Executive Summary

Munson Medical Center (MMC) has proposed a new Munson Family Birth and Children's Center which also includes a Surgical Addition and an 815-space parking deck at their Traverse City, Michigan campus. The Munson Family Birth and Children's Center will initially include five floors. However, MMC is also interested in assessing the traffic impact of including two additional floors to the Family Birth and Children's Center, encompassing 41 additional beds.

The site is located on the north end of the MMC Campus, along 6th Street between Madison Street and Beaumont Place. In preparation for the new Family Birth and Children's Center, the segment of 6th Street between Madison Street and Beaumont Place will be closed and relocated/realigned to the north between Madison Street and Beaumont Place. The realignment will be just south of the Cowell Family Cancer Center (CFCC), reducing the parking supply at the adjacent Lot B by 112 parking spaces. Prior to the 6th Street realignment and loss of Lot B parking, MMC will construct the 815-space parking deck on the current site of the 340-space Lot A, along with reassigning about one-half of the Lot B parking patrons from Lot B to the new parking deck. The proposed developments and 6th Street realignment are expected to be open in 2018.

EXISTING (2016) CONDITIONS

Under existing (2016) conditions, all study area intersection movements operate at LOS "D" or better, with the exception of the Madison Street left-turn/thru movements on the northbound approach to Front Street, which operates at LOS "F" with an associated 95th percentile queue length of three (3) vehicles.

BASE YEAR (2018) CONDITIONS

Base year (2018) volumes were projected by increasing the existing peak-hour volumes by 3% (1.5% per year growth factor). No road improvements are expected by 2018 in the study area. The base year (2018) analysis reveals that all intersection movements are projected to maintain an acceptable level of service ("D" or better), with the exception of the Madison Street left-turn/thru movements on the northbound approach to Front Street, which operates at LOS "F" with an associated 95th percentile queue length of four (4) vehicles.

OPENING YEAR (2018) CONDITIONS

To determine the opening year (2018) peak-hour volumes, the following peak-hour volumes were summed:

1. Lot B Traffic Re-assignment with 6th Street Realignment
2. MMC Campus Traffic Re-assignment with 6th Street Realignment
3. Trip Generation and traffic assignment for new Surgical Addition

Applying the above trips to base year (2018) peak-hour traffic volumes resulted in opening year (2018) peak-hour volumes that include the reassigned and new development trips. The opening year (2018) analysis reveals that all intersection movements are projected to maintain an acceptable level of service ("D" or better), with the exception of the Madison Street left-turn/thru movements on the northbound approach to Front Street, which operates at LOS "F" with an associated 95th percentile queue length of four (4) vehicles, the same LOS and queue length as base year (2018).

OPENING YEAR (2018) CONDITIONS (WITH 41-BED ADDITION)

The opening year (2018) with 41-bed addition analysis reveals that all intersection movements are projected to maintain an acceptable level of service ("D" or better), with the exception of the Madison Street left-turn/thru movements on the northbound approach to Front Street, which operates at LOS "F" with an

associated 95th percentile queue length of four (4) vehicles, and the Elmwood Street shared left-turn/thru/right-turn movements on the southbound approach to Front Street which operate at LOS "E" (morning peak-hour) with an associated 95th percentile queue length two (2) vehicles and the Elmwood Street shared left/thru/right-turn movements on the northbound approach to Front Street which operate at LOS "E" (afternoon peak-hour) with an associated 95th percentile queue length four (4) vehicles.

CONCLUSIONS

Based on the analyses performed in this study, the proposed development and 6th Street realignment are anticipated to have minor impacts to the study area intersections. The findings of the study are as follows:

- *For Existing (2016), Base Year (2018), and Opening Year (2018)* – All movements operate at an acceptable LOS except for the northbound Madison Street shared left-turn/thru movements at Front Street which operates at LOS "F". However these movements entail low volumes and short traffic queues.
- *Opening Year (2018) With 41-Bed Addition* – All movements operate at an acceptable LOS except for the northbound Madison Street shared left-turn/thru movements at Front Street which operates at LOS "F" (morning and afternoon peak-hours), the southbound Elmwood Street shared left-turn/thru movements at Front Street which operates at LOS "E" (morning peak-hour), and the northbound Elmwood Street shared left-turn/thru movements at Front Street which operates at LOS "E" (afternoon peak-hour) . However both the Madison Street and Elmwood Street movements entail low volumes and short traffic queues in both the morning and afternoon peak-hours.
- The reassignment of traffic related to the 6th Street realignment and new site traffic from the opening of the proposed Surgical Addition and possible 41-bed addition to the Munson Family Birth and Children's Center are expected to have little or no additional impact on traffic operations at any of the study area intersections in opening year 2018.

RECOMMENDATION

- It is recommended that new peak-hour turning movement counts be conducted after the MMC expansion project is complete and operational to assess actual increases and changes to peak-hour traffic operations at study area intersections related to the 6th Street re-alignment and planned MMC expansion.

Statement of Conformance to General Standards of Approval for a Special Land Use Permit to Allow a Taller Building at 1105 Sixth Street

Family Birth and Children's Center, Munson Medical Center
1105 Sixth Street, Traverse City
Submitted: Monday, September 19, 2016
ReSubmitted: Wednesday, September 28, 2016

The proposed Munson Medical Center Family Birth and Children's Center will be located at 1105 Sixth Street in the H-2 Hospital zoning district. The proposed project meets the standards of the City of Traverse City Zoning Ordinance. The ordinance allows a 110-foot building in the H-2 Hospital zoning district with a Special Land Use Permit, according to the general standards of approval outlined in chapter 1364.02 of the ordinance.

1364.02 GENERAL STANDARDS FOR APPROVAL.

Each application for a special land use shall be reviewed for the purpose of determining that the proposed use meets all of the following standards:

- (a) The use shall be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.**

The following documents provide guidance with regard to the existing and intended character in the general vicinity of the proposed Family Birth and Children's Center.

Traverse City Zoning Ordinance:

The H-2 Hospital District is established for the purpose of accommodating medical centers, hospitals and all their normally related functions, if properly sited in relation to each other and pursuant to an approved plan for that district... Developments in the H-2 district shall be functionally integrated with other buildings and parking areas and be in substantial conformity with the Hospital Master Site and Facilities Plan.

Traverse City Master Plan:

The TC-C Campus Neighborhood is for those campuses that are unique within the community. The focus tends to be inward and specific to the campus. These neighborhoods will have individualized special plans approved by the Planning

Statement of Conformance to General Standards of
Approval for a Special Land Use Permit to Allow a Taller
Building at 1105 Sixth Street

Commission. At the boundaries of the campus the level of intensity cannot exceed the level of intensity of the adjoining neighborhoods.

The proposed Family Birth and Children's Center provides modern space that will accommodate critical patient services which comport with appropriate use in the Hospital District. The proposed Family Birth and Children's Center is also consistent with the Master Site and Facilities Plan for Munson Medical Center approved by the Traverse City Planning Commission in July 2016.

The proposed Family Birth and Children's Center will be a 110-foot tall addition to the north side of the Munson Medical Center Building and will be equal in height to the existing 110-foot tall Webber Heart Center located on the south side of the Medical Center Building. The architectural character of the Family Birth and Children's Center is consistent with and complementary to the existing hospital facility including the recently added Webber Heart Center as well as the Cowell Family Cancer Center. In addition, transitional harmony from the taller buildings in the hospital core to the neighborhood is provided by a stepdown in height to the three story Cowell Family Cancer Center.

Furthermore, the naturalizing of Kids Creek creates a substantial buffer providing a harmonious transition between the hospital uses and the adjacent residential neighborhood.

(b) The use shall not be hazardous or disturbing to existing or planned future uses in the same general vicinity.

The proposed Family Birth and Children's Center expands core health care services in Traverse City in the core of the Hospital zoning district. This use is consistent with the current and planned future uses in the same general vicinity.

(c) The use shall be served adequately by existing public facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.

The proposed Family Birth and Children's Center project will be adequately served by existing public infrastructure. Munson Medical Center will construct a new public street with sidewalks to replace the block of Sixth Street that will be vacated. The majority of the proposed facility expansion services to increase the quality of Munson's patient beds and operating rooms rather than increase the quantity of beds. Munson is replacing semi private (multi-patient occupancy) rooms with private (single patient occupancy) rooms.

Statement of Conformance to General Standards of
Approval for a Special Land Use Permit to Allow a Taller
Building at 1105 Sixth Street

Munson is also using the surgical expansion to double the size of older operating rooms increasing them from 400 square-feet to the current state of the art 600 square feet.

It is also important to note that the proposed expansion follows on a recent decompression and relocation of existing services. Munson has moved approximately 250 employees off the hospital campus in recent years to facilities at Copper Ridge. Over the next 2 years Munson has plans to move approximately 100 more employees to the Commons. In addition, two hospital departments, transcription and billing, are setting up "work from home" arrangements.

Most of Munson's volume growth in the past 3 years has been in Outpatient Services. Outpatient services generally generate more trips than Inpatient. We continue to move outpatient services to offsite locations. Examples of this include the recent relocation of our Pre-Operative Assessment Clinic to MCHC and our plans to move Pediatric clinics to MCHC in the next year. We are investing approximately \$5 million in upgrades to MCHC to allow it to absorb more of our Outpatient Services in the future. Between Copper Ridge and MCHC, we have diverted approximately one quarter of a million patient visits to offsite locations every year.

(d) The use shall not create excessive additional requirements at public cost for public facilities and services.

In conjunction with the construction of the Cowell Family Cancer Center, Munson Medical Center has previously relocated and increased the capacity of the public utilities located within Sixth Street. Specifically, storm sewer formerly restricted by a 36-inch diameter reach of pipe was replaced with a new 42-inch diameter storm sewer. The existing 6-inch watermain was replaced with a 12-inch watermain between Beaumont Street and Madison Street thereby increasing the reliability and for the pressure district. Finally, the 10-inch sanitary sewer was also replaced. A new 45-foot wide public easement across Munson property was granted to the City of Traverse City.

To demonstrate conformance with this standard Munson has prepared and submitted both a Traffic Study and a Preliminary Basis of Design for use of Public Utility Services.

Statement of Conformance to General Standards of
Approval for a Special Land Use Permit to Allow a Taller
Building at 1105 Sixth Street

- (e) The use shall not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.**

The proposed Family Birth and Children's Center project is consistent with the existing hospital use and will not involve any excessive production of traffic, noise, fumes, glare, or odors that would be detrimental to any person, property, or general public.

Munson has provided a traffic study that demonstrates the reassignment of traffic related to the 6th Street realignment and new site traffic from the opening of the proposed Surgical Addition and 41-bed addition to the Munson Family Birth and Children's Center are expected to have little or no additional impact on traffic operations.

Furthermore it is important to note that Munson has been undertaking a number of measures to encourage a reduction in employee commuter trips including:

- Annual sponsorship for Smart Commute week
- Recent installation of 60 additional bike racks for a total of 150 bike racks on campus
- Renovation of employee showers for biking commuters
- Munson provides a meal ticket incentive to students who smart commute. In 2015, a total of 650 smart commute meal tickets were issued.
- Provision of a "Munson Commuter" loaner bike that can be checked out at HR
- Coordination with BATA to expand Munson offerings as part of their BATA Master Plan
- Munson led fundraising efforts for first phase of "Buffalo Ridge" bike path by providing a challenge donation that solicited additional donations from other Commons entities.
- Participated in MLUI Commuter Incentive Strategy study

With regard to water runoff, Munson will continue its previous practices of with the utilization of on-site multi-stage underground stormwater management systems to infiltrate stormwater. The net post construction runoff rate to Kids Creek will be equal to or as practicable less than the existing pre-development stormwater run-off run-rate.

In addition, encroachments within the regulatory floodway, including fill, new construction, substantial improvements and other development, which encroachments would result in any increase in flood levels within the community during the occurrence of the flood base discharge are prohibited, except by variance.

Statement of Conformance to General Standards of
Approval for a Special Land Use Permit to Allow a Taller
Building at 1105 Sixth Street

- (f) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.**

The proposed Family Birth and Children's Center project does not include impact any historic buildings or landmarks.

- (g) Elements shall relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.**

The proposed Family Birth and Children's Center is also consistent with the Master Site and Facilities Plan for Munson Medical Center approved by the Traverse City Planning Commission on July 6, 2016. The architecture of the centrally located Family Birth and Children's Center provides a harmonious transition from the historic, predominantly yellow brick of the southern campus buildings with the more recent predominantly brown brick of the buildings on the north side of campus. The applicant has provided a color perspective rendering to illustrate conformance with this standard.

- (h) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.**

Hospital districts are for the purpose of accommodating medical centers, hospitals and all of their normally related functions if properly sited in relation to each other and pursuant to an approved plan for that district. The proposed Family Birth and Children's Center use is consistent with the function of a medical center. The structure is appropriately sited in the core of the Hospital zoning district, functionally integrated into the existing hospital building and in conformance with the approved Master Facilities Site Plan.

- (i) The specific requirements outlined in each applicable section of this Zoning Code shall be satisfied.**

The applicant has worked with both the City Zoning Administrator and the City Planning Director to assure that the applicable sections of the Zoning Code have been satisfied. Furthermore, this project is also undergoing a Site Plan Review in addition to the Special Land Use Permit Review.

Statement of Conformance to General Standards of
Approval for a Special Land Use Permit to Allow a Taller
Building at 1105 Sixth Street

1364.08 SPECIAL LAND USE PERMITS GRANTED BY THE CITY COMMISSION.

The City Commission may grant a special land use permit for the following uses in any district, except as herein qualified:

(m) Taller buildings. "Taller buildings" mean those buildings greater than 60 feet in height. The purpose of this section is to encourage sensitive design for taller buildings. Since there are very few buildings taller than 60 feet in the City, it is of public interest that prominent buildings, simply by order of their height, are designed in a manner which will maintain the pedestrian scale at the street level. At the same time, the physical, visual and spatial characteristics of the City are encouraged to be promoted by consistent use, compatible urban design and architectural design elements. Taller buildings are allowed in a C-4b, C-4c, D, GP, NMC-2 or H-2 district subject to the following:

(1) The building's height is consistent with Section 1368.01.

Section 1368.06 refers to the building height requirements in 1358.06. The proposed Family Birth and Children's Center is allowed a maximum height of 110-feet as it will be within the H-2 district, west of Elmwood Avenue and less than 100-feet from the right-of-ways for both Sixth Street and Beaumont Street.

(2) Roof top mechanical equipment and penthouse space that are an integral part of the architectural design are permitted. All mechanical equipment, appurtenances and access areas shall be completely architecturally screened from view and enclosed.

All roof mounted mechanical equipment on the "taller building" shall be completely screened from view within a mechanical penthouse. The mechanical penthouse shall be composed of elements that are architecturally consistent with the design of the primary structure.

(3) Extended heights for steeples and other architectural embellishments less than 400 square feet each shall not be used to determine the height of the building.

The building has a flat roof with no steeples or other architectural embellishments. This requirement does not apply.

(4) The applicant shall prepare and deliver to the Planning Director a scale model, video image or other similar depiction of the taller building in relation to surrounding land and buildings.

The applicant has provided both a physical scale model and a color perspective rendering of the Family Birth and Children's Center.

CITY OF TRAVERSE CITY

ORDER GRANTING

SPECIAL LAND USE PERMIT NO. 16-SLUP-01

Pursuant to City Zoning Ordinance §1364, Special Land Use Regulations, the City Commission hereby grants a special land use permit for the following:

Street Address: 1105 Sixth Street, Traverse City, MI 49684

Property Description: THT PRT OF SW 1/4 OF SE 1/4 SEC 4 T27N R11W DES AS COM AT INT OF C/L ELMWOOD AVE & 6TH ST TH S 1 DEG 12' 20" W ALG C/L OF ELMWOOD AVE 390.15 FT TH S 89 DEG 47' W 634.76 FT TH ALG A CURVE TO THE L (R=120 FT, LONG CHORD N 65 DEG 42' W 99.53 FT) TH S 48 DEG 47' W 52.15 FT TH S 1 DEG 21' 50" E 40.38 FT TH S 88 DEG 39' 57" W 12.91 FT TH S 1 DEG 20' 03" E 33 FT TH S 88 DEG 39' 57" W 32.18 FT TH S 1 DEG 20' 03" E 23.02 FT TH S 88 DEG 39' 57" W 104.83 FT TH S 1 DEG 20' 03" E 47.60 FT TH S 89 DEG 47' 10" W 217.71 FT M/L TH S 17 DEG 22' 30" W 81.47 FT TH SW'LY 218.64 FT ALG ARC 5413.81 FT (LG CH=S 16 DEG 13' 5" W) TH S 15 DEG 3' 40" W 243.24 FT TH S 89 DEG 47' 10" W 1500.61 FT TH N 32 DEG 50' 50" E 1.76 FT TH NE'LY 223.87 FT(CH=N 24 DEG 38' 27" E, R=781.31 FT) TH N 86 DEG 9' 22" E 587.24 FT TH N 1 DEG 55' 50" E 281.1 FT TH N 1 DEG 53' 10" E 492.13 FT TH N 89 DEG 52' 50" E 771.4 FT TH S 200 FT TH E 251 FT M/L TH N 233 FT TO C/L OF 6TH ST TH N 89 DEG 47' 10" E 1056.16 FT TO POB EXC ST ROW INCLUDING FORMER EMERGENCY ROOM SECTION PARCEL - REF 28-51-104-077-00 THT PRT OF SW 1/4 OF SE 1/4 OF SEC 4 T27N R11W DES AS COM AT INT. OF C.L. OF 6TH ST & ELMWOOD AVE. TH S 1 DEG 12' 20" W 390.15 FT TO POB TH S ALONG C.L. OF ELMWOOD 140.01 FT TH S 89 DEG 47' W 908.25 FT TH N 1 DEG 20' W 47.60 FT TH N 88 DEG 39' E 104.83 FT TH N 1 DEG 20' W 23.02 FT TH N 88 DEG 39' E 32.18 FT TH N 1 DEG 20' W 33 FT TH N 88 DEG 39' E 12.91 FT TH N 1 DEG 21' W 40.38 FT TH N 48 DEG 47' E 52.15 FT TH ALONG A CURVE TO THE RIGHT LONGCHORD S 65 DEG 42' E 99.53 FT TH N 89 DEG 47' E 634.76 FT TO POB. EXC ST ROW

Special Use: Taller Building

Applicant: Munson Medical Center
1105 Sixth Street

Traverse City, MI 49684

Owner: Munson Medical Center
1105 Sixth Street
Traverse City, MI 49684

It is determined that the application is consistent with the intent of the Zoning Ordinance and the standards and requirements therein contained. The findings of fact and reasons upon which this determination is based are as follows:

1. The attached Statement of Conclusions is incorporated herein by reference.
2. The procedures and requirements for special land use decisions required by law and ordinance have been followed.
3. Any conditions imposed are necessary to carry out the intent, purpose and standards of the ordinance and to protect the public health, safety and welfare.

The land use authorized by this Order shall be in accordance with the application, site plan and final material submitted by the applicant showing the development and use of the land. The land use and this Permit and Order shall also be subject to the following conditions and restrictions:

1. The applicant will provide adequate compensatory floodplain storage resulting from the proposed floodplain encroachment.
2. As-built certification shall be required upon completion of the project by a licensed surveyor/ engineer prior to the issuance of a Final Certificate of Occupancy.

This order shall not be deemed to be City approval for anything other than the zoning approval for the expressed Special Land Use Permit described above, and shall not relieve the owner or occupier of the land from obtaining any other license, permit or approval required by law or ordinance. The land use and this permit and order shall also be subject to the provisions of Traverse City Code Section 1364.02, General Standards and 1364.08, Specific Requirement Section as may be amended from time to time and all other ordinances of the City of Traverse City.

I hereby certify that the above Order was adopted on November 7, 2016 at a regular meeting of the City Commission of the City of Traverse City at the Commission Chamber, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Dated: _____

Benjamin Marentette, MMC, City Clerk

STATEMENT OF CONCLUSIONS

The following statements of conclusion and determinations of fact supported by evidence submitted to the City in connection with Special Land Use Permit Application No. 16-SLUP-01 from Munson Medical Center:

- (1) The use shall be designed, constructed, operated and maintained so as to be harmonious and compatible in appearance with the intended character of vicinity.
- (2) The use shall not be hazardous nor disturbing to existing or planned uses in the vicinity.
- (3) The use shall be served adequately by existing or proposed public infrastructure and services, including but not limited to, streets and highways, police and fire protection, refuse disposal; water, waste water, and storm sewer facilities; electrical service, and schools.
- (4) The use shall not create excessive additional requirements for infrastructure, facilities, and services provided at public expense.
- (5) The use shall not involve any activities, processes, materials, equipment or conditions of operation that would be detrimental to any person or property or to the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odors or water runoff.
- (6) Where possible, the use shall preserve, renovate and restore historic buildings or landmarks affected by the development. If the historic structure must be moved from the site, the relocation shall be subject to the standards of this section.
- (7) Elements shall relate the design characteristics of an individual structure or development to existing or planned developments in a harmonious manner, resulting in a coherent overall development pattern and streetscape.
- (8) The use shall be consistent with the intent and purposes of the zoning district in which it is proposed.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [signature]*

SUBJECT: PUBLIC HEARING – REQUEST FROM MUNSON MEDICAL CENTER TO VACATE A PORTION OF SIXTH STREET

A public hearing on the request from the Munson Medical Center to vacate a portion of Sixth Street and relocate it north of the existing street has been scheduled for Monday night.

Attached is a memo from Planning Director Russell Soyring indicating the Planning Commission's recommendation that this request be approved.

Following the public hearing, the following motion would approve the vacation (5 affirmative votes required):

that the Resolution Deeming it Advisable to Vacate a Portion of Sixth Street, as recommended by the City Planning Commission, be adopted.

MC/kez

k:\tcclerk\city commission\vacations\cover memo_Munson_ph_20161107.doc

copy: Russell Soyring, City Planning Director
Steve Tongue, stongue@mhc.net



City Planning Department

TO: MARTY COLBURN, CITY MANAGER
THROUGH: RUSS SOYRING, PLANNING DIRECTOR *R. Soyring*
SUBJECT: MUNSON MEDICAL CENTER SIXTH STREET VACATION
RECOMMENDATION
DATE: October 6, 2016

The Planning Department received a request from Munson Medical Center (submitted by Robert Parker of Smith Haughey Rice & Roegge, attorney for applicant) to vacate portion of Sixth Street. The applicant has proposed that a new street be constructed about 200 feet north of the present Sixth Street.

Staff has reviewed the street vacation request and does not object to it. The applicant has stated that they will remove and reconstruct the realigned Sixth Street at no cost to the City.

After holding a Public Hearing, the Planning Commission took the following action:

Motion by Commissioner Koebert, second by Commissioner Richardson, that the request by Steve Tongue, Vice President of Facilities at Munson Medical Center to vacate the 1100 Block of Sixth Street as requested by the applicant in their submittal provided any and all utility easements and associated costs with the relocation of the utilities and the street are borne by the applicant be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Motion carried 8-0 (Commissioner Weatherholt recused.)

Please forward the Planning Commission's recommendation to the City Commission.

RAS/ml

Attachments: Street Vacation application submittal dated August 30, 2016



SMITH HAUGHEY

RECEIVED

ATTORNEYS AT LAW
101 N. Park St., Ste. 200
Traverse City, MI 49684
Phone: 231-929-4878 Fax: 231-929-4182

AUG 30 2016

Robert W. Parker
Direct: 231-486-4504
rparker@shrr.com

PLANNING DEPT
CITY OF
TRAVERSE CITY

August 30, 2016

Mr. Russell Soyring, AICP
Ms. Lauren Tribble-Laucht, City Attorney
City of Traverse City
400 Boardman Ave.
Traverse City, MI 49684

HAND DELIVERED

RE: Vacation and relocation of a portion of 6th Street
Our File No. 202246

Dear Mr. Soyring and Ms. Tribble-Laucht:

Enclosed you will find an Application for Alley/Street Vacation submitted on behalf of the applicant, Munson Medical Center, along with a check for the application fee in the amount of \$2,400.00.

With this application, the applicant seeks consideration of the vacation of that portion of 6th Street lying within the plat of Lay Park being an addition to the plat of City of Traverse City, lying between Beaumont Place and South Madison Drive. It appears on the plat that South Madison Drive is designated as *Madison Street* and Beaumont Place as *Monroe Street*.

