Notice

City Commission Regular Meeting
7:00 pm
Monday, May 7, 2018
Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
Posted and Published: 05-03-2018

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 to, access to, treatment in, or employment in, its programs or activities. Penny Hill, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, 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 Marentette, MMC, City Clerk
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

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*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 by Mayor Jim Carruthers of a proclamation declaring May 13-19, 2018, as National Police Memorial Week to Police Chief Jeff O’Brien.

Presentation regarding the City being certified as a Redevelopment Ready Community.

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.
City Commission
Regular Meeting Agenda

3 May 7, 2018

a. Consideration of approving minutes of the City Commission meetings of April 16, 2018, and April 23, 2018. (Approval recommended) (Marty Colburn, Benjamin Marentette)

b. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would reduce the size of the Arts Commission from 9 members to 7, as unanimously recommended by the joint subcommittee of Arts Commission and City Commission representatives. (Introduction and schedule for possible enactment on May 21, 2018, recommended) (Marty Colburn, Benjamin Marentette)

c. Consideration of introducing an amendment to the Traverse City Code of Ordinances which would increase the size of the Art Selection Panel from 5 members to 7 members, as unanimously recommended by the joint subcommittee of Arts Commission and City Commission representatives. (Introduction and schedule for possible enactment on May 21, 2018, recommended) (Marty Colburn, Benjamin Marentette)

d. Consideration of enacting an amendment to the Traverse City Code of Ordinances relating to an annual service fee charged to the Traverse City Housing Commission on its housing projects within the city, with the City Commission to have flexibility to establish the annual service charge, which may allow the Housing Commission to reduce monthly rents, providing for more affordable housing. (Enactment recommended) (Marty Colburn, Polly Cairns)

e. Consideration of enacting a reversionary rezoning for 205 Garland Street, 205 North Union Street and 211 North Union Street, which would revert the zoning of the property from C-4b with conditions to C-4a, as the project associated with the conditional rezoning never began, as recommended by the Planning Commission, which is a housekeeping matter. (Enactment recommended) (Marty Colburn, Russell Soyring)
f. Consideration of adopting a resolution recommending approval of a Redevelopment Class C Liquor License to Blue Heron 2, and consideration of authorizing the City Clerk to issue the registration allowing operation of the license at 408 Union Street. (Approval and adoption recommended) (Marty Colburn, Benjamin Marentette)

g. Consideration of adopting a resolution recommending approval of the ownership transfer of a B-Hotel Liquor License to PHR TCI OPCO SUB, LLC, and consideration of authorizing the City Clerk to issue the registration allowing operation of the license at 263 W. Grandview Parkway (Hotel Indigo). (Approval and adoption recommended) (Marty Colburn, Benjamin Marentette)

h. Consideration of adopting resolutions approving applications for Neighborhood Enterprise Zone Certificates for 12 new residences in the previously established Depot Neighborhood District. (Adoption recommended) (Marty Colburn, Polly Cairns)

i. Consideration of authorizing a purchase order for a trailer-mounted air compressor for operational use by the Parks and Recreation Division. (Approval recommended) (Marty Colburn, Frank Dituri) (5 affirmative votes required)

j. Consideration of declaring a 2005 Ford Explorer surplus and authorizing a purchase order for a fully-electric 2018 Chevrolet Bolt for operational use by Parking Services. (Approval recommended) (Marty Colburn, Frank Dituri) (5 affirmative votes required)

k. Consideration of declaring an arrow board (flashing sign) surplus so it may be sold at auction as it is being replaced by a solar-powered arrow board. (Approval recommended) (Marty Colburn, Frank Dituri)

l. Consideration of declaring two lawn mowers surplus and authorizing a purchase order for two electric zero lawn mowers and an electric push mower, with extra battery. (Approval recommended) (Marty Colburn, Frank Dituri) (5 affirmative votes required)
m. Consideration of waiving the competitive bidding process and authorizing a one-year contract extension for preventative maintenance crack sealing. (Approval recommended) (Marty Colburn, Frank Dituri) (5 affirmative votes required)

n. Consideration of authorizing a contract for the 2018 Centre Place Watermain Loop Project and authorizing an agreement with the owners of The Boardman Lake Glens for it to fund 65% of the project cost. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

o. Consideration of authorizing an amendment to the agreement with the Michigan Department of Natural Resources for a Natural Resources Trust Fund Grant for Clancy Park Improvements, to extend the timeline for the improvements to be completed to September 30, 2018, due to delays as a result of early-spring weather. (Approval recommended) (Marty Colburn, Frank Dituri) (5 affirmative votes required)

p. Consideration of authorizing a change order to the construction management agreement with Spence Brothers for tree clearing at Hickory Hills to make way for nordic and alpine trails at Hickory Hills, as provided for in the Hickory Hills Recreation Area Master Plan. (Approval recommended) (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

q. Consideration of authorizing the City Clerk to issue the Firework Display Permits to The Boom Boom Club and National Cherry Festival for the fireworks displays on July 4 and July 7, 2018. (Approval recommended) (Marty Colburn, Benjamin Marentette, Jim Tuller)

r. Consideration of affirming the Planning Commission’s decision that the 2018 Boardman River Walk Phase 1 Project is consistent with the City’s Master Plan. (Affirmation recommended) (Marty Colburn, Russell Soyring)

s. Consideration of approving the temporary issuance of traffic control orders which would add twenty-five new BATA (Bay Area Transportation Authority) bus stop locations, with four locations being removed. (Approval recommended) (Marty Colburn, Penny Hill)
Items removed from the Consent Calendar

a.

b.

c.

3. Old Business

a. Consideration of approving work associated with the 2018 Pavement Preservation Project, including:
   i. Eighth Street overlay between Boardman Avenue and Railroad Avenue, excluding any warranty for the work;
   ii. Streets included in the original scope for the 2018 Pavement Preservation Project;
   iii. Improvements to Lot P; and
   iv. The 400, 500 and 600 blocks of the alley north of East Eighth Street.

   (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

b. Consideration of authorizing a consultant agreement for construction staking work for Lot P, the 400-600 blocks of the alley north of East Eighth Street and Clancy Park. (Marty Colburn, Timothy Lodge) (5 affirmative votes required)

c. Consideration of approving key policy points for the City Commission Ad Hoc Committee on Medical Marihuana Licensing to address, as recommended by the City Attorney and City Clerk. (Marty Colburn, Lauren Trible-Laught, Benjamin Marentette)
4. **New Business**

a. Consideration of adopting a resolution setting the Annual Service Fee for the Traverse City Housing Commission Development at 440 Munson Avenue (the East Bay Flats), which would establish the annual service fee at 10%, as recommended by the City Assessor. (Marty Colburn, Polly Cairns)

b. Consideration of adopting a Resolution Setting the Annual Service Fee for the Traverse City Housing Commission Development at 10200 East Carter Road (Orchardview), which would formalize the 10% annual service fee which has been charged for some time. (Marty Colburn, Polly Cairns)

c. Consideration of adopting a Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 150 Pine Street (Riverview Terrace), which would formalize the 10% annual service fee that has been charged for some time. (Marty Colburn, Polly Cairns)

d. Initial delivery of City Manager's Proposed Budget for Fiscal Year 2018/2019; and consideration of establishing a public hearing for May 21, 2018, regarding the proposed Fiscal Year 2018/2019 budgets for the City of Traverse City, Downtown Development Authority and Traverse City Light and Power, including the tax levy for the General Fund and for the Act 345 Retirement System. (Marty Colburn, William Twietmeyer)

e. Consideration of a request from Commissioner Richard I. Lewis for the City Commission to consider raising the General Fund millage rate by .5 mills, effective July 2018, generating approximately $438,071 in the first year for sidewalk repair and installation work. (Commissioner Richard I. Lewis) (5 affirmative votes required)

5. **Appointments**

a. Consideration of appointing a representative of the City Commission to the Grand Traverse County Criminal Justice Coordinating Committee, which will make recommendations related to improving the jail and criminal justice system. (Marty Colburn, Benjamin Marentette)
b. Consideration of appointment of one Planning Commission representative to the Grand Traverse Commons Joint Planning Commission. (Marty Colburn, Benjamin Marentette)

c. Consideration of establishing an ad hoc interview committee to make recommendation regarding three regular appointments and three alternate appointments to the Board of Zoning Appeals. (Marty Colburn, Benjamin Marentette)

d. Consideration of approving appointments by the Mayor to the Human Rights Commission. (Marty Colburn, Benjamin Marentette)

e. Consideration of accepting the resignation of Danielle Rearick from the Parks and Recreation Commission and establishing an ad hoc interview committee to make recommendation to fill the vacancy. (Marty Colburn, Benjamin Marentette)

f. Consideration of establishing an ad hoc interview committee to make recommendation regarding one appointment to the City of Traverse City and Charter Township of Garfield Recreational Authority. (Marty Colburn, Benjamin Marentette)

g. Consideration of establishing an ad hoc interview committee to make recommendation regarding two appointments to the Historic Districts Commission. (Marty Colburn, Benjamin Marentette)

h. Consideration of establishing an ad hoc interview committee to make recommendation regarding three appointments to the Arts Commission. (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.
3. Minutes of the Traverse City Arts Commission meeting of March 21, 2018.

e. Reports and correspondence from non-City officials.


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.
PROCLAMATION DECLARING
MAY 13-19, 2018 AS
NATIONAL POLICE MEMORIAL WEEK

The United States Congress has designated the week of May 13-19, 2018 as National Police Week to honor the service and sacrifice of law enforcement officers who work hard to protect our communities.

Traverse City law enforcement officers, like all law enforcement officers, are guardians to life and property, defenders of individual rights to be free people, warriors in the war against crime and dedicated to the preservation of life, liberty and the pursuit of happiness.

I call upon all of our citizens to make every effort to express their appreciation to our police officers. These men and women make it possible for us to leave our homes and families in safety each day, and return to our homes knowing they are protected by police officers who are willing to sacrifice their lives, if necessary; to guard our loved ones, our property and our government against all who would violate the law.

I, Jim Carruthers, Mayor of the City of Traverse City, proclaim:

May 13-19, 2018, as National Police Memorial Week

and encourage all citizens of our community to honor, and show sincere appreciation for the police officers of this great City by deed, remark and attitude.

Jim Carruthers, Mayor
City of Traverse City
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PRESENTATION: REDEVELOPMENT READY COMMUNITY CERTIFICATION

At the meeting on Monday evening, Michigan Economic Development Corporation representative Dan Leonard will provide a 5-minute presentation recognizing the city’s certification as a Redevelopment Ready Community, which reinforces that the city has practices in place that encourage – rather than stifle – redevelopment.

A representative from United States Senator Gary Peters’ office as well as United States Representative Jack Bergman’s office will also provide very brief remarks regarding the certification.

MC/bcm
K:\tc\clerk\city commission\redevelopment ready presentation 20180507
Copy: Russell Soyring, City Planning Director
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: MINUTES

Attached are the minutes from the April 16, 2018 Regular Meeting, and the April 23, 2018 Special Meeting of the City Commission.

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

that the minutes from the April 16, 2018 Regular Meeting, and the April 23, 2018 Special Meeting, be approved.

MC/kg
k:\tcclerk\city commission\minutes
Minutes of the
City Commission for the City of Traverse City
Special Meeting
April 23, 2018

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 Brian Haas, Michele Howard, Richard I. Lewis, Brian McGillivary, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

Reading by Mayor Jim Carruthers of a Mayoral proclamation declaring April 27, 2018, as Arbor Day.

Topics of Discussion:

1. Discussion regarding City Commission Priorities for Fiscal Year 2018/2019; and consideration of adopting the priorities.

Moved by Shamroe, seconded by Howard, that the City Commission Priorities as Discussed at the April 23, 2018, meeting, be adopted for the 2018/2019 Fiscal Year, recognizing that remaining items that were discussed will also be worked on by city staff.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street
CARRIED unanimously.

2.

Discussion regarding medical marihuana and next steps.

The following addressed the Commission:

Marty Colburn, City Manager
Lauren Trible-Laucht, City Attorney
Benjamin Marentette, City Clerk

Moved by Lewis, seconded by Howard, that Commissioner McGillivary, Shamroe and Howard, be appointed to an ad hoc committee to develop licensing recommendations for the full City Commission’s consideration regarding medical marihuana, with considerations for the ad hoc to be presented to the City Commission on May 7, 2018, with Commissioner McGillivary to serve as chair.

CARRIED unanimously.

3.

Announcements from the City Clerk

The following addressed the Commission:

Benjamin Marentette, City Clerk

4.

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

Jeanine Silverman, Raduno, City resident
Jean Derenzy, Downtown Development Authority CEO
There being no objection, Mayor Carruthers declared the meeting adjourned at 7:42 p.m.

Approved: ____________________________
(Date) (Initials)

Benjamin Marentette, MMC
City Clerk
Minutes of the
City Commission for the City of Traverse City
Regular Meeting
April 16, 2018

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 Brian Haas, Michele Howard, Brian McGillivary, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: Richard I. Lewis.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

Presentation by Mayor Jim Carruthers of a proclamation declaring April 18, 2018, as Arts Advocacy Day to Traverse City Arts Commission Chairwoman Christie Minervini.

Presentation by Commissioner Michelle Howard, on behalf of Mayor Jim Carruthers, of a mayoral proclamation celebrating National Service Recognition Day to Sarna Salzman, SEEDS Executive Director.

Acknowledgment by City Manager Marty Colburn of $50,000 in funds raised for the design and construction of the west end bridge at the Brown Bridge Quiet Area through Rotary’s Friends of the Boardman Gourmet Dinner as well as other private donations to the project.

As requested by Mayor Carruthers, Agenda Item 2 (b) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2 (e) was removed from the Consent Calendar for individual consideration by the
2. Consent Calendar

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

a. the minutes from the April 2, 2018 Regular Meeting, the April 4, 2018 Study Session, and the April 9, 2018 Study Session, be approved.

b. Removed from the Consent Calendar.

c. the City Manager be authorized to issue a confirming service order to Molon Excavating Inv. In the amount of $11,900.00, for the emergency water service repair at the 700 block of East Front Street, with funds available in the Water Fund.

d. the Mayor and City Clerk be authorized to execute an agreement for Temporary/Seasonal Staffing Services with Manpower Group US Inc., dba Manpower, for a period of three years, through February 28, 2021, at the rates outlined in the April 16, 2018 packet materials, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

e. Removed from the Consent Calendar.

f. the Mayor and City Clerk execute a unit prices contract with RAM Construction Services in the amount of $107,058, more or less for the 2018 Parking Deck Restoration Project which includes maintenance and repairs for both the Larry C. Hardy and Old Town Parking Decks, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

g. the competitive bidding process be waived and that the City Manager be authorized to issue a service order to Machin Engineering for a Consultant Agreement for structural monitoring of the Harbormaster Building in the amount of $13,525.00, with funds available in the Marina Fund, subject to approval as to substance by the City Manager and as to form by the City
h. an amendment to the Traverse City Code of Ordinances, Revert Conditional Rezoning of 205 Garland Street, 205 and 211 North Union Street which reverts the conditional rezoning of the properties from C-4b back to C-4a, be introduced and scheduled for possible enactment on Monday, May 7, 2018.

i. the City Manager be authorized to issue a confirming purchase order in the amount of $20,534.11 to Scotland Oil for 10,002 gallons of dyed #2 diesel fuel without additives priced at $2.053 per gallon with funds available in the Garage Fund.

j. the competitive bidding process be waived and that the City Manager be authorized to execute the acceptance of the BS&A Software proposal dated April 6, 2018 for accounting software, in the amount of $151,995.00, more or less, with funds available in the Capital Improvements Fund.

CARRIED unanimously. (Lewis absent)

**Items removed from the Consent Calendar**

a.

Consideration of adopting a resolution recommending approval of a new Wine Tasting Room License for Black Star Farms, LLC, and consideration of authorizing the City Clerk to issue the registration allowing operation of the license at 125 E. Front Street.

Moved by Howard, seconded by Shamroe, that the resolution recommending approval of the request from Winery at Black Star Farms, LLC for a new Small Winemaker Tasting Room License, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to Winery at Black Star Farms, LLC, to operate such license at 125 East Front Street, Traverse City, MI 49684.

The following addressed the Commission:

Rick Buckhlater, 932 Kelley Street
Jean Derenzy, Downtown Development Authority CEO
b. Consideration of authorizing a development reimbursement agreement for the city to be reimbursed approximately $3,600,000 from the Grand Traverse County Brownfield Redevelopment Authority, for the West Boardman Lake Loop. (5 affirmative votes required)

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Colburn, seconded by Shamroe, that the Mayor and City Clerk execute the Development and Reimbursement Agreement with the Grand Traverse County Brownfield Redevelopment Authority for improving the Boardman Lake Trail (West Boardman Lake Loop), with such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Lewis absent)

3. Old Business

3(a).

Consideration of introducing an amendment to the Traverse City Code of Ordinances relating to an annual service fee charged to the Traverse City Housing Commission on its housing projects within the city, with the City Commission to have flexibility to establish the annual service charge, which may allow the Housing Commission to reduce monthly rents, providing for more affordable housing.

The following addressed the Commission:

Marty Colburn, City Manager
Karrie Zeits, Acting City Attorney
Moved by Howard, seconded by Haas, that an amendment to the Traverse City Code of Ordinances, Chapter 882 Housing Commission Annual Service Fee Ordinance, which gives flexibility to the City Commission to require the Housing Commission to pay an annual service fee to the City in lieu of taxes for projects or facilities owned and operated by the Housing Commission which are exempt from general property taxes, be introduced and scheduled for possible enactment on Monday, May 7, 2018.

Rick Buckhalter, 932 Kelley Street

CARRIED unanimously. (Lewis absent)

3(b).

Consideration of authorizing a contract for the 2018 Pavement Preservation Project, excluding any work for Lot P; and consideration of authorizing a service order for related materials testing services.

The following addressed the Commission:

Marty Colburn, City Manager
Timothy Lodge, City Engineer

Moved by Werner, seconded by Haas, to refer this matter to a City Commission meeting where all members of the Commission are present.

Tom Mair, 612 Fifth Street
Rick Buckhalter, 932 Kelley Street

Roll Call:

Yes - Howard, Shamroe, Werner, Haas.

No - McGillivary, Carruthers.

CARRIED. (Lewis absent)

3(c).
Consideration of authorizing a contract for the 2018 Sidewalk Preservation Project; and consideration of authorizing a $20,000 contingency and related service orders for material testing and survey services.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Werner, seconded by Shamroe, that the Mayor and City Clerk execute a unit prices contract with Elmer’s Crane and Dozer in the amount of $895,360.37, more or less for the 2018 Sidewalk Preservation Project, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with the contract to be paid from the Capital Projects Fund, and that the City Manager be authorized to manage up to a $20,000 contingency for the project; and that a $915,000 inter-fund loan from the Economic Development Fund to the Capital Projects Fund be approved for a one-year term, at the interest rate of 2.12%.

Timothy Lodge, City Engineer
Rick Buckhalter, 932 Kelley Street
Julie Clark, 604 West 12th Street
Chris Hines, 624 South Union Street

Roll Call:

Yes  -  Howard, Shamroe, Werner, Haas, Carruthers.

No  -  McGillivary.

CARRIED. (Lewis absent)

4. New Business

4(a).

Consideration of adopting a resolution in support of Michigan Senate Bill 469 and Michigan House Bill 5178, for the reinstatement of State Historic Tax Credits.
The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howard, seconded by Shamroe, that the Resolution in Support of the Reinstatement of State Historic Tax Credits, be adopted.

CARRIED unanimously. (Lewis absent)

4(b).

Presentation by City Assessor Polly Cairns of the Annual Report for the City Assessing Department.

The following addressed the Commission:

Polly Cairns, City Assessor

4(c).

Presentation by City Engineer Timothy Lodge of the Annual Report for the Engineering Department.

The following addressed the Commission:

Timothy Lodge, City Engineer

5. Appointments

None.

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.

e. Reports and correspondence from non-City officials.

None.

7. Public Comment

1. Reserved.

None.

2. General.

Ann Weber, 541 Belmont Drive
Rick Buckhalter, 932 Kelley Street
Bill Latka, City business owner, 148 East Front Street

3. Mayor and City Commissioners.

None.

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:27 p.m.

Approved: ________________
(Date) (Initials)

Benjamin Marentette, MMC
City Clerk
The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – ADJUSTMENT TO THE SIZE OF THE ARTS COMMISSION

Attached is a memo from City Clerk Benjamin Marentette regarding the change in size for the Arts Commission. You will recall on March 19, 2018, the City Commission formed a joint ad hoc committee with the Arts Commission to discuss the size of the Arts Commission and its possible reduction.

As a result of the joint ad hoc committee, the members are recommending to reduce the size of the Arts Commission from nine members to seven members.

The following motion would introduce the ordinance amendments which approve the recommended changes:

that amendments to the Traverse City Code of Ordinances, Sections 299.06 and 299.08, Arts Commission Size Reduction, which reduces the size of the Arts Commission from nine to seven and increases the size of the Art Selection Panel from five to seven, be introduced and scheduled for possible enactment on Monday, May 21, 2018.

MC/kez

K:\TCCLERK\City Commission\Ordinance Amendments\Arts Comm Size Intro 20180507.docx

copy: Katy Garavaglia, Administrative Specialist
Nate Elkins, Arts Commission Director
Christie Minervini, Arts Commission Chairwoman
Memorandum

TO: Marty Colburn, City Manager

COPY: Katy Garavaglia, Administrative Specialist
Nate Elkins, Arts Commission Director
Christie Minervini, Arts Commission Chairwoman

FROM: Benjamin Marentette, City Clerk

DATE: May 3, 2018

SUBJECT: Adjustment to the size of the Arts Commission

On March 19th, the City Commission appointed a joint ad hoc committee with the Arts Commission to discuss a change in size to the Arts Commission. As noted in the February 2, 2018 communication to the Arts Commission, respectively having a board made up of 9 members is large and can be unwieldy. It may also dilute the value of differing perspectives when there’s a larger number of voting members.

As indicated in the attached email dated April 24th to the Arts Commission, the Joint Ad Hoc Committee met and unanimously voted to reduce the size of the Arts Commission by two members, eliminating the Planning Commission and Parks and Recreation Commission representative seats. To ensure these boards are continuously up to date on projects, Director Nate Elkins will be providing written updates. Finally, any art project being considered within a park must be reviewed by the Parks and Recreation Commission already.

Attached to this memo you will find the ordinance amendment which adjusts the size of the Arts Commission.

If you have any questions, please do not hesitate to reach out!
Hello Arts Commission and Art Selection Panel,

For Open Meetings Act compliance purposes, please do not reply to all, please reply only to staff --

As you know, the City Commission and Arts Commission both unanimously indicated their desire to have designated City Commission and Arts Commission representatives discuss a plan to reduce the size of the Arts Commission from 9 members to 7 members. (I have received some inquiries as to if this change was brought forward in response to the Open Space mural matter; and of course it wasn't, I brought this forward in February, well before the Open Space mural got more public interest.)

That group met today and unanimously recommended that the City Commission reduce the size of the Arts Commission from 9 members to 7. The group had a focused discussion on how to transition from 9 members to 7; they discussed that the board liaison seats to the Arts Commission (DDA, Parks and Rec Commission and Planning Commission) were originally established to provide a communication channel between the boards.

The group discussed their desire to have as many at-large reps on the Arts Commission as possible. They discussed that the new Director position now can provide regular written updates to the boards represented on the Arts Commission; and that any projects in city parks need to be reviewed by the Parks and Recreation Commission. They discussed that the DDA provides as significant amount of funding to the Arts Commission.

And so, the group is unanimously recommending that the Planning Commission and Parks and Recreation Commission seats on the Arts Commission be eliminated. The City Commission will consider this change at the May 7 and May 21 meetings and it could go into effect as soon as May 31, which is when the seats held by the Parks and Rec Commission rep (Matt Ross) and Planning Commission rep (Linda Koebert) would cease to exist.

I have spoken with Linda Koebert and Matt Ross to assure them that the change was solely based on how to move from 9 to 7, as outlined above and in no way is a reflection on their service, which the city very much appreciates.

Also, while not the reason for originally establishing the group, they discussed the Art Selection Panel size (currently 5 members) and voted unanimously to increase the size from 5 to 7 members. The additional two seats would be filled by at-large representatives (who have no residency requirement); and so the Art Selection Panel would be 6 at-large representatives and 1 Arts Commission representative, all appointed by the Arts Commission. The City Commission will consider this change in the same timeline as the other change.

Thank you all, very much, for your service! Please reach out to me individually if you have any questions.

My best.

Benjamin Marentette
TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. ______

Effective date: ______________

TITLE: Arts Commission Size Reduction

THE CITY OF TRAVERSE CITY ORDAINS:

That Sections 299.06, Traverse City Arts Commission; Composition; Terms of Office; Compensation; Expenses and 299.08, Organization, of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

299.01 PURPOSE AND INTENT

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City’s citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City.

(Ord. 1014. Passed 2-17-15)

299.02 DEFINITIONS

(a) “Arts Commission” shall mean the Traverse City Arts Commission established pursuant to Section 30 of the City Charter.

(b) “Art Selection Panel” shall mean a five-member panel appointed by the Traverse City Arts Commission, who reviews proposals made under this ordinance and make recommendations to the Arts Commission.

(c) “Eligible Fund” shall mean a source fund for construction projects from which art is not precluded as an object of expenditure. Eligible Funds shall exclude those funds expended for construction of utilities.

(d) “Public Arts Trust” shall mean a fund established by the City Treasurer to be used consistent with its duties as outlined in this Chapter.

(e) “Public Art” shall mean Works of Art located in highly visible public areas or private property areas that are highly visible from public areas. These are:

   (1) Outdoor areas on public property or outdoor areas on private property that are highly visible from public areas.

   (2) Interior areas that are highly traveled public areas in public or private buildings. Specifically excluded are interior areas not accessible to the general public (offices, work stations, cafeterias).

   (3) Interior and exterior wall surfaces on or in public or private buildings when the work of art is attached to the wall surface, such as a mosaic or mural and the wall surface is visible from an area that is highly traveled by the public.
(4) Notwithstanding anything to the contrary contained in this Chapter, unless funding from the Public Arts Trust is provided for the Public Art, this Chapter shall not apply to Public Art to be located on real property not otherwise subject to City authority.

(f) "Works of Art" shall mean all forms of original creations of visual art, including, but not limited to:

1. Sculpture: In the round, bas relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials.
2. Painting: All media, including portable and permanently affixed works, such as murals and frescoes.
3. Architectural Design Features: Visual interest that may be freestanding or placed on roadway structural features such as noise walls, retaining walls, sidewalks, bridges, bike paths or approved engineered structures.
4. Mosaics.
5. Mixed media: Any combination of forms or media including collage.
6. Digital art: An artistic work or practice that uses digital technology as an essential part of the creative or presentation process.
7. Photography.

(Ord. 1014. Passed 2-17-15)

299.03  ESTABLISHMENT

There is hereby established an Arts Commission pursuant to Section 30 of the City Charter and upon recommendation of the City Manager.

(Ord. 1014. Passed 2-17-15)

299.04  ESTABLISHMENT OF PUBLIC ARTS TRUST

There is hereby established a "Public Arts Trust" fund into which will be deposited the funds appropriated pursuant to this Chapter and from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art consistent with this Chapter.

(a) Funding For Public Art: The City Commission shall annually appropriate funds from the general fund to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate funds to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter within the Downtown District.

(b) Private Funding of Public Art: All funds placed into the Public Art Fund through private donations or donations creating an exemption shall be expended for Public Art as hereafter provided.

(Ord. 1014. Passed 2-17-2015)
299.05  INCLUSIONS AND EXCLUSIONS RELATIVE TO EXPENDITURES FOR PUBLIC ART

(a) Inclusions. The portion of the Public Arts Trust reserved for Works of Art may be expended for the following:

(1) The cost of the Public Art and its installation.
(2) Identification plaques and labels.
(3) Waterworks, electrical and mechanical devices and equipment which are an integral part of the Public Art.
(4) Frames, mats, and simple pedestals necessary for the proper presentation of the Public Art.
(5) Maintenance and repair of the surface of the Public Art.
(6) Fees to artists for the execution of final proposals for the arts commission to select from.
(7) Exhibitions, marketing and educational programs.
(8) For the support of artistic special events at a cost not to exceed five percent of the appropriation reserved for the Public Art.
(9) Administrative expenses at a cost not to exceed fifteen percent of the appropriation reserved for the Work of Art.

(b) Exclusions. The portion of the Public Arts Trust reserved for Works of Art may not be expended for the following:

(1) Reproductions by mechanical or other means of original Works of Art, however, limited editions controlled by the artist may be included.
(2) Art objects which are mass produced or of standard designs, such as playground sculpture or fountains.

(Ord. 1014. Passed 2-17-15)

299.06  TRAVERSE CITY ARTS COMMISSION; COMPOSITION; TERMS OF OFFICE; COMPENSATION; EXPENSES

The Traverse City Arts Commission will consist of nine members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining four members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

All members of the Traverse City Arts Commission, excluding those appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning
Commission, and City Commission, will be appointed to terms of three years. All members of the Traverse City Arts Commission appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission will be appointed to terms of three years or for the length of their terms on their respective public bodies, whichever is shorter. Members will be eligible for reappointment. Members will serve without compensation, but may be reimbursed for actual expenses incurred in Commission activities consistent with this Chapter.

The Art Selection Panel, a five-member panel appointed by the Traverse City Arts Commission, will review proposals and make a recommendation to the Traverse City Arts Commission. The Art Selection Panel shall be comprised of one representative from the Arts Commission and four arts professionals, who have knowledge of the visual arts and/or design (public art administrators, artists, architects, landscape architects, art historians, museum and exhibition curators, art critics, educators) and who understand the challenges of Public Art, actively participate in the selection process of artists and/or artists teams. Members of the Art Selection Panel will be appointed to terms of three years.

In cases where there are one or more stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.

(Ord. 1014. Passed 2-17-15)

299.07 VACANCIES

In the event of a vacancy on the Arts Commission that cannot otherwise be filled consistent with this section, the City Commission will appoint a replacement to serve the remainder of the unexpired term.

(Ord. 1014. Passed 2-17-15)

299.08 ORGANIZATION

(a) The Arts Commission will schedule regular meetings to be held at least once each month and at other times as necessary. All meetings shall comply with the Open Meetings Act.
(b) At the first regularly scheduled meeting, the Arts Commission will develop by-laws governing the operations of such Commission.
(c) At the first regularly scheduled meeting, a Chairperson and a Vice-Chairperson will be elected to a term of one year. Administrative staff may act as the Recording Secretary and Administrative Manager of the Arts Commission. Officers thereafter will be elected to one-year terms upon the expiration of the terms of the previously elected officers.
(d) Five members will be considered a quorum for the transaction of business of the Arts Commission.

(Ord. 1014. Passed 2-17-15)

299.09 DUTIES

kez
(a) The Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission, Parks & Recreation Commission and City Commission. The Arts Commission shall regularly assess its consistency with City Master Plan and Parks and Recreation five-year plan. The Arts Commission shall conduct a formal review and update of its Master Plan every five years and ensure its consistency with the City Master Plan and the Parks and Recreation five-year plan. Upon recommendation by the Arts Commission, the Public Art Master Plan shall be re-adopted by the City Planning Commission and City Commission every five years. Prior to the re-adoption of the Public Art Master Plan by the City Commission, the Parks and Recreation Commission shall review it and provide any recommendations to the City Commission.

(b) It will be the duty of the Arts Commission to study and recommend a policy and guidelines to carry out the City’s public art program and Public Art Master Plan, and any amendment thereto, which will include, but will not be limited to, a method or methods for the selection of artists or works of art and for the placement of Public Art in the City.

(c) Recommend the purchase of works of Public Art or commission the design, creation, execution, and/or placement of works of Public Art and the payment therefore from the Public Arts Trust pursuant to the following procedure:

1. Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Arts Commission shall present a conceptual project to the City Commission and seek authorization from the City Commission for an authorized budget of funds from the Public Arts Trust and for authorization for the appropriate signatories to enter into an agreement on behalf of the City with an artist to be selected and recommended by the Arts Commission for the specific project under consideration. If the City approves the conceptual project the City Commission shall authorize the necessary individuals to execute documents necessary to carry out the project subject to recommendation of the artist by the Arts Commission. If the proposed location for the conceptual project is within a City park, prior to seeking City Commission approval, the Arts Commission shall seek the input of the Parks and Recreation Commission as to the location of the conceptual project, the input shall be provided to the City Commission for its consideration. The Parks and Recreation Commission should consider factors such as planned improvements to the park and the conceptual project’s impact, if any on such improvements; consistency with the five-year Parks and Recreation Plan as appropriate; and the character of the park.

2. The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision.

3. The Arts Commission will seek approval of a site plan from the appropriate staff.

4. The Arts Commission will prepare and send out the RFP or RFQ.

5. The Arts Commission shall evaluate the proposals submitted in response to the RFP/RFQ and select an artist for the project.