I enclose a copy of the plat with the area sought for vacation highlighted along with a copy of the approved Master Site & Facilities Plan.

This request is consistent with and is submitted pursuant to the Master Site & Facilities Plan approved by the City's Planning Commission earlier this summer and an application for Special Land Use Permit which was submitted to the City for its consideration.

Should you have further questions or concerns, please feel free to contact me, Steven Tongue of MMC or Chris DeGood, P.E. of AECOM.

Thank you for your consideration.

Sincerely,

Robert W. Parker
RWP:ekb

SMITH HAUGHEY RICE & ROEGGE

Mr. Russell Soyring, AICP
Ms. Lauren Tribble-Laucht, City Attorney
August 30, 2016
Page 2

Enclosures

cc: Mr. Paul Shirilla, General Counsel
Ms. Kate Flewelling, Assistant General Counsel
Mr. Steven Tongue, P.E.
Chris DeGood, P.E.



City of Traverse City

APPLICATION FOR ALLEY/STREET VACATION

400 Boardman Avenue, Traverse City, Michigan 49684 (p) 231-922-4778 (f) 231-922-4457

Applicant Name: Munson Medical Center

Address: _____

Phone: 935-6167 Fax: 935-2702

Description/location of alley/street to be vacated: that portion of 6th Street lying between Madison Street and Monroe Street as depicted on the attachments.

Applicant Signature: 
Robert W. Parker
Attorney for Applicant

Date: 8/27/16

(Office Use Only)

Non-refundable fee of \$2,100 Street/Alley Vacations not requiring Circuit Court action

\$2,400 Street/Alley Vacations requiring Circuit Court action

Application Fee received on: _____

Planning Commission Public Hearing on: _____

Resolution Deeming Advisable to Vacate adopted by City Commission on: _____

Public Hearing and Resolution Vacating Alley/Street adopted by City Commission on: _____

MASTER SITE & FACILITIES PLAN



**MUNSON
MEDICAL
CENTER**

UPDATED: JUNE 14, 2016

LEGEND - FUTURE DEVELOPMENT SITES

DEVELOPMENT SITE #1 (partial - See Site C4)

Use Group B / 1-2
Maximum Height: 110ft
Setbacks: Elmwood - 25'

DEVELOPMENT SITE #2

Use Group B / 1-2 / 5-2
Maximum Height: 110ft
Setbacks: Elmwood - 25', Sixth St - 25'

DEVELOPMENT SITE #3

Use Group 1-2
Maximum Height: 110ft
Setbacks: Sixth St - 5'

DEVELOPMENT SITE #4

Use Group B / 1-2 / 5-2
Maximum Height: 110'
Setbacks: Sixth St - 0', Beaumont - 10', Madison - 10'

DEVELOPMENT SITE #4a

Use Group B / 1-2 / 5-2
Zone H1 - Maximum Height - 45'
Zone H2 - Maximum Height - 110'
Setbacks (H2): Madison - 25', Sixth - 0'

DEVELOPMENT SITE #5

Use Group B / 1-2 / 5-2
Maximum Height: 110ft

DEVELOPMENT SITE #6

Use Group 1-2
Maximum Height: 110ft

GRAND TRAVERSE COMMONS SITES (shown for reference only)

DEVELOPMENT SITE #C1

Use Group B
Building 24
Existing Structure

DEVELOPMENT SITE #C2

Use Group B / 1-2 / 5-2
Subzones III.1 and III.2
Maximum Stories: 6
Maximum Height: 84 ft
Maximum Density: 49,070 sf

DEVELOPMENT SITE #C3

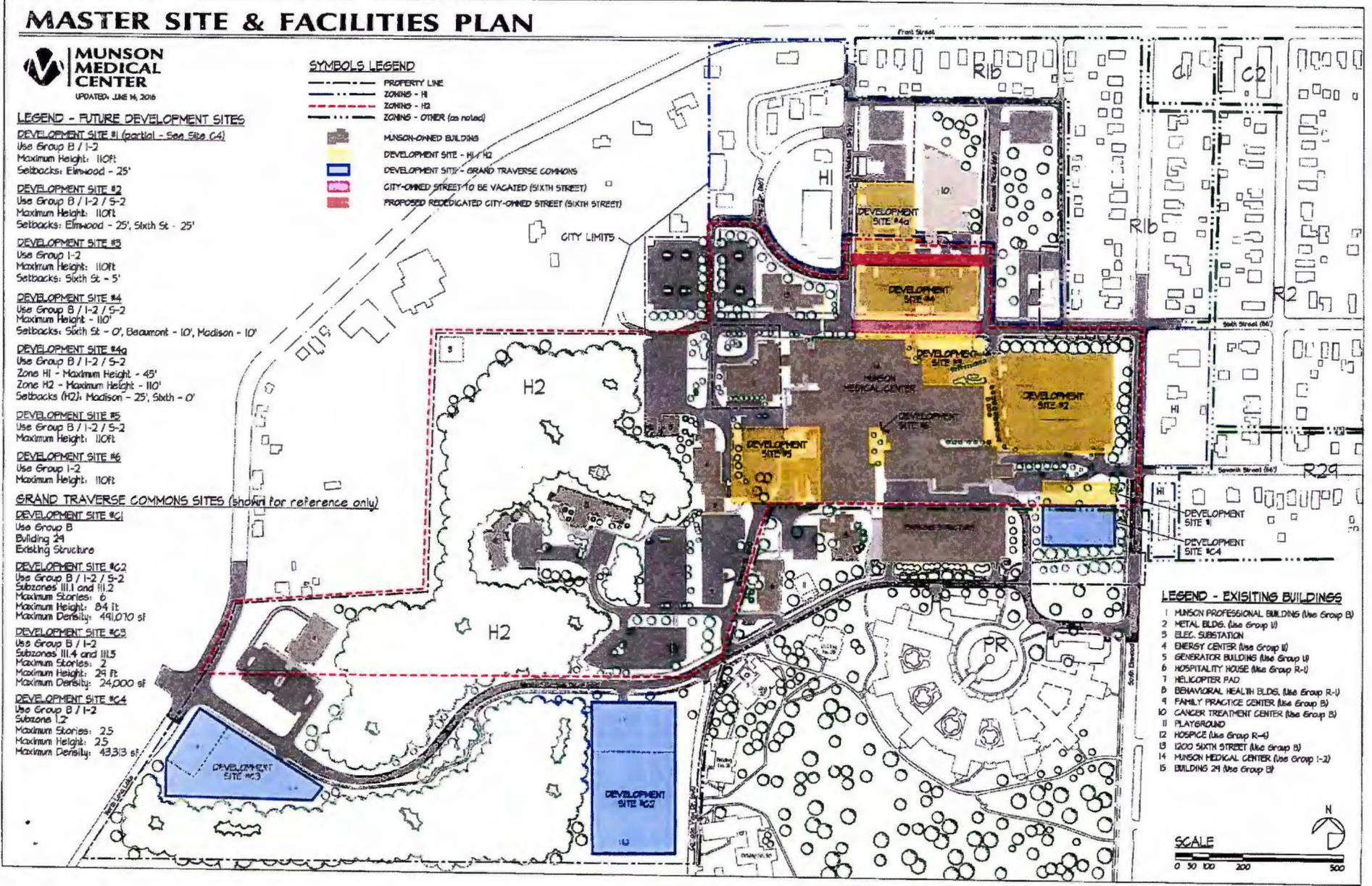
Use Group B / 1-2
Subzones III.4 and III.5
Maximum Stories: 2
Maximum Height: 24 ft
Maximum Density: 24,000 sf

DEVELOPMENT SITE #C4

Use Group B / 1-2
Subzone I.2
Maximum Stories: 25
Maximum Height: 25
Maximum Density: 43,313 sf

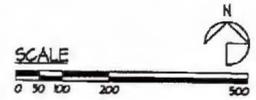
SYMBOLS LEGEND

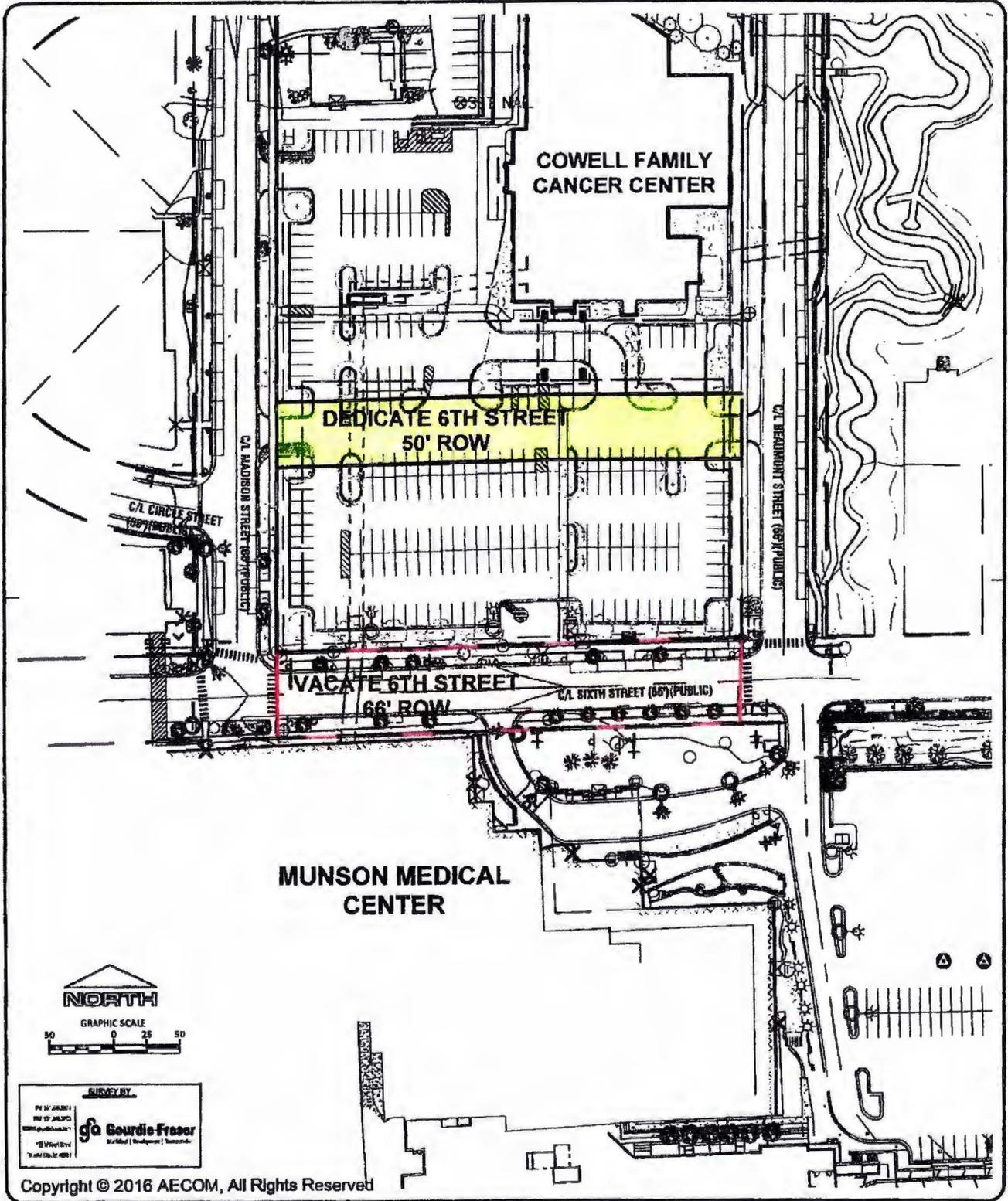
- PROPERTY LINE
- ZONING - H1
- ZONING - H2
- ZONING - OTHER (as noted)
- MANSION-OWNED BUILDING
- DEVELOPMENT SITE - H1 / H2
- DEVELOPMENT SITE - GRAND TRAVERSE COMMONS
- CITY-OWNED STREET TO BE VACATED (SIXTH STREET)
- PROPOSED REDEDICATED CITY-OWNED STREET (SIXTH STREET)



LEGEND - EXISTING BUILDINGS

- 1 MUNSON PROFESSIONAL BUILDINGS (Use Group B)
- 2 METAL BLDG. (Use Group U)
- 3 ELEC. SUBSTATION
- 4 ENERGY CENTER (Use Group U)
- 5 GENERATOR BUILDING (Use Group U)
- 6 HOSPITALITY HOUSE (Use Group R-U)
- 7 HELICOPTER PAD
- 8 BEHAVIORAL HEALTH BLDGS. (Use Group R-U)
- 9 FAMILY PRACTICE CENTER (Use Group B)
- 10 CANCER TREATMENT CENTER (Use Group B)
- 11 PLAYGROUND
- 12 HOSPICE (Use Group R-U)
- 13 200 SIXTH STREET (Use Group B)
- 14 MUNSON MEDICAL CENTER (Use Group 1-2)
- 15 BUILDING 24 (Use Group B)





TITLE
EXHIBIT 'A'



AECOM AECOM, TRAVERSE CITY, MI, 231-932-7592

DATE 08-29-16	JOB NO. 60505143
DR. pdr	SKETCH NO.
CK gl	EX-A



CITY OF TRAVERSE CITY
ENGINEERING AND PLANNING DEPARTMENTS

Date: E-36-16 Receipt No. 18185

Received From: MUNSEN HEALTHCARE

Mailing Address: P.O. BOX 669

Project Address: 6TH ST VACATION

For	Acc't No.	Amount
<input type="checkbox"/> Sign Permit	476.65	\$ _____
<input type="checkbox"/> Land Use Permit	607.90	\$ _____
<input type="checkbox"/> BZA Request	607.05	\$ _____
<input checked="" type="checkbox"/> Planning Comm Request	607.15	\$ <u>2,400.00</u>
<input type="checkbox"/> Soil Erosion Permit	476.95	\$ _____
<input type="checkbox"/> Storm Water Permit	476.80	\$ _____
<input type="checkbox"/> Right-of-Way Permit	694.00	\$ _____
<input type="checkbox"/> Right-of-Way Bond	285.00	\$ _____
<input type="checkbox"/> Utility Review	476.76	\$ _____
<input type="checkbox"/> Copies	626.10	\$ _____
<input type="checkbox"/> Fire Permit	476.60	\$ _____
<input type="checkbox"/> Bid Documents	101.000.476.85	\$ _____
<input type="checkbox"/> Misc. _____		\$ _____

Cash

Check # 450226748

Total \$ 2,400.00

Received By: DMW

The City of Traverse City

Office of the City Clerk

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



CITY OF TRAVERSE CITY

RESOLUTION

VACATING A PORTION OF SIXTH STREET

- Because,** the City has received a request from Munson Medical Center to vacate a portion of 6th Street as it lies between Beaumont Place and South Madison Drive; and
- Because,** Munson Medical Center has proposed to dedicate a public right-of-way in a different location for the purposes of replacing the vacated portion of 6th Street; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been received by the applicant, and
- Because,** **a public hearing on the proposal to vacate was held on November 7, 2016 in the Commission Chambers, 2nd Floor, Governmental Center. Objections and comments to the proposed action were received and considered at that time.**
- Because,** the Commission finds that the vacation of a portion of 6th Street is necessary for the health, welfare, comfort and safety of the people of the City; now, therefore be it
- Resolved,** by the City Commission for the City of Traverse City, Michigan, by virtue of the power granted it by MCL 102.2 and pursuant to City Ordinance Section 1020.02, does vacate, discontinue and abolish that portion of 6th Street as it lies between Beaumont Place and South Madison as depicted on the Plat of Lay Park Addition to the City of Traverse City in Section 4, Town 27 North, Range 11 West, located in

the city of Traverse City, Grand Traverse County, Michigan, which is more fully described as follows:

All that portion of Sixth Street lying between the Easterly right of way line of South Madison Street and the Westerly right of way line of Beaumont Street, (Formerly known as Monroe Street) in Part of the Amended Plat of Lots 1 through 24 and the Vacated Alley, Block 2, Plat of the Lay Park Addition to the City of Traverse City recorded in file number 2013P-00001, Grand Traverse County Records located in part of Section 4, Township 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as: BEGINNING at the Southwest corner of Lot 48, Block 2 of said Plat; thence North 88°29'26" East, 363.12 feet along the Northerly right of way of Sixth Street; thence South 00°00'00" East, 66.02 feet to a point on the Southerly right of way of Sixth Street; thence South 88°29'26" West 363.10 Feet along the Southerly right of way of Sixth Street; thence North 00°00'48" West, 66.02 Feet to the POINT OF BEGINNING. Said right of way contains 0.55 acres, more or less. Subject to easement and restrictions of record, if any.

Be it further resolved, that such vacation is subject to the following requirements and conditions:

1. It is required that all existing utility easements of record lying within the vacated portion of 6th Street shall be reserved or alternative easements granted.
2. As a condition to this resolution the applicant shall grant to the City of Traverse City and the City shall accept a grant of right of way approximately 50 feet in width north of and directly parallel with the vacated portion of 6th Street for purposes of the public Street. The location of said right-of-way shall be subject to approval of the City Engineering Department, which approval shall not be unreasonably withheld. The cost of surveying the said right-of-way and constructing the new street, in accordance with those standards promulgated by the City Engineering Department, shall be paid for by the applicant.
3. It is required that the applicant shall be responsible for the cost of the relocation of any existing utilities including storm and sanitary sewer, water mains and leads and electrical lines with supporting facilities.

4. This resolution of vacation is expressly conditioned upon the applicant being issued within 12 months from the date of this resolution, either a land use permit or a special land use permit for construction of a structure which may lie, partially within the vacated portion of 6th Street. Should such a land use permit or special land use permit not be issued within 12 months from the date of this resolution and that fact is made evident by an affidavit signed by the Clerk for the City of Traverse City, this resolution shall be of no force or effect. Upon the issuance of a land use permit or special land use permit for the construction of a structure which may lie partially within the vacated portion of 6th Street this resolution shall be deemed fully effective as of the date of its adoption by the City Commission. Nothing contained in this resolution shall obligate the City to issue a land use permit or special land use permit to the applicant as herein described.
5. This resolution shall not be recorded with the Grand Traverse County Register of Deeds until all the above conditions have been satisfied.

I hereby certify that the above resolution was adopted by the City Commission at a regular meeting held on November 7, 2016, at the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, MMC, City Clerk

Prepared by:

Lauren Tribble-Laucht, City Attorney
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4404

When recorded return to:

Benjamin C. Marentette, City Clerk
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF NOVEMBER 7,
2016

FROM: PILOT AD HOC COMMITTEE:
COMMISSIONER GARY HOWE, CHAIRPERSON
COMMISSIONER RICHARD LEWIS
COMMISSIONER BRIAN HAAS

SUBJECT: PILOT (PAYMENT-IN-LIEU-OF-TAXES) POLICY AND FEE

The PILOT Ad Hoc Committee has met nine times over the past year to recommend a PILOT Policy and procedure for the City Commission's consideration. In addition to committee meetings, we also introduced an earlier draft to the City Commission at a Study Session on August 22, 2016. The current draft addressed the concerns raised at that meeting, including an adjustment to the procedure and scoring matrix City staff will use for implementation.

It is our recommendation that the current draft be adopted by the City Commission and given an opportunity to be tested against real proposals. It is our expectation that adjustments will surface once the policy is put into use. As far as we are aware, this is the first local policy of its kind and we hope the structure of it will be utilized in other municipalities. Please note, "Establishing a PILOT policy" was one of the recommendations from the Joint Housing Task Force in 2015.

In regard to that report, we also recommend that a joint committee be formed to make specific policy recommendations addressing housing supply and affordability in the City. The Downtown Development Authority Board has expressed interest, in addition to the Planning Commission. We seek suggestions to the form and direction of such a committee from the City Commission and from staff. We've briefly discussed two representatives from each commission, with staff representation from the Community Development Committee.

Finally, City Clerk Benjamin Marentette analyzed the anticipated staff time associated with processing these requests; and based upon that, Mr. Marentette recommends establishing a non-refundable application fee of \$1,800.

We recommend the following motion:

that the Policy for Payment in Lieu of Taxes (PILOT) be adopted; and that the City Commission establishes a non-refundable fee of \$1,800 for PILOT requests as recommended by the City Clerk, with the fee to be incorporated into the City's Directory of Charges; and _____ that a Housing Supply and Affordability Committee be established to

K:\teclerk\city commission\policies\PILOT policy 20161107

copy: Polly Cairns, City Assessor
Russell Soyring, City Planning Director
Jean Derenzy, Grand Traverse County Deputy Director of Planning
and Development

	CITY OF TRAVERSE CITY POLICY TITLE: PAYMENT IN LIEU OF TAXES (PILOT)	POLICY NO: CC-055
		SUBMITTED BY: PILOT Ad Hoc Committee.
		APPROVED BY:
Adopted Date: Effective Date: Supersedes No: Procedure Reference No: CC-055 Page 1 of 3		HISTORY: Initial Adoption Date: Amended Date: Amended Date:

I hereby certify that this Policy was adopted by the City Commission of the City of Traverse City at its Regular Meeting held on _____, 2016, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.

Benjamin Marentette, MMC, City Clerk

I. Purpose:

The purpose of this policy is to administer the Traverse City Code of Ordinances Chapter 881, which establishes a class of housing developments pursuant to State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401 et seq.; MSA 16.114(1) et seq.) which are exempt from payment of property taxes, and as an in lieu thereof pay a service charge. It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage development of such housing by providing for a service charge, in lieu of property taxes, in accordance with State Housing Development Act of 1966. City of Traverse City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes (PILOT) by any or all classes of housing exempt from taxation under this Act at any amount it chooses, but not to exceed taxes that would be paid by for if not for this Act.

It is further acknowledged that such housing for persons of low income is a public necessity, and as the City of Traverse City will be benefited and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose. Further, that the continuance of the provisions of this article for tax exemption and the service charge in lieu of taxes during the period contemplated in this article are essential to the determination of economic feasibility of this housing development, which will be constructed and financed in reliance on such tax exemption.

It is the duty of the City Commission, with help from the City Planning Commission, that this community is developed in a manner consistent with the

	CITY OF TRAVERSE CITY POLICY TITLE: PAYMENT IN LIEU OF TAXES (PILOT)	POLICY NO: CC-055
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Adopted Date: Effective Date: Supersedes No: Procedure Reference No: CC-055 Page 2 of 3		HISTORY: Initial Adoption Date: Amended Date: Amended Date:

adopted Comprehensive (Master) Plan. Therefore, each application must be considered for its consistency with the overall goals and objectives of the future planning and development for the City of Traverse City. The existence of this policy and Chapters 880 and 881 of the Code of Ordinances for the City of Traverse City in no way infers a right to such tax exemption, and the City Commission's action on each application is within its discretion.

II. Additional Authority

- State Housing Development Authority Act of 1966 (1966 PA 346, as amended; MCL 125.1401 et seq.; MSA 16.114(1) et seq.)
- Traverse City Code of Ordinances Chapter 880 - Tax Exemptions
- Traverse City Code of Ordinances Chapter 881 - Low Income Housing Tax Exemption
- Traverse City Code of Ordinances Chapter 1376 – Affordable Housing Standards

III. Scope/Applies to

This policy applies to the City Commission for the City of Traverse City, and to all City Departments responsible for reviewing requests for a Payment in Lieu of Taxes arrangement and making recommendations to the City Commission for the City of Traverse City regarding same.

IV. Responsibility

The City Manager is responsible for the implementation of this policy and for the development of and administration of the accompanying procedure.

V. Definitions/Acronyms

Affordable Housing. Generally, housing that costs 30% or less of a household's annual income, with "costs" referring either to rent, or, for ownership units, mortgage interest and principal, taxes, and insurance.

	CITY OF TRAVERSE CITY POLICY TITLE: PAYMENT IN LIEU OF TAXES (PILOT)	POLICY NO: CC-055
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Guarantor: a person or entity that agrees to be responsible for another's debt or performance under a contract, if the other fails to pay or perform.

Low-income or moderate income persons: means families and persons who cannot afford to pay the amounts at which private enterprise, without federally-aided mortgages or loans from MSHDA, is providing a substantial supply of decent, safe, and sanitary housing and who fall within income limitations set in the State Housing Development Authority Act of 1966, as amended, or by MSHDA in its rules.

MSHDA: Michigan State Housing Development Authority

PILOT: Payment in Lieu of Tax; an annual service charge paid to the municipality for public services in lieu of all taxes

Shelter Rents: the total collections during an agreed annual period from all occupants of a housing project representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants.