6. Once an artist is selected and a final budget agreed upon, the City will enter into a contract with the artist. The dollar amount of the contract is
subject to the funds approved by City Commission and allocated to the project and the artists’ fees and fabrication costs, as well as other expenses as allowed under the terms of this Chapter.

(d) The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to, dissemination of knowledge with regard to arts, recognizing local artists and their work when appropriate, and cooperation with metropolitan agencies also dealing in the arts.

(e) The Arts Commission shall be responsible for reviewing Public Art proposed to be donated to be in compliance with the public art program and Public Art Master Plan. If the Arts Commission determines the proposed Public Art is not in compliance, it shall advise and provide steps to have the proposed donated Public Art comply with the applicable requirements and standards.

(f) Recommend that site plans be approved by appropriate department heads.

(g) Recommend that any proposed Public Art will be reviewed by the department head responsible for operation or maintenance.

(h) Study and recommend rules and regulations consistent with this Chapter to facilitate the implementation of its duties and responsibilities under this Chapter.

(i) Advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art.

(j) The Arts Commission will have such other duties as designated by the City Commission from time to time.

(Ord. 1014. Passed 2-17-15. Ord. 1037. Passed 8-1-16)

The effective date of this Ordinance is the ______ day of ______ , 2018.

I hereby certify the above ordinance amendment was introduced on ________________, 2018, at a regular meeting of the City Commission and was enacted on ________________, 2018, at a regular meeting of the City Commission by a vote of Yes: ___ No: ___ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

__________________________
James Carruthers, Mayor

__________________________
Benjamin C. Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on ________________________.

__________________________
Benjamin C. Marentette, City Clerk
The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – ADJUSTMENT TO THE SIZE OF THE ART SELECTION PANEL

Attached is a memo from City Clerk Benjamin Marentette regarding the change in size for the Art Selection Panel. As stated previously, while the City Commission appointed a joint ad hoc committee to discuss the Arts Commission size, the Committee also discussed the size of the Art Selection Panel.

As a result of the joint ad hoc committee, the members are recommending to reduce the size of the Arts Commission from nine members to seven members an increase in size for the Art Selection Panel from five members to seven.

The following motion would introduce the ordinance amendments which approve the recommended changes:

that amendments to the Traverse City Code of Ordinances, Section 299.02 and 299.06, Art Selection Panel Size Increase, which reduces the size of the Arts Commission from nine to seven and increases the size of the Art Selection Panel from five to seven, be introduced and scheduled for possible enactment on Monday, May 21, 2018.

MC/kez
K:\TCCLERK\City Commission\Ordinance Amendments\Art Selection Panel Size_ Intro_20180507.docx

copy: Christie Minervini, Arts Commission Chairwoman
      Nate Elkins, Arts Commission Director
      Katy Garavaglia, Administrative Specialist
Memorandum

TO: Marty Colburn, City Manager

COPY: Christie Minervini, Arts Commission Chairwoman
Nate Elkins, Arts Commission Director
Katy Garavaglia, Administrative Specialist

FROM: Benjamin Marentette, City Clerk

DATE: May 3, 2018

SUBJECT: Adjustment to the size of the Art Selection Panel

During the meeting of Joint Ad Hoc Committee formed to discuss the size of the Arts Commission, members discussed the size of the Art Selection Panel.

The Art Selection Panel is charged with reviewing proposals and making a recommendation to the Arts Commission for final consideration. The Art Selection Panel is currently made up of one Arts Commissioner and four 'at-large arts professionals.' The at-large arts professionals do not have a residency requirement. The Art Selection Panel is appointed by the Arts Commission. The Joint Ad Hoc Committee unanimously recommends that the size of the Panel be increased from 5 to 7 members, to increase the involvement of the broader arts community in discussions regarding public art proposals. It is also hoped that by increasing the number of arts professionals involved that awareness of Arts Commission initiatives will also increase, improving public involvement.

Attached is an ordinance amendment that would add two arts professionals to the Art Selection Panel, increasing the overall size to 7 members. You will note that the initial term of these additional two seats is for two years; that is to provide for staggered term expirations so that a majority of the board seats are not up at one time.

If you would like to discuss this further, please let me know.
TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: ________________

TITLE: Art Selection Panel Size Increase

THE CITY OF TRAVERSE CITY ORDAINS:

That Sections 299.02 and 299.06, Arts Commission of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

299.01 PURPOSE AND INTENT

The City Commission of Traverse City finds that the presence of public art advances the interests of the City, increases its desirability, aids in the enhancement of property values, promotes economic growth, and contributes to the general welfare of the City’s citizens. The City Commission believes that public art should be encouraged and, therefore, establishes the following regulations to direct the inclusion of the works of art in the public spaces of the City.

(Ord. 1014. Passed 2-17-15)

299.02 DEFINITIONS

(a) “Arts Commission” shall mean the Traverse City Arts Commission established pursuant to Section 30 of the City Charter.

(b) “Art Selection Panel” shall mean a seven-member panel appointed by the Traverse City Arts Commission, who reviews proposals made under this ordinance and makes recommendations to the Arts Commission.

(c) “Eligible Fund” shall mean a source fund for construction projects from which art is not precluded as an object of expenditure. Eligible Funds shall exclude those funds expended for construction of utilities.

(d) “Public Arts Trust” shall mean a fund established by the City Treasurer to be used consistent with its duties as outlined in this Chapter.

(e) “Public Art” shall mean Works of Art located in highly visible public areas or private property areas that are highly visible from public areas. These are:

1. Outdoor areas on public property or outdoor areas on private property that are highly visible from public areas.
2. Interior areas that are highly traveled public areas in public or private buildings. Specifically excluded are interior areas not accessible to the general public (offices, work stations, cafeterias).
3. Interior and exterior wall surfaces on or in public or private buildings when the work of art is attached to the wall surface, such as a mosaic or mural and the wall surface is visible from an area that is highly traveled by the public.
4. Notwithstanding anything to the contrary contained in this Chapter, unless funding from the Public Arts Trust is provided for the Public Art, this Chapter
shall not apply to Public Art to be located on real property not otherwise subject to City authority.

(f) "Works of Art" shall mean all forms of original creations of visual art, including, but not limited to:

(1) Sculpture: In the round, bas relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials.

(2) Painting: All media, including portable and permanently affixed works, such as murals and frescoes.

(3) Architectural Design Features: Visual interest that may be freestanding or placed on roadway structural features such as noise walls, retaining walls, sidewalks, bridges, bike paths or approved engineered structures.

(4) Mosaics.

(5) Mixed media: Any combination of forms or media including collage.

(6) Digital art: An artistic work or practice that uses digital technology as an essential part of the creative or presentation process.

(7) Photography.

(Ord. 1014. Passed 2-17-15)

299.03 ESTABLISHMENT

There is hereby established an Arts Commission pursuant to Section 30 of the City Charter and upon recommendation of the City Manager.

(Ord. 1014. Passed 2-17-15)

299.04 ESTABLISHMENT OF PUBLIC ARTS TRUST

There is hereby established a "Public Arts Trust" fund into which will be deposited the funds appropriated pursuant to this Chapter and from which expenditures may be made for the acquisition, commission, exhibition, and maintenance of works of art consistent with this Chapter.

(a) Funding For Public Art: The City Commission shall annually appropriate funds from the general fund to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter. The Downtown Development Authority shall annually appropriate funds to the Public Arts Trust following adoption of the Public Arts Master Plan by the City Commission to be used in accordance with this Chapter within the Downtown District.

(b) Private Funding of Public Art: All funds placed into the Public Art Fund through private donations or donations creating an exemption shall be expended for Public Art as hereafter provided.

(Ord. 1014. Passed 2-17-2015)
299.05 INCLUSIONS AND EXCLUSIONS RELATIVE TO EXPENDITURES FOR PUBLIC ART

(a) Inclusions. The portion of the Public Arts Trust reserved for Works of Art may be expended for the following:
   (1) The cost of the Public Art and its installation.
   (2) Identification plaques and labels.
   (3) Waterworks, electrical and mechanical devices and equipment which are an integral part of the Public Art.
   (4) Frames, mats, and simple pedestals necessary for the proper presentation of the Public Art.
   (5) Maintenance and repair of the surface of the Public Art.
   (6) Fees to artists for the execution of final proposals for the arts commission to select from.
   (7) Exhibitions, marketing and educational programs.
   (8) For the support of artistic special events at a cost not to exceed five percent of the appropriation reserved for the Public Art.
   (9) Administrative expenses at a cost not to exceed fifteen percent of the appropriation reserved for the Work of Art.

(b) Exclusions. The portion of the Public Arts Trust reserved for Works of Art may not be expended for the following:
   (1) Reproductions by mechanical or other means of original Works of Art, however, limited editions controlled by the artist may be included.
   (2) Art objects which are mass produced or of standard designs, such as playground sculpture or fountains.

(Ord. 1014. Passed 2-17-15)

299.06 TRAVERSE CITY ARTS COMMISSION; COMPOSITION; TERMS OF OFFICE; COMPENSATION; EXPENSES

The Traverse City Arts Commission will consist of nine members who will be registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City of Traverse City. The City Commission will appoint four members from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. The City Commission will appoint the remaining four members of the Traverse City Arts Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee with full authority of vote.

All members of the Traverse City Arts Commission, excluding those appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City Commission, will be appointed to terms of three years. All members of the Traverse City Arts Commission appointed from the Parks and Recreation Commission, Downtown Development Authority Board of Directors, Planning Commission, and City
Commission will be appointed to terms of three years or for the length of their terms on their respective public bodies, whichever is shorter. Members will be eligible for reappointment. Members will serve without compensation, but may be reimbursed for actual expenses incurred in Commission activities consistent with this Chapter.

The Art Selection Panel, a seven-member panel appointed by the Traverse City Arts Commission, will review proposals and make a recommendation to the Traverse City Arts Commission. The Art Selection Panel shall be comprised of one representative from the Arts Commission and six arts professionals, who have knowledge of the visual arts and/or design (public art administrators, artists, architects, landscape architects, art historians, museum and exhibition curators, art critics, educators) and who understand the challenges of Public Art, actively participate in the selection process of artists and/or artists teams. Members of the Art Selection Panel will be appointed to terms of three years; provided, however, for the two seats that were added to the Art Selection Panel in 2018, they shall initially be two-year terms to provide for staggering and thereafter shall be three-year terms.

In cases where there are one or more stakeholders, the Arts Commission may choose to appoint additional non-voting members representing stakeholders to the Art Selection Panel.

(Ord. 1014. Passed 2-17-15)

299.07 VACANCIES

In the event of a vacancy on the Arts Commission that cannot otherwise be filled consistent with this section, the City Commission will appoint a replacement to serve the remainder of the unexpired term.

(Ord. 1014. Passed 2-17-15)

299.08 ORGANIZATION

(a) The Arts Commission will schedule regular meetings to be held at least once each month and at other times as necessary. All meetings shall comply with the Open Meetings Act.

(b) At the first regularly scheduled meeting, the Arts Commission will develop by-laws governing the operations of such Commission.

(c) At the first regularly scheduled meeting, a Chairperson and a Vice-Chairperson will be elected to a term of one year. Administrative staff may act as the Recording Secretary and Administrative Manager of the Arts Commission. Officers thereafter will be elected to one-year terms upon the expiration of the terms of the previously elected officers.

(d) Five members will be considered a quorum for the transaction of business of the Arts Commission.

(Ord. 1014. Passed 2-17-15)

299.09 DUTIES
(a) The Arts Commission will develop a Public Art Master Plan and recommend its adoption to the City of Traverse City Planning Commission, Parks & Recreation Commission and City Commission. The Arts Commission shall regularly assess its consistency with City Master Plan and Parks and Recreation five-year plan. The Arts Commission shall conduct a formal review and update of its Master Plan every five years and ensure its consistency with the City Master Plan and the Parks and Recreation five-year plan. Upon recommendation by the Arts Commission, the Public Art Master Plan shall be re-adopted by the City Planning Commission and City Commission every five years. Prior to the re-adoption of the Public Art Master Plan by the City Commission, the Parks and Recreation Commission shall review it and provide any recommendations to the City Commission.

(b) It will be the duty of the Arts Commission to study and recommend a policy and guidelines to carry out the City’s public art program and Public Art Master Plan, and any amendment thereto, which will include, but will not be limited to, a method or methods for the selection of artists or works of art and for the placement of Public Art in the City.

(c) Recommend the purchase of works of Public Art or commission the design, creation, execution, and/or placement of works of Public Art and the payment therefor from the Public Arts Trust pursuant to the following procedure:

   (1) Prior to sending out a Request for Proposal (RFP) or Request for Qualifications (RFQ), the Arts Commission shall present a conceptual project to the City Commission and seek authorization from the City Commission for an authorized budget of funds from the Public Arts Trust and for authorization for the appropriate signatories to enter into an agreement on behalf of the City with an artist to be selected and recommended by the Arts Commission for the specific project under consideration. If the City approves the conceptual project the City Commission shall authorize the necessary individuals to execute documents necessary to carry out the project subject to recommendation of the artist by the Arts Commission. If the proposed location for the conceptual project is within a City park, prior to seeking City Commission approval, the Arts Commission shall seek the input of the Parks and Recreation Commission as to the location of the conceptual project, the input shall be provided to the City Commission for its consideration. The Parks and Recreation Commission should consider factors such as planned improvements to the park and the conceptual project’s impact, if any on such improvements; consistency with the five-year Parks and Recreation Plan as appropriate; and the character of the park.

   (2) The Arts Commission will then assess the project, establish selection criteria and meet with stakeholders, if any, to be involved in the vision.

   (3) The Arts Commission will seek approval of a site plan from the appropriate staff.

   (4) The Arts Commission will prepare and send out the RFP or RFQ.

   (5) The Arts Commission shall evaluate the proposals submitted in response to the RFP/RFQ and select an artist for the project.

   (6) Once an artist is selected and a final budget agreed upon, the City will enter into a contract with the artist. The dollar amount of the contract is
subject to the funds approved by City Commission and allocated to the project and the artists’ fees and fabrication costs, as well as other expenses as allowed under the terms of this Chapter.

(d) The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to, dissemination of knowledge with regard to arts, recognizing local artists and their work when appropriate, and cooperation with metropolitan agencies also dealing in the arts.

(e) The Arts Commission shall be responsible for reviewing Public Art proposed to be donated to be in compliance with the public art program and Public Art Master Plan. If the Arts Commission determines the proposed Public Art is not in compliance, it shall advise and provide steps to have the proposed donated Public Art comply with the applicable requirements and standards.

(f) Recommend that site plans be approved by appropriate department heads.

(g) Recommend that any proposed Public Art will be reviewed by the department head responsible for operation or maintenance.

(h) Study and recommend rules and regulations consistent with this Chapter to facilitate the implementation of its duties and responsibilities under this Chapter.

(i) Advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art.

(j) The Arts Commission will have such other duties as designated by the City Commission from time to time.

(Ord. 1014. Passed 2-17-15. Ord. 1037. Passed 8-1-16)

The effective date of this Ordinance is the ______ day of ________, 2018.

I hereby certify the above ordinance amendment was introduced on ________________, 2018, at a regular meeting of the City Commission and was enacted on ________________, 2018, at a regular meeting of the City Commission by a vote of Yes: ___ No: ___ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

__________________________________________
James Carruthers, Mayor

__________________________________________
Benjamin C. Marentette, City Clerk
I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on __________________________.

__________________________________________
Benjamin C. Marentette, City Clerk
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – HOUSING COMMISSION ANNUAL SERVICE FEE ORDINANCE

Attached is the previously distributed ordinance amendment incorporating comments made by the City Commission on March 19th.

This ordinance amendment gives flexibility to the City Commission to establish an annual service fee to be paid to the City in lieu of all taxes with respect to projects or facilities owned and operated by the Housing Commission. Meaning, if for example by lowering the service fee would allow the Housing Commission to provide more affordable housing by lowering rent charged, it could do so.

If this ordinance is enacted, resolutions establishing the service fees for existing Housing Commission properties as well as for their new project, East Bay Flats are ready for consideration.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Chapter 882 Housing Commission Annual Service Fee Ordinance, which gives flexibility to the City Commission to require the Housing Commission to pay an annual service fee to the City in lieu of taxes for projects or facilities owned and operated by the Housing Commission which are exempt from general property taxes, be enacted with an effective date of May 17, 2018.

MC/kez
K:\TCCLERK\City Commission\Ordinance Amendments\Housing Commission Annual Service Fee_enact_20180507.docx

copy: Polly Cairns, City Assessor
TITLE: Housing Commission Annual Service Fee Ordinance

THE CITY OF TRAVERSE CITY ORDAINS:

That Chapter 882, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

882.01 - Title.
This chapter shall be known and may be cited as the "Housing Commission Annual Service Fee Ordinance."

882.02 - Definitions.
As used in this chapter:

1. Act means the Housing Facilities Act, being Act 18 of 1933, MCL 125.651 et seq. as amended.
2. Annual shelter rents means the total collections from January 1 through December 31 from projects or facilities owned or operated by the Housing Commission, exclusive of charges for gas, electricity, heat, water and sanitary sewage service or other utilities furnished to the occupants of the project or facility.
3. Housing Commission means the Traverse City Housing Commission as established by Chapter 274 of the City of Traverse City’s Codified Ordinances pursuant to the Act or a qualified entity as defined in this Chapter.
4. Qualified entity means either of the following:
   a) A Michigan nonprofit corporation or a Michigan limited partnership having a Michigan nonprofit corporation as its sole general partner, if I of the following applies:
      i. The nonprofit corporation is owned by the commission.
      ii. A majority of the members of the board of directors of the nonprofit corporation are elected and removable by the commission.
      iii. The commission is the sole member of the nonprofit corporation.
   b) A for-profit corporation, partnership, or company formed or incorporated by the commission for the sole purpose of syndicating low income housing tax credits in connection with the redevelopment of a housing project that has been owned by the commission, if the commission maintains oversight responsibility for the management and operation of the project for which low income housing tax credits were syndicated and the for-profit entity does not engage in any other business activity unrelated to the housing project.
882.03 Annual Service Fee.
If a project or facility owned or operated by the Housing Commission is exempt from general property taxes under the Act, the Housing Commission shall pay an annual service fee in lieu of all taxes with respect to projects or facilities owned or operated by the Housing Commission in the amount of up to 10% of the annual shelter rent obtained from projects or facilities owned or operated by the Housing Commission in the same manner as general property taxes are payable to the City. The amount of annual service fee for each facility or property owned or operated by the Housing Commission shall be established by resolution of the City Commission.

1. The annual service charge shall be delinquent if not paid by the date which general property taxes incur interest and penalty and shall be subject to the same interest and penalty as delinquent real property taxes and the same collection proceedings, liens, and remedies available to the City, County, and State Treasurer as are delinquent real property taxes.

882.04 Severability.
The various sections and provisions of this Chapter shall be deemed severable, and should any section or provision be declared by an court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this Chapter as a whole or any section or provision of this Chapter other than the section or provision declared to be unconstitutional or invalid.

The effective date of this Ordinance is the day of, 2018.

I hereby certify the above ordinance amendment was introduced on, at a regular meeting of the City Commission and was enacted on, at a regular meeting of the City Commission by a vote of Yes: No: at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Jim Carruthers, Mayor

Benjamin Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on .

Benjamin Marentette, City Clerk
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – REVERSION OF CONDITIONAL REZONING FOR 205 GARLAND, 205 AND 211 NORTH UNION (WAREHOUSE FLATS)

Attached is a previously distributed memo from Planning Director Russ Sorying regarding a previously approved conditional rezoning of 205 Garland, 205 and 211 North Union for a project commonly referred to as Warehouse Flats. As mentioned by Mr. Sorying, this project has not begun and is no longer going to move forward. Therefore, Planning Commission recommends the property’s zoning be reverted back to its prior zoning of C-4a.

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, Revert Conditional Rezoning of 205 Garland Street, 205 and 211 North Union Street which reverts the conditional rezoning of the properties from C-4b back to C-4a which was recommended by the Planning Commission, be enacted with an effective date of May 17, 2018.

MC/kez
K:\TCCLERK\City Commission\Ordinance Amendments\Conditional Rezoning Reversion_warehouse_flats_enact_20180507.docx

copy: Russ Soyring, Planning Director
Memorandum

The City of Traverse City
Planning Department

TO:        MARTY COLBURN, CITY MANAGER
FROM:      RUSS SOYRING, PLANNING DIRECTOR
SUBJECT:   REZONING REVERSION FOR 205 GARLAND STREET, 205 N. UNION STREET
           AND 211 N. UNION
DATE:      April 6, 2018

The property commonly known as 205 and 211 North Union Street and 205 Garland Street was conditionally rezoned from C-4a (Regional Center) to C-4b (Regional Center) by the City Commission on February 13, 2017. Thom Darga, agent of Dargaworks, Inc., and applicant for the rezoning no longer has legal interest in the property and is no longer pursuing the project that was referred to as the “Warehouse Flats”.

Pursuant to the Zoning Ordinance (Section 1320.05j) the conditional rezoning and Zoning Agreement expires after two years unless the project is 75% completed. The project never started in terms of construction.

The reversionary process must be initiated by the Planning Commission pursuant to the rezoning procedure set forth in the Zoning Ordinance. The Planning Commission introduced the rezoning reversion on March 6, 2018 and held a Public Hearing on April 3, 2018.

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

Motion by Commissioner Haas, second by Commissioner McGillivary, that a rezoning request initiated by the Planning Department to rezone the properties located at 205 South Union Street, 211 South Union Street and 205 Garland Street from C-4b (Regional Center) with conditions to C-4a (Regional Center) be recommended to the City Commission for approval.

Motion carried 7-0 (Commissioners Shaw and Weatherholt absent).

Please pass the Planning Commission’s recommendation on to the City Commission.

RAS:mll
TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. ______
Effective date: _______

TITLE: REVERT CONDITIONAL REZONING OF 205 GARLAND STREET, 205 AND 211 NORTH UNION STREET

THE CITY OF TRAVERSE CITY ORDAINS:

That Part 13, Planning and Zoning Code, Appendix I, Zoning Map Changes, of the Traverse City Code of Ordinances, shall be amended by adding the following change to read as follows:

Change No. 39

The following described property shall hereafter be designated on the Zoning Map of the City of Traverse City as C-4a (Regional Center).

The land referred to in this policy, situated in the County of Grand Traverse, City of Traverse City, State of Michigan, with common addresses of 205 Garland Street, 205 North Union Street, and 211 North Union Street are further described as follows:

PARCEL 1:

That part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, described as: Commencing at the Southeast corner of Lot 70, HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof as recorded in Liber 2 of Plats, page 62; thence South on Street line, 115 feet; thence South 75 degrees 29 minutes West, 222.08 feet (225 feet recorded); thence North 14 degrees 31 minutes West, 111.32 feet (112.04 feet recorded); thence North 75 degrees 29 minutes East, 250.9 feet to point of beginning.

EXCEPT THAT PART LYING WITHIN THE FOLLOWING DESCRIBED PARCEL:

Part of HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, in part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, Grand Traverse County, Michigan, more fully described as: Beginning at the Southeast corner of Lot 70 of HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, thence South 00 degrees 11 minutes 19 seconds West, 17.00 feet, along the West line of Union Street; thence North 89 degrees 20 minutes 52 seconds West, 72.67 feet; thence North 77 degrees 27 minutes 43 seconds East, 74.50 feet, along the South line of said Lot 70 to the Point of Beginning.

AND ALSO EXCEPT THAT PART LYING WITHIN THE FOLLOWING DESCRIBED PARCEL:

That part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, Grand Traverse
County, Michigan, more fully described as: Commencing at the Northwest corner of Front and Union Street; thence along the West line of Union Street, North, 444.01 feet to the Southeast corner of Lot 70 of HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof recorded in Liber 2 of Plats, page 62, Grand Traverse County Records; thence returning South 113.53 feet to the Point of Beginning; thence South 76 degrees 51 minutes 37 seconds West, 40.32 feet; thence South 13 degrees 08 minutes 23 seconds East, 2.42 feet; thence South 75 degrees 26 minutes 11 seconds West, 182.00 feet; thence North 13 degrees 24 minutes 50 seconds West, 6.45 feet; thence South 77 degrees 05 minutes 54 seconds West, 150.24 feet; thence North 89 degrees 30 minutes 13 seconds West, 25.87 feet; thence South 14 degrees 30 minutes 56 seconds East, 20 feet, more or less, to the Northerly edge of the Boardman River; thence Easterly, along said Northerly edge of the Boardman River, to the Westerly line of Union Street; thence North, 30 feet, more or less, to the Point of Beginning.

PARCEL 2:

That part of Government Lot 3, Section 3, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, described as: Commencing at the Southeast corner of Lot 70, HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof as recorded in Liber 2 of Plats, page 62; thence South 75 degrees 29 minutes West, 250.9 feet to point of beginning; thence South 14 degrees 31 minutes East, 105 feet; thence South 77 degrees 07 minutes 12 seconds West, 175.07 feet; thence North 14 degrees 31 minutes West, 100 feet; thence North 75 degrees 29 minutes East, 175 feet more or less to point of beginning.

EXCEPT THAT PART LYING WITHIN THE FOLLOWING DESCRIBED PARCEL:

That part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, Grand Traverse County, Michigan, more fully described as: Commencing at the Northwest corner of Front and Union Street; thence along the West line of Union Street, North, 444.01 feet to the Southeast corner of Lot 70 of HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof recorded in Liber 2 of Plats, page 62, Grand Traverse County Records; thence returning South 113.53 feet to the Point of Beginning; thence South 76 degrees 51 minutes 37 seconds West, 40.32 feet; thence South 13 degrees 08 minutes 23 seconds East, 2.42 feet; thence South 75 degrees 26 minutes 11 seconds West, 182.00 feet; thence North 13 degrees 24 minutes 50 seconds West, 6.45 feet; thence South 77 degrees 05 minutes 54 seconds West, 150.24 feet; thence North 89 degrees 30 minutes 13 seconds West, 25.87 feet; thence South 14 degrees 30 minutes 56 seconds East, 20 feet, more or less, to the Northerly edge of the Boardman River; thence Easterly, along said Northerly edge of the Boardman River, to the Westerly line of Union Street; thence North, 30 feet, more or less, to the Point of Beginning.

PARCEL 3:

That part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, (including Lot 71, HANNAH, LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof as recorded in Liber 2 of Plats, page 62), more fully described as: Commencing at the Northwest corner of Front and Union Street;
thence along the West line of Union Street, North, 444.01 feet to the Southeast corner of Lot 70, HANNAH. LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, and the Point of Beginning; thence South 75 degrees 29 minutes 00 seconds West, 425.87 feet; thence South 14 degrees 30 minutes 56 seconds East, 94.14 feet; thence South 81 degrees 51 minutes 24 seconds West, 186.63 feet; thence North 06 degrees 39 minutes 08 seconds West, 105.74 feet to the Southwest corner of Lot 73 of HANNAH. LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY; thence South 77 degrees 21 minutes 27 seconds East, 73.35 feet; thence North 12 degrees 50 minutes 56 seconds East, 94.14 feet; thence South 77 degrees 18 minutes 20 seconds East, 16.01 feet; thence North 12 degrees 50 minutes 10 seconds East, 8.81 feet; thence Easterly, along the arc of a 632.62 foot radius curve to the left, a distance of 33.68 feet (the chord of said arc being North 78 degrees 46 minutes 39 seconds East, 33.68 feet); thence North 12 degrees 44 minutes 52 seconds West, 25.00 feet; thence North 77 degrees 15 minutes 08 seconds East, 331.45 feet; thence South 47 degrees 53 minutes 51 seconds West, 183.50 feet to the Point of Beginning.

EXCEPT:

Part of Lot 71, of HANNAH. LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof recorded in Liber 2 of Plats, page 62, Grand Traverse County, being part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, City of Traverse City, Grand Traverse County, Michigan, more fully described as: Beginning at the Easterly corner common to Lots 69 and 71 of said plat; thence South 46 degrees 47 minutes 00 seconds West, 51.60 feet, (previously recorded as South 47 degrees 52 minutes West) along the East line of said Lot 71; thence South 77 degrees 17 minutes 00 seconds West, 43.96 feet, (previously recorded as South 77 degrees 55 minutes West) along the South line of said Lot 71; thence North 13 degrees 32 minutes 22 seconds East, 29.20 feet, along the extended Easterly right-of-way line of Garland Street to the Southwest corner of said Lot 69; thence North 77 degrees 17 minutes 00 seconds East, 75.50 feet, previously recorded as North 77 degrees 55 minutes East) along the line common to said Lots 69 and 71 to the Point of Beginning.

ALSO EXCEPT THAT PART LYING WITHIN THE FOLLOWING DESCRIBED PARCEL:

Part of HANNAH. LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, in part of Government Lots 2 and 3, Section 3, Town 27 North, Range 11 West, Grand Traverse County, Michigan, more fully described as: Beginning at the Southeast corner of Lot 70 of HANNAH. LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, thence South 00 degrees 11 minutes 19 seconds West, 17.00 feet, along the West line of Union Street; thence North 89 degrees 20 minutes 52 seconds West, 72.67 feet; thence North 77 degrees 27 minutes 43 seconds East, 74.50 feet, along the South line of said Lot 70 to the Point of Beginning.

PARCEL 4:

Lot 72, HANNAH. LAY & CO’S ELEVENTH ADDITION TO TRAVERSE CITY, according to the plat thereof as recorded in Liber 2 of Plats, page 62, Grand Traverse County Records.
The effective date of this Ordinance is the ___ day of _______, 2018.

I hereby certify the above ordinance amendment was introduced on _______, at a regular meeting of the City Commission and was enacted on _______, at a regular meeting of the City Commission by a vote of Yes: ___ No: ___ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

________________________________________
Jim Carruthers, Mayor

________________________________________
Benjamin Marentette, City Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan, on ________.

________________________________________
Benjamin Marentette, City Clerk
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018
FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: REDEVELOPMENT LIQUOR LICENSE REQUEST – BLUE HERON (408 UNION STREET)

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Blue Heron (Brian and Julia Williams) for a Redevelopment Project Area Liquor License with Class C Liquor License privileges for operation at 408 Union Street.

I recommend the following motion:

that the resolution recommending approval of the request for a Redevelopment Liquor License with Class C Liquor License privileges from Blue Heron, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to Blue Heron, to operate such license at 408 Union Street, Traverse City, MI 49684.

MC/kez
K:\TCCLERK\City Commission\Liquor License_Redevelopment\liqulic_redevprojectarea_Blue_Heron_20180507.doc

copy: Julia Williams, Julie@cafeblueheron.com
Memorandum
The City of Traverse City

TO: Marty Colburn, City Manager

FROM: Benjamin Marentette, City Clerk

DATE: May 3, 2018

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE REQUEST – BLUE HERON

Brian and Julia Williams of Blue Heron Café have requested approval for a Redevelopment Project Area Liquor License with Class C privileges for operation at 408 Union Street, Traverse City. By having Class C privileges, they could sell beer, liquor and mixed spirit drinks for on-premises consumption.

Redevelopment Project Area Liquor Licenses were made available to Traverse City within the Downtown in June 2008.

The applicant has paid the appropriate application fee and this request has been favorably reviewed by the appropriate city departments, and meets all ordinance/law requirements. The supporting documentation is on file with this office. Therefore, I recommend that the City Commission adopt a resolution recommending approval of this request.

A couple points to note that are unique to these licenses:
- The business must regularly close no later than 12 a.m. meaning the business does not admit new customers after 12 a.m. at least 5 days a week.
- The business shall not serve liquor after 12 a.m. on each day.

The process for granting approval of these liquor licenses is opposite most others – the applicant begins with the city, not the Michigan Liquor Control Commission. If the City Commission adopts the resolution approving the license, then it will be provided to the Michigan Liquor Control Commission and it begins its process with the applicant. (On all our forms and in our interactions with applicants for these licenses, we advise the applicant to first check with the LCC about pursuing one of these licenses before doing so.)

Finally, if the license is issued by the MLCC, it cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to Blue Heron. I recommend that the City Commission authorize this registration.

As always, please feel free to contact me if you have any questions.
Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _______ Regular _______ meeting of the _______ Traverse City _______ council/board
(regular or special)

called to order by _______ Mayor Jim Carruthers _______ on _______ May 7, 2018 _______ at _______ 7:00 PM
(date) (time)

the following resolution was offered:

Moved by _______ _______ and supported by _______ _______

that the application from Blue Heron _______ _______ (name of applicant)

for the following license(s): Class C Liquor License under MCL 436.1521a(1)(b) _______ (list specific licenses requested)

to be located at: 408 Union Street, Traverse City, MI 49684

and the following permit, if applied for:

☐ Banquet Facility Permit _______ Address of Banquet Facility: _______

It is the consensus of this body that it _______ _______ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _______.