VI. Policy Statement

The City of Traverse City places a high value on preserving the natural environment, affording a diversity of housing options, and providing opportunities for multi-modal transportation, which strengthens the City's long-term sustainability. It is the policy of the City of Traverse City that PILOT Agreements are granted to those entities who best demonstrate a shared value in these areas, through the development of a project that incorporates green building techniques, has a high percentage of affordable housing units, and is located near multi-modal transportation opportunities and close access to daily needs. It should be noted that PILOT Agreements are not entitlements, and will be evaluated on a case by case basis.

City employees responsible for reviewing requests for a PILOT arrangement and making recommendations to the City Commission for the City of Traverse City regarding same shall use Procedure No. CC-055 when considering requests for PILOT agreements.

	CITY OF TRAVERSE CITY PROCEDURE TITLE: PAYMENT IN LIEU OF TAXES (PILOT)	PROCEDURE NO: CC-055
		SUBMITTED BY: PILOT Ad Hoc Committee. APPROVED BY:
Adopted Date: Effective Date: Supersedes No: Policy Reference No: CC-055 Page 1 of 8	HISTORY: Initial Adoption Date: Amended Date: Amended Date:	

I. INITIAL APPLICATION; RENEWALS

Initial applications and applications for renewal of an existing PILOT shall follow the process outlined herein.

II. ELIGIBILITY

1. The applicant must be a nonprofit housing corporation, consumer housing cooperative, limited dividend housing corporation, mobile home park corporation or mobile home park association, and must be financed with a federally-aided or Michigan State Housing Development Authority (MSHDA) aided mortgage or advance or grant from MSHDA.
2. Any development project that is under construction at the time of application, excluding stabilization, site preparation, or utility work, is not eligible to apply for or to receive a PILOT.
3. To be eligible to apply for a PILOT, an applicant must own the property or have an option or other right to purchase the property under consideration.
4. To be eligible for a PILOT, residential or mixed-use projects must consist of a minimum of 20% of the units for affordable housing.

III. DEFINITIONS:

Affordable Housing. Generally, housing that costs 30% or less of a household's annual income, with "costs" referring either to rent, or, for ownership units, mortgage interest and principal, taxes, and insurance.
Guarantor. a person or entity that agrees to be legally responsible for another's debt or performance under a contract, if the other fails to pay or perform.

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Low-Income or moderate income persons: means families and persons who cannot afford to pay the amounts at which private enterprise, without federally-aided mortgages or loans from MSHDA, is providing a substantial supply of decent, safe, and sanitary housing and who fall within income limitations set in the State Housing Development Authority Act of 1966, as amended, or by MSHDA in its rules.

MSHDA: Michigan State Housing Development Authority

PILOT: Payment in Lieu of Tax; an annual service charge paid to the municipality for public services in lieu of all taxes.

Shelter Rents: the total collections during an agreed annual period from all occupants of a housing project representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants

IV. PROCEDURE

1. **Mandatory Pre-Submittal Conference:** A meeting with the City Manager, City Zoning Administrator, City Planner, City Engineer, City Treasurer and City Assessor must occur before submitting a PILOT application. This meeting is to acquaint all parties with the scope of the project and any related issues. This meeting also serves to familiarize the applicant with the PILOT process and policies.
2. **Submission of Application:** An application form must be completed and an application packet assembled based upon requirements as set forth below; and addressing any additional items discussed in the Pre-Submittal Conference. Application forms are available both on the City of Traverse City web site and at the City Clerk's Office. **A non-refundable application fee in an amount as set from time to time by the City Commission for the City of Traverse City, payable to the City of City of Traverse City, is due upon submission of the full application packet.**

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Incomplete applications will not be presented to the City Commission for review.

One original, five (5) copies, and an electronic version of the full application packet must be submitted no later than seven (7) weeks prior to a Regular City Commission meeting, typically held on the first and third Monday of each month. The applications should be delivered to: City Manager, City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684.

3. **City Staff Review:** City staff will review the submitted application for completeness, and will utilize the attached matrix to determine compatibility with City of Traverse City values. Matrix scores will serve as the basis for negotiating any PILOT agreement with the City. ***During the staff review process, the City Manager shall make a determination with respect to whether a Municipal Services Agreement (for reimbursement to the city for emergency services) and/or Development Agreement should be included as part of the project.*** Within twenty-eight(28) days of receipt of the application, the City will either:
 - a. Forward the application to the City Commission with a recommendation for their consideration, or
 - b. send the application back to the requestor for additional information or clarification, or to improve their score

4. **City Commission Review:** For those applications forwarded to the City Commission, the City Clerk's office will forward the completed application packet along with the recommendation, and will schedule the request as an agenda item no earlier than twenty-eight (28) days after receipt of the completed application packet, so as to give the City Commission ample time for review of the application. The City Clerk's office will prepare a proposed resolution regarding the request for PILOT and will notify applicant of the regular meeting at which the application will be considered. For the application to be considered by the City Commission, the applicant or the applicant's appointed representative must be present at the meeting.

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5. **Approval:** If the project and PILOT application is approved by resolution of the City Commission, the City Clerk will submit it to the State of Michigan along with a certified copy of the resolution approving the PILOT. Additionally, the Clerk's Office will submit e-mailed, digital copies of the application packet and certified copies of the resolution approving the PILOT to:
- a. City Manager
 - b. City Attorney
 - c. City Assessor
 - d. City Treasurer
 - e. City Engineer
 - f. City Planner

V. APPLICATION REQUIREMENTS

Applicants must supply the following information and indicate if any items are not applicable to their project.

1. Applicant and Guarantors: Name, address, e-mail address and telephone number of the applying entity, and the legal entity that will own the project, if different from the applying entity. Name of applying entity's representatives, financial guarantors of the project, and name of principals of those entities, addresses, emails, and telephone numbers.
2. Background information about the applicant and guarantors, including development experience, if any, and all other relevant information the City may need to consider while reviewing the application. Describe the corporate or partnership structure. Include names and addresses of a minimum of three references who can confirm that the applicant has experience with mixed or multiple sources of funding, and development experience.
3. Describe the proposed Project. Include in this section the following:
 - a. Intended usage/target market

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- b. Economic impact
 - c. Environmental impact, including any measures taken to mitigate negative impact or improve the natural environment
 - d. Impact on City infrastructure, including transportation and utilities
 - e. Impact on City services, such as police, fire, emergency medical transport, code enforcement
 - f. Square footage of the building and land area to be renovated
 - g. Architectural renderings, including number and types of units
 - h. Any other information needed to fully explain the project
4. Describe the marketing plan for the project, identifying the intended market. List the types of lessees anticipated. If the project is speculative, how long is full occupancy expected to take and who will manage the project?
 5. Briefly describe the ownership and tax information for this Project. Include in this section the following:
 - a. State the location of the proposed project by street address and legal description
 - b. Name the property owner at the time of application submittal
 - c. If the Applicant does not presently own the property, attach a valid option to purchase the property
 - d. Describe any and all existing financing, options, and liens on the property
 - e. State the tax parcel number for all property involved with the Project and the current assessed value of the Property
 - f. Are any assessments presently under appeal? If so, describe the status of the appeal(s)
 - g. Will the Project result in the subdivision of any present tax parcel?
 6. Provide a detailed development pro forma outlining proposed hard, soft, and financing costs associated with proposed development. Pro forma must also identify all sources of financing and terms, including Applicant equity, construction and permanent financing and any government assistance. Proposals will contain detailed costs breakdowns.

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7. Provide a detailed operating pro forma that will include all anticipated Major Revenues and Expenses for the full term of the requested PILOT.
8. Are changes proposed to the public space around the Project (Example; sidewalks, lighting, and planting)? If yes, describe.
9. State proposed time schedule for the Project including anticipated dates for the following:
 - a. Closing of the loan or contributing financing availability
 - b. First expenditure of funds with regard to the project
 - c. Anticipated date construction will begin
 - d. Anticipated completion date
10. Financial Background:
 - a. Attach current audited financial statements of the applicant and guarantors. If audited financial statements are unavailable, please submit non-audited statements
 - b. State the relationship any applicant or grantor has had with any accounting firm over the last five years and reason for change, if any
 - c. Give three credit references for the applicant.
11. Development Team: Name any of the following that will be involved with the Project (with addresses, e-mail addresses and phone numbers):
 - a. Applicant Primary Point of Contact
 - b. Architects and engineers.
 - c. Construction Project Manager
 - d. General Contractor for project
 - e. Other professionals
12. Please describe any potential conflicts of interest the applicant or any guarantor may have with any City Personnel or City Commission members.

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13. Describe the following as to any applicant, guarantor, or other person involved with this project:
 - a. Any pending civil litigation involving this property or other business holdings
 - b. Any pending criminal proceeding involving this property or other business holdings
 - c. Any conviction, or other pending criminal matter, that is for any felony offense or any theft-related misdemeanor, involving this property or other business holdings
14. Include a copy of the completed MSHDA application for Low Income Housing Tax Credits within thirty (30) days of submittal to MSHDA.
15. Applicant or applicant's representatives must execute the following statement and provide it as part of the application.

SIGNED STATEMENT

The following statement must be included along with a dated signature of the applicant or applicant's representatives.

This application is made to induce the City of Traverse City to grant financial incentives to the applicant. Applicant declares that all statements contained herein are true and correct. All information materially significant to the City of Traverse City in its consideration of the application is included. Applicant authorizes the City of Traverse City to investigation of its credit in connection with this application. Applicant acknowledges that it has reviewed descriptions of the City of Traverse City PILOT program for which it is applying and agrees to comply with those policies. Applicant specifically will pay all reasonable costs, fees, and expenses incurred by City of Traverse City whether or not the incentive is granted or project completed.

16. FOIA PROTECTIONS OF CONFIDENTIAL MATERIAL

An applicant seeking Tax Exemption must file this application consistent with these PILOT policies and procedures approved by the

	CITY OF TRAVERSE CITY PROCEDURE TITLE: PAYMENT IN LIEU OF TAXES (PILOT)	PROCEDURE NO: CC-055
		SUBMITTED BY: PILOT Ad Hoc Committee.
		APPROVED BY:
Adopted Date: Effective Date: Supersedes No: Policy Reference No: CC-055 Page 8 of 8		HISTORY: Initial Adoption Date: Amended Date: Amended Date:

City Commission. The City Commission acknowledges that information received in connection with the application may be subject to the Freedom of Information Act.

17. PILOT TERM AND PERCENTAGE CALCULATION

The maximum term of any tax exemption shall not exceed Federal guidelines. The maximum service charge to be paid in lieu of taxes shall not exceed the taxes which would be paid but for the project's eligibility for exemption by virtue of MCL 124.1401, et.seq.

Affordable Housing / PILOT Scoring Matrix

Point Scoring: N/A, 1, 2 or 3. N/A = either not applicable or no information supplied. 1 = poor, or below expectations. 2 = average or meets minimum standards. 3 = exceeds standards.			
Building Type / Design		Possible Points	Points Scored
The City places a high value on land efficiency, a maximization of limited housing credits, and high quality construction.			
[1]	Maximize Land Utilization	3	
[2]	Green Infrastructure	3	
	Universal Accessibility (i.e., ADA, Aging in Place)	3	
[3]	Quality & Durability of Exterior Construction, Efficiency	3	
Location / Connectivity			
The City places a high value on intergating affordable housing throughout the community and locating housing near services and			
	Access to Transportation Choices (Transit/Trail Orientated)	3	
	Walk Accessible Services (Grocery, Schools, Employment)	3	
	Serves Corridor Redevelopment	3	
[4]	Quality of Site Improvements, Place Making	3	
Context / Need			
The City places a high value on PILOT requests that are part of a mixed income and demographic development			
	Unit Diversity (i.e., studio, 1, 2 bedroom)	3	
	Mixed Income (low-income, market rate)	3	
	Fulfilling Needs of Housing Market	3	
	Demographic Groups Served	3	
Total Points: Possible / Received		36	

Interpretation	Total Score	Total Points
Poor	< 23	
Acceptable	24 - 28	
Excellent	29 - 36	

Notes

- [1] To encourage efficiencies in land use and cost of services, the City awards maximum points to projects that use space most efficiently within applicable zoning ordinances.
- [2] Green infrastructure is utilized to reduce impacts on stormwater infrastructure. Green infrastructure may include, but not be limited to: green roof technology, rain gardens, permeable pavements, maintaining existing or increasing tree canopy.
- [3] Quality Definitions: Exterior construction shall be of durable materials. ie wood, , composite, brick, concrete or steel siding. Energy efficiencies that meet Energy Star standards.
- [4] Place making promotes people's health, happiness, and well being. Points are awarded based on the quality of improvements made to the common space surrounding the proposed development. Those improvements may include, but not be limited to: improved sidewalk access, covered bike parking, increased tree sizes.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [signature]*

SUBJECT: 2017 TWO MILLION GALLON WATER RESERVOIR PROJECT --
DESIGN ENGINEERING SERVICES

Attached is a memo from Director of Public Services Dave Green recommending a contract for design engineering services associated for an additional water reservoir at the Barlow Water Reservoir site in Garfield Township. We have previously discussed with the City Commission the need to have a second reservoir prior to removing the existing Barlow Reservoir from service in order to make the necessary repairs.

As indicated by Mr. Green, we have the necessary funding in place to conduct this work as well as the actual construction of a second reservoir and repair of the existing one.

Finally, as articulated in Mr. Green's memo, we have engaged the recommended firm, Prein & Newhof, for the water system reliability study which identified the need for this work and they have been engaged in our other water system improvement initiatives. Therefore, I believe it is in the City's interest to waive the competitive bidding process for this professional service.

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

that the City Commission waives the competitive bidding process and that the Mayor and City Clerk execute an agreement with Prein & Newhof in the amount of \$98,200 for professional design services for the 2017 Two Million Gallon Water Reservoir Project (at the Barlow Reservoir Site), with funds available in the Water Fund.

MC/bcm k:\ccclerk\city commission\agreements\barlow reservoir design engineering

copy: Dave Green, Director of Public Services

Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Department of Public Services



TO: Marty Colburn, City Manager

FROM: Dave Green, DPS Director 

DATE: October 31, 2016

SUBJECT: Design Engineering Services for an Additional Reservoir at the Barlow Reservoir Site

Attached is a proposal from Prein & Newhof for the design engineering services required to bid out the construction of a new two million gallon potable water reservoir just east of our existing four million gallon Barlow Reservoir on LaFranier Road just south of the City Limits. As you know, we have studied and modeled our distribution system searching for a safe, reliable method to remove the Barlow Reservoir from service in order to make the required structural repairs needed on the roof and also paint both the inside and outside surfaces of the tank. The result of this in depth analysis confirmed for us why preventative maintenance on the tank had been pushed out year after year. It was determined that the Barlow Reservoir was too critical to the overall system operation and could not safely be removed from service without jeopardizing the integrity and performance of our distribution system. The solution deemed most beneficial to allow the rehab of the existing Barlow Reservoir, was to build the new two million gallon tank. (See attached report from Prein & Newhof dated August 1, 2016).

Remember that the rehabilitation of the Barlow Reservoir was in the 2014 Water Reliability Study as the next CIP Project to complete. Also, the Michigan Department of Environmental Quality (MDEQ) most recent Sanitary Survey letter dated March 4, 2016 (copy attached) recommended that we rehab or replace the Barlow Reservoir soon. Also, in your May 14, 2016 response letter (copy attached) to the MDEQ, we set a November of 2017 date to have a new reservoir on line in order to be able to rehab the Barlow Reservoir in 2018.

The Prein & Newhof proposal is set up to give us flexibility in what type of tank we eventually construct steel or pre-stressed concrete. This approach will create competition between steel tank erector contractors and pre-stressed concrete tank installers giving us a better chance at a lower bid price. Also, it gives us an option if steel prices skyrocket on the world market, thereby greatly impacting the cost of a steel tank in the future. I feel it is in the City's best interest to pay the additional money now in order to have options later when we bid the tank out for construction next spring. As I mentioned, it is hoped to have the new tank on line by the fall of 2017 with the Barlow Tank rehab to follow in the spring of 2018.

Memorandum

The City of Traverse City
Department of Public Services



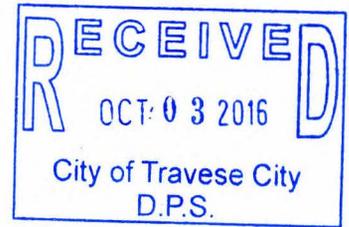
October 31, 2016
P&N Agreement
Page 2

It is estimated that we would need \$2,000,000.00 to get the new tank designed and constructed and then if you recall an additional \$1,000,000.00 to complete the rehabilitation of the old tank. We have the \$1,000,000.00 listed in the six year CIP under Project # 113 and we will include the new tank as a new project in the upcoming call for projects in the CIP process. I have discussed the funding scenario with Mr. Twietmeyer, City Treasurer, and he feels there is adequate funding available for both of these key, required water system improvement projects. I also feel it is in our best interest to continue to use Prein & Newhof as our "go to" consulting firm as they have been involved since the beginning of this project and has completed the required modeling and pre design data collection.

Please request City Commission approval to waive the competitive bid process and to enter into an agreement for professional design services in the amount of \$98,200.00 with Prein & Newhof for the 2017 Two Million Gallon Water Reservoir Project with funds available in the Water Fund.

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory



September 26, 2016

Mr. Dave Green
Department of Public Services
Government Center
625 Woodmere Avenue
Traverse City, MI 49686

RE: Water System Improvements
Reservoir Addition at the Barlow Reservoir Site
Design Engineering Services

Dear Mr. Green:

Thank you for the opportunity to prepare a design engineering services proposal for reservoir addition at the Barlow Reservoir site. An overview of the project is presented below, followed by a proposed scope of work and schedule.

OVERVIEW

The project consists of improvements to the Barlow Reservoir site and City of Traverse City Water Treatment Plant. Improvements at the Barlow site will include a new 2 Million Gallon Reservoir, associated yard piping, and site work adjacent to the existing 4 Million Gallon Reservoir. In addition, Supervisory and Control Data Acquisition (SCADA) system programming updates at the reservoir site and at the Water Treatment Plant will be completed to allow monitoring and control of the new facilities

Work consists of constructing and placing in operation a new reservoir by the Contractor such that the existing Barlow reservoir and onsite water main system is maintained during construction to meet drinking water requirements. We understand that the City plans to remove the existing Barlow Reservoir from service for structural repairs and painting as soon as the new reservoir is available for service.

This proposal is based on steel reservoir design services with the additional option of prestressed concrete reservoir design services as directed by Mr. Art Krueger.

SCOPE OF WORK

Preliminary engineering for this project will document site conditions to allow design engineering to begin. The following elements are anticipated:

- Conduct a boundary survey and topographic survey of the Barlow Reservoir site
- Review existing Township water main and pump station documentation secured by Owner representatives for the LaFranier Pump Station just southwest of the tank site
- Teleconference with Owner representatives to review site topography, water main, and utilities to allow selection of the proposed reservoir location
- Conduct three soil borings at the reservoir site for reservoir design (one to 40' deep and two others to 20' deep)
- Conduct one additional soil boring for water main piping

Design Engineering is proposed to include the following activities for a steel reservoir:

- Prepare preliminary layout for the proposed construction including reservoir, valve chambers, yard piping and tank overflow
- Conduct conference call with Owner to review the preliminary layout
- Meet with Owner and Township representatives onsite to review water main routing and coordination
- Prepare preliminary layout for integration of the new construction with the existing site facilities to develop a plan for operation of the new facilities
- Develop a basis of design for the project and prepare a 50% complete review set for the Owner.
- Conduct conference call with the Owner to review the 50% complete review set
- Contact Mr. Brian Thurston at the Michigan Department of Environmental Quality (MDEQ) to review basis of design and address any questions
- Prepare 90% complete plans and specifications for review with Owner
- Conduct conference call with the Owner to review the 90% complete review set
- Assist City in preparation for City presentation to Planning Commission for tank siting, if required
- Complete technical portion of the contract documents for City use when publishing the contract
- Prepare MDEQ Water System Construction Permit Application to be accompanied by basis of design
- Prepare opinion of construction cost for project
- Bidding services to address questions from potential bidders. This will include attending a pre-bid meeting if the City wishes.
- Bid proposal review services

We propose to team with Century A&E to complete SCADA system and electrical engineering activities. This is the team who prepared the technical portion of the Contract Documents for Water Treatment Plant monitoring and control improvements project.

We propose to perform the preliminary and steel reservoir design engineering scope of work detailed above on a time and materials basis plus expenses for a not-to-exceed (NTE) total of

Mr. Green
September 26, 2016
Page 3

\$83,700. We understand that you wish to have the work be performed as an amendment to the current Consultant Agreement. Our current fee schedule is enclosed.

Plans and specifications for an alternate prestressed concrete reservoir to bid as an alternate can be completed concurrently with the steel reservoir design on a time and materials basis plus expenses for an additional not-to-exceed fee of \$14,500. The resulting total engineering fee is \$98,200.

Preparation of plans and specifications for securing bids on only a prestressed concrete reservoir in lieu of only a steel reservoir could be completed. This could be completed for \$7,500 less than the preliminary and steel reservoir design engineering services fee listed above.

If additional project activities are identified by City, the project scope can be expanded. Should additional services be requested by you or water plant representatives, we would contact you and obtain your authorization prior to performing such services.

SCHEDULE

We understand the City goal is to complete the new reservoir construction so that maintenance activity on the existing steel Barlow Reservoir can begin as soon as possible. We are prepared to begin preliminary work within two weeks of your authorization to proceed. We will endeavor complete the plans and technical specifications for the City within five months.

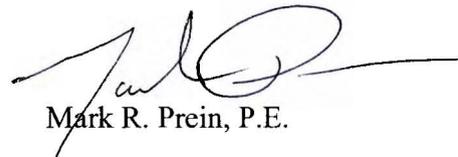
Thank you for allowing us the opportunity to present this proposal to you. Feel free to contact us with any additional thoughts or questions.

Sincerely,

Prein&Newhof



Catherine A. Prein, P.E.



Mark R. Prein, P.E.

Enclosures – Current Fee Schedule

Current Fee Schedule

Prein&Newhof bills for each hour spent on a project at the hourly rate of the employees assigned. Mileage is charged at \$0.60 per mile. Direct expenses and sub-consultant costs are billed at invoice plus a 10% handling charge.

Identified below are the hourly rates for various employee classifications:

Employee Classification	Hourly Billing Rate*
Principal, Senior Consultant, Senior Airport Consultant	\$154 - 180
Senior Project Manager	\$128 - 144
Project Manager, Senior CADD Technician, Senior GIS Specialist, Lab Manager	\$116
Senior Engineer, Senior Technician, Geologist	\$101
Engineer, CADD Technician, Technician, Surveyor, Senior Construction Observer, Airport Planner	\$87
CADD Specialist, GIS Technician, Construction Observer, Lab Technician, Office Technician, Engineering Services Specialist	\$74
Senior Engineer Technician, Senior Survey Technician	\$64
Engineer Technician, Survey Technician, Office Intern	\$54

*Hourly rates are typically adjusted yearly.

NOTE: Includes overhead, fringe benefits and profit; effective January, 2016.

August 1, 2016

Mr. Dave Green
Department of Public Services
Government Center
625 Woodmere Avenue
Traverse City, MI 49686

RE: Water System Analysis
Analysis of System Operation with Storage Alternatives

Dear Mr. Green:

This letter provides a summary of additional detailed analysis of the water system hydraulics. Specifically, the study focuses on the recommendation for the design of additional storage both in the short-term and long-term.

Background

The City water treatment plant (WTP) supplies water to the City as well as three neighboring townships. The area served by the WTP and the water pressure districts are shown in Figure 1. Water from the high service pumps (HSPs) at the WTP enters the low pressure district shown in yellow (750) in Figure 1. Both City storage tanks, the Barlow Tank and Wayne Hill Tank, are within the yellow (750) pressure district.

Exhibit A (from the 2013 study) provides a visual profile of the system hydraulics, including ground elevations, tanks and hydraulic gradients throughout the water system service area.