Vote

Yeas: _______
Nays: _______
Absent: _______

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the council/board at a _______ Regular _______ meeting held on _______ May 7, 2018 _______ Traverse City _______
(regular or special) (tow nship, city, village)

Benjamin Marentette, City Clerk

Print Name of Clerk: _______ Signature of Clerk: _______ Date: _______

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: LIQUOR LICENSE REGISTRATION REQUEST – HOTEL INDIGO (263 W. GRANDVIEW PARKWAY)

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from PHR TCI OPCO SUB, LLC (Elizabeth Procaccianti) to transfer ownership of a B-Hotel Liquor License from the current owner of Hotel Indigo for continued operation of Hotel Indigo at 263 Grandview Parkway.

I recommend the following motion:

that the resolution recommending approval of the request from PHR TCI OPCO SUB, LLC to transfer to it a B-Hotel Liquor License from Grand Traverse Hotel Properties, be adopted, and that the City Clerk be authorized to issue a Liquor License Registration to PHR TCI OPCO SUB, LLC, to continue operating such license at 263 Grandview Parkway, Traverse City, MI 49684.

MC/kez
K:\TCCLERK\City Commission\Liquor License_Regular\Xfer B Hotel_Hotel Indigo_20180507.doc

copy: Sandi Cotter, scotter@dykema.com
Memorandum

TO: Marty Colburn, City Manager
FROM: Benjamin Marentette, City Clerk
DATE: May 3, 2018
SUBJECT: LIQUOR LICENSE REQUEST – HOTEL INDIGO

PHR TCI OPCO SUB, LLC (Elizabeth Procaccianti) has applied to have the current B-Hotel Liquor License for Hotel Indigo transferred from their current owner Grand Traverse Hotel Properties. These licenses will continue operation as Hotel Indigo at 263 Grandview Parkway, but will have new ownership.

A B-Hotel license allows a hotel to sell at retail beer, wine, spirits, and mixed drinks for consumption on premises.

If the City Commission adopts the resolution approving the license, then it will be provided to the Michigan Liquor Control Commission (MLCC) and it then may consider granting or not granting the license. The applicant has paid the appropriate application fee and this request has been reviewed by the appropriate city departments, including the Police Department, and meets all ordinance/law requirements. The supporting documentation is on file with this office.

I recommend the Commission adopt a resolution recommending approval of this request. This license cannot be operated unless the City Commission authorizes the City Clerk to issue a registration to PHR TCI OPCO SUB, LLC. I respectfully recommend that the City Commission authorize the City Clerk to issue the registration.

As always, please let me know if you have any questions or if I may be of further assistance.
Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a ______ Regular ______ meeting of the ______ Traverse City ______ council/board (regular or special)

called to order by ______ Mayor Jim Carruthers ______ on ______ May 7, 2018 ______ at ______ 7:00 PM ______

the following resolution was offered:

Moved by ______________________ and supported by ______________________

that the application from PHR TCI OPCO SUB, LLC

for the following license(s): B-Hotel License

to be located at: 263 Grandview Parkway, Traverse City, MI 49684

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: ______________________

It is the consensus of this body that it ______________________ this application be considered for

 approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are ______________________

Vote

Yeas: ______

Nays: ______

Absent: ______

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the council/board at a ______ Regular ______ meeting held on ______ May 7, 2018 ______

(regular or special) (date)

Traverse City ______ township, city, village ______

Benjamin Marentette, City Clerk

Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

LCC-106 (10/15)  LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: NEIGHBORHOOD ENTERPRISE ZONE NEW FACILITY CERTIFICATE NO. 2013-01 – HOMESTRETCH NONPROFIT HOUSING CORPORATION

Attached is a memo from City Assessor Polly Cairns explaining a request from Homestretch Nonprofit Housing Corporation and its residents for a Neighborhood Enterprise Zone New Facility Certificate within an already established Neighborhood Enterprise Zone. Staff has reviewed these applications for compliance, and they qualify for a Certificate to be granted for the remaining nine years of the 13 years granted. The Depot Property was granted a New Facility Certificate in 2013, but now that some of the units are completed, Homestretch is requesting New Facility Certificates for each of the 12 completed units for the remaining nine years of the existing certificate.

The Neighborhood Enterprise Zone New Facility District (NEZ-NF-09-01) was established by resolution of the City Commission on April 20, 2009. Property owners within this district may apply for a certificate under certain restrictions to receive a tax incentive. After consideration and approval by the City Commission, the actual certificate would be forwarded to the State Tax Commission for approval.

The NEZ is a mechanism under state law which provides a tax incentive for the development and rehabilitation of residential housing and to spur the development and rehab of residential housing where it may not otherwise occur. It allows all core communities to be eligible for the program.

The motion on the following page would approve this request:
that the Resolution Approving the Application for Neighborhood Enterprise Zone New Facility Certificate No. 2013-01, Depot Neighborhood Condominium Units, located at 517 Franklin Street, be adopted, as requested by Homestretch Nonprofit Housing Corporation, Cameron Van Houzen, Christina Zinn, Cassandra Droste, and Nicole Manville.

MC/kez
copy: Polly Cairns, City Assessor
Jonathan Stimson, Homestretch Housing Executive Director
jon@homestretchhousing.org
MEMORANDUM

CITY OF TRAVERSE CITY

ASSESSING DEPARTMENT

TO: MARTIN COLBURN, CITY MANAGER
FROM: Polly Watson Cairns, City Assessor
SUBJECT: NEIGHBORHOOD ENTERPRISE ZONE (NEZ-NF/RF-09-01)
New Facility Applications – Homestretch Nonprofit Housing
DATE: Update – April 23, 2018 (Original March 9, 2018)

Jon Stimson, Executive Director of Homestretch Nonprofit Housing Corporation has applied for and is requesting the City Commission grant New Facility certificates for Depot Neighborhood Condominium Units: 5, 6, 7, 8, 9, 10, 11, 12, along with four (4) property owners, for units 23, 24, 25, & 28, designated as “Affordability Restricted Units”, for a term of fifteen (15) years.

Currently, the district has nine (9) years remaining as approved under the NEZ New Facility Zone 2013-01, in September 2013. Construction is ongoing to the most easterly portion of the property, and it is assumed that additional New Facility requests will be made within the next year for the completed units; thus at that time the City Commission can evaluate the progress of this development and review whether to continue with the existing resolution term or amend for additional years.

Included with this request is that the City of Traverse City allow the six (6) month grace period after construction commencement to apply, as allowed by law, for the identified Affordability Restricted Units to qualify for Neighborhood Enterprise Zone – New Facility Certificate. Grand Traverse County Construction Code issued a building permit October 20, 2017.

In accordance with state law and the guidelines adopted by City Commission, Depot Property LLC meets the criteria necessary to grant a NEW FACILITY NEZ certificate for the remaining nine (9) years of the originally granted 13 years.

City Assessor recommends that the NEZ New Facility Certificates be granted to Depot Property LLC, and those units with qualified Principal Residence Exemption status, for the remaining nine (9) years, to expire 12/30/2026: Twelve (12) Depot Neighborhood Condominium Units: 5, 6, 7, 8, 9, 10, 11, 12, 23, 24, 25, & 28.

History
At the regular commission meeting of April 20, 2009, the City Commission established a Neighborhood Enterprise Zone (NEZ) for certain properties adjoining Eighth St between Rose and Franklin St.
September 2013, City Commission granted a NEZ New Facility Certificate No. 2013-01, for a period of Thirteen (13) years, for Depot Neighborhood LLC for the development of new affordable housing units within parcel 28-51-634-033-01 (aka 517 Franklin Street).

Per the 2013 action the State Tax Commission approved the NEZ application and issued certificate number N2014-011, which was held in abeyance until requirements of Section 10 of Public Act 147 of 1992, were met, and stated to expire August 26, 2016, with option to request a one (1) year renewal. Prior to that date the Depot Neighborhood LLC requested an extension from the State, which was granted through August 26, 2017.

NEIGHBORHOOD ENTERPRISE ZONE ACT

Act 147 of 1992 AN ACT to provide for the development and rehabilitation of residential housing; to provide for the creation of neighborhood enterprise zones; to provide for obtaining neighborhood enterprise zone certificates for a period of time and to prescribe the contents of the certificates; to provide for the exemption of certain taxes; to provide for the levy and collection of a specific tax on the owner of certain facilities; and to prescribe the powers and duties of certain officers of the state and local governmental units.

[A new facility is defined as a new structure or portion of a new structure that has as its primary purpose residential housing consisting of one or two units, one of which will be owner occupied as a principal residence. This definition includes a new individual condominium unit, in a structure with one or more condominium units, that has as its primary purpose residential housing which will be owner-occupied as a principal residence.
Resolution Approving the Application for NEZ

New Facility Certificate No. 2013-01

Depot Neighborhood Condominium Units

Because, the proposed properties are located within Neighborhood Enterprise Zone NEZ-NF-09-01 established by Resolution of the City Commission on April 20, 2009; and

Because, an application was filed with the City of Traverse City on April 17, 2018, by Homestretch Nonprofit Housing Corporation, Cameron Van Houzen, Christina Zinn, Cassandra Droste, and Nicole Manville for a New Facility project located as indicated above (Parcel codes # 28-51-634-133-27, 28-51-634-133-28, 28-51-634-133-29, 28-51-634-133-30, 28-51-634-133-31, 28-51-954-133-32, 28-51-954-133-33, 28-51-954-133-34, 28-51-954-133-36, 28-51-954-133-23, 28-51-954-133-25, 28-51-634-133-24) in the NEZ indicated above requesting a New Facility certificate; and

Because, the Michigan Neighborhood Enterprise Zone Act, being Public Act 147 of 1992, was enacted to encourage owner occupied housing and the renovation of existing properties in certain cities of the State, including the City of Traverse City, by allowing cities to grant certain tax abatements on specific residential properties located in designated districts; and

Because, the City supports efforts to improve and revitalize residential properties and to provide property tax relief to areas where the uncapping of property assessments have caused undue hardship; and

Because, the City Assessor and City Clerk find that the application complies with Public Act 147 as amended and recommends issuance of a Neighborhood Enterprise Zone New Facility Certificate; and now, therefore, be it

RESOLVED, that the City of Traverse City City Commission acknowledges receipt of such application and finds that it meets the requirements necessary for approval of an NEZ New Facility Certificate and hereby recommends and requests the Taxing Authority to issue a Neighborhood Enterprise Zone New Facility Certificate for a period of not to exceed nine (9) years.

I hereby certify that this Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held May 7, 2018, in the
Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk
FOR THE CITY COMMISSION REGULAR MEETING OF MAY 7, 2018

DATE: May 3, 2018

FROM: Marty Colburn, City Manager

SUBJECT: Trailer Mounted 250CFM Compressor

Attached are memos from Frank Dituri, DPS Director, and Dave Courtad, Garage Superintendent, regarding the purchase of a trailer-mounted 250CFM compressor for the Parks Department.

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

that the City Manager be authorized to issue a purchase order in the amount of $26,950.00 to McAllister Rentals, for a 250CFM Air Compressor, with funds available in the Garage Fund.

MC/jd

cc: Frank Dituri, DPS Director
    Dave Courtad, Garage Superintendent
TO: Martin Colburn, City Manager
FROM: Frank Dituri, DPS Director
DATE: May 2, 2018
SUBJECT: Purchase of a Trailer mounted 250CFM Compressor for Parks Department

Attached is a memo from Dave Courtad, Garage Superintendent, asking City Commission permission for the purchase of a trailer mounted 250CFM Air Compressor for the price of $26,950.00 from McAllister Rentals of Traverse City for use by the Parks Department. Dave feels this purchase is in the best interest of the City as it is a local purchase and any issues can be dealt with on a local level.

Please request City Commission approval for the purchase of the 250CFM Air Compressor listed in Dave’s Memo.
TO: Frank Dituri, DPS Director
CC:

FROM: Dave Courtad Garage Superintendent
DATE: May 2, 2018
SUBJECT: Equipment Purchase

Bids were solicited to purchase and deliver a Trailer mounted 250CFM Air Compressor used by the Parks Division for the replacement of Garage Equipment #226 a 1985 Sullair Air Compressor. The following bids were received:

- Hammersmith of Traverse City, MI. $28,100.00
- AIS Construction of Williamsburg, MI. $27,464.00
- McAllister Rentals of Traverse City, MI. $26,950.00
- Technology International of Lake Mary, FL. $28,250.00
- Evergreen Services of Commack, NY. $25,875.00

There was an additional bid from McAllister Rentals for a much larger compressor of $51,500.00 that did not qualify due to size.

I feel it would be in the best interest of the City to purchase this locally so that any issues that may arise could be dealt with at a local level.

Would you please request of the City Commission to Authorize a Purchase Order to McAllister Rentals of Traverse City, MI. in the amount of $26,950.00.

This is a planned purchase, and funds are available in the Garage Fund.
## City of Traverse City, Michigan
### INTERNAL SERVICE FUND
### GARAGE FUND
### 2017-18 Vehicle Replacement Schedule

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**Estimated Total Replacement Cost**  
$1,800,547
FOR THE CITY COMMISSION REGULAR MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2018 CHEVY BOLT PURCHASE

Attached are memos from Frank Dituri, DPS Director, and Dave Courtad, Garage Superintendent, regarding the purchase of a 2018 Chevy Bolt, and declaring a 2005 Ford Explorer (Garage Equipment #008) surplus.

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

that the City Manager be authorized to issue a purchase order in the amount of $34,561.00 to William’s Chevrolet, for a 2018 Chevy Bolt, with funds available in Garage Fund, and declaring a 2005 Ford Explorer (Garage Equipment #008) surplus so it may be sold at auction.

MC/jd

c: Frank Dituri, DPS Director
    Dave Courtad, Garage Superintendent
Attached is a memo from Dave Courtad, Garage Superintendent, asking City Commission permission for the purchase of a 2018 Chevy Bolt for the price of $34,561.00 from William’s Chevrolet. Dave has spent a great deal of time researching options for both hybrid and electric vehicles. Being this is the first electric vehicle purchase for the City we had quite a lot to learn and realize there are not many options available to suit all uses.

The City of Traverse City is committed to promoting the use of GREEN technologies and lowering its carbon footprint. An ecological mindset and environmental concern continues to guide how we maintain public spaces within the City. This purchase is in-line with Green Team ideology and falls within the Garage (Fleet) department budget.

This purchase will result in the replacement of Garage Equipment #008 a 2005 Ford Explorer which can now be considered surplus and sold at auction.

Please request City Commission approval for the purchase of the 2018 Chevrolet Bolt listed in Dave’s Memo and also to surplus Garage Equipment #008 so that it may be sold at auction.
TO: Frank Dituri, DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: April 19, 2018

SUBJECT: Equipment Purchase

Bids were solicited to purchase and deliver an Electric or Plug in Hybrid Vehicle to be used by the TC Parking Services for the replacement of Garage Equipment #008 a 2005 Ford Explorer.

Only one Bid was submitted by Williams Chevrolet;
- PHEV (Plug in Hybrid) 2018 Volt $32,116.00
- EV (Electric Vehicle) 2018 Bolt $34,561.00

There are not many choices available when it comes to an Electric Vehicle that has proven technology, has been on the market for a period of time, and is also affordable. I arranged for GM to bring up a Test Demo 2018 Bolt EV for a trial use with Parking Services, other Department heads, and Technicians to test drive and look over. The response was overwhelmingly good! With the availability of charging stations in Both Parking Decks I believe it should be a good fit to further promote our Clean Energy Commitment. Although the PHEV came in a little cheaper, the reduction in Maintenance costs and Fuel Cost should be made up in well less than 2 years, and of course the Emission footprint reduction.

Would you please request of the City Commission to Authorize a Purchase Order to Williams Chevrolet of Traverse City, Mi. for a 2018 Chevrolet Bolt in the amount of $34,561.00.

Would you also please request them to allow me to Surplus Equipment # 008 a 2005 Ford Explorer so it may be sold on Auction.

This is a planned purchase and funds are available in the Garage Fund.
City of Traverse City, Michigan  
INTERNAL SERVICE FUND  
GARAGE FUND  
2017-18 Vehicle Replacement Schedule

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Estimated Total Replacement Cost
FOR THE CITY COMMISSION REGULAR MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: DECLARING A 2007 ARROW BOARD SURPLUS

Attached are memos from Frank Dituri, DPS Director, and Dave Courtad, Garage Superintendent, regarding declaring a 2007 arrow board (Garage Equipment #239) surplus. We will be purchasing a replacement of this arrow board but since it is in the Manager’s spending limit, no Commission approval is necessary.

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

that the City Manager be authorized to declare a 2007 Arrow Board (Garage Equipment #239) surplus so it may be sold at auction.