In 2013, the City completed a big-picture analysis of the system to develop some guidelines for the long-term benefit of both City and Township customers. Recommendations in the 2013 study identified eventually setting the Barlow and Wayne Hill tanks at the same elevation for improved system hydraulics. Currently the Barlow Tank overflow elevation is approximately ten (10) feet higher than the Wayne Hill overflow elevation. The 2013 study also identified and recommended combining two mid-pressure districts south of the City by constructing another transmission main under the Boardman River. These two pressure districts are the two large green (875) areas shown in Figure 1 south of the City. It is noteworthy that a portion of the water pumped into the green (875) higher pressure district from the yellow (750) pressure district returns into the City yellow (750) system via the Cass Road Master Meter and pressure relief valves.

The 2014 Water System Reliability Study identified a need for improved transmission for the system, specifically from east to west through the water system. Pressures at the WTP have increased to higher than recommended levels as the limited transmission network is forced to handle higher flow rates to meet increasing water demand. This study also recommended maintenance work on the 4 million gallon Barlow Tank in the very short-term.

The City plans to complete maintenance work on the Barlow Tank as soon as possible. This tank provides the majority of storage for the system and is critical to both normal and emergency

operation. Based on a follow-up evaluation in 2015, an additional storage tank is proposed near the Barlow Tank to support the system while the existing Barlow tank is out of service for maintenance work. It is anticipated that maintenance work will extend from spring through the summer with higher demands. Construction of an additional storage tank near the existing Barlow Tank was recommended for the best reliability.

With the Barlow Tank maintenance scheduled to begin soon, this hydraulic analysis will determine the size, elevation and configuration for the recommended storage tank. The City has been proactive in its goal of providing a water supply of high quantity and quality. This study will identify new tank size and configuration, and confirm both near and long-term recommended capital improvements from previous studies. This includes sizing the new tank adjacent to the Barlow Tank and reviewing the tank and system operation over time.

Phase 1 - Analyze the System with the New Reservoir

Several locations were considered for the new reservoir in the southern portions of the City system. The City property with the 4 million gallon Barlow Tank and its supporting piping, control valve chamber, and overflow basin can accommodate the addition of a storage tank. Construction of a new storage tank adjacent to the existing tank is recommended as it is the most efficient and effective for water system hydraulics and flexible operation. In addition, a second tank at the existing site does not require property purchase.

The model was used to determine the minimum tank capacity required to service the water system under simulated high-demand conditions. The model is based on 24 hour per day WTP operational staffing for best response times in the event of an emergency such as fires or major watermain breaks. The model of the City system has been well-calibrated as part of recent studies and evaluations. Additional calibration of tank operation under high system demands was completed prior to determining the recommended tank overflow level matches that of the existing adjacent Barlow Tank.

Both City water tanks provide storage to maintain supply and pressure to their service area. The current overflow elevation of the Barlow Tank is approximately ten (10) feet higher than that of the Wayne Hill overflow elevation. The merit of constructing the new storage tank with a higher overflow elevation than the Barlow Tank was evaluated as requested by the City. This would not be feasible with the current distribution system without significant modifications. In addition, the current HSPs at the WTP would send less water to the distribution system at higher operating pressures and operate less efficiently. Therefore, we recommend that the overflow of the new Barlow Tank match that of the existing,

Model simulations indicate that the tank should be greater than 1.3 million gallons to provide the suggested system reliability while maintenance work is completed. For some additional volume buffer and a more cost-effective design, a 2 million gallon tank is recommended. A larger tank of 3 or 4 million gallons would provide more quantity but at a detriment to water quality. Water quality has become a more significant issue in communities as larger mains and tanks have been installed for improved fire protection. Even for the 2 million gallon tank we specifically recommend a dedicated suction line to LaFranier Booster Station and a water main under the

Boardman River connecting the Garfield higher pressure districts for improved water quality and quantity.

Figure 2 shows the proposed Barlow site concept with a new 2 million gallon tank. This layout provides:

- Control valves at each tank to allow the WTP personnel to select how the tanks are to be operated
- Flexibility to operate either tank individually or together
- Storage capacity expansion using existing site improvements such as the overflow pond to serve both tanks
- Most effective maintenance of water quality
- Significant storage volume to supply an expanded service area in Garfield Township to the south
- A dedicated supply water main to the LaFranier Booster Station from the storage tanks to reduce the supply pressure variation

Simulations with a new 2 million gallon tank and the existing tank out-of-service indicate that the system operation is very consistent with current operation with the 4 million gallon Barlow Tank. The WTP high service pumps will need to be operated slightly sooner in high water demand conditions due to the smaller storage volume.

Further simulations were performed to analyze the system operation once the Barlow Tank returns to service and both tanks are in operation. Once again, the system operation remains similar to current operation. WTP high service pumps may be turned on slightly later than at present due to the additional storage volume.

Water age increases insignificantly with the additional volume, while the volume provides additional system reliability.

Phase II – Analyze the System for the Long-term with Both Reservoirs

Further analysis was performed for future conditions. These conditions included the following:

- Improved transmission as recommended in the 2014 Water System Reliability Study. These improvements are generally described as construction of water mains within the City to improve flow from east to west which would be in the yellow (750) area shown in Figure 1.
- Connection of the mid-level pressure districts to the south in Garfield Township with a transmission main under the river which also adds reliability/redundancy for Garfield Township. This would connect the green (875) areas south of the City across the Boardman River and allow the LeFranier Estates and Cass Road Pump Stations to be available to meet water demand in the Township service area.
- Construct a new tank in the western portion of the system at an elevation matching the existing and proposed Barlow tank elevation. This additional storage on the west side of the system will increase system pressures in most locations, and provide more consistent system hydraulics.

Mr. Dave Green
August 1, 2016
Page 4

Simulations indicate that minimal change would be required for WTP high service pump operation. The pumps would operate more efficiently to meet water demand with the improved transmission system.

Garfield Township would have more flexibility in the operation of their two booster station to the mid-level pressure district.

With the new tank on the west side of the City, the Wayne Hill Tank can be used for local storage. At present, a large volume of water passes back and forth between the City and Garfield Township through the two-way Cass Road Master Meter. With this new west side tank, the large volumes no longer would return to the City from the Township since the two City elevated storage tanks would be at the same elevation.

Recommendations

We have performed the analysis of the storage and system operation, and we offer the following comments and recommendations.

1. Construct a 2 million gallon tank adjacent to the existing Barlow Tank. The 2 million gallon tank minimizes the impacts of an unexpected event. We recommend 24 hour plant operation when 4 million gallon Barlow Tank is out of service for maintenance.
2. Maintain current operational activities and settings. The use of both the new Barlow Tank and the existing Barlow Tank after rehabilitation will not require significant adjustment.
3. Construct transmission mains from east to west to improve system hydraulics across the City in the yellow (750) area shown in Figure 1.
4. Encourage Garfield Township to provide a transmission main under the Boardman River to connect their mid-level pressure districts south of the City. These districts are identified in Figure 1 as the green (875) areas south of the City.
5. In the longer term, construct a new tank on the west side of the City at an elevation matching Barlow Tank to improve system hydraulics and replace the Wayne Hill Tank.

Feel free to contact us with any additional thoughts or questions.

Sincerely,

Prein&Newhof



Thomas A. Smith, P.E.



Catherine A. Prein, P.E.

Enclosures:

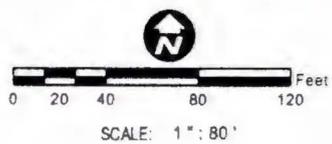
Figure 1 Water Pressure Districts

Figure 2 Barlow Site Concept

Exhibit A -- Figure 6 -- Hydraulic Gradient from the Traverse City 2014 Water System
Reliability Study



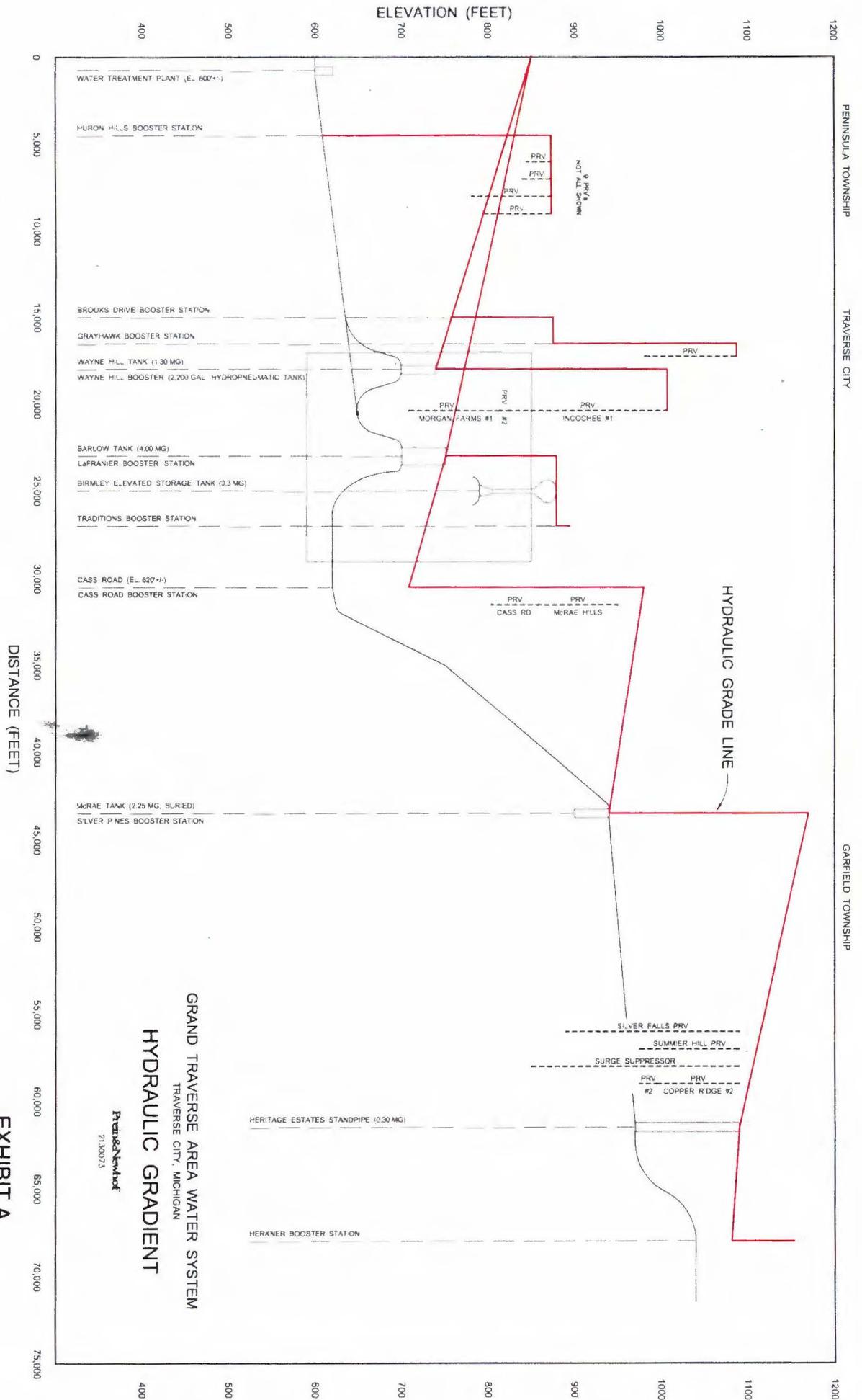
NOTE: EXISTING WATERMAIN TO BOOSTER STATION NOT SHOWN FOR CLARITY.



LEGEND

-  VALVE, NORMALLY OPEN
-  EXISTING CONTROL VALVE CHAMBER
-  PROPOSED CONTROL VALVE CHAMBER
-  EXISTING WATERMAIN
-  PROPOSED WATERMAIN
-  PARCEL BOUNDARY

TRAVERSE CITY
 GRAND TRAVERSE COUNTY, MI
BARLOW SITE CONCEPT
 FIGURE 2
 Prein & Newhof
 2150276





RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
CADILLAC DISTRICT OFFICE



KEITH CREAGH
DIRECTOR

March 4, 2016

Mr. Marty Colburn, City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, Michigan 49686

WSSN: 06640
County: Grand Traverse

Dear Mr. Colburn:

SUBJECT: City of Traverse City; Water System Sanitary Survey

This letter will confirm Mr. Jon Bloemker's and my visit with you, Mr. Dave Green, Mr. Art Krueger, and Mr. Justin Roy on February 23, 2016, and a follow-up visit with Mr. Art Krueger on March 2, 2016. This letter also summarizes the subsequent review and discussion of the water supply facilities serving City of Traverse City (City). The purpose of these meetings were to evaluate the water system with respect to the requirements of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399).

The City has completed numerous projects and water system improvements since the Department of Environmental Quality's (DEQ's) previous Sanitary Survey:

- Upgraded the City's Sodium Hypochlorite treatment system.
- Upgraded the City's Fluoride storage and treatment system.
- Upgraded the City's Coagulant treatment system.
- Upgraded the City's Water Treatment Plant controls with a SCADA system.
- Replaced all raw water and finished water meters at the treatment plant.
- Total redesign and restoration of Filters 4 and 5.
- Upgraded all filter rate controllers at water treatment plant.
- Replaced backwash metering.
- Upgraded several control valves throughout water treatment plant.
- Replaced outdated laboratory equipment.
- Developed detailed Standard Operating Procedures.
- Many distribution system upgrades and water main replacement projects.
- Purchased valve exercising equipment and established an excellent preventative maintenance program.
- Revitalized the City's Geographic Information System (GIS) program.
- Purchased modeling software to actively evaluate the City's infrastructure.
- Calibrated the City's hydraulic model of the water supply system.
- Completed a comprehensive Reliability Study and General Plan update.
- Cleaned and rehabbed the Alum storage lagoons.
- Continued to collect all required bacteriological and chemical monitoring.
- Continued to submit the required annual reports.

The DEQ appreciates the City's continued efforts to actively address water system recommendations and deficiencies and improve the reliability and safety of the City's water supply system.

The following table summarizes the DEQ's findings from the survey of the water system:

Survey Element	Findings
Source	No deficiencies/recommendations
Treatment	Recommendations made
Distribution System	Recommendations made
Finished Water Storage	Recommendations made
Pumps	No deficiencies/recommendations
Monitoring & Reporting	No deficiencies/recommendations
Management & Operations	No deficiencies/recommendations
Operator Compliance	No deficiencies/recommendations
Security	No deficiencies/recommendations
Financial	No deficiencies/recommendations

It is hoped that the following recommendations will prove useful in enhancing the operation and maintenance of the City's water supply:

1. Continue to monitor and evaluate the City's Alum dosage. Collect water quality parameters at seven distribution sites and water plant tap to develop a baseline of the City's current chemistry throughout its entire distribution system. Develop an implementation plan to switch the City's primary coagulant to Ferric Sulfate.
2. Continue to actively address the City's partial lead service lines (lead goosenecks) and systematically replace aged, deteriorated, and unlined cast iron water mains.
3. The City needs to address the roof issues on the existing 4.0 Million Gallon Barlow reservoir. The reservoir needs to be rehabilitated or replaced soon.

Please provide a schedule to the DEQ by May 31, 2016, that addresses the above recommendations.

The DEQ appreciates the past efforts made by the City to provide a safe, reliable, and abundant water supply for the City's and Townships' residents. If you should have any questions or concerns with this letter, or your water supply in general, please contact me at the number listed below.

Sincerely,



Brian E. Thurston, P.E., District Engineer
Office of Drinking Water and Municipal Assistance
231-590-3430

cc: Mr. Dave Green, City
Mr. Art Krueger, City
Mr. Justin Roy, City



May 14, 2016

Mr. Brian E. Thurston, P. E.
Office of Drinking Water and Municipal Assistance
Department of Environmental Quality
120 West Chapin Street
Cadillac, MI 49601-2158

Subject: WSSN: 06640, Sanitary Survey Recommendation Implementation Schedule

Dear Brian,

As you outlined in your March 4, 2016 letter to the City we have been very busy since the previous MDEQ Sanitary Survey getting our Water Treatment Plant, Distribution/Storage Facilities and overall understanding and control of the reliability and operating procedures of the entire system upgraded and improved. We have made large strides in this improvement process but must continue to move forward with additional needed projects and modifications. In your letter you have requested that we provide you a schedule that would address the status of three recommendations listed in the letter that would enhance and add to our previous work. The following is our implementation schedule for them:

1. **Plan to switch the City's primary coagulant from Alum to Ferric Sulfate.** As you know, our approved Action Plan Schedule had us making the actual transition from aluminum sulfate to ferric sulfate by May 15 of this year. However, based on recent events in other communities and your recent request that we begin monthly monitoring for current chloride and sulfate levels in our water to establish a good baseline for the chloride-to-sulfate mass ratio (CSMR) prior to making the actual change, we respectfully requested and were granted an extension of one year. We will then have an entire year's worth of monthly values to compare not only to our current annual data points but also to the new monthly values we will continue to collect after the coagulant change in order to verify that our CSMR does not increase. It is our plan to upgrade our tanks this upcoming winter and switch over in May of 2017.
2. **Continue to actively address The City's partial lead service lines.** Based on the MDEQ's recommendation the City sent out a letter (copy attached) to all known addresses that we believed still had lead gooseneck connections explaining the circumstances and that we wanted to schedule the testing of their water. We also attached the informational handouts you provided us for their use in understanding the issues. We have also budgeted \$60,000.00 for the next four years in our Capital Improvement Plan in order to replace services prioritized as test results come back with all known services replaced within the four year time frame.



May 14, 2016
MDEQ Sanitary Survey Recommendation Implementation Schedule
Page 2

As of today, we have roughly 6500 services, approximately 120 of which we suspect having lead goosenecks. Of the 120 or so letters we sent out we have received 60 contacts requesting that we schedule a time to test their water. Of the 60 tests we have submitted to SOS Analytical to do the third party testing we have received 32 test results back. Four of the tests came in above the limit of 15 parts per billion for lead and zero have come back above the limit for copper. We are scheduled to contact these four residents starting tomorrow to offer filters for their drinking water. We have developed a plan to begin replacing the services prioritizing those addresses testing any trace of lead first using the attached letter/forms as the documentation standard we will use until we have eliminated all of the lead goose neck connections that we are aware of.

3. **Address Rehabilitation/Replacement of the Barlow Reservoir.** We have asked our consultant Prein & Newhof to submit us a proposal for the design and construction of a 2 million gallon storage tank to be constructed right next to the Barlow Tank. Once the new tank is constructed we would then be able to take the Barlow Tank out of service in order to be able to rehabilitate the roof and recoat both the interior and exterior surface. Our hope is to finish construction of the new tank by November of 2017. Once the new tank is on line we will schedule the Barlow Rehabilitation to start in the spring of 2018 with a late fall of 2018 completion date.

Please review this new information and our proposed scheduling that we feel gives us the best potential to resolve these three issues and continue to improve our system. Don't hesitate to call if more information is needed or if you have additional questions.

Sincerely,

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

Martin Colburn
City Manager

cc: Dave Green, DPS Director
 Art Kruger, Water Plant Superintendent
 Justin Roy, Water/Sewer Maintenance Superintendent



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [signature]*

SUBJECT: ELECTION COMMISSION – EXPIRING TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding one expiring term on the Election Commission, seat currently held by Kris Elliott. As mentioned by Ms. Zeits, Ms. Elliott is seeking reappointment. This is a City Commission appointment.

The following are sample motions:

1 – to reappoint the incumbent

that Kris Elliott be reappointed to one three-year term expiring December 9, 2019, seat previously held by Kris Elliott, on the Election Commission.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding one three-year term expiring December 9, 2019, on the Election Commission, seat previously held by Kris Elliott; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kez

K:\tcclerk\city commission\appointments\Election_20161107.doc

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *KZ*
DATE: November 3, 2016
SUBJECT: Election Commission - Expiring Term

There is one term on the Election Commission expiring on December 12th, seat currently held by Kris Elliott who is seeking reappointment.

Ms. Elliott attended all meetings scheduled and held in 2014 and 2015.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in the Traverse City Young Professionals blog. Our office has also contacted all eligible individuals on file for this board. As a result, there are no applications on file.

As always, please let me know if you have any questions.

Thank you!

Election Commission

	<u>Initial Apt. Date</u>	<u>Termination</u>
Benjamin Marentette - City Clerk Chair/Secretary 922-4480	09/19/11	Continuous
Kris Elliott 619 Monroe St, TC, 49684 360-0183 (Res) 421-8505 (Bus) kris-elliott@sbcglobal.net	12/16/13	12/12/16 12/09/19

Seeking Reappointment

Chris Campbell 116 N. Monroe St, TC, 49684 935-1873 (Res) 941-5109 (Bus) ccampbell@lsnm.org	07/06/99	12/10/18
Heather Halt 226 E. 11th St., TC, 49684 231-590-7407 (Res) haltfamilytc@gmail.com	04/04/16	12/11/17

Established December 17, 1998

Resolution No. 469; Chapter 280 Codified Ordinances of the City of Traverse City.

ELECTION COMMISSION: is a neutral body and has no policy decision making authority. City Charter, ordinances and state law mandate election procedures. The Election Commission consists of three registered voters and the City Clerk who serves as Chair and Secretary and calls all meetings. The Election Commission meets approximately twice a year. Examples of duties: to appoint election inspectors and to approve printing of City election ballots. All appointments are for three years with the first appointments being staggered.

All appointments expire the second Monday in December.

The City Commission shall appoint the three registered voter members of the Election Commission. In order to be eligible for appointment, these persons shall not be in default to the city, meaning that they do not owe any delinquent bill or back taxes to the City. No member shall be appointed or continue to sit on the Elections Commission if they or any member of their immediate family are a candidate to be voted on at the upcoming election. Upon discovering such candidacy, an Elections Commissioner shall immediately notify the City Clerk.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by [signature]*

SUBJECT: BROWN BRIDGE ADVISORY COMMITTEE – UNEXPIRED TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding a resignation by Michael Kreft from the Brown Bridge Advisory Committee. This is a City Commission appointment and there are five applicants on file.

The following are sample motions:

1 – to establish an ad hoc interview committee

that the resignation of Michael Kreft dated September 15, 2016 from the Brown Bridge Advisory Committee, be accepted and that an ad hoc interview committee be established to make recommendation regarding one unexpired three-year term expiring October 1, 2018, on the Brown Bridge Advisory Committee, seat previously held by Michael Kreft; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

2 – to appoint an applicant

that the resignation of Michael Kreft dated September 15, 2016 from the Brown Bridge Advisory Committee, be accepted and that _____ be appointed to one unexpired three-year term expiring October 1, 2018, seat previously held by Michael Kreft, on the Brown Bridge Advisory Committee.

MC/kez

K:\tcclerk\city commission\appointments\BBAC_20161104.doc

copy: Dave Green, Director of Public Services
Steve Largent, Grand Traverse Conservation District

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *KZ*
DATE: November 3, 2016
SUBJECT: Brown Bridge Advisory Committee – Unexpired Term

There is one unexpired term on the Brown Bridge Advisory Committee expiring October 1, 2018. This seat was previously held by Michael Kreft who has elected to resign.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in the Traverse City Young Professionals blog. Our office has also contacted all eligible individuals on file for all City boards. As a result, we have five applications on file from Caroline Gersch, Brandee Southwell, Rusty Jones, Rebecca Millican, and Tyler Bevier. Note that some applications may not list the Brown Bridge Advisory Committee, but contact was made to ensure they are interested in serving.

As always, please let me know if you have any questions.

Thank you!



Katelyn Zeits <kzeits@traversecitymi.gov>

Resignation from the Brown Bridge Advisory Committee

kreftengr@charter.net <kreftengr@charter.net>

Thu, Sep 15, 2016 at 9:48 AM

To: "kzeits@traversecitymi.gov" <kzeits@traversecitymi.gov>, "slargent@gtcd.org" <slargent@gtcd.org>,

"deniscrudato@yahoo.com" <deniscrudato@yahoo.com>

Dear Katelyn,

Please accept my apologies for not getting this to you sooner.

I am indeed resigning from my position on the Brown Bridge Advisory Committee.

It has been a pleasure to have served on the BBAC and I would prefer to continue. However, I presently do not see myself as being dependably available for meetings and therefore feel that my resignation would be best for the BBAC.

Thanks,

Mike Kreft

BRANDT, PEZZETTI, VERMETTEN & POPOVITS, P.C.
ATTORNEYS AT LAW

CAROLINE N. GERSCH
E-mail: cgersch@bfarlaw.com

600 E. FRONT STREET, STE. 102
TRAVERSE CITY, MI 49686
(231) 929-3450
Facsimile (231) 941-9568

December 1, 2015

City Clerk
400 Boardman Avenue
Traverse City, MI 49684

Re: Brown Bridge Advisory Committee Application

Dear Sir or Madam:

I first learned about the Brown Bridge Quiet Area as a participant in Leadership Grand Traverse (Spring 2015). Steve Largent's presentation on the Brown Bridge Dam removal project was, without a doubt, the highlight of my experience in the program. I am applying to serve as a member of the Brown Bridge Advisory Committee because I want to contribute to the community that I recently began calling home. December 1st marks the one year anniversary of our move from metro Detroit to Traverse City. My husband and I both shared a strong desire to live in northern Michigan, so when I was offered a position at a law firm in town, we didn't hesitate. Not a day goes by that I do not actively reflect on my gratitude for the opportunity to live here. Like most transplants (and natives), one of the most significant motivating factors for choosing to live in Traverse City is the abundance of natural beauty and outdoor activity. I am passionate about environmental preservation and feel particularly drawn to, and intrigued by, the Brown Bridge Quiet Area.

Beyond possessing a passion for The Great Outdoors, I pride myself on being a hardworking, energetic and thoughtful team player. My background in psychology and mediation have provided me with enhanced communication and dispute resolution skills. As an attorney, I am well equipped when it comes to researching an issue, particularly in the areas of environmental and zoning law. I eagerly welcome the chance to use my skills, knowledge and energy to serve the city in this meaningful way.

Sincerely,



Caroline N. Gersch

CNG/

Caroline N. Gersch, M.A., J.D.

616 E. Eighth Street, #2, Traverse City, MI 49686 ♦ (248) 705-9993 ♦ cngersch@gmail.com

**MEMBER IN GOOD STANDING, STATE BAR OF MICHIGAN
CERTIFIED IN MCR 2.411 CIVIL COURT MEDIATION**

PROFESSIONAL EXPERIENCE

Brandt, Pezzetti, Vermetten & Popovits, P.C. Traverse City, MI
Associate Attorney December 2014 – Present

- General practice specializing in elder law, probate, estate planning and commercial litigation

Levine Benjamin Law Firm Southfield, MI
Associate Attorney July 2013 – December 2014

- Represented claimants in disability adjudication across the nation
- Interviewed prospective clients, analyzed medical records and prepared legal briefs for judicial review
- Attended regional conferences as firm representative

Trott & Trott, P.C. Farmington Hills, MI
Legal Marketing & Communications Officer September 2012 – July 2013

- Using the strategic planning timeline model, performed market research to develop new products and services with accompanying marketing collateral
- Developed and implemented attorney satisfaction tool for largest default servicing law firm in Michigan
- Conducted attorney focus groups for the purpose of modifying existing policies and procedures
- With the compliance team, gathered and prepared documents in order to demonstrate the firm's observance of stringent regulatory requirements
- Researched and interpreted mortgage banking regulations and legislation

Challenge Detroit Detroit, MI
Fellow September 2012 – July 2013

- Fellows participated in team challenges as multidisciplinary consultants for Detroit based non-profit organizations. Challenge themes included: environmental quality, food access, housing, transportation, education and immigration. Responsibilities included traditional academic research, surveys, project management, creative design and presentation of proposed solutions.

Free Legal Aid Clinic, Inc. Detroit, MI
Chairperson May 2010 – April 2012

- Oversaw every aspect of a fully functioning student managed law firm with a staff of over 20 and a client base of over 200
- Prepared documentation and maintained business records in compliance with 501(c)(3) standards
- Negotiated move of clinic into superior office space on Wayne State campus
- Developed and managed annual work-study and office expense budgets
- Acted as spokesperson for the Free Legal Aid Clinic in the wider community
- Liaised with partner organizations on administrative and legal functions
- Designed and coordinated family and elder law trainings, prepared manuals
- Organized and executed fundraisers, silent auctions and other philanthropic endeavors

Various Student Attorney Positions Metro Detroit, MI

Michigan Unemployment Insurance Project (MIUI) January 2011 – April 2011

- Represented and advocated for Michigan unemployment benefit claimants

Kresch Oliver PLLC October 2010 – January 2011

- Reviewed facts and law related to action against MDOC for inadequate medical care of prisoners

Great Lakes Environmental Law Center September 2010 – April 2011

- Researched permit decisions related to local coal plants, the July 2010 Enbridge oil discharge and 2010 FREIGHT Bill

Wentworth and Associates, P.C. Utica, MI

Clinical Therapist September 2008 – November 2009

- Provided individual, couples and family psychotherapy

EDUCATION

Wayne State University Law School Detroit, MI

Juris Doctor May 2012

- Warrior Pro Bono Award, 2011-2012
- Mark Weiss Endowed Scholarship, 2011-2012
- PACE Environmental Moot Court Competition, February 2012
- Native American Law Student Society, Vice President 2011-2012
- Environmental Law Society, Vice President 2010-2011

Michigan School of Professional Psychology Farmington Hills, MI

Master of Arts in Clinical Psychology July 2009

- Master's Thesis: How DSM diagnoses shape adolescent identity formation
- Invited to present thesis at 2009 Humanistic Psychotherapies Conference

University of Michigan – College of LS&A Ann Arbor, MI

Bachelor of Arts in Psychology August 2007

Outward Bound - Wilderness Temuco, Chile

Leadership Semester in Patagonia Winter 2003

PROFESSIONAL AFFILIATIONS & COMMUNITY ACTIVITIES

- Team in Training Alumni Network (Detroit Free Press Marathon)
- Roeper Alumni Service Corps
- Leadership Grand Traverse Alumni

RECEIVED

MAY 27 2016



City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE

Thank you for your interest in serving on one of Traverse City's boards or committees. Officers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Parks & Recreation,
Historic Districts, DDA

Name: Brandee Southwell

Residential Address: 1237 Manitow dr #1107 Traverse City, MI, 49684
(Street) (City) (State) (Zip)

E-Mail Address: brandeesouthwell@outlook.com

Preferred Phone No.: 231-883-3368 Additional Phone No.: _____

Occupation: Staffing & Recruiting Supervisor (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

BSouthwell
Signature

5-25-16
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

BRANDEE SOUTHWELL

1237 MANITOU DR. APARTMENT 1107

TRAVERSE CITY, MI. 49686

(231) 883-3368

BRANDEESOUTHWELL@OUTLOOK.COM

[HTTPS://WWW.LINKEDIN.COM/IN/BRANDEESOUTHWELL](https://www.linkedin.com/in/brandeesouthwell)

Summary of Qualifications

Broad based responsibilities in business including:

- *Client Account Management*
- *Database Program Development and Support*
- *Customer Satisfaction Enhancement*
- *7Years Management Experience*
- *Complaint Handling & Resolution*
- *Budget Management*
- *Project Management*
- *Recruiting and Hiring*
- *Sales and Customer Service*

Profile

Customer service and business manager with 10+ years of experience. Consistently achieved record-high customer satisfaction rankings, improvements to the bottom line, and customer retention numbers.

Respected builder and leader of customer-focused teams; instill a shared, enthusiastic commitment to customer service as a key driver of company goal attainment. Lead by example and ensure the execution of customer service improvement processes.

Professional Experience:

Staffing and Recruiting Supervisor

Kelly Services, Traverse City, MI, 2015-Present

- Provide Best-In-Class customer service to clients and employees
- Recruiting – Develop recruiting strategies to support market and customer base
- Hiring – Screening and assessing potential candidates, complete hiring paperwork, and conduct orientations
- Employee Management – Conduct performance reviews, develop training programs for employees struggling in a skill area, provide career guidance, terminations, and conduct exit interviews
- Business Development – Identify new/lost business through cold calls, warm calls, skill marketing, and networking
- Account Management – Conduct needs assessments with client, develop and present annual and semi-annual Business Reviews, request feedback on services rendered
- Analyzing needs- taking customer orders, documenting order requirements in front office systems, escalating orders to appropriate branches, conducting candidate searches, presenting candidates, scheduling interviews, following up on interviews/candidates presented, informing customers on status of orders, offering assignments to temporary employees, filling orders in front office systems, confirming orders to customer and temporary employees, conducting arrival calls, managing secondary suppliers.
- Customer and employee retention-Conducting quality control calls, conducting order extensions, documenting order activity in front office systems, managing service disruptions. Determining reporting requirements with consideration to legal constraints, creating, delivering, and presenting customer reports.
- Continuing Training- Completing Performance/Development Discussion Guide, initiating and participating in training, attending staff meetings, participating in community service/charity events, supporting Kelly Quality Management initiatives.
- Report and monitor all Work Opportunity Credits, Unemployment, Payroll designations other than Direct Deposit or Money Network Cards, and Workers Compensation for 3 branches

Operations Manager

Grand Traverse Resort, Williamsburg, MI, 2014-2015

- Run 7 out of the 10 Food and Beverage outlets
- Accomplished restaurant human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieved restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Met restaurant financial objectives by forecasting requirements; scheduling expenditures; analyzing variances; initiating corrective actions.
- Planned menus by consulting with chefs; estimates food costs and profits; adjusts menus.
- Controlled costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- Avoided legal challenges by conforming to the regulations of the alcoholic beverage commission.
- Maximized bar profitability by ensuring portion control; monitoring accuracy of charges.
- Maintained safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; and complying with legal regulations.
- Maintained ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.
- Updated job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhanced department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

General Manager

Hooters, Traverse City, MI, 2013-2015

- Maintained an operating budget and takes corrective action as necessary to help assure that budget goals are attained.
- Assured that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspected to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Helped plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
- Scheduled for staff, and in charge of hiring and dismissal. Monitors employee dress codes according to policies and procedures.
- Managed the long-range staffing needs of the department.
- Greeted guests and oversees actual service.
- Addressed member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- Maintained appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Managed physical inventory, merchandise orders, and liquor orders

Seasonal General Manager

Kilwin's Chocolates, Harbor Springs, MI, 2013-2013

- Set goals for the work group, developing organizational capability, and modeling how we work together.
- Created calm demeanor during periods of high volume or unusual events and manage smooth transitions to keep store operating to standard and to set a positive example for the store team
- Hired and train employees for delivering exceptional customer service.
- Responsible for overall store atmosphere and appearance.
- Planned, identified, communicated, and delegated appropriate responsibilities and practices to employees to ensure smooth flow of operations.
- Provided coaching and direction to employees to take action and to achieve operational goals.
- Monitor store environment and key business indicators to identify problems, concerns, and opportunities for improvement.
- Ensured adherence to applicable wage and hour laws for non-exempt employees and minors.
- Managed employees by regularly conducting job assessment, performance reviews, providing feedback, and setting challenging goals.
- Quality control, banking/deposits, and bookkeeping.

Food and Beverage Manager

Charlevoix Country Club, Charlevoix, MI, 2012-2013

- Set goals for the work group, developing organizational capability, and modeling how we work together.
- Create calm demeanor during periods of high volume or unusual events and manage smooth transitions to keep store operating to standard and to set a positive example for the store team
- Trained employees for delivering exceptional customer service.
- Responsible for overall store atmosphere and appearance.
- Planned, identified, communicated, and delegated appropriate responsibilities and practices to employees to ensure smooth flow of operations.
- Provided coaching and direction to employees to take action and to achieve operational goals.
- Monitored store environment and key business indicators to identify problems and concerns
- Quality control, banking/deposits, and bookkeeping.

Pit Boss and Table Games Dealer

Turtle Creek Casino, Williamsburg, MI, 2000-2012

- Monitored all dealers' procedures
- Monitored and log money transactions within my pit
- Maximized customer service while ensuring all procedures of the institution are followed.
- Knowledge base of multiple casino and hospitality accounting systems
- Continuous counting of chips, handling money, and applying the process of house rules to maintain a degree of integrity during a game.
- Reported any irregularities found in the premises and should be able to provide accurate relay of information.
- Known for exhibiting great personality, a friendly and exciting atmosphere.
- Implemented various procedures and processes in accordance with corporate guidelines and requirements

Education and Training

Grand Valley State University — Traverse City, MI	2003 to 2010
<i>Bachelors in Social Studies and Science with minor in History Education</i>	
Northwestern Michigan College — Traverse City, MI	1999 to 2003
<i>Associates in Science and English</i>	
Health Department— Traverse City, MI	2014
<i>Serve Safe Certified</i>	
<i>TIPS Certified</i>	

Volunteerism/Memberships

Traverse City Young Professionals Organization	01/16 to Present
Chamber of Commerce — Traverse City, MI	01/16 to Present
Traverse City State Theater — Volunteer	01/16 to Present

Dear Sir/Madame,

I am submitting my application to be involved. I am applying for various reasons. I moved to Traverse City almost 18 years ago after growing up in Chicago. I attended college here through NMC and decided to stay. Traverse City is not only my home but I am very passionate about our community. I am blessed to be able to raise my children here, in this beautiful tight knit town, which offers so many things that you cannot find anywhere else. I am an avid runner, camper, and nature enthusiast. These are things that our community offers us, along with, cultural growth and a sense of community, in which we don't always have in the larger cities. Over the years, I have volunteered in various areas from coaching, tutoring, and cooking for the homeless. I have done volunteering events with Goodwill and Chamber events. I have also volunteered services for the school, from tutoring to resume building and interviewing skills. I have been actively involved with TCYP and Business after Hours. I am on the committee for the TCYP Connect to help people that would like to move to this area but don't know where to start. I try and teach my children the value of giving back even if it's just your time and supporting the local community. I do this because I truly feel honored to be a part of not only such an amazing community, but a part of what makes us a community, the people that live and work here. I wish to apply so that I can further have a voice, partnership, and understanding of our community and its growth, resources, and opportunities. I believe that my appointment would benefit the city because I have a very diverse background. I am a parent who's raising her children in Traverse City and went to college at NMC. I have a background in Education and Business. I have ran multiple businesses in town, and now I currently do staffing for over 40 businesses within our local community. I would love to be involved more in other areas and hope you consider me for the Commission.

Thank you for your time,

Brandee Southwell

City of Traverse City
Application to Become Involved

RECEIVED



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

OCT 26 2015

Board/Committee you are interested in serving (indicate up to three): BROWNFIELD DEVELOPMENT

AUTHORITY, Housing Commission, RECREATION AUTHORITY BOARD

Name: RUSTY L. JONES

Residential Address: 1990 SWAN POINTE DR TRAVERSE CITY MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: RJONES@McNish.com

Preferred Phone No.: 231-313-9202 Additional Phone No.: 231-947-0412

Occupation: Commercial Insurance / Retired Air Force (If retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

[Signature]
Signature

10/23/2015
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

Rusty L. Jones
1990 Swan Pointe Dr
Traverse City, MI 49686

Friday, October 23, 2015

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

Dear Mr. Marentette:

I am submitting to you my application to become involved. I was at a dinner for the Builders Exchange of Northwest Michigan last night and was really moved by the talk Marty Colburn gave about the growth of our great city.

I've lived in Traverse City twice in my life but have loved this city since I was a young boy coming up for Boy Scout summer camp at one of our scout leader's homes on Silver Lake. In 1998 I lived here as the Air Force Recruiter until 2002. During my time as the Air Force Recruiter I learned how important it was to provide the youth of Northwest Michigan options for developing and growing into responsible adults. I loved the engagement I had with educators and other influencers in our area. It was then that I believe Traverse City became my home.

A really interesting note is that prior to moving to Traverse City I was stationed in Japan and had the opportunity to travel through the country a fair bit. I was surprised while traveling through the southern part of Japan to find Traverse City's sister city of Koka. It was just a few months later I was given the opportunity to become a Recruiter for the Air Force. When asked where I wanted to be stationed, the only option I gave them was Traverse City. It ended up being one of my most rewarding assignments.

My love of this city is the reason I am applying for a seat on one of the listed commissions. My son, who is currently serving in the Air Force, plans to move himself and his family back to this area after he retires in a few years. I want to make sure Traverse City is a great place for them to live and grow. I also want to do my part to help Traverse City continue to grow into that world-class city it is becoming.

Mr. Marentette
Friday, October 23, 2015
Page 2

I believe the city would benefit from my years of experience as a leader of men and women as well as a change manager. While in the Air Force, we were focused on completing our assigned missions with the parameters given to us. I believe understanding what we could and could not do, championing changes necessary to realize our goals and yet still protecting the integrity of our mission was a large part of my responsibility. I believe that would directly translate into service on one of the city's commissions.

I have not previously been engaged with municipal committees or boards. But I have experience as a real estate broker, so I understand how markets work; I have been a mortgage broker; and I have worked with many non-profits in the past. All of these positions have given me insight into the hows and whys of people's decision making where real property is concerned. I also recognize the value of smart development and as a commercial insurance agent now, I understand what needs to be done to develop safely.

I would serve on whichever committee or board I was appointed to with the same dedication I gave my country for 22 years. I am a responsible man in his early 50s with ample time on my hands to get involved and am hoping to do so.

Thank you sincerely for your consideration of my application.

Rusty L. Jones

Sincerely,

Rusty L. Jones
[Title]

RECEIVED

OCT 28 2016

City of Traverse City
Application to Become City Clerk
CITY OF TRAVERSE CITY
CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement – Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Brown Bridge Advisory Committee

Traverse Area District Library Board

Name: Rebecca Millican

Residential Address: 1748 Indian Woods Drive Traverse City MI 49686
(Street) (City) (State) (Zip)

E-Mail Address: rlmillican@gmail.com

Preferred Phone No.: 312-780-9194 (mobile) Additional Phone No.: 231-946-0044 (work)

Occupation: attorney (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Rebecca Millican
Signature

2016-10-28
Date

Please return your application, letter, and optional resume to Benjamin C. Marentette, City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

October 28, 2016

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

Dear Mr. Marentette,

I write in order to express my interest in serving on either (or both) the Brown Bridge Advisory Committee and the Traverse Area District Library Board. As a recent transplant to Traverse City, I view this opportunity as a chance to both serve my community and make new and lasting connections. Much of my professional life is dedicated to serving the public interest, and a board position would allow me to deepen that commitment.

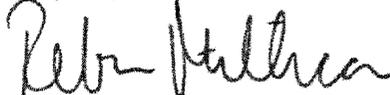
I have not previously served on a board or committee, but have frequently interacted with board members in my work as an attorney, and I am familiar with the duties and responsibilities of the role. I've previously dedicated time to organizations such as my law school's disability resources center and a local food pantry, but these positions provide an opportunity to marry my skills and personal interests.

I believe my professional background would prove useful to either position. With regard to the library board position, my legal skills would give me insight into general liability issues, contract review or negotiation, tax and financing matters, and governance. Relevant to the Brown Bridge position, I frequently spend my working hours on matters concerning environmental resources, remediation and redevelopment, and preservation of natural areas: that substantive knowledge would lend itself well to providing advisory support to the city on the future of the Brown Bridge Quiet Area.

On a personal note, I am a strong believer in public libraries and public open spaces. Within days of settling in Traverse City, our family visited TADL to sign up for library cards, and my daughter is a voracious reader. Serving on the library board would further model for her the importance of literacy and the availability of literary resources. Similarly, I view the Quiet Area as an important space in our City that provides citizens with unique contact with nature just outside their doors. I hope to work towards its promotion and preservation.

Thank you for your consideration of my application.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Rebecca Millican".

Rebecca Millican

RECEIVED

MAY 13 2016

City of Traverse City
Application to Become Involved

CITY OF TRAVERSE CITY
CITY CLERKS OFFICE



Thank you for your interest in serving on one of Traverse City's boards or committees! Volunteers help to secure our community's beauty and promote its enhancement - Benjamin C. Marentette, City Clerk

Board/Committee you are interested in serving (indicate up to three): Downtown Development Authority,
Parks & Recreation, Planning Commission

Name: Tyler Bevier

Residential Address: 1022 Lake Ridge Dr. Apt #3, TC, MI, 49686
(Street) (City) (State) (Zip)

E-Mail Address: tylerbevier@gmail.com

Preferred Phone No.: 248-877-1738 Additional Phone No.: _____

Occupation: DDA Director / City Planner (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a city board or committee seat?
- How do you believe your appointment would benefit the city?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for City boards and committees.

YES NO Are you in default to the City?
If yes, please note applicants in default to the City are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board? _____

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Tyler Bevier
Signature

5/13/2016
Date

Please return your application, letter, and optional resume to City Clerk, 400 Boardman Avenue, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 922-4480. Again, thank you for your interest!

City of Traverse City

I am applying to become more involved in city government to help bring a voice to the local millennial's in the community, that often feel their voice & ideas are not being heard by the local units of government. I believe my appointment to the city would help bring fresh ideas to various boards & committees in government. Growing up in suburban metropolitan Detroit, attending university in the City of Detroit, and now living in a more rural setting; I believe I can bring a more holistic approach to the various boards and commissions.

When I studied urban planning at Wayne State University, I created a 501(c)(3) non-profit on Michigan Avenue in Detroit to assist with the continued beautification of the corridors, and teamed up with Greening of Detroit to successfully plant 50 new trees on the corridor. This sense of community involvement would be an asset to the various boards. Additionally, I am an active volunteer at my local church here in Traverse City, and have helped the DDA & DTCA with various events they are showcasing.

As a current DDA Director in the Village of Bellaire, I believe I could bring the knowledge and leadership skills of serving on a local board for the municipality.

Sincerely,

Tyler Bevier

Tyler Bevier

1022 Lake Ridge Drive
Apt #3
Traverse City, MI, 49684

Tele: 248-877-1738
Email: tylerbevier@gmail.com

Profile

I set the benchmark & standards high for myself, as I always try to go above & beyond what is expected. I try to take on new tasks, meanwhile maintaining a high performance standard.

Experience

Bellaire Downtown Development Authority Director: 11/15 - Current

As one of Michigan's youngest DDA directors, I am crafting the Development Plan & Tax-Increment Financing Plan for the Village of Bellaire. This will entail creating TIF Tables to show what the 30-year TIF Capture will be for participating taxing jurisdictions, and what our planned public improvements are. Additionally, this will involve meeting with local, county & regional stakeholders to receive their feedback on our development & TIF Plans.

Grand Traverse County Planning & Development Contract-Employee —8/14 - Current

Assisted in administering their CDBG MSHDA Homeowner rehabilitation program, helping low-income homeowners with interior & exterior repairs & no-interest loans. Lead a successful crowdfunding committee to raise \$5,000.00 towards downtown Traverse City, with matching funds from MEDC. Helped lead re-branding efforts for the 8th street corridor; partnering with businesses & residents to rename to "North Boardman Lake District". Additionally, assisted greatly in presentations for various staff, and public engagement sessions

Bay Area Transportation Authority, Traverse City — Marketing Intern 7/1/14-8/1/15

As an unpaid intern, I assist in the social-media outreach for various events and changes at the transit authority. I have assisted in the partnership with TART Trails for their Smart-commute week, as well as other events in Traverse City.

Traverse City Downtown Development Authority — Planning Intern 5/14/14 — 9/14/14

Prepared presentations for the DDA Board on a parking and TIF District analysis I conducted, as well as assisted in the DDA's event promotions & local block parties

Michigan Avenue Coalition, Detroit, Michigan, President

Started a 501(c) 3 non-profit in Detroit's neighborhood of Corktown. We assisted in planting over 50 trees as well as installing beautification elements on various corridors. Additionally, helped shovel sidewalks in the winter along neighborhood streets.