MC/jd

cc: Frank Dituri, DPS Director
    Dave Courtad, Garage Superintendent
TO: Martin Colburn, City Manager
FROM: Frank Dituri, DPS Director
DATE: May 2, 2018
SUBJECT: Surplus Garage Equipment #239

Attached is a memo from Dave Courtad Garage Superintendent, asking City Commission permission to surplus a 2007 arrow board so that it may be sold at auction.

The surplus equipment is being replaced with a solar powered arrow board. The City of Traverse City is committed to promoting the use of Green technologies and lowering its carbon footprint. An ecological mindset and environmental concern continues to guide how we maintain public spaces within the City.

Please request City Commission approval to surplus Garage equipment #239 so that it may be sold at auction.
TO: Frank Dituri, DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: May 2, 2018

SUBJECT: Garage Equipment

Bids were solicited to purchase a new Solar Powered Arrow Light Board which will be purchased in the coming days.

Would you please request of the City Commission to Surplus Garage Equipment #239 a 2007 Model AB-0515 Arrow Board so we may sell it at Auction.
# City of Traverse City, Michigan
## INTERNAL SERVICE FUND
## GARAGE FUND
## 2017-18 Vehicle Replacement Schedule

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**Estimated Total Replacement Cost**

$1,880,547
FOR THE CITY COMMISSION REGULAR MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2018 ELECTRIC MOWERS PURCHASE

Attached are memos from Frank Dituri, DPS Director, and Dave Courtad, Garage Superintendent, regarding the purchase of two electric mowers and one electric push mower, and declaring two 2012 Toro Zero Turn Mowers surplus.

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

that the competitive bidding process be waived and that the City Manager be authorized to issue a purchase order in the amount of $57,000.00 to Mean Green Mowers, for two CXR-60 Industrial Electric Zero Turn Mowers and one 20” Electric Push Mower with an extra battery, with funds available in the Garage Fund, and declaring two 2012 Toro Zero Turn Mowers (Garage Equipment #153 and #161) surplus so they may be sold at auction.

MC/jd

cc: Frank Dituri, DPS Director
    Dave Courtad, Garage Superintendent
TO: Martin Colburn, City Manager
FROM: Frank Dituri, DPS Director
DATE: April 23, 2018
SUBJECT: Electric Mower Purchase and Surplus Garage Equipment #’s 153 and 161.

Attached is a memo from Dave Courtad, Garage Superintendent, asking City Commission permission for the purchase of 2 CXR-60 Electric Mowers and associated equipment in the amount of $57,000.00. The attached memo includes justification to forgo the typical bidding process as this specific company and equipment has come highly recommended and appears to have no reasonable competition. DPS staff has made efforts to see the product in action and to understand its efficiencies.

The City of Traverse City is committed to promoting the use of GREEN technologies and lowering its carbon footprint. An ecological mindset and environmental concern continues to guide how we maintain public spaces within the City. This purchase is in-line with Green Team ideology and falls within the Garage (Fleet) department budget.

Furthermore, Garage Equipment (mowers) #153 and #161 will now be deemed Surplus and can be sold at auction.

Please request City Commission approval for the purchase of the items listed in Dave’s Memo and also to Surplus Garage equipment #153 and #161 so it can be sold at auction.
Memorandum

The City of Traverse City
Department of Public Works

TO: Frank Dituri, DPS Director

CC:

FROM: Dave Courtad Garage Superintendent

DATE: April 20, 2018

SUBJECT: Equipment Purchase

As you are aware I have been investigating Alternative Fuel equipment for quite some time now, not only for vehicles but availability of other equipment as well. The Parks Division is due for new Zero Turn Mowers in my approved Equipment replacement schedule, these are used mowing the various Parks and areas such as along the Parkway and Division Streets. My original thought was to use Propane powered mowers for the Carbon Footprint reduction, however as I was doing my discoveries I found that the Mower Manufacturers were getting away from that production due to cost and excessive repairs.

I then found commercial Electric Mowers and started checking out everything I could find on these, most everything available is in residential models and the ones rated commercial only had a battery life of 90 to 120 minutes. I found a company named Mean Green Products of Hamilton Ohio that started as, and still is a family owned business 10 years ago, they manufacture and sell Electric Commercial Mowers that claimed they would get from 6 to 7 hours seat time without recharging. I had several conversations with them and asked for a Demo. They came up a couple of weeks ago with their product line up so we could check them out, drive and even mow what little grass was showing. I had the operators in the Parks Division put them through the paces from jumping curbs (as they have to on the Parkway to mowing and normal type operation, the Technicians were involved with the technical side of things, along with the DPS Management team. I will have to say that as you know there were none of us that were not impressed with the equipment.

The next step was to find out from the people who have used them, I spoke to several references and received excellent feedback as to the way Mean Green treated them to the fact that they actually will mow for the 7 plus hours that they claim. One in particular stands out, Ron from EQ Grounds who mows 470 acres for the City of Troy 90% of it
being with the Mean Green Electric mowers (he said he does have 2 large gas mowers but will be upgrading those to electric in the next 1 to 2 years), in short I got nothing but good reviews!

The next step was to determine if it made financial sense (they are pricey and I do have the money budgeted but still needed to prove it to myself) comparing the cost between the Electric Zero Turn mower and the Gasoline versions cost, along with our actual maintenance costs ("wear" items oil, filters, belts, blades, tires etc.) excluding any mechanical repairs over the past 3 years, and calculating the fuel cost using $2.30 per gallon of gas and a KW hour @ .12 we will be at an equal expenditure at the 36 month mark when comparing to the gas model. Assuming we keep them for 5 years then the next two years will save us approximately $7,900.00 in maintenance/fuel related costs. As you can see from the attached Emission work sheets, with the exception of how the electricity is produced this is going to be as clean as it gets! And let me not forget to mention QUIET, you can hear the blades cutting the grass which does make noise, but no engine sound!

Would you please request of the City Commission to forgo the Bidding process and authorize a Purchase Order for the purchase of two CXR-60 Industrial Electric Zero Turn Mowers and a 20" Electric Push mower with extra battery to Mean Green Mowers of Hamilton Oh. in the amount of $57,000.00. At the same time would you please ask them to Surplus Garage Equipment #153 and #161 both 2012 Toro Zero Turn Mowers so they may be sold at Auction.

This is a planned purchase and funds are available in the Garage Fund.
## Internal Service Fund
### Garbage Fund
#### 2017-18 Vehicle Replacement Schedule

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<td>Hickory Hills</td>
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<td>$3,000</td>
</tr>
<tr>
<td>Streets</td>
<td>2009 Elgin Pelican Street Sweeper</td>
<td>$198,000</td>
</tr>
<tr>
<td>Streets</td>
<td>2000 Bobcat Skid Steer Loader</td>
<td>$60,000</td>
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<td>2002 Oshkosh Plow/Dump/Sander</td>
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<td>1978 Loader Mounted Klour Snow Blower</td>
<td>$165,000</td>
</tr>
<tr>
<td>Streets</td>
<td>1977 Loader Mounted Klour Snow Blower</td>
<td>$165,000</td>
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<tr>
<td>Streets</td>
<td>1985 Layton H-500B Tow Behind Paver (Used)</td>
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<td>Streets</td>
<td>NEW Trackless/Holder Snow Blower Mower</td>
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<td>Water Distribution</td>
<td>2007 Solartech Flashing Arrow Trailer</td>
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<td>Parking System</td>
<td>2005 Ford Explorer</td>
<td>$39,547</td>
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| Estimated Total Replacement Cost | $1,800,547 |
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2018/2019 STREET CRACK SEALING CONTRACT EXTENSION

Attached is a memo from Director of Public Services Frank Dituri recommending a one-year extension to the Street Crack Sealing Contract. As mentioned by Mr. Dituri, we have been overall satisfied with the work performed by the contractor; and they have agreed to keep their same pricing at the 2015 low bid levels.

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

That the competitive bidding process be waived and that the Mayor and City Clerk execute an amendment to the contract with Scodeller Construction (originally authorized on August 3, 2015 and amended July 5, 2016) in the amount of $65,000, more or less, which would extend the contract through the 2017/2018 fiscal year, such amendment subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Improvement Fund.

MC/bcm

copy: Frank Dituri, Director of Public Services
TO: Martin Colburn, City Manager
FROM: Frank Dituri, DPS Director
DATE: April 18, 2018
SUBJECT: 2018 Street Crack Sealing Contract Extension

Attached is a request from Mark Jones, Street Superintendent, for approval to amend a contract for the annual crack sealing portion of our Preventative Maintenance Program. As Mark points out we have been satisfied with the work our contractor, Scodeller Construction, completed for the last three years and they have agreed to keep their prices at the 2015 low bid amounts. I am proposing to ask for one more extension thereby securing Crack Sealing services for 2018 at 2015 prices.

Streets Department asked for and received $65,000.00 in budget funds for crack sealing work during the 2018/2019 fiscal year. We will divide the project into segments based on Paser ratings and will monitor and control project work locations to insure a not to exceed price of $65,000.00 for the work. This year we anticipate being able to address almost 16 centerline miles (CLM) of roads.

Therefore, it is recommended that we extend our contract with Scodeller Construction for the 2018/2019 fiscal year and that the proper City officials be authorized to execute a unit price agreement with the above mentioned amount of $65,000.00.
Memorandum

To: Frank Dituri
From: Mark Jones, Street Department Superintendent
Date: 04-10-18
Subject: 2018 Crack Sealing

In 2015 we went out for bid for a Crack Sealing project. The bid was awarded to Scodeller Construction. The contract states that the contractor can renew the contract for two additional years, if the contracted price remains the same. Scodeller Construction completed their second year of the amended 2015 contract last fall. Recently we received a letter from Scodeller Construction stating that they would honor their 2015 contracted price for the 2018 season.

Scodeller Construction has been doing our Crack Sealing since 2013 and has proven to be a very reliable and reputable company. Scodeller has always came in with a very reasonable price. In 2013 there was three bidders, Scodeller Construction was $112,621.32 lower than the highest bidder and $56,121.79 lower than the second bidder. In 2014 we had two bidders and Scodeller Construction came in $36,213.10 less than the second bidder. In 2015 Scodeller Construction was the only bidder, and this is when we changed the contract allowing the contractor to have two additional years if they keep the same contracted price.

Will you please ask City Commission approval to amend Scodeller Construction’s 2015 contract for the 2018 construction season at the 2015 contracted prices. Not to exceed $65,000.00 at the unit prices provided in the contractor’s 2015 bid, funds are budgeted in Street’ Department accounts. I feel this would be in the City’s best interest due to the bid’s that we have received since 2013.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2018 CENTRE PLACE WATERMAIN LOOP PROJECT

Attached is a memo from City Engineer Timothy Lodge recommending the City Commission authorize an agreement for the above project as well as an agreement with the owners of The Boardman Lake Glens for it to provide 65% funding for the project. The owners will sign an agreement to provide the city full payment upon work completion.

As explained by Mr. Lodge, the city was approached by the owners of Boardman Lake Glens asking that we provide more water volume and water pressure to this district to provide a more robust fire suppression system at their property located at 800 Centre Place. I recommend the following motion (5 affirmative votes required):

That the Mayor and City Clerk execute a unit prices contract with Matt LLC (dba Matts Underground Utility Construction) in the amount of $108,995.25, more or less, at the unit prices indicated in its bid, for the 2018 Centre Place Watermain Loop Project, with execution of the contract contingent upon ownership of Boardman Lake Glens executing a contract with the City agreeing to pay 65% of the project cost, with such unit prices contract subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Water Fund; and further

that the Mayor and City Clerk execute a contract with the owners of The Boardman Lake Glens indicating its agreement to pay 65% of the cost of the 2018 Centre Place Watermain Loop Project (approximately $70,850), with the repayment as outlined in the City Manager’s May 3, 2018, communication, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/bcm Copy: Timothy Lodge, City Engineer
TO: Marty Colburn, City Manager  
FROM: Timothy J. Lodge, City Engineer  
DATE: April 27, 2018  
SUBJECT: 2018 Centre Place Watermain Loop Project

The Engineering and Municipal Utilities Departments have been working to improve fire flow capability on Centre Place. We were approached by The Boardman Lake Glens ownership requesting that we look into providing more volume and pressure to this district to serve a more substantial fire suppression system at their property located at 800 Centre Place. We hired an Engineering Consultant to model several options and determined that looping the watermain to the existing main in Woodmere Avenue was the most cost effective approach. We received initial costs for the work from area contractors to be $120,000 and asked Boardman Glens and they agreed to pay for 65% of the cost with the City paying the remaining 35%. This is similar to agreements that have been made in the past for similar situations. We then formalized a bid package and solicited bids for the work. Unfortunately only one bid was received in the amount of $187,594 and it was rejected because of the significant cost difference from the initial estimate.

We re-examined the work and changed the scope to include open trenching of the watermain across Woodmere Avenue and then re-bid the project. This time we received two bids. Sealed proposals were advertised for and were received on April 9, 2018 for the 2018 Centre Place Watermain Loop Project. Plans and specifications were provided to bidders through the Builders Exchange of Northwest Michigan and the two bids were received for this work as follows:

<table>
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<th>Bidder</th>
<th>Bid Amount</th>
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<tbody>
<tr>
<td>Matts LLC</td>
<td>$ 108,995.25</td>
</tr>
<tr>
<td>Elmer’s Crane and Dozer, Inc.</td>
<td>$ 191,777.48</td>
</tr>
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</table>

Therefore it is recommended that this work be awarded to the low bidder, Matt LLC (dba Matts Underground Utility Construction) and that the proper City officials be authorized to execute a unit price contract with the above mentioned bidder, in the amount of $108,995.25, more or less, with funds therefore available the water fund. The ownership at Boardman Lake Glens has agreed to pay for 65% of the cost, approximately $70,850 with the water fund paying $30,150 plus engineering expenses. Therefore, we recommend that the proper City officials be authorized to execute a contract with the property owner for payment for their share of the work.
2018 Centre Place Watermain Loop Project Letter of Intent

It is the intent of the Boardman Lake Glens to partner with the City of Traverse City in order to complete a watermain loop from Woodmere Ave. to Centre Pl. This partnership shall consist of the aforementioned property owners paying 65% of the bid cost and the City of Traverse City to pay the remaining 35% of the cost as well as the engineering and contract oversight. The low bid read at 10:30am on 4/9/2018 was one submitted by Matts LLC and was for the amount of $108,995.25 more or less ($70,846.91 to be paid by property owner and $38,148.34 to be paid for by the City of Traverse city). This new watermain will benefit both the City of Traverse City and the property owners increasing the fire flow and pressure potential.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: EXTENSION TO GRANT FROM MICHIGAN NATURAL RESOURCES TRUST FUND FOR CLANCY PARK IMPROVEMENTS

Attached is a memo from Parks and Recreation Superintendent Derek Melville indicating the need to extend the project agreement with the Michigan Department of Natural Resources related to a Trust Fund grant from it for Clancy Park Improvements. We need to extend the period in which the work can be completed to September 30, 2018, due to weather.

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

that the City Manager be authorized to execute the Michigan Natural Resources Trust Fund Agreement Amendment (originally authorized July 5, 2016), for the Clancy Park project to extent the project completion date to September 30, 2018.

MC/bcm
K:\tcclerk\city commission\grants\clancy park extension 20180507
Copy: Frank Dituri, Director of Public Services
Russell Soyring, City Planning Director
Timothy Lodge, City Engineer
Derek Melville, Parks and Recreation Superintendent
Memorandum

TO: Martin Colburn, City Manager
FROM: Derek Melville, Parks & Recreation Superintendent
DATE: May 2, 2018
SUBJECT: Clancy Park MNRTF Grant Extension

For the 2015 DNR grant cycle we applied for a Michigan Natural Resources Trust Fund (MNRTF) grant through the DNR to assist with the Clancy Park improvements and we were recommended for funding.

A project agreement was issued in April of 2016 that gave a timeframe of April 6, 2016 to April 30, 2018 to complete the project. It was identified in the fall of 2017 that the project was likely going to need an extension due to limited construction season in our area, and the DNR advised that we wait until spring of 2018 to complete the extension request so that we only need one extension to complete the project.

We have received a project extension agreement from the DNR that will extend our project timeline to allow for work to be done up until September 30, 2018. The current proposed timeline shows that construction will be complete at Clancy Park by early July 2018, well within the extended timeline.

I have attached a copy of the Michigan Natural Resources Trust Fund Agreement Amendment to this memo along with the original Project Agreement.