Education

Wayne State University, Detroit, Michigan, Urban Studies & Political Science 3.72 GPA

Skills

Community Relations, Strong Interpersonal Skills, Charismatic public skills, Urban Development, Place-making engagement, Microsoft Office, Imovie, Keynote & Pages

References

Available on request

Brown Bridge Advisory Committee

	<u>Initial Apt. Date</u>	<u>Termination</u>
Nelson Asper 1590 River Dr, TC, 49696 nasper@mainstreammkt.com	05/02/11	10/07/19
Amy Shamroe (City Commission Rep, City Res) 511 Depot View #20, TC, 49686 517-930-9999 (Res) ashamroe@traversecitymi.gov	12/21/15	10/02/17
Michael Vickery (City Resident) 319 Washington, TC 49684 989-400-3229, 989-400-3223 vickery@alma.edu	07/18/16	10/07/19
Margaret Forgione (City Resident) 605 W. Seventh St, TC, 49684 946-8525 (Res) backhome@earthlink.net	10/02/07	10/02/17
Paul Maxbauer (City Resident) 409 W. 12th St, TC, 49684 409-7807 (Cell) 941-7621 (Bus) pmaxba@gmail.com	03/18/13	10/01/18
Edward Flees 3022 Brown Bridge Rd, TC, 49696 947-9157 (Res) mary_flees@yahoo.com	10/06/14	10/02/17
Michael Kreft (City Resident) 701 Cherokee St, TC, 49684 357-1515 (Res) 932-1512 (Bus) kreftengr@charter.net	03/05/07	10/01/18 10/01/18
<u>Resigned</u>		
Kathleen Kasdorf 3683 Broadview Ter, TC, 49684 (970) 692-9726 (Cell) 276-7637 (Bus) kathleen.kasdorf@interlochen.org	12/21/15	10/07/19
Judith Nemitz	03/24/05	10/01/18

4572 Albert Courtade Rd, TC, 49686
632-9009 (Res) 995-1755 (Bus)
jinemitz@yahoo.com

Deni Scrudato (City Resident) 422 E. State St, TC, 49686 922-5938 (Res) deniscrudato@yahoo.com	09/07/10	10/01/18
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Jamie Kidwell-Brix (City Resident) 1005 E Front St., TC, 49686 (361) 549-2050 (Res) jamie.kidwell@gmail.com	12/21/15	10/07/19
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Dave Green, Staff

Resources:

Steve Largent
Boardman River Program Coordinator
Grand Traverse Conservation District
1450 Cass Road
Traverse City, MI 49685
Office: 941-0960
Fax: 941-0837
E-mail: slargent@gtcd.org

All appointments are three-year terms expiring the first Monday in October.

The Committee meets quarterly on the third Thursday of that month.

This Committee consists of twelve members (not less than six members shall be City residents). They are selected as follows:

One member of the City Commission – selected by it

One member is the City Manager or its designee – selected by City Manager

All other members appointed by the City Commission (again, half of all members must be city residents)

Purpose: To make recommendations to restore, preserve and protect the integrity of the Brown Bridge property under the direction of the City Manager.

Committee established by the City Commission on October 4, 1993.

Resolution establishing the Brown Bridge Advisory Committee as a twelve-member committee, to allow for the establishment of a seat to be nominated by the Traverse City Light and Power Board was adopted by the City Commission on June 4, 2001 - - this Resolution supersedes the April 3, 1993, action of the City Commission relating to the establishment and composition of the Committee.

Ordinance Amendment 651 (enacted 8-16-04) revised manner in which appointments are made; the method for appointments in light of this change is reflected above. Ordinance Amendment 872 (enacted 8-16-2010) revised manner in which appointments are made; therefore removing the provision for a Traverse City Light and Power Board seat nomination. Ordinance Amendment 1012 (enacted 2-17-15) which modifies the composition and organization of the committee, giving voting authority to the City Commissioner representative.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 7, 2016

DATE: NOVEMBER 3, 2016

FROM: MARTY COLBURN, CITY MANAGER *by JCH*

SUBJECT: BOARD OF TAX REVIEW – EXPIRING TERM

Attached is a memo from Deputy City Clerk Katie Zeits regarding one expiring term on the Board of Tax Review, seat currently held by Dan Stiebel. As mentioned by Ms. Zeits, Mr. Stiebel is seeking reappointment. This is a City Commission appointment.

The following are sample motions:

1 – to reappoint the incumbent

that Dan Stiebel be reappointed to one three-year term expiring December 31, 2019, seat previously held by Dan Stiebel, on the Board of Tax Review.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding one three-year term expiring December 31, 2019, on the Board of Tax Review, seat previously held by Dan Stiebel; and that Commissioners _____, _____, and _____ be appointed to such Committee, with Commissioner _____ to serve as Chair.

MC/kez

K:\tcclerk\city commission\appointments\BOR_20161107.doc

copy: Polly Cairns, City Assessor

Memorandum

The City of Traverse City



TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk *KZ*
DATE: November 3, 2016
SUBJECT: Board of Tax Review - Expiring Term

There is one term on the Board of Tax Review expiring on December 31st, seat currently held by Dan Stiebel who is seeking reappointment.

Mr. Stiebel attended all meetings scheduled and held in 2014 and 2015.

The City Clerk's Office has advertised for this board on the city's website, Facebook and Twitter pages, and in the Traverse City Young Professionals blog. Our office has also contacted all eligible individuals on file for this board. As a result, there are no applications on file.

As always, please let me know if you have any questions.

Thank you!

Board of Tax Review

	<u>Initial Apt. Date</u>	<u>Termination</u>
Dan Stiebel 1809 Timber Lane Dr, TC, 49686 941-7731 (Res) 929-2300 (Bus) dan@realestatetc.com	02/06/12	12/31/16 12/31/19

Seeking Reappointment

Nathan Miller 717 Washington St, TC, 49686 534-5159 (Res) 421-8400 (Bus) nmiller@millerembury.com	12/15/14 (effective January 1, 2015)	12/31/17
James Franklin 228 Birchwood Ave, TC, 49686 947-9885 (Res)	11/04/96	12/31/18
Bruce Hilty 2115 Aspen St, TC, 49686 946-4942 (Res) bruce2115@charter.net	02/05/96	12/31/18
Barbara Rishel 615 S. Union St, TC, 49684 409-0752 (Res) 922-9900 (Bus) risheo@aol.com	05/17/10	12/31/17

Polly Cairns - City Assessor - staff

The Board consists of 5 members - all appointments are 3-year terms expiring 12/31. (Changed from two-year terms pursuant to Ordinance Amendment 507, enacted at the August 21, 2000, regular meeting. Appointments are made by the City Commission.

Members must be citizens of the City of Traverse City or an owner of property assessed for taxes in the City. Charter Section 43.

Purpose: "The Board shall examine, review, and correct the assessment roll." "of its own motion, or on sufficient cause being shown by a person" "The board of Review shall have the same powers and perform like duties in all respects as are, by general law, conferred upon and required of Boards of Review in Townships."

Board of Review required by City Charter. 3-year terms.

The Board meets once in March, July and December.

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

September 21, 2016

A Regular Meeting for the Traverse City Arts Commission was called to order in the Second Floor Conference Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:37 p.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jackie Shinnars, Jason Dake, Matt Ross, Amy Shamroe, and Deb Lake.

Also present: Katie Zeits

The following were absent: None.

There being no objection, Chairwoman Gillett modified the order of the agenda to discuss the Bryan Crough Memorial before the David Barr Estate opportunity.

1. Various announcements were given.
2. First item being, "Consideration of approving minutes from the Regular Meeting of August 17, 2016 and the Special Meeting of September 13, 2016."

It was moved by Minervini, seconded by Shamroe to approve the minutes from the Regular Meeting of August 17, 2016 and the Special Meeting of September 13, 2016.

AIF/MC

3. Next item being, "Administration."
 - a. Public Art Trust Fund – By consensus, the Arts Commission would like to request additional funding from the City Commission and Downtown Development Authority for the next fiscal year.
 - b. Official approval of Public Art Guidelines – It was moved by Shamroe, seconded by Shinnars, to approve the Public Art Guidelines as submitted with the September 21, 2016 packet materials.

AIF/MC

4. Next item being, "Updates."
 - a. Bryan Crough Memorial – Ms. Lake gave an overview of the Art Selection Panel's recommendation for the DeWitt Godfrey submission. Based on the few

materials provided by the artist finalist, the Arts Commission would like additional detail obtained before making a final decision.

The following addressed the Commission:

Patty Pelizzari
Susan Nichols
Debbie Hershey

5. Next item being, "Consideration of Barr Estate piece and its location."

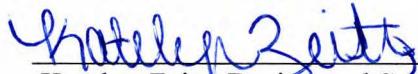
It was moved by Shinnars, seconded by Shamroe, that the Arts Commission supports efforts to secure public art from the Dave Barr Estate and recommends to the Art Selection Panel that Structurist Sculpture #10 be requested for placement at 8th and Woodmere and that Knossus be requested in the event the latter is not available for placement in the Warehouse District.

AIF/MC (Jason Dake abstained)

6. Next item being, "Public Comment."

None.

There being no objection, Chair Mary Gillett declared the meeting adjourned at 5:08 p.m.



Katelyn Zeits, Designated Secretary

CITY OF TRAVERSE CITY

Minutes

Traverse City Arts Commission

October 3, 2016

A Special Meeting for the Traverse City Arts Commission was called to order in the Second Floor Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 9:03 a.m.

The following were present, constituting a quorum: Mary Gillett, Christie Minervini, Jackie Shinnars, Jason Dake, Matt Ross, and Deb Lake.

Also present: Katie Zeits

The following were absent: Amy Shamroe.

1. Various announcements were given.
2. First item being, "Consideration of making a final decision regarding the Bryan Crough Memorial Artwork."

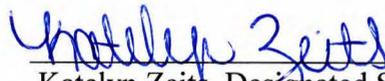
It was moved by Shinnars, seconded by Dake, to accept the maquette from DeWitt Godfrey and move forward with commissioning Mr. Godfrey to construct the Bryan Crough Memorial Artwork.

AIF/MC (Shamroe absent)

3. Next item being, "Public Comment."

Patty Pelizzari

There being no objection, Chair Mary Gillett declared the meeting adjourned at 9:16 a.m.



Katelyn Zeits, Designated Secretary

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: August 31, 2016
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, W. Kuhn, J. Jenkins
ABSENT: J. Bussell, C. Rueckert
GUESTS: J. O'Brien
STAFF: J. Henderson

W. Kuhn called the regular meeting to order at 12:14.

Moved by J. Jenkins, seconded by W. Twietmeyer that the minutes of the July 27, 2016 regular meeting be approved.

Motion approved 3-0.

Warrant No. 604 in the amount of \$205,184.08 for Retirees Benefits for September 2016 was approved and signed by J. Jenkins and W. Kuhn.

Moved by J. Jenkins, seconded by W. Kuhn that Jeff O'Brien's application for retirement, selection of a Regular retirement, and the nomination of his spouse, Amy O'Brien, as beneficiary be approved and that Jeff O'Brien is hereby formally approved for a Regular retirement effective July 1, 2016.

Motion approved 3-0.

W. Twietmeyer distributed the final quarterly report from Gray & Company for the quarter ending June 30, 2016. The Board reviewed the pertinent areas of note for the quarter and the year.

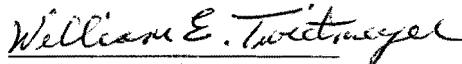
Chris Kuhn of The Bogdahn Group gave a report via telephone conference call to the Board. His summary encompassed the quarterly report with a review of the capital markets, and comments on the total fund performance, and comments on investment manager performance. The Board asked various questions.

A membership form and nomination of beneficiary form from Reed Shea were noted as received and filed.

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

Motion approved 3-0.

Meeting adjourned at 12:57 pm


William E. Twietmeyer
Secretary/Treasurer

CITY OF TRAVERSE CITY

MEMORANDUM

To: Martin A. Colburn, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Quarterly Financial Report
Date: October 31, 2016

Attached is the Quarterly Financial Report for the fourth quarter ending June 30, 2016. The bulk of the fieldwork for the audit will soon take place and the review of our accounting records will continue for awhile and I expect a few adjustments to these final numbers.

It is likely that the General Fund will officially end the fiscal year in the positive by approximately \$266,000, which was skewed by the sale of the coal dock property. The sale of the coal dock property added \$994,000 in additional revenue to the General Fund of which \$250,000 was budgeted as a transfer out to the Capital Projects Fund for designation to the future Union Street Dam project. Excluding these two actions, the General Fund would have ended the fiscal year with a deficit of about \$478,000. We expect few adjustments during the audit review and anticipate that the final number will remain close to these preliminary numbers. Once the audit is completed we will provide to you a full analysis of the various revenue and expense categories.

All other major fund categories performed consistent with prior years or with their budget. There are items of note. First, the Sewer Fund recorded revenue and expenses higher than the prior year because this year contained about \$2.3 million for the replacement of three membranes at the wastewater treatment plant. Second, the Water Fund revenue was significantly higher than the prior year because bulk water revenue from the townships reflected their share of the cost of the major repair and replacement projects at the water treatment plant. Third, total revenue in the Auto Parking System Fund was higher compared to the previous year as a result of higher fees and greater enforcement efforts. Fourth, total revenue and expenses in the Capital Projects Fund was significantly higher compared to the prior year primarily because of the Pine Street Pedestrian Bridge, the Garland Street project and the West Front Street project. Fifth, revenue and expenses in the trunkline fund were lower than the previous year because the previous year reflected additional funding from the state for pavement repair on US 31 from the Holiday Inn to Airport Access under the direction of MDOT. Also, the local street fund received more funding from the state as a result of a special appropriation from the state over and above the normal Act 51 distribution. Finally, it should be noted that interest rates remained at their all time low for the entire fiscal year. As a result, interest earnings were negligible for each fund for the fiscal year.

Although the figures in this report are not final audited figures, I expect few changes once the audit is completed. Please forward this to the City Commission for their information.

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>GENERAL FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	14,510,400.00	14,825,400.00	8,845,078.59	1,559,186.17	1,227,757.58	4,002,953.17	8,845,078.59	10,404,264.76	11,632,022.34	15,634,975.51	105.46%
Surplus	1,046,900.00	1,046,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	15,557,300.00	15,872,300.00	8,845,078.59	1,559,186.17	1,227,757.58	4,002,953.17	8,845,078.59	10,404,264.76	11,632,022.34	15,634,975.51	98.50%

<i>EXPENDITURES</i>											
Personnel	9,411,000.00	9,411,000.00	2,227,338.85	2,388,821.78	1,960,901.12	2,852,658.54	2,227,338.85	4,616,160.63	6,577,061.75	9,429,720.29	100.20%
Supplies	356,200.00	356,200.00	45,243.75	104,111.67	56,016.96	185,809.76	45,243.75	149,355.42	205,372.38	391,182.14	109.82%
Contractual	1,326,750.00	1,326,750.00	209,573.90	233,121.85	377,780.66	358,355.32	209,573.90	442,695.75	820,476.41	1,178,831.73	88.85%
Other	1,752,350.00	1,752,350.00	613,037.13	477,116.17	320,405.94	454,616.86	613,037.13	1,090,153.30	1,410,559.24	1,865,176.10	106.44%
Contingency	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Transfers	2,686,000.00	2,773,000.00	0.00	1,335,000.00	0.00	1,168,345.73	0.00	1,335,000.00	1,335,000.00	2,503,345.73	90.28%
Total	15,557,300.00	15,619,300.00	3,095,193.63	4,538,171.47	2,715,104.68	5,019,786.21	3,095,193.63	7,633,365.10	10,348,469.78	15,368,255.99	98.39%

<i>WATER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	3,780,000.00	3,780,000.00	1,293,917.84	861,105.99	881,024.28	1,338,598.17	1,293,917.84	2,155,023.83	3,036,048.11	4,374,646.28	115.73%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,780,000.00	3,780,000.00	1,293,917.84	861,105.99	881,024.28	1,338,598.17	1,293,917.84	2,155,023.83	3,036,048.11	4,374,646.28	115.73%

<i>EXPENDITURES</i>											
Treatmt Plant	1,270,000.00	1,270,000.00	324,151.86	787,261.03	376,941.20	726,966.15	324,151.86	1,111,412.89	1,488,354.09	2,215,320.24	174.43%
Distribution	1,116,500.00	1,116,500.00	215,826.30	209,376.89	238,365.15	244,668.65	215,826.30	425,203.19	663,568.34	908,236.99	81.35%
Utility Acct	478,900.00	478,900.00	103,703.92	101,067.18	97,472.79	1,177,885.57	103,703.92	204,771.10	302,243.89	480,129.46	100.26%
Contingency	914,600.00	914,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,780,000.00	3,780,000.00	643,682.08	1,097,705.10	712,779.14	1,149,520.37	643,682.08	1,741,387.18	2,454,166.32	3,603,686.69	95.34%

**City of Traverse City
Quarterly Reports
Fiscal Year 2015-16**

<i>SEWER FUND</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	7,327,000.00	7,327,000.00	1,845,626.45	1,857,821.11	2,067,241.24	1,968,251.50	1,845,626.45	3,703,447.56	5,770,688.80	7,738,940.30	105.62%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	7,327,000.00	7,327,000.00	1,845,626.45	1,857,821.11	2,067,241.24	1,968,251.50	1,845,626.45	3,703,447.56	5,770,688.80	7,738,940.30	105.62%

<i>EXPENDITURES</i>											
Treatmt Plant	5,422,000.00	5,422,000.00	813,696.61	3,166,089.64	779,749.72	834,474.43	813,696.61	3,979,786.25	4,759,535.97	5,594,010.40	103.17%
Distribution	845,500.00	845,500.00	194,634.96	204,593.30	191,188.36	420,375.69	194,634.96	399,228.26	590,416.62	1,010,792.31	119.55%
Utility Acct	962,700.00	962,700.00	211,134.64	208,910.72	202,052.17	326,143.37	211,134.64	420,045.36	622,097.53	948,240.90	98.50%
Contingency	96,800.00	96,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	7,327,000.00	7,327,000.00	1,219,466.21	3,579,593.66	1,172,990.25	1,580,993.49	1,219,466.21	4,799,059.87	5,972,050.12	7,553,043.61	103.09%

<i>Road Comm. Mill.</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
	750,000.00	780,000.00	0.00	0.00	0.00	776,915.02	0.00	0.00	0.00	776,915.02	99.60%
<i>EXPENDIT</i>											
	750,000.00	780,000.00	0.00	119,878.33	130,222.49	487,629.17	0.00	119,878.33	250,100.82	737,729.99	94.58%

<i>PARKING SYSTEM</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
	2,896,100.00	2,896,100.00	841,093.79	560,683.62	1,014,900.43	581,234.67	841,093.79	1,401,777.41	2,416,677.84	2,997,912.51	103.52%
<i>EXPENDITURES</i>											
Operating	2,896,100.00	2,896,100.00	356,693.18	408,203.94	727,083.45	730,753.44	356,693.18	764,897.12	1,491,980.57	2,222,734.01	76.75%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	2,896,100.00	2,896,100.00	356,693.18	408,203.94	727,083.45	730,753.44	356,693.18	764,897.12	1,491,980.57	2,222,734.01	76.75%

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<i>MARINA</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>	585,500.00	585,500.00	225,744.26	227,960.02	47,464.99	38,406.45	225,744.26	453,704.28	501,169.27	539,575.72	92.16%
<i>EXPENDITURES</i>											
Operating	585,500.00	585,500.00	186,925.87	89,338.55	71,950.49	227,157.78	186,925.87	276,264.42	348,214.91	575,372.69	98.27%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	585,500.00	585,500.00	186,925.87	89,338.55	71,950.49	227,157.78	186,925.87	276,264.42	348,214.91	575,372.69	98.27%

<i>GARAGE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	2,780,000.00	2,780,000.00	749,353.31	812,754.83	642,452.22	776,093.36	749,353.31	1,562,108.14	2,204,560.36	2,980,653.72	107.22%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	2,780,000.00	2,780,000.00	749,353.31	812,754.83	642,452.22	776,093.36	749,353.31	1,562,108.14	2,204,560.36	2,980,653.72	107.22%
<i>EXPEND</i>	2,780,000.00	2,780,000.00	413,186.66	463,747.74	602,211.48	1,149,389.68	413,186.66	876,934.40	1,479,145.88	2,628,535.56	94.55%

<i>PUBLIC IMPROVEMENT</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Current	70,000.00	1,320,000.00	6,027.38	15,034.10	672,748.48	2,225,373.33	6,027.38	21,061.48	693,809.96	2,919,183.29	221.15%
Transfer In	1,335,000.00	1,585,000.00	0.00	1,335,000.00	0.00	250,000.00	0.00	1,335,000.00	1,335,000.00	1,585,000.00	100.00%
Prior Yr Surp	640,670.00	640,670.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	2,045,670.00	3,545,670.00	6,027.38	1,350,034.10	672,748.48	2,475,373.33	6,027.38	1,356,061.48	2,028,809.96	4,504,183.29	127.03%
<i>EXPENDITURES</i>	2,045,670.00	3,545,670.00	1,391,580.77	1,656,080.46	-306,687.28	2,418,360.44	1,391,580.77	3,047,661.23	2,740,973.95	5,159,334.39	145.51%

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<i>MAJOR STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimburse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
State Source	795,500.00	825,500.00	80,475.67	204,165.32	197,045.87	354,118.04	80,475.67	284,640.99	481,686.86	835,804.90	101.25%
Int & Div	500.00	500.00	0.00	0.00	0.00	10.84	0.00	0.00	0.00	10.84	2.17%
Transfer In	134,000.00	104,000.00	0.00	0.00	0.00	64,942.66	0.00	0.00	0.00	64,942.66	62.44%
Prior Yr Sur	54,000.00	54,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	984,000.00	984,000.00	80,475.67	204,165.32	197,045.87	419,071.54	80,475.67	284,640.99	481,686.86	900,758.40	91.54%

<i>EXPENDITURES</i>											
Personnel	395,000.00	395,000.00	56,689.08	93,775.23	119,255.36	102,992.68	56,689.08	150,464.31	269,719.67	372,712.35	94.36%
Supplies	95,000.00	95,000.00	7,642.55	17,842.01	38,302.93	26,971.51	7,642.55	25,484.56	63,787.49	90,759.00	95.54%
Contractual	95,000.00	95,000.00	32,032.40	2,433.13	655.50	41,829.14	32,032.40	34,465.53	35,121.03	76,950.17	81.00%
Other	399,000.00	399,000.00	39,782.35	69,332.64	166,219.08	85,002.81	39,782.35	109,114.99	275,334.07	360,336.88	90.31%
Total	984,000.00	984,000.00	136,146.38	183,383.01	324,432.87	256,796.14	136,146.38	319,529.39	643,962.26	900,758.40	91.54%

<i>LOCAL STREET</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
Reimburse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Metro Auth	47,000.00	47,000.00	0.00	0.00	0.00	55,466.27	0.00	0.00	0.00	55,466.27	118.01%
State Source	295,000.00	428,000.00	28,084.61	112,955.59	130,522.98	206,993.64	28,084.61	141,040.20	271,563.18	478,556.82	111.81%
Transfer In	967,000.00	834,000.00	0.00	0.00	0.00	603,403.07	0.00	0.00	0.00	603,403.07	72.35%
Total	1,309,000.00	1,309,000.00	28,084.61	112,955.59	130,522.98	865,862.98	28,084.61	141,040.20	271,563.18	1,137,426.16	86.89%

<i>EXPENDITURES</i>											
Personnel	583,000.00	583,000.00	107,231.08	143,505.15	138,360.40	128,860.94	107,231.08	250,736.23	389,096.63	0.00	0.00%
Supplies	86,000.00	86,000.00	6,125.46	10,832.92	14,164.69	20,657.49	6,125.46	16,958.38	31,123.07	55,466.27	64.50%
Contractual	50,000.00	50,000.00	0.00	0.00	1,375.73	30,162.50	0.00	0.00	1,375.73	478,556.82	957.11%
Other	590,000.00	590,000.00	110,886.19	125,239.38	174,229.39	125,794.84	110,886.19	236,125.57	410,354.96	603,403.07	102.27%
Total	1,309,000.00	1,309,000.00	224,242.73	279,577.45	328,130.21	305,475.77	224,242.73	503,820.18	831,950.39	1,137,426.16	86.89%

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<i>TRUNK LINE</i>	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
<i>REVENUE</i>											
State Source	299,500.00	349,500.00	10,726.02	140,858.26	108,416.31	125,472.91	10,726.02	151,584.28	260,000.59	\$385,473.50	110.29%
Int. & Div	200.00	200.00	0.00	0.00	0.00	28.50	0.00	0.00	0.00	\$28.50	14.25%
Reimburse	300.00	300.00	168.64	131.56	183.78	198.28	168.64	300.20	483.98	\$682.26	227.42%
Prior Yr Sur	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00%
Total	300,000.00	350,000.00	10,894.66	140,989.82	108,600.09	125,699.64	10,894.66	151,884.48	260,484.57	386,184.26	110.34%
<i>EXPENDITURES</i>											
Personnel	90,000.00	90,000.00	2,352.81	5,794.85	29,406.76	20,136.78	2,352.81	8,147.66	37,554.42	57,691.20	64.10%
Supplies	45,000.00	45,000.00	0.00	10,941.32	19,447.83	5,336.60	0.00	10,941.32	30,389.15	35,725.75	79.39%
Contractual	30,000.00	80,000.00	5,775.00	109,752.63	0.00	14,560.00	5,775.00	115,527.63	115,527.63	130,087.63	162.61%
Other	135,000.00	135,000.00	6,550.58	12,541.36	53,433.34	38,597.58	6,550.58	19,091.94	72,525.28	111,122.86	82.31%
Total	300,000.00	350,000.00	14,678.39	139,030.16	102,287.93	78,630.96	14,678.39	153,708.55	255,996.48	334,627.44	95.61%

Quarterly Report

Parking Services

Quarter 1

Fiscal Year 2016-2017

Our Mission Statement

Traverse City Parking Services promotes commerce and quality of life for Downtown, NMC Campus, Munson Hospital and residential neighborhoods by providing, maintaining, and developing parking, for present and for future bicyclist and motorists, through efficient and effective management.

Q1 at a Glance

145 West Front – Purchase and Paving

A year ago, City Commission approved a six month option to purchase Lot V. In the winter, a six month extension was granted to complete the due diligence phase. Our final approval was granted on August 3rd by the Grand Traverse County Commissioners when they approved the DEQ Loan for 200 River Place (124 West Front). On September 20th, City Commission approved the change order with Elmer's to construct and pave the whole lot. When the work is complete, the lot will increase from 18 to 102 spaces. The lot is expected to remain a surface parking lot for a minimum of two years.

Lot D Boat Launch

On October 3, 2016, City Commission approved the Boardman River Launch Improvement project. Parking Services is contributing up to \$250,000. The funds will go towards the reconstructing of the parking lot and remaining funds towards green space improvements.



Current Projects

Transportation Demand Management (TDM) Study

City Commission approved the contract with Nelson/Nygaard on September 19th to provide consultant services for a TDM study. The study will be broken into two phases; the first will focus on local, year-round parking and transit while the second will focus on increased parking and transit needs during peak tourist and event seasons. An additional \$10,000 was approved for public engagement.

280 Single Space Meters Replaced with Pay Stations

On September 16th, single space meters were removed from Lot G, Lot K, Lot E, Lot X, Lot N and Lot D. These locations now use pay-by-space and have the ability for payment via cash, credit, and coin.

Parking System Fund Financials

The table below highlights the majority of our revenue and expense line items as of 09/30/2016 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	166,380.78	48.23
652.00 FEES COIN	900,000.00	300,400.96	33.38
653.00 SURFACE PERMITS	240,000.00	15,428.50	6.43
653.05 DECK PERMITS	480,000.00	25,549.50	5.32
656.10 FINES	335,000.00	84,378.00	25.19
740.00 OPERATION SUPPLIES	46,000.00	12,144.92	26.40
801.00 PROFESSIONAL AND CONTRACTUAL	1,000,000.00	141,537.00	14.15
900.00 PRINTING AND PUBLISHING	22,000.00	3,813.10	17.33
920.00 PUBLIC UTILITIES	150,000.00	6,567.14	4.38
930.00 REPAIRS AND MAINTNENACE	572,000.00	7,083.61	1.24
940.00 RENTAL EXPENSE	119,000.00	23,610.95	19.84
977.00 EQUIPMENT	179,500.00	15,641.00	8.71
GRAND TOTALS	6,205,200.00	880,813.19	14.19

Big Data

We would like to begin providing information based on actual data collected in our systems. Our goal is to help decision makers have the information they need to make sound decisions and to better inform the general public about the parking system.



Police Department Goes Mobile

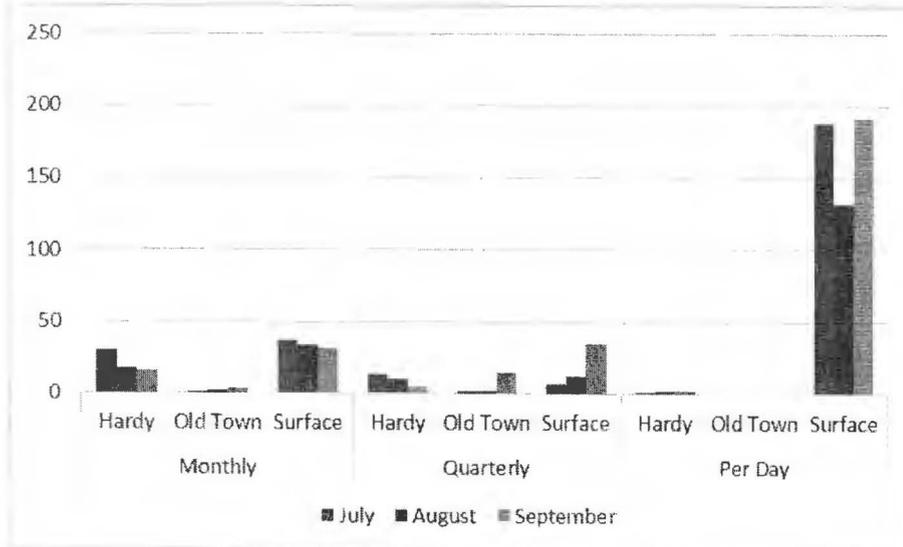
The Traverse City Police Department now has access to issue parking citations using the T2 Mobile Enforcement application. The mobile app will enable the Officers to see real-time parking data which includes parker history, parker account balance, license plate notifications, and permit information. Any citations issued will immediately be loaded into the system and available for online payment.

Lot F Closes

As of October 1, 2016, the lease of Lot F in the alley behind 250 E. Front Street (Chase Bank Bldg) has been terminated. Public parking is no longer available in this location. As you may have read from other media outlets, the owners plan to develop the parcel between the bank and the building with Cali's Cottons.

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

Snow Removal

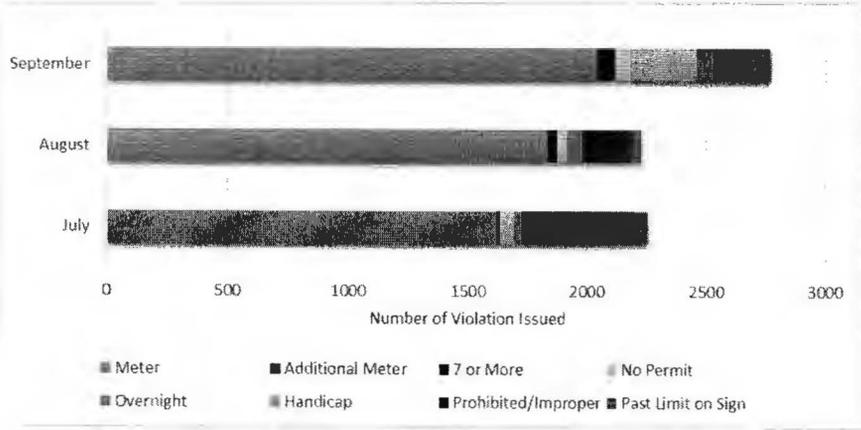
Molon Excavating was awarded the bid for snow removal services for the 2016-2017 season.

Fluctuating Inventory

This quarter, we have bagged 684 on-street and off-street metered spaces throughout Downtown and the Munson Medical Area for varying projects like Uptown Development, Garland Street Project and the Pedestrian Bridge; large events like the National Cherry Festival and the Traverse City Film Festival; and general requests for smaller events and general contractors.

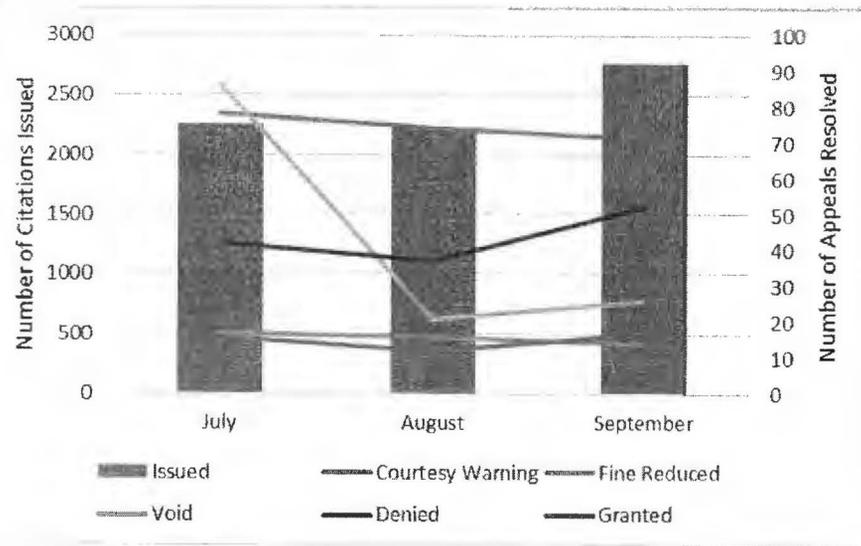
New Event Rates

In June, City Commission approved an increase of the event rates up-to \$15 per entry. This will ensure we are covering our staffing costs when we increase staff to for large events.



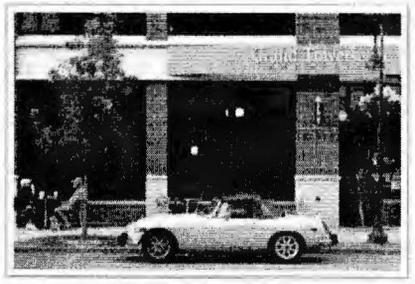
Citations Issued and Appeals by Result

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 24 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
- Oversized Vehicle \$2.00/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

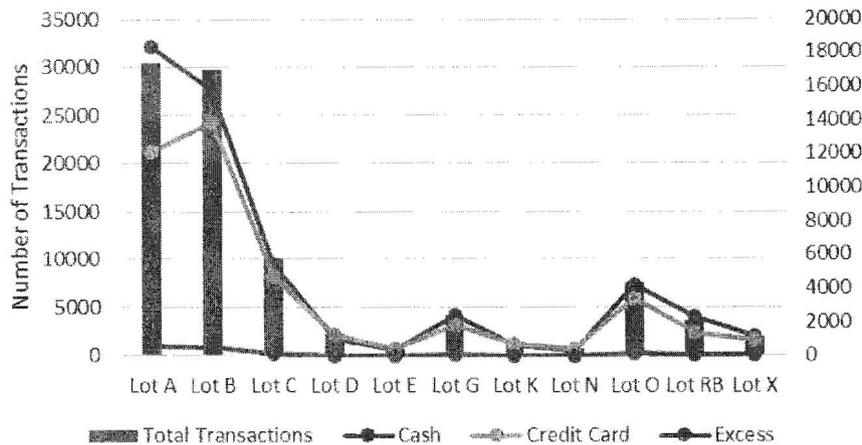
Garage

- Monthly \$55.00
- Quarterly \$146.25
- Calendar Year \$520.00

Meter Bags

- With Right-of-way \$12.00
- Without Right-of-way \$15.00

Pay Station Transactions by Payment Type



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 Annually	City Revenue	Owner Revenue
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 V	145 W Front	P	76	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	7	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	\$2,468.00	\$336.43		
Lot V	145 W Front	P	26	Private	11/1/2016	Monthly	\$598.00	\$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%



Hours of Operation

Permit Holders

Surface Lots are enforced Monday-Friday 8 AM-6 PM. 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.

Overnight parking is allowed 6 PM-8 AM.

Hardy Transients

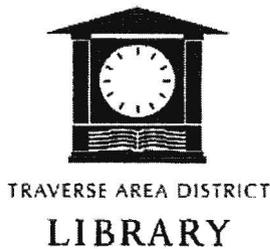
Monday-Saturday 7 AM-12 AM and Sundays 7 AM-10 PM.

Overnight vehicles will be locked in until the next business day.

Suggestions

We welcome constructive feedback to improve the content that is included in the quarterly report. Please email your comments to nicole@downtowntc.com.

11/7 CC



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 15, 2016 at 5:00pm
Kingsley Branch library
213 S. Brownson Ave., Kingsley, MI 49649

1. Call to Order

The meeting was called to order by President Gillman at 5:06pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

2. Approval of agenda

Beasley noted a correction to the wording of item 7c, which should read: 4.9 Use and Maintenance of Library 'Vehicle' Policy, rather than 'Materials' Policy. It was MOVED by Kachadurian, SUPPORTED by Marek, to approve the agenda including the correction made by Beasley. Motion CARRIED.

3. Approval of minutes

It was MOVED by Beasley, SUPPORTED by Marek, to approve the regular meeting minutes of August 18, 2016 as presented. Motion CARRIED.

4. Public Comment

President Gillman opened the floor for public comment. The following people addressed the board: Mary Fraquelli, Branch Manager of Kingsley Branch Library, welcomed everyone to KBL. She introduced members of the Kingsley Friends of the Library who were present and expressed gratitude for all their help and support throughout the year. Fraquelli highlighted some of the events at KBL including: generous donations used for book club kits and table top book displays; collaborative events with The Rock and First Responder Teams; and a telescope donation from the Grand Traverse Astronomical Society. She also reviewed numerous regular and special programs ranging from travelogues, magicians, and genealogy workshops to United Way's Day of Action offering of backpacks full of books available for youth, an Irish dance performance, and a paranormal team who will present a program prior to Halloween.

5. Reports and Communications

a. Director Report

Parsons confirmed her written report and added the following:

- Parsons attended the Northland Library Cooperative (NLC) meeting in which they approved the budget. Of note, because TADL has no need to utilize the streaming music service offered through NCL, TADL will be receiving \$5000 back in member fees. TADL will hold a permanent seat on the NLC board and may also have an opportunity to contract technology service with some of the Co-op member libraries.
- TADL received notification of a bequest from the Charles Saunders estate. The amount is not yet known.
- The Michigan Library Association (MLA) is celebrating its 125th year.
- Parsons attended the MLA Legislative Committee meeting and reports a lot of activity with bills related to tax increment financing, dark stores and the like. There may action in these areas in November or December.

President Gillman noted that Administrative Reports were included in the board packet. There were no additions to those reports.

b. *Financial Report*

Parsons confirmed her August report, highlighting the following:

- July Revenue – Revenues through the end of August have exceeded the budgeted amount. Parsons expects to receive about \$13K from the Renaissance Zone reimbursement in October. Penal fines are down slightly due to the drop in revenues from Benzie County. Overdue fines are tapering off and interest and dividends are picking up. Revenues are in good shape.
- July Expenses – Salaries and wages are on target. Health and hospitalization are higher than planned. Tax reimbursements are currently low at \$15, but additional requests have been received and will be reflected next month.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), provided a written report of August library activities in the board packet. She briefly reviewed on-going discussions and actions surrounding TCAPS' recommendation to close Old Mission Peninsula School where the library is located and noted that while much is yet to be determined, the PCL Board is actively engaging in long-range planning for the library. Shurly assured everyone that there will be a library, in some capacity, on Old Mission Peninsula and thanked TADL for their support and for all that they do for PCL.
- Renee Kelchak, Director of Interlochen Public Library (IPL), reported that the 5 to One playgroup has moved out of IPL but will return after the new building is complete. On October 10th, Chemical Bank employees will be participating in goodwill activities. Last year a group from the bank cleaned all the JE books and IPL is looking forward to their service again this year. The knitting and crocheting group at IPL is making items for Winter Special Olympics. IPL will offer a program on alcohol ink art on October 8th.
- Julie Kintner, Director of Fife Lake Public Library (FLPL), highlighted various programs including: Tot-Time for the toddlers, Harry Potter Palooza for the teen group, and the senior group who will be attending a Tiger baseball game. The annual train tour will be making a stop at FLPL again this year. About 500 guests stop at the library each year during this event. FLPL often receives letters of thanks, gifts, and donations following the train tour. Kintner thanked Parsons for her effort which allowed FLPL to join Northland Library Cooperative.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed an amendment to the tech service contract between Kalkaska County Library and TADL and recommends approval. Facilities Manager, Bennett, is researching the best LED lighting option prior to writing an RFP for the project. The committee also discussed issues with the Dura-Loc roof installed when the library was built 16 years ago. Since the manufacturer is now closed, Bennett is investigating options to either repair the roof or possibly re-roof the building in the future. Payne also noted that the committee hopes to have a resolution on Blair Library services at the October board meeting.
- Finance Committee – President Gillman confirmed that the committee did not meet.
- Personnel Committee – Kachadurian reported that the committee had met and discussed agenda item 6b, Union Contract, deferring comment until that time.
- Policy Committee – Jones reported that the committee had met and discussed the two policies for consideration later on the agenda, items 7b and 7c, deferring comment until that time.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence reported that the Friends board recently held a planning meeting. The book sale will be held September 24th – 25th, along with a special preview night for members on the 23rd. The Under the Stairs Gift Shop will be closing by the end of the year since it is not profitable. The board is working on a closure process.

- **Friends' Report** – Gay Travis, Vice President of the Kingsley Friends of the Library
Travis reported that the KBL Friends spoke with the Kalkaska Friends group about how KBL was built and about Kingsley's successful Adams Fly Festival since Kalkaska has a Trout Festival. The Adams Fly Festival is KBL's biggest fundraiser for the year, last year profiting \$15K over a 4-hour event. The Kingsley Friends will no longer host the Floyd Milton Webster writing contest because they feel it would be better done through the public school. This year's Floyd Milton Webster prize winner in the adult category was Mardi Link, a local author who wrote about the Adams Fly. Travis also reported that the group will be decorating KBL for the holidays, hosting a spring book sale, and plans to share the cost of the new village sign between the library and the park since the Friends utilize the village meeting space often. A percentage of all fundraisers go directly to the KBL Friends Foundation which has reached about \$50K. Travis emphasized the group's desire to help the library and the librarians through their continued fundraising efforts and support.

6. **Old Business**

a. *L-4029 Tax Rate Request Form*

It was **MOVED** by Kachadurian, **SUPPORTED** by Marek, to approve the L-4029 Tax Rate Request Form as presented. The form must be filed in order to levy taxes, and includes a Headlee Rollback. Motion **CARRIED**.

b. *Union Contract*

Kachadurian reported that the recent tentative union contract was voted down by the membership and that the Personnel Committee reached an acceptable alternative agreement based on the original proposal. The terms have been presented to the union.

7. **New Business**

a. *Kalkaska Library Services Amendment Agreement*

Payne reported that the Kalkaska County Library would like to match the contract terms to their fiscal year, which also results in extending the contract by 4 months for an end term of December 31, 2017. It was **MOVED** by Kachadurian, with **SUPPORT** from Marek, to approve the Kalkaska Library Services Amendment Agreement as presented. Motion **CARRIED**.

b. *Policy 5.2 Disposal of Withdrawn Materials Revision*

Jones read the revised policy in full, which brings the policy up to current practice. It was **MOVED** by Jones, with **SUPPORT** by Beasley, to approve the policy as presented. Motion **CARRIED**.

c. *Policy 4.9 Use and Maintenance of Library Vehicles*

8. Jones reported that the Policy Committee recommended removing Policy 4.9 from the policy manual since TADL no longer has a vehicle. It was **MOVED** by Kachadurian, with **SUPPORT** from Jones, to remove policy 4.9 Use and Maintenance of Library Vehicles in its entirety from the TADL Policy Manual. Motion **CARRIED**.

a. *Appointment to Northland Cooperative Library Board*

President Gillman made a suggestion to appoint Parsons for the permanent seat available on the Northland Library Cooperative Board. Parsons explained that the positions are based on class size. TADL is the only class VI library in the Cooperative and therefore able to hold its own permanent seat on the board. Her appointment would not exclude TADL's member libraries from the position, since they are classified as Class I and Class II libraries and have their own rotating representation. There were no other appointments offered. It was **MOVED** by Beasley, with **SUPPORT** from Marek, to appoint Parsons as TADL's representative for the permanent seat on the Northland Library Cooperative Board. Motion **CARRIED**.

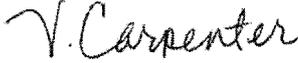
9. **Public Comment**

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

10. Adjournment

With a motion by Kachadurian and support from Beasley, President Gillman adjourned the meeting at 6:00pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on October 20, 2016,


J. Gillman, Board President





11/7/16 -
cc ref 011

MONTHLY OPERATING REPORT

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

COPY: Dave Green, Director of Public Services
Benjamin Marentette, City Clerk
Traverse City Commission
Grand Traverse County Board of Public Works
Kevin Dahl, CH2M, Regional Business Manager

FROM: Elizabeth Hart, Project Manager

A handwritten signature in black ink, appearing to be 'Elizabeth Hart', written over the 'FROM:' line.

DATE: October 14th, 2016

SUBJECT: Monthly Operations Report for September 2016

Attached to this report are the following items: September's report to the state, which has been submitted electronically, a financial summary for the Traverse City Regional Wastewater Treatment Plant and the Grand Traverse County Septage Facility, and monthly loadings and flows for August and September.

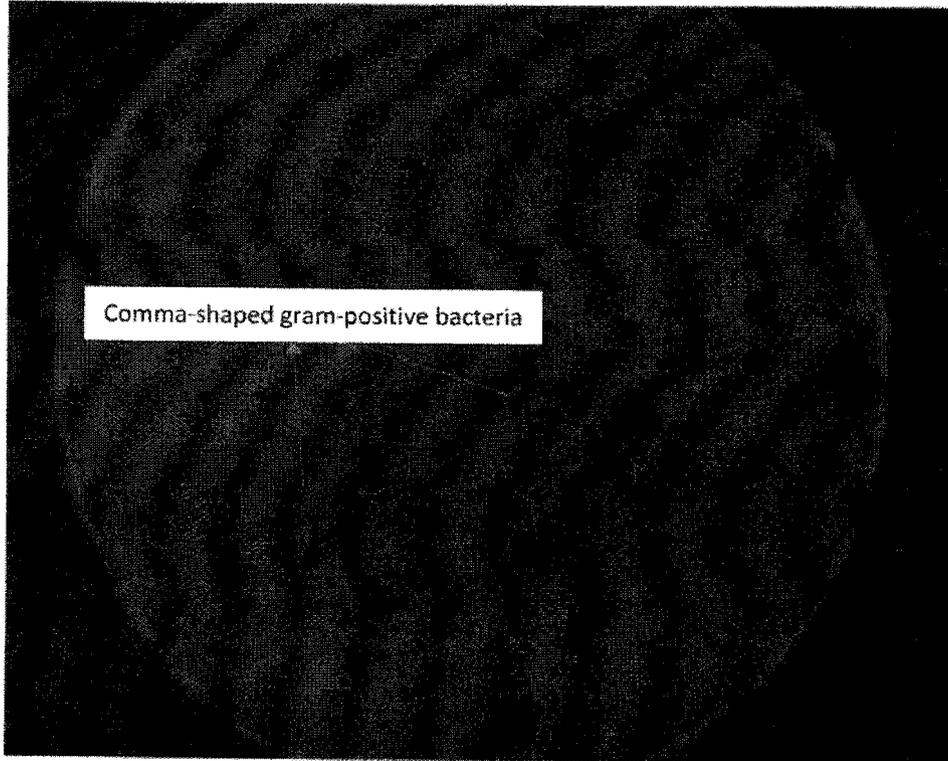
TRAVERSE CITY

OPERATIONS AND PROJECTS

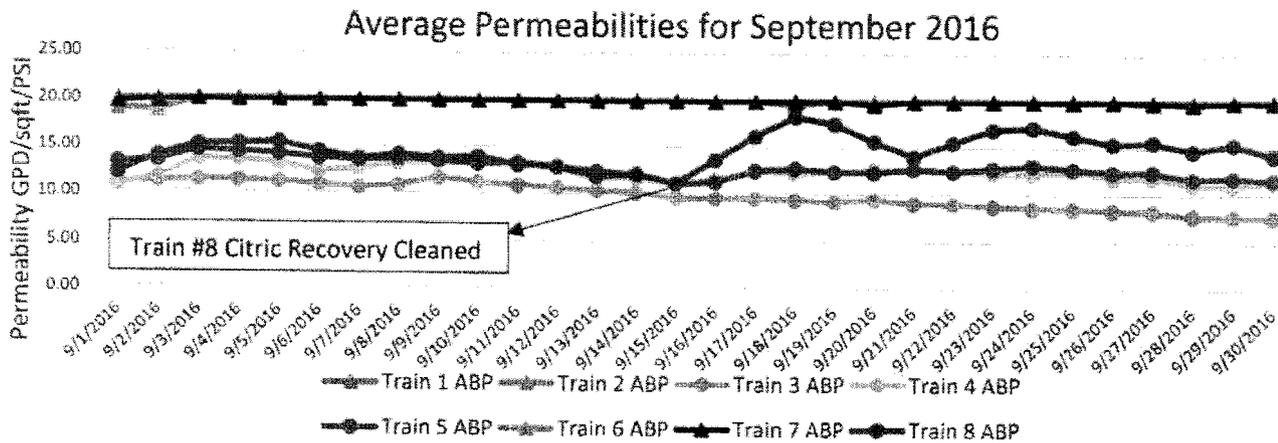
The TCRWWTP met permit limits for all required parameters in the month of September. The plant's National Pollution Discharge Elimination System (NPDES) permit requires that the facility will use ultraviolet light for disinfection, during the month of September, we experienced two separate membrane control component failures that led to the flooding of our UV module controls, rendering them inoperable. During this time, the facility's effluent fecal coliform results showed fecal coliform levels were well below permitted limits, however, because the UV modules were not in service, the facility was not meeting this permit requirement. CH2M has developed and implemented an action plan to prevent the UV modules' controls from flooding. This plan has been submitted to the Michigan Department of Environmental Quality.