Please request that the City Commission authorize the City Manager to execute the Michigan Natural Resources Trust Fund Agreement Amendment for the Clancy Park project to officially initiate the project agreement extension.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: AMENDMENT TO CONSTRUCTION MANAGER AGREEMENT FOR HICKORY HILLS TO INCLUDE TREE CLEARING

Attached is a memo from City Engineer Timothy Lodge indicated a change in cost to complete the Alpine and Nordic trail clearing at Hickory Hills. As indicated by Mr. Lodge, his office is continuing the process for determining the Guaranteed Maximum Price for the project and expects to have that dollar amount within the next few weeks.

In the meantime, to allow for payment of the works to complete both the Alpine and Nordic Trail tree clearing, an amendment to the construction manager contract with Spence Brothers is necessary.

I recommend one of the following motions (5 affirmative votes required):

that the Mayor and City Clerk execute a Change Order to the Management Services Agreement with Spence Brothers originally authorized November 6, 2017, in the amount not to exceed $42,000 for the Hickory Hills project to include work to complete the Alpine and Nordic Trails, with funds split between Preserve Hickory and the City, such change order subject to approval as to its substance by the City Manager and its form by the City Attorney.

MC/kez
k:\tcclerk\city commission\agreements\hickory hills tree clearing_amendment_20180507.docx

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: April 30, 2018
SUBJECT: Hickory Hills Recreation Area
Construction Manager Payment for Tree Clearing

We are continuing the process of determining the Guaranteed Maximum Price (GMP) for the above referenced project with the Construction Manager, Spence Brothers that was awarded the contract in November 2017. We expect bids for the remaining items of work in the next few weeks. We need to know these project costs before we can fully determine the GMP.

Work for tree clearing for the alpine terrain and for the nordic trails are nearly complete. For this work, the City and Spence discussed the project with several contractors recommended by the Conservation District Forester and others, met five contractors on-site and received costs for the work from two. These were $17,000 and $60,000 for clearing the alpine terrain. Other contractors indicated that the work was too small or that their schedules would not accommodate performing the work before leaves developed this spring. After meeting the low bid contractor for a final walk thru we discussed the City's work load and ability to chip the tree tops. The contractor offered to chip and haul the tree tops for a cost of $8,000. We agreed to include this work for a total cost for the alpine tree clearing work to be $25,000.

We discussed the work with the Hickory Hills Advisory Group and concerns arose about the use of the park during clearing for the nordic trails and safety. Also, we noted that if we wait until fall to start the clearing work, we may not leave enough time to complete work for the nordic trails and may have additional leaf debris to deal with and that may be an additional expense. So we arranged to have Morton Trails, the Nordic trail design firm, complete a final on-site layout and prepared a final nordic trail plan. The low bid contractor walked the layout and offered to complete the work for $17,000. After comparing the area to be cleared, the limited access to the work area and timing, City staff recommended to Spence Brothers to complete the work in conjunction with the alpine slopes tree clearing. The City will chip the tops and spread them on the completed nordic trails.

Therefore, we recommend that the proper City officials be authorized to execute a Contract Change Order with Spence Brothers for the aforementioned work for tree clearing in an amount not to exceed $42,000. Funds for this work will be from Preserve Hickory and the City. This will allow payment for the work once it is completed.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: FIREWORKS DISPLAY PERMIT – INDEPENDENCE DAY AND NATIONAL CHERRY FESTIVAL

The City has received a request from the National Cherry Festival, The Boom Boom Club, and Great Lakes Fireworks for fireworks permits for the July 4th and Cherry Festival finale fireworks on July 7th. This request has been reviewed by the Fire Department and it is recommended the City Commission authorize a Fireworks Display Permits.

I recommend the following motion:

that the City Commission authorizes the City Clerk and other officials to execute the necessary Fireworks Display Permit to Great Lakes Fireworks, LLC, for a display on July 4, 2018, and July 7, 2018, subject to Great Lakes Fireworks executing a hold harmless agreement indemnifying the City and submitting to the City Clerk a certificate of fireworks liability insurance in the amount of $5 million per occurrence, naming the city as additional insured.

MAT/kez

copy: James Tuller, Fire Chief
Kat Paye, National Cherry Festival Executive Director
Bruce Tyree, Great Lakes Pyrotechnics
For the City Commission Meeting of May 7, 2018

Date: May 3, 2018

From: Marty Colburn, City Manager

Subject: Project Review for Consistency with Master Plan

For the 2018 Boardman River Walk Phase I Project
(Uptown)

Attached is a memo from Planning and Engineering Assistant Missy Luick through Planning Director Russell Soyring indicating the Planning Commission’s approval for the Boardman River Walk Phase 1 project’s consistency with the Master Plan in terms of location, extent, and character.

In her memo, Ms. Luick details the proposed design elements and how they relate to the guidelines of our City’s Master Plan. This motion was carried unanimously by the Planning Commission.

I recommend the following motion:

that the City Commission affirms the Planning Commission decision that the 2018 Boardman River Walk Phase 1 Project is found to be consistent with the City Master Plan in terms of location, extent, and character.

MC/kez
K:\TCCLERK\City Commission\Master Plan\Boardman River Walk Phase 1_20180507.docx

Copy: Russell Soyring, Planning Director
TO: Marty Colburn, City Manager

FROM: Missy Luick, Planning and Engineering Assistant

THROUGH: Russ Soyring, Planning Director

SUBJECT: 2018 Boardman River Walk Phase I Project (Uptown)— Consistency with Master Plan Planning Commission Decision

DATE: April 20, 2018

Pursuant to the Michigan Planning Enabling Act, the Planning Commission is being asked to determine if the 2018 Boardman River Walk Phase I Project next to Uptown Development is consistent with the Traverse City Master Plan in terms of location, extent and character. Your guidance for reviewing the project is the City Master Plan.

The Michigan Planning Act states...“To further the desirable future development of the local unit of government under the master plan, a planning commission under the adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements...” "...A street, square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure or utility have been submitted to the planning commission by the legislative body..."

**Master Plan References** - One of the core principles of the Traverse City Master Plan states that “Natural and historic resources are limited and need to be protected.” The proposed project is located on the Boardman River adjacent to property which is designated by City Master Plan as part of the TC-5 Downtown Neighborhood type. The Master Plan states for this area of the community we should “Integrate Boardman River and Grand Traverse Bay into the fabric of the neighborhood.” Additionally, the Master Plan states “transportation choices are important to our vitality and environmental health.” The planned Riverwalk extends transportation options.

The Natural Resources Element of the Master Plan urges landowners to “...[establish] natural vegetation buffers on all sites adjacent to water bodies and wetlands to increase nutrient filtering, erosion control, wildlife habitat and property values.” The Natural Resource Element states in part to “Protect existing naturalized shorelines on surface water bodies” and to “Incorporate green infrastructure approaches” to city projects. This Element also says to “provide fish and wildlife habitat and where possible” and

*Native shoreline plants have been selected for project landscaping*
to “Identify fish habitat areas and implement restoration and protection measures for those areas.

The Parks and Recreation Element “support[s] the establishment of public access points along the Boardman Lake and River” and suggests “improve overall transportation choices that would also improve recreational access.”

Location
The project is located adjacent to the Boardman River from the east side of the Union Street bridge to the Uptown development.

Extent
The work involved in this project consists principally of maintenance and repairs to the 3620 square feet of existing wooden boardwalk and extension of new 3000 square feet wooden boardwalk to the public stairway access at the Uptown Development and a replacement of the existing stairs with a new ADA ramp access off and stairs off of Parking Lot E and related work. Drawings C2.2 and C3.0 identify the proposed landscape layout plan and overall project site plan.
Character
The project features include an open Riverwalk with wood surfacing. There will be 2 possible stairway connections and 1 ADA access ramp off of Lot E. To soften the edges, natural plantings are planned in 5 areas per drawing C2.2.

Conclusion
Staff finds the Riverwalk Project to be in compliance with the Master Plan. The Planning Commission took the following action:

Motion by Commissioner Haas, second by Commissioner Shaw, that the 2018 Boardman River Walk Phase I Project is found to be consistent with the City Master Plan in terms of location, extent and character and that the action be communicated to the City Commission.

Motion carried 8-0 (Commissioner Tuller absent).

Attachments:  Memo from Jean Derenzy, CEO of TCDDA dated April 11, 2018
Select drawings and Illustrations
Memorandum

To: Planning Commission
From: Jean Derenzy, DDA CEO
Re: Uptown Riverwalk Consistency with Master Plan
Date: April 11, 2018

In August 2013, the DDA entered into an agreement with Uptown Development (located at 133 and 141 West State Street) to construct a Boardwalk/Riverwalk within five years. This public project serves as the local match for State brownfield incentives associated with the Uptown development. Improvements to the boardwalk adjacent and near the Uptown project are considered part of the local match.

The DDA TIF 97 plan calls for improvements along the Boardman River. The vision for this portion of the Boardman is to create a connection between the River, Front Street, the Warehouse District, and the Bay. As a reminder, a portion of the project has been completed, a public walkway through Uptown that leads to the River. As the DDA looks to complete this project, improvements will be made to:

✓ Access on the west side of the Union Street bridge
✓ Current boardwalk that is in place.

In addition, an ADA compliant accessible ramp will be located in Lot E to provide better access to the River. The Boardwalk will then continue to the public walkway that is constructed at Uptown and leads to Pine Street and the Pedestrian Bridge that goes to the Warehouse District.

In 2016, we were pleased to have completed the pedestrian bridge over the river, better connecting the river and Front Street to the Warehouse District. This project will enhance public access and create better connections for walkability throughout Downtown Traverse City and consistent with the Master Plan and the TIF 97 Plan.
TC Riverwalk
Selected Native Shoreline Plants
See design sheets for Phase II/III identified planting areas.

COMMON BUTTONBUSH
Cephalanthus occidentalis L
Buttonbush is an obligate wetland shrub suitable for wetland restoration, created wetlands, and riparian zones. It has exceptional wildlife benefits. The seed is eaten by eight species of waterfowl and the twigs by three species of mammals.

NANNYBERRY
Viburnum lentago L
Nannyberry is a shade-tolerant, understory species useful in landscape plantings as shrub borders, taller barriers, hedges, and windbreaks. It produces good seasonal displays of flowers, fruits, and fall leaf color. The fruits are sweet and edible and are eaten by many species of birds and wildlife. Mature foliage is dark glossy green, becoming deep maroon to red in the fall.

SWAMP ROSE
Rosa palustris Marsh.
This species is an attractive shrub throughout the entire year. The fruits are eaten by wildlife. Rose family (Rosaceae). Swamp rose is a native, perennial shrub that grows up to seven feet tall. This species is abundant in swampy habitats and along ditches and streams. It grows best in damp or wet, rich loamy soil, in full sun or partial shade.

GOLDEN ALEXANDERS
Zizia aurea (L.)
Golden Alexanders has its greatest potential as a component of conservation mixes and wildflower gardens. In wet, sunny meadows and open woodlands it will naturalize. The flowers are attractive to many kinds of butterflies and many other insects. It is an excellent source of accessible pollen and nectar to many beneficial insects.
Golden Alexanders is a carefree plant which occurs naturally in small colonies on wet soils. It prefers wet sites, but is very tolerant of dry conditions in the summer.

GREAT BLUE LOBELIA
Lobelia siphilitica L
Hummingbirds are attracted to the nectar. The Iroquois used the plant as a cough medicine. This plant is found in swamps and wet ground from Maine to Manitoba and Colorado, south to North Carolina and Texas.

INDIANGRASS
Sorghastrum nutans L
Indiangrass is excellent for wildlife habitat and food for deer. Can be used on critical-area seeding, for roadside cover, and on areas subject to wind erosion. S. nutans (L). Nash, indiangrass, is a native, perennial, warm-season grass, and a major component of the tall grass vegetation which once dominated the prairies of the central and eastern United States.

CANADIAN WILD GINGER
Asarum canadense L
Canadian wild ginger is an alternate food source for the pipevine swallowtail butterfly. Wild ginger is a native spring wildflower which occurs in rich woods and wooded slopes throughout the State. Basically a stemless plant which features two downy, heart-shaped to kidney-shaped, hand-coloured, dark green, basal leaves (1" wide). Cup-shaped, purplish brown flowers (1" wide) appear in spring on short, ground-level stems arising from the crotch between the two basal leaves.
PROPOSED LANDSCAPING PLANTING LIST

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<th>QTY</th>
<th>SIZE</th>
<th>NOTES</th>
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<tbody>
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<td>3 GAL</td>
<td>QUALITY SPECIMEN</td>
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<td>VI</td>
<td>VIBURNUM LENTAGO/ Nantucket Berry</td>
<td>8</td>
<td>3 GAL</td>
<td>QUALITY SPECIMEN</td>
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PERENNIALS & GRASSES

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<td>LS</td>
<td>Lobelia siphilitica/ Great Bluelobe</td>
<td>25</td>
<td>20</td>
<td>FULL SPECIMEN</td>
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</tbody>
</table>

NOTES

1. All construction work and access to existing Turtle Creek properties must be within the existing 10’ easement.
2. Proposed landscape areas consist of approximately 2,400 sq. ft.
3. Remove and dispose of existing plantings and tree stumps prior to planting
4. Planted in the proposed landscaped planting list provided.
NOTES

1. All construction work and access along Uptown Court and West State Street must be consistent with the existing utility easements.

2. Proposed landscape areas consist of approximately 2,400 square feet.

3. Contractor to provide a landscape plan for the proposed landscape planting list provided.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: TEMPORARY TRAFFIC CONTROL ORDERS – BATA BUS STOPS

Attached is a memo from Assistant City Manager Penny Hill regarding 26 new bus stop sign locations for BATA as well as the deletion of seven. As indicated by Ms. Hill, BATA has requested these signs to reflect changes to the BATA fixed route system which streamlines routes and provides more efficient service. The City Staff Traffic Committee has reviewed this request and approves it for temporary traffic control order and asks for City Commission concurrence.

BATA Transportation Planner Tyler Bevier will be in attendance on Monday evening for questions relating to these new signs and BATA changes in routes.

I recommend the following motion:

that the City Commission concurs with the Traffic Committee for the addition of 25 temporary traffic control orders and deletion of four as requested by BATA as detailed in the May 1, 2018 communications from the Assistant City Manager.

MC/kez
K:\TCCLERK\City Commission\Traffic Control Order\Temp TCO BATA_20180507.docx

copy: Tyler Bevier, beviert@bata.net
Memorandum

The City of Traverse City
Office of the City Manager

TO: MARTIN COLBURN, CITY MANAGER
COPY: TIM LODGE, CITY ENGINEER
       FRANK DITURI, DPS SUPERINTENDENT
FROM: PENNY HILL, ASSISTANT CITY MANAGER
DATE: MAY 3, 2018
SUBJECT: REQUEST FOR CITY COMMISSION CONCURRENCE WITH TEMPORARY TRAFFIC CONTROL ORDER NO. 631 FOR BATA BUS STOP SIGNS

Attached is a request from Tyler Bevier, BATA Transportation Planner, for the addition of twenty-six (26) new bus stop sign locations, and the deletion of seven (7) existing bus stop sign locations, to reflect changes to the BATA fixed route system. The changes are to streamline BATA routes and to provide more efficient service. An attached map shows the location of the sign additions and deletions, and a more comprehensive map shows the new bus routes. Also attached is a tabular version of the proposed changes to sign locations.

The city staff Traffic Committee has reviewed the request, and because BATA purchases and installs the signs, and is responsible for keeping the on-street pickup locations clear from snow, recommends that this Temporary Traffic Control Order be forwarded to the City Commission for its concurrence.

Temporary Traffic Control Orders remain in effect for 90 days, after which time they are reviewed once again by the Traffic Committee, and are either allowed to expire, or are recommended to either be extended or be made permanent by the City Commission.

Please place this item on the next available City Commission agenda.
TRAFFIC CONTROL ORDER NO.: 631     DATE: May 28, 2018

Bus Stop signs shall be placed as follows in connection with the Bay Area Transit Authority fixed route system:

(NO PARKING)

“BUS STOP”

shall be placed at all designated bus stop locations throughout the City, per the attached documents.

Martin Colburn
City Manager

TEMPORARY TRAFFIC CONTROL ORDER TO BE IN EFFECT FOR 90 DAYS

Note: This TCO shall supersede TCO No. 572 as it pertains to bus stop locations throughout the City.

Recommended by the Transportation Committee on April 19, 2018.

I certify that this Traffic Control Order was made permanent by the City Commission at its meeting held on ____________, in the Commission Chambers, second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin Marentette, MMC, City Clerk

☐ Rescinded on ____________
☐ Superseded by TCO No. ____________
Bay Area Transportation Authority

To: Penny Hill (Traffic Committee Chair)
From: Tyler Bevier
CC: Russ Soyring
Date: 4.4.2018
Re: New BATA Transit stops within the city limits

Please see the attached list for the proposed new and retired transit stops on the BATA transit loop network. Please contact me with any questions regarding specific requested stops. BATA strives to use best practices when deciding stop locations, generally 75 feet after an intersection is preferred, with 75 feet before an intersection as an alternate. Proposed new transit stops are shown in green, existing stops are shown in orange as stops to be retired are shown in red. Combination stops of two or more routes are shown in purple.