Though not in numbers that have caused permeability issues, we have observed comma-shaped gram-positive bacteria (CSGPB) in the biomass in September. We continue to monitor our biomass closely for any changes, and we have begun working with the University of Michigan to better understand these microorganisms. (See photo, p.2)

Microscope Pictures of Treatment Plant Biomass -9/26/2016

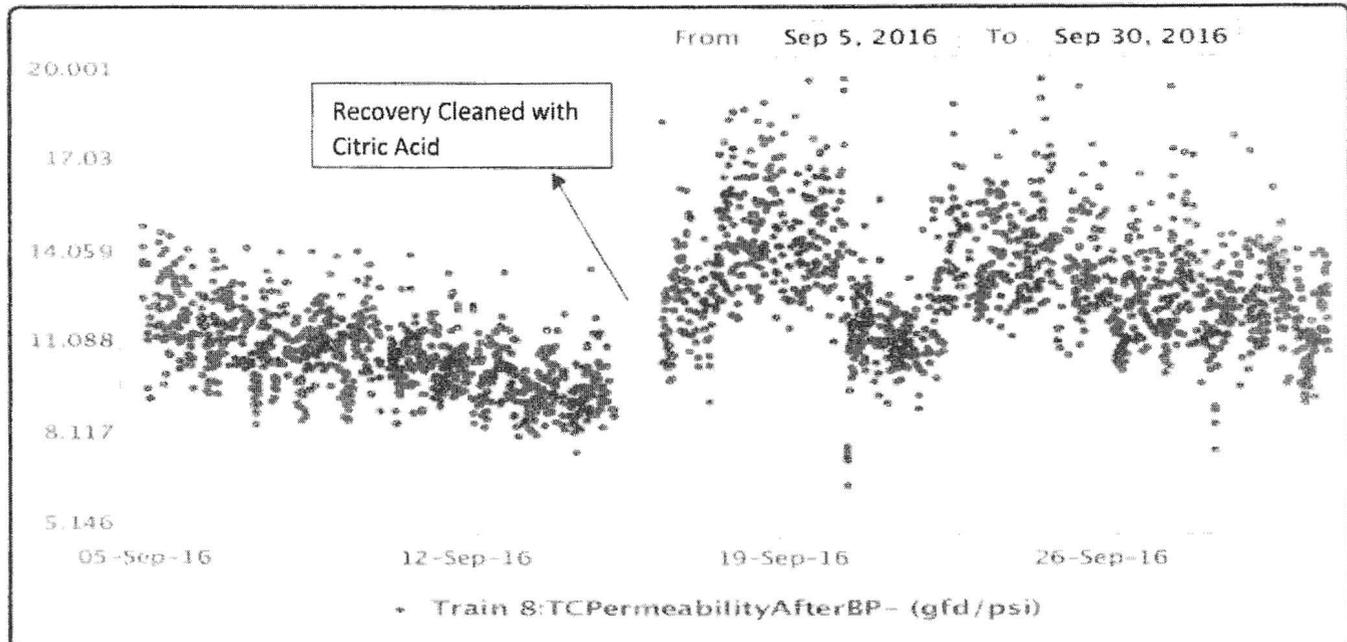


We are able to permeate at a rate that can more than meet current flow demands and produce an effluent that meets, and for many parameters, exceeds DEQ requirements. (Please refer to the permeability graph below)



Note: Trains that have triangle shaped markers have 500Ds cassettes. (On this graph, trains 1, 2, 6, and 7 have very similar permeabilities and as a result their trend lines overlap)

We recovery cleaned membrane train #8 with Citric Acid on 9-15-16. (Please refer to the graph below)



In an effort to minimize vulnerabilities, CH2M's SCADA programmer updated the facility's SCADA programming to trigger an alarm to call out to an operator when Dissolved Oxygen levels in the aeration basin are low and in the event all aeration blowers are not running.

Synagro is currently hauling biosolids.

Digesters perform optimally when continual fed. To date, we would send conditioned waste activated sludge (CWAS) to the digesters through the course of the day while the plant was staffed. We have worked to improve SCADA programming and add necessary control components to make it possible for us to continuously send CWAS to the digesters.

Maintenance

TC Light and Power installed a new pole mounted transformer at the Coast Guard Lift Station. Topline installed a new electrical meter and a new neutral from the meter to the transformer.

We replaced one of the valves for primary tank 4S.

We replaced all the plows and seals on the Gravity Belt Concentrator.

We tightened the packing on the drain valves for all 8 membrane trains.

TCRWWTW items of importance		
TCRWWTW action items	Status	Estimated total cost
UV action plan item	Options for raising UV module controls out of the UV channel to be identified by October 31, 2016	TBD
Membrane replacement (890)	The City has decided to replace one train of membranes per year until all 8 trains are replaced. We recommend budgeting to replace trains at 8yrs of life. Four trains replaced Four trains remain	800,000/train (updated per GE's 2016 proposal)
Comma-shaped gram-positive bacteria(CSGPB)	The University of Michigan's study of the comma shaped Gram positive bacteria is underway.	\$125,000
Primary header	The primary header, or piping that conducts the waste stream from the grit chambers to the facility's primary tanks, is in need of replacement. CH2M included in City's capital improvements for 2016/2017. (#902)	\$500,000 (updated per first engineering firm proposal-looking for less expensive options)
Digester condition assessment and reconditioning	Digesters #3 and #4 have been in service since 1959. CH2M recommends a condition assessment and related reconditioning for each digester within the next three years. CH2M included this recommendation in the City's capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning) CH2M obtained two bid responses to our digester #3 condition assessment Request for Proposal. We chose the low bid.	\$125,000/Digester
TBA Lift Station Pumps, Controls, Pump pit needs reconditioning.	Contractors have installed the new control panel, and the pump pit has been relined as of 7-11-16. CH2M reviewed the punch list for the controls with the contractor. Pumps and alarms are operating as they should. (Capital Improvement #892)	\$75,000
Membrane gates need replacing	Eight membrane gates and two aeration basin gates replaced as of Spring 2016. 8 additional membrane gates to replace.	\$44,874/ 4 gates installed
Front Street Lift Station and main plant programmable logic controls (PLC)S upgrade	Front Street and the Main plant both have a PLC 5 that is obsolete and difficult to support. CH2M recommends the replacement of both PLC 5s in the City's 2016/2017 capital improvement plan. (#899)	\$152,640
Reconditioning of three Archimedes Screw Pumps and trough	CH2M recommends replacing one screw per year until all screws have been replaced, and reconditioning the troughs at the same time. (Capital Improvement #893) The new screw body has been received. The City Commission has approved the change order for addressing the deteriorated trough walls. CH2M is scheduling the work to begin ASAP.	\$410,000/Screw Pump
West SST needs a new Bio-solids pump	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 1970s, and fails often. CH2M recommends replacing the current West SST piston pump with a new pump. This recommendation is included in the City's 6 year capital Improvement Plan. (Capital Improvement #894)	\$104,411

IPP

The DEQ performed a two-day IPP audit in September. We are awaiting their report.

We performed an inspection of CRM Inc. We found that their Reverse Osmosis (RO) units were discharging to their Outfall-001, diluting the flow from their categorical process. We have asked them to reroute the flow from their RO discharge. We also became aware of the fact that twice a year they discharge spent chemicals to the sewer. We are requiring them to inform us two weeks prior to discharging the chemicals, so that we can sample their outfall during this time and confirm that they are in compliance with their permit.

On September 22nd, the results of Control Authority sampling of Munson Medical Center's Outfall-003 showed that they continue to be in non-compliance. As a result, a Notice of Violation was issued to them on September 30th.

We received the required monthly report from Alco Tech Wire documenting the maintenance and cleaning they performed on their Oil and Water Separator. They continue to work to improve the quality of their discharge to the sewer.

We spoke with a Beitner Square representative regarding the high levels of grease discharged to the sewer from the building. We were informed that a mechanical contractor went through the building and discovered that the grease traps for the restaurants were installed incorrectly. The grease traps were installed properly and the sewer outside the building is being monitored regularly.

GTCSF items of importance		
GTSF action items	Status	Estimated cost
Biofilter media replacement	Completed	
ATAD tank cleaning	Completed	
Pump pulling capabilities needed	Completed	
SNDR pump seal is leaking-2016	New pump purchase approved by BPW/recieved-CH2M to install when high temperature alarm has been installed-Completed	
Pumps are aging - 2016, 2018, 2020	Pump Replacement Included in the 5-year capital improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations. CH2M ordered replacement pumps and rails for the Post Equalization basin. CH2M included the addition of grit removal in 5 year capital plan. (feasibility study needed)	\$7,500/pump
Modification to foul air - 2017	CH2M recommends the following modifications be made to the foul air system: connect Post EQ to system, and redirect ATAD foul air to SNDR tank. This project is included in the Capital improvement plan.	\$30,000
Grit removal - 2018	CH2M included the addition of grit removal in 5-year capital plan. (feasibility study needed)	TBD
Fine screens modification needed to remove rags and not impede forward flow - 2018	CH2M has developed a modification strategy/included in the 5-year capital plan.	\$18,000
rock trap for grease pump-needed to protect pump from large debris - 2018	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-year capital improvement plan	\$18,000
Bio-solids load out pipe needed - 2020	CH2M recommends a sludge load-out pipe be installed so semis can be loaded with biosolids from outside the building. CH2M included this recommendation in the 5-year capital improvement plan.	\$7,500
Sludge storage capacity - 2020	CH2M recommends a feasibility study be done on the expansion of sludge storage. This recommendation was included in the 5-year capital improvement plan.	TBD

GTSF reoccurring projects		
Project	Frequency	Estimated Cost
Biofilter media replacement	Work completed in 2014 and should be budgeted for on a 7-year basis.	\$130,000
ATAD tank cleaning	Completed in 2015 and should be budgeted for every 7 years.	\$46,000
Grit removal	Cleaning of the Unloading Bay rock traps and floor drains as needed.-	\$1,200 each cleaning- estimated \$14,400/year
	Annual cleaning of the influent equalization basin-scheduled for October 18 th	\$36,000
	Annual cleaning of the post equalization basin (note 2016 is the first year this tank will be cleaned out, it maybe that this tank needs to be cleaned out every 5 years, but for budgeting purposes I would count on every year)	\$10,000
MBR tanks cleaned	First to be done in 2017	TBD

Operations

The daily average effluent BOD loading for the month of September was 20.7 lbs. /day.

We observed the average unloading time for the haulers in September to be 15.6 minutes, with an average unloading rate of 160 gallons/minute. The following photos show the general condition of the unloading bays. The bays are cleaned a minimum of twice a day.

Unloading Bays (9-16-16)





Maintenance

- Topline completed the installation of the thermal overloads on the pumps in the ATAD basement.
- We replaced a failed VFD on Post Equalization Pump #2.
- We called Topline in to address the card reader issue. They added another timing element in the PLC programming to delay the stop signals from one unloading bay or another for 30 seconds. We are monitoring whether or not this resolves the issue.

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. John Divozzo and CH2M continue to work together to prioritize the facility's needs. The Grand Traverse Board of Public Works approved the post equalization tank cleaning, and the post equalization pump replacement project. This table has been updated as of September 2016.

Capital Improvement Recommendations-Listed in Order of Importance		
Contract Year	Project	Estimated Cost
2016	post equalization tank cleaning-scheduled for October 24th, 2016	\$40,000
2016	Sludge storage pump repair (original estimate \$20,000)	\$14,696
2016	Two post equalization pumps replaced-BPW approved project CH2M to install pumps before winter 2016	\$25,000
2017	Modify foul air system	\$30,000
	-Connect post EQ to system	
	-Redirect ATAD foul air to SNDR tank	
2017	MBR tank cleaning	TBD
2018	Modify fine screens and compactor	\$18,000
2018	Grit removal feasibility study	\$12,000
2018	Grit removal system added (requires feasibility study)	TBD
2018	Replace four Lift Station/EQ tank submersible pumps	\$28,000
2018	Install rock trap on grease load out line	\$18,000
2019	Replace east & west load out rock traps	\$65,000
2019	Sludge storage feasibility study	\$10,000
2020	Sludge load out line	\$7,500
2020	Replace two Lift Station/EQ tank submersible pumps	\$14,000
2020	Sludge storage expansion	TBD
2021	Generator electrical configuration evaluation	TBD
2021	Blowers 1,2,3 inspected and maintained	TBD

Traverse City WWTP DMR Summary

September 2016

No Discharge

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type			
Flow 50050 Final Effluent (1)	Sample Measurement	****	****	****	****	75432	<input type="checkbox"/>	Daily	Report Total C
	Permit Requirement	****	****	****	****	90700 Maximum Daily		Daily	Report Total Daily Flow
Biochemical Oxygen Demand (BOD5) 00310 Final Effluent (1)	Sample Measurement	****	****	****	****	6.38	<input type="checkbox"/>	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily		Monthly	Grab
Nitrate Nitrogen 00620 Final Effluent (1)	Sample Measurement	****	****	****	****	0.32	<input type="checkbox"/>	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily		Monthly	Grab
pH 00400 Final Effluent (1)	Sample Measurement	****	****	****	****	7.01	<input type="checkbox"/>	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily		Monthly	Grab
Total Inorganic Nitrogen 90001 Final Effluent (1)	Sample Measurement	****	****	****	****	55.02	<input type="checkbox"/>	Monthly	Calculation
	Permit Requirement	****	****	****	****	50.0 Maximum Daily		Monthly	Calculation
Ammonia Nitrogen 90002 Final Effluent (1)	Sample Measurement	****	****	****	****	54.56	<input type="checkbox"/>	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily		Monthly	Grab

Parameter	Quantity or Loading		Units	Quality or Concentration		Units	Sample Freq	Sample Type	
Nitrite Nitrogen 90004 Final Effluent (1)	Sample Measurement	****	****	****	****	5.87	P	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily			
Sodium 90005 Final Effluent (1)	Sample Measurement	****	****	****	****	368	P	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily			
Chloride (90006) 90006 Final Effluent (1)	Sample Measurement	****	****	****	****	689	P	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily			
Total Phosphorus 90007 Final Effluent (1)	Sample Measurement	****	****	****	****	4.82	P	Monthly	Grab
	Permit Requirement	****	****	****	****	(Report) Maximum Daily			
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement	****	****	****	****	17816929	P	Annually	Calculation
	Permit Requirement	****	****	****	****	33105000 Maximum Annual			

General Report Comments

Traverse City Regional Waste Water Treatment Plant

EXPENSE CATEGORY	Sep-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 16,936.91	\$ 21,682.36	\$ (4,745.45)	\$ 203,242.96	\$ 45,252.96	\$ 197,685.18	\$ 5,557.78
CLIENT PLANT & EQUIP	\$ 10,416.67	\$ 7,644.33	\$ 2,772.34	\$ 125,000.00	\$ 47,741.65	\$ 141,491.65	\$ (13,749.99)
DUES AND SUBSCRIPTIONS	\$ 62.50	\$ -	\$ 62.50	\$ 750.00	\$ -	\$ 562.50	\$ 187.50
EDUCATION, TRAINING, MEETINGS	\$ 391.67	\$ 450.00	\$ (58.33)	\$ 7,700.00	\$ 2,901.47	\$ 6,426.47	\$ 1,273.53
ELECTRICITY	\$ 40,400.00	\$ 33,786.04	\$ 6,613.96	\$ 484,800.00	\$ 71,156.60	\$ 434,756.60	\$ 50,043.40
EMPLOYEE EXPENSE	\$ 789.21	\$ 1,156.90	\$ (367.69)	\$ 9,470.55	\$ 5,340.43	\$ 12,443.34	\$ (2,972.79)
INSURANCE	\$ 3,044.66	\$ 2,983.68	\$ 60.98	\$ 36,535.95	\$ 9,451.72	\$ 36,853.68	\$ (317.73)
LABOR	\$ 70,506.93	\$ 74,905.78	\$ (4,398.85)	\$ 858,148.07	\$ 215,867.27	\$ 857,794.07	\$ 353.99
OPERATING EXPENSES	\$ 10,621.49	\$ 21,731.69	\$ (11,110.20)	\$ 135,587.17	\$ 127,071.27	\$ 228,691.16	\$ (101,619.89)
OUTSIDE SERVICES	\$ 7,643.08	\$ 11,811.91	\$ (4,168.83)	\$ 91,717.00	\$ 25,940.93	\$ 94,728.68	\$ (68,787.75)
SOLIDS HANDLING	\$ 55,711.00	\$ (2,206.82)	\$ 57,917.82	\$ 173,433.00	\$ 29,227.40	\$ 145,549.40	\$ 27,883.60
SUPPLIES	\$ 916.67	\$ 831.13	\$ 85.54	\$ 11,000.00	\$ 1,897.71	\$ 10,147.71	\$ 852.29
TELECOMMUNICATIONS	\$ 850.00	\$ 1,103.60	\$ (253.60)	\$ 10,200.00	\$ 3,051.45	\$ 10,701.45	\$ (501.45)
TRAVEL COSTS	\$ 1,591.01	\$ 4,204.04	\$ (2,613.03)	\$ 26,842.08	\$ 11,631.26	\$ 25,950.32	\$ 891.76
UTILITIES-OPERATIONS	\$ 1,212.50	\$ 1,633.37	\$ (420.87)	\$ 14,550.00	\$ 4,879.73	\$ 15,792.23	\$ (1,242.23)
TOTALS	\$ 221,094.30	\$ 181,718.01	\$ 39,376.29	\$ 2,188,976.78	\$ 601,411.85	\$ 2,219,574.45	\$ (30,597.67)

September - No Repair Expenses Over \$1,000

Grand Traverse County Septage Facility

EXPENSE CATEGORY	Sep-16			Year End			
	Budget	Actuals	Variance	Budget	YTD Total	Forecast	Variance
CHEMICALS	\$ 276.30	\$ 787.50	\$ (511.20)	\$ 3,315.60	\$ 1,609.88	\$ 4,096.58	\$ (780.98)
CLIENT PLANT & EQUIP	\$ 833.33	\$ 2,654.89	\$ (1,821.56)	\$ 10,000.00	\$ 13,774.90	\$ 21,274.90	
DUES AND SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EDUCATION, TRAINING, MEETINGS	\$ 4.58	\$ -	\$ 4.58	\$ 55.00	\$ 4.03	\$ 45.28	\$ 9.72
ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE EXPENSE	\$ 65.23	\$ 169.56	\$ (104.33)	\$ 782.75	\$ 378.68	\$ 965.74	\$ (182.99)
INSURANCE	\$ 310.94	\$ 251.69	\$ 59.25	\$ 3,731.23	\$ 843.69	\$ 3,642.11	\$ 89.12
LABOR	\$ 10,070.88	\$ 9,458.83	\$ 612.05	\$ 122,529.08	\$ 26,823.62	\$ 118,468.66	\$ 4,060.42
OPERATING EXPENSES	\$ 881.27	\$ 1,328.12	\$ (446.85)	\$ 10,648.06	\$ 6,629.81	\$ 14,604.93	\$ (3,956.87)
OUTSIDE SERVICES	\$ 4,416.67	\$ 1,127.05	\$ 3,289.62	\$ 53,000.00	\$ 25,124.24	\$ 64,874.24	
SOLIDS HANDLING	\$ 2,772.50	\$ 10,814.36	\$ (8,041.86)	\$ 33,270.00	\$ 16,841.84	\$ 41,794.34	
SUPPLIES	\$ 75.00	\$ 32.51	\$ 42.49	\$ 900.00	\$ 130.67	\$ 805.67	\$ 94.33
TELECOMMUNICATIONS	\$ 96.00	\$ 121.60	\$ (25.60)	\$ 1,152.00	\$ 329.76	\$ 1,193.76	\$ (41.76)
TRAVEL COSTS	\$ 79.17	\$ -	\$ 79.17	\$ 950.00	\$ 105.84	\$ 818.34	\$ 131.66
UTILITIES-OPERATIONS	\$ 15.63	\$ -	\$ 15.63	\$ 187.50	\$ -	\$ 140.63	\$ 46.88
TOTALS	\$ 19,897.49	\$ 26,746.11	\$ (6,848.62)	\$ 240,521.22	\$ 92,596.96	\$ 272,725.18	\$ (32,203.96)

September Repair Expenses Over \$1,000		
Traverse Bay Roofing Company	Roof Repairs	\$2,370

Township and City Loadings 2016-2017

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

		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
BOD Loadings in pounds per day	Blair	44	44	42	0	0	0	0	0	0	0	0	0
	Garfield Twp	3427	3355	3042	0	0	0	0	0	0	0	0	0
	Elmwood Twp	507	494	396	0	0	0	0	0	0	0	0	0
	East Bay Twp	689	697	610	0	0	0	0	0	0	0	0	0
	Acme Twp	561	562	421	0	0	0	0	0	0	0	0	0
	Peninsula Twp	72	77	60	0	0	0	0	0	0	0	0	0
	Septage	57	27	21	0	0	0	0	0	0	0	0	0
	City	3927	3602	3835	0	0	0	0	0	0	0	0	0
	Total	9264	8958	8425	0								

Flow values used in loading calculations for the Townships were provided by the County, and the same as the flow values the County sends to the City.

Concentrations (mg/L) Used to Calculate Loadings 2016-2017

		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Average BOD Concentration	Plant	217	208	211	0	0	0	0	0	0	0	0	0
	Garf 1 Lift Station	295	244	292	0	0	0	0	0	0	0	0	0
	Garf US 31 meter	339	366	276	0	0	0	0	0	0	0	0	0
	Garf 6th St meter	165	183	175	0	0	0	0	0	0	0	0	0
	Elmwood LS	267	257	228	0	0	0	0	0	0	0	0	0
	East Bay LS	256	255	256	0	0	0	0	0	0	0	0	0
	Bunker Hill	224	208	174	0	0	0	0	0	0	0	0	0
	Acme	222	242	265	0	0	0	0	0	0	0	0	0
	Peninsula LS	145	154	135	0	0	0	0	0	0	0	0	0

Grand Traverse Septage Facility Loadings (lbs/day) 2016-2017

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Septage	57	27	21	0	0	7	0	0	0	0	0	0

The BOD concentrations reported above are for each separate sample collection site within Grand Traverse County. These are the concentrations used in the calculations of Township loadings. Please note that July's values have been amended as of 10-11-16.

2016-2017 Flow Report

Party	Flow Limit (gallons/day)	July Average Daily Flows (gallons/day)	August Average Daily Flows (gallons/day)	September Average Daily Flows (gallons/day)
Traverse City	5,100,000	2,520,596	2,492,086	2,407,051
Garfield Township (Includes Blair and the Septage Facility)	1,694,900	1,443,287	1,460,492	1,383,535
Acme Township	655,350	300,932	298,896	253,184
East Bay Township	550,800	576,069	573,549	482,740
Elmwood Township	328,100	227,586	223,438	208,200
Peninsula Township	170,850	59,143	57,831	53,057
Total	8,500,000	5,127,613	5,106,292	4,787,767

Note: Flow Values were derived by using flow totals reported by the County and dividing those totals by the number of days in the between meter readings. Peninsula's flow total reported is the sum of Peninsula #1 and Peninsula #2. Garfield's flow total, as noted above, is the sum of all five metered locations within Garfield township. (Garfield #1, Garfield-Meijer, Garfield-6th St., Blair-deduct, and the Septage Facility- deduct.) Traverse City's flow is derived by subtracting the Township's monthly flows for the TCRWWTP's monthly total flow, and then dividing by the number of days in the month.