Sincerely,

Tyler Bevier
Transportation Planner
Bay Area Transportation Authority
### Bayline Stop Locations in the City Limits

<table>
<thead>
<tr>
<th>Stop Location</th>
<th>Stop #</th>
<th>Stop #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meijer - existing stop</td>
<td>451</td>
<td>5000</td>
</tr>
<tr>
<td>Meijer Park-n-Ride</td>
<td>1</td>
<td>9010</td>
</tr>
<tr>
<td>Silver Drive - Historic Batts - TBA ISAD Westbound</td>
<td>1</td>
<td>9040</td>
</tr>
<tr>
<td>Silver Drive - Historic Batts - TBA ISAD Eastbound</td>
<td>1</td>
<td>9030</td>
</tr>
<tr>
<td>Powerplant - existing stop</td>
<td>445</td>
<td>9040</td>
</tr>
<tr>
<td>Silver Drive - The Commons - The Commons - Eastbound</td>
<td>1</td>
<td>9050</td>
</tr>
<tr>
<td>Elmwood @ 11th - Women's Resource Center Westbound</td>
<td>1</td>
<td>9070</td>
</tr>
<tr>
<td>Elmwood @ 11th - DHS Eastbound - existing stop</td>
<td>1005</td>
<td>9080</td>
</tr>
<tr>
<td>Elmwood @ 7th Street - Westbound</td>
<td>1</td>
<td>9080</td>
</tr>
<tr>
<td>Elmwood @ 7th Street - Eastbound</td>
<td>1007</td>
<td>9100</td>
</tr>
<tr>
<td>Elmwood @ 6th Street - Munson Westbound</td>
<td>1</td>
<td>9110</td>
</tr>
<tr>
<td>Elmwood @ 6th Street - Munson Eastbound</td>
<td>1</td>
<td>9120</td>
</tr>
<tr>
<td>W. Front @ Cedar St. - Ares Healthcare Westbound</td>
<td>1</td>
<td>9130</td>
</tr>
<tr>
<td>W. Front @ Cedar St. - Eastbound</td>
<td>1</td>
<td>9140</td>
</tr>
<tr>
<td>W. Front @ Maple St. - Westbound</td>
<td>1</td>
<td>9150</td>
</tr>
<tr>
<td>W. Front @ Maple St. - Eastbound</td>
<td>5</td>
<td>9160</td>
</tr>
<tr>
<td>W. Front @ Hall St. - Eastbound</td>
<td>2</td>
<td>9170</td>
</tr>
<tr>
<td>Garland @ Traverse City Tourism - Westbound</td>
<td>1</td>
<td>9180</td>
</tr>
</tbody>
</table>

- **New Transit Stop**
- **Existing Transit Stop**
- **Retired Transit Stop**
<table>
<thead>
<tr>
<th>Stop #</th>
<th>Stop Description</th>
<th>Stop #</th>
<th>City?</th>
</tr>
</thead>
<tbody>
<tr>
<td>141</td>
<td>GT Mall</td>
<td>141</td>
<td>no</td>
</tr>
<tr>
<td>139</td>
<td>GT Crossings</td>
<td>139</td>
<td>no</td>
</tr>
<tr>
<td>137</td>
<td>Albany St @ Metro Fire Station</td>
<td>137</td>
<td>no</td>
</tr>
<tr>
<td>157</td>
<td>Veterans Drive @ Vista Park</td>
<td>129</td>
<td>no</td>
</tr>
<tr>
<td>161</td>
<td>Veterans Drive @ Bayhill</td>
<td>125</td>
<td>yes</td>
</tr>
<tr>
<td>185</td>
<td>Bay Hill Office</td>
<td>185</td>
<td>yes</td>
</tr>
<tr>
<td>187</td>
<td>Bay Hill Terrace @ Garden</td>
<td>187</td>
<td>yes</td>
</tr>
<tr>
<td>189</td>
<td>Hillview Apts</td>
<td>189</td>
<td>yes</td>
</tr>
<tr>
<td>165</td>
<td>Veterans Drive @ 15th</td>
<td>121</td>
<td>yes</td>
</tr>
<tr>
<td>167</td>
<td>Veterans Drive @ 14th</td>
<td>117</td>
<td>yes</td>
</tr>
<tr>
<td>169</td>
<td>Union Street @ 13th</td>
<td>115</td>
<td>yes</td>
</tr>
<tr>
<td>171</td>
<td>Union St @ 12th</td>
<td>113</td>
<td>yes</td>
</tr>
<tr>
<td>173</td>
<td>Union St @ 10th</td>
<td>111</td>
<td>yes</td>
</tr>
<tr>
<td>175</td>
<td>Union St @ 8th</td>
<td>-</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>Union St. @ 7th</td>
<td>109</td>
<td>yes</td>
</tr>
<tr>
<td>181</td>
<td>W. Front @ Record Eagle</td>
<td>181</td>
<td>yes</td>
</tr>
<tr>
<td>183</td>
<td>W. Front @ J&amp;S</td>
<td>183</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>Hall Street Transfer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Route 2

<table>
<thead>
<tr>
<th>Stop #</th>
<th>Stop #</th>
<th>City?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kings Court / Village Glen</td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>GT County Health Dept.</td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Ridge 45</td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Goodwill Inn (entrance)</td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Barlow St. Sec. of State /USPS</td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Barlow St. Glenview Ln</td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Barlow St. Salvation Army</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Carver @ Grant St</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Barlow St. / Carver</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Barlow St. / Center</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Barlow St. / Hannah</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Traverse Area Dist. Library</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>8th / Wellington</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>8th / Lake Avenue</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Cass St &amp; Lake Avenue</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Front @ Cass St</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>W. Front @ Record Eagle</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>W. Front @ Pine (J&amp;S)</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>State Street East of Union</td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Hall Street Transfer</td>
<td></td>
<td>yes</td>
</tr>
</tbody>
</table>

- **New Transit Stop**
- **Existing Transit Stop**
- **Retired Transit Stop**
- **Existing Transit Stop, now a combo stop with Route 5**
<table>
<thead>
<tr>
<th>Inbound</th>
<th>Inbound</th>
<th>Outbound</th>
<th>Outbound</th>
<th>City?</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>GT Mall</td>
<td>301</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>305</td>
<td>GT Crossings</td>
<td>305</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cass Rd. Transfer</td>
<td>383</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>309</td>
<td>Cass Rd. @ 16th St.</td>
<td>379</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>313</td>
<td>Cass Rd. @ 10th St.</td>
<td>375</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>317</td>
<td>Lake Street @ 8th St.</td>
<td>371</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>321</td>
<td>8th St. @ Barlow</td>
<td>365</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>325</td>
<td>8th St. @ Rose</td>
<td>361</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>329</td>
<td>8th St. @ Michigan Ave.</td>
<td>357</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>333</td>
<td>8th St. @ Hastings/Civic</td>
<td>353</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>337</td>
<td>8th St. @ Woodland Dr. / Comfort Inn</td>
<td>349</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>341</td>
<td>Munson Community Health</td>
<td>341</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>345</td>
<td>Tom's East Bay Plaza</td>
<td>345</td>
<td>yes</td>
<td></td>
</tr>
</tbody>
</table>

- **New Transit Stop**
- **Existing Transit Stop**
- **Existing Transit Stop, now a combo stop with Route 13**
## Route 4

<table>
<thead>
<tr>
<th>Inbound</th>
<th>Inbound</th>
<th>Outbound</th>
<th>Outbound</th>
<th>City?</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT Mall</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Lucky's Market</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Meijer</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Copper Ridge (Surgery Ctr.)</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Brookside Commons (Petoskey Rd.)</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Oleson's Market</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>Red/Gray Drive (Piazza)</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Cordia @ Lot K</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Munson Family Practice/LOT Q</td>
<td></td>
<td></td>
<td></td>
<td>no</td>
</tr>
<tr>
<td>6th Street @ Madison</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>W. Front at Madison</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>W. Front at Cedar</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>W. Front at Maple</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
<tr>
<td>Hall Street Transfer</td>
<td></td>
<td></td>
<td></td>
<td>yes</td>
</tr>
</tbody>
</table>

- New Transit Stop
- Existing Transit Stop
- Retired Transit Stop
- New Transit Stop, combo with Bayline
## Route 5

<table>
<thead>
<tr>
<th>Stop #</th>
<th>Stop Name</th>
<th>City?</th>
</tr>
</thead>
<tbody>
<tr>
<td>587</td>
<td>Miliken Drive @ East Front Street</td>
<td>yes</td>
</tr>
<tr>
<td>563</td>
<td>Garfield @ State</td>
<td>yes</td>
</tr>
<tr>
<td>557</td>
<td>Garfield @ Titus</td>
<td>yes</td>
</tr>
<tr>
<td>555</td>
<td>Garfield @ Boyd</td>
<td>yes</td>
</tr>
<tr>
<td>551</td>
<td>Garfield @ Center</td>
<td>yes</td>
</tr>
<tr>
<td>547</td>
<td>Garfield @ Carver (Save-a-lot)</td>
<td>yes</td>
</tr>
<tr>
<td>543</td>
<td>Garfield &amp; Enoo</td>
<td>yes</td>
</tr>
<tr>
<td>539</td>
<td>Traverse Health Clinic</td>
<td>no</td>
</tr>
<tr>
<td>537</td>
<td>Aspen Hills</td>
<td>no</td>
</tr>
<tr>
<td>535</td>
<td>Oak Terrace &amp; Garfield</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Ridge 45</td>
<td>no</td>
</tr>
<tr>
<td>529</td>
<td>GT County Health Dept.</td>
<td>no</td>
</tr>
<tr>
<td>525</td>
<td>LaFrainer Rd. &amp; Tendercare</td>
<td>no</td>
</tr>
<tr>
<td>521</td>
<td>Xine's Court / Ray Blvd</td>
<td>no</td>
</tr>
<tr>
<td>559</td>
<td>Logan's Landing</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Cass Rd. Transfer</td>
<td>no</td>
</tr>
</tbody>
</table>

- **New Transit Stop**
- **Existing Transit Stop**
- **Existing Transit Stop, now a Combo with Route 2**
## Retired Stops

<table>
<thead>
<tr>
<th>Route 1</th>
<th>Veterans Drive @ 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 2</td>
<td>Carver @ Grant St</td>
</tr>
<tr>
<td>Route 3</td>
<td>E.Front / NMC Tamarack Lot</td>
</tr>
<tr>
<td>Route 3</td>
<td>Wenonah St @ Chippewa</td>
</tr>
<tr>
<td>Route 3</td>
<td>Wenonah St @ E Front</td>
</tr>
<tr>
<td>Route 4</td>
<td>Red/Gray Drive (Piazza)</td>
</tr>
<tr>
<td>Route 4</td>
<td>Cordia @ Lot K</td>
</tr>
</tbody>
</table>
Green Points – New Transit Stops (26)
Red Points – Retired Transit Stops (7)
PLEASE NOTE: The BayLine route is the inbound route from Woodward Creek to Meijer. The outbound route would follow State Street in Downtown Traverse City.

Map Legend:
- Transit Stop
- Year Round Service
- The Beach District (Memorial Day-Labor Day)
- Aero-Park Route (Labor Day-Memorial Day)
- TART Bike Trails
- Transfer Station
The City of Traverse City
Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: 2018 PAVEMENT PRESERVATION PROJECT

At the April 16, 2018, meeting, the City Commission referred this matter to a meeting where all 7 members of the Commission will be present; we anticipate that all 7 members will be present Monday evening.

Also at the April 16 meeting, the City Commission indicated a desire to have pricing for an overlay on East Eighth Street between Boardman Avenue and Railroad Avenue. The City Engineer obtained bids for an overlay with an expected service life of 3-5 years. Please note that no contractor will provide a warranty for this work. Attached is the previously-distributed memo from City Engineer Timothy Lodge and also a memo regarding the bid for the overlay work on East Eighth Street. To be clear, I am not recommending that the City move forward with the skim coat/overlay on Eighth Street.

Please see the attached memo from Downtown Development Authority CEO Jean Derenzy regarding Lot P repaving. As indicated by Ms. Derenzy, the lease for Lot P has been amended to provide that if the owner terminates it before 5 years, the owner will repay the city for the cost of the Lot P improvements according to the depreciation schedule which is attached to her memo. To assist the City Commission in moving forward, the following are motions where components of the project can be approved individually.

1. To approve the Eighth Street overlay/skim coat between Boardman Avenue and Railroad Avenue, excluding any warranty for the work (5 affirmative votes required):

that the Mayor and City Clerk execute the necessary documents with Elmer's Crane and Dozer in the amount of $167,640.50, more or less, for the 2018 Pavement Preservation Project to provide an overlay on East Eighth Street between Boardman Avenue and Railroad Avenue, with the contractor not
providing any warranty for the work, such documents subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund – Boardman Lake Avenue allocation.

2. To approve streets included in the original scope for the 2018 Pavement Preservation Project as outlined in the attached map (5 affirmative votes required):

that the Mayor and City Clerk execute the necessary documents with Elmer’s Crane and Dozer for the 2018 Pavement Preservation Project be to add $830,343.88 in cold milling and resurfacing work for the locations outlined on the 2018 Pavement Preservation Selected Streets Map included with the materials in the packet for the City Commission’s May 7, 2018, packet, such documents subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund and Grand Traverse County Road Commission Millage Fund.

3. To approve work for Lot P, including the landscaping islands (5 affirmative votes required).

that the Mayor and City Clerk execute the necessary documents with Elmer’s Crane and Dozer for the 2018 Pavement Preservation Project to add $151,000 for Lot P Repaving and landscaping islands, such documents subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Parking System Fund.

4. To approve reconstruction of the alley north of East Eighth Street in the 400-600 blocks:

that the Mayor and City Clerk execute the necessary documents with Elmer’s Crane and Dozer for the 2018 Pavement Preservation Project to add $300,000 for reconstruction of the alley north of East Eighth Street in the 400-600 blocks, such documents subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund and Grand Traverse County Road Commission Millage Fund.

MC/bcm  
Copy: Timothy Lodge, City Engineer  
Jean Derenzy, Downtown Development Authority CEO
MEMORANDUM

To: City Commission
   Marty Colburn, City Manager

FROM: Jean Derenzy, CEO Downtown Development Authority

DATE: April 30, 2018

SUBJECT: Lot P Repaving

The Downtown Development Authority requests approval for the repaving of Parking Lot P in the amount of $151,000. This cost includes compliance with the new ordinance for tree coverage within a surface parking lot. As background, at the City Commission April 2 meeting, this item was referred back to the DDA for, in my opinion, to include repayment requirements by the Owner should the contract be cancelled prior to five (5) years.

The contract was amended and approved by the DDA and Owner at the April 20th Board meeting. The contract identifies:

✓ Identifies 56 parking spaces to be leased
✓ Termination clause that if the contract is terminated by the Owner before five years, Owner would be required to repay the cost based on depreciation schedule (attached).

Parking Lot P, outlined on the attached map, includes three parcels, being 130, 128 and 124 West State Street. The DDA has had a lease with the property owner at 130 West State Street since 2004 with no repaving occurring since 2004. In March 2017, the DDA, in preparation for the building of a West Front Parking Garage at 145 West Front (immediately behind these three parcels), approached the owner to lease all three parcels. The forethought for this was:

1. Having staging availability for when the DDA started building a parking structure at 145 West Front
2. Having additional parking spaces when 145 was under construction (there are 103 public parking spaces at 145).

As part of the lease, combining the 3 parcels into one parking lot was preferred by both the DDA and the property owner. The DDA working with City Engineering combined this project with other repaving projects, for anticipated cost savings with combining multiple projects.
Cost of the lease is $26,880 per year, revenue is estimated at $29,066 per year, expenditures of $63,090; for a loss of $34,024/year. Leasing of private lots does not provide the overall revenue benefit for the parking system, however at this time until permanent public parking garages and public lots are available, leasing of private lots has been and continues to be needed and appropriate to carry out the parking needs for the downtown.

The DDA continues to work towards positive long-term and short-term working solutions for residents and visitors.

This approach is both for the long-term and short-term parking solutions. Authorizing the repaving of Parking Lot P, being 130, 128 and 124 West State Street is appropriate to meet the parking needs.

Based on the above outlined information, the Downtown Development Authority recommends the approval of the repaving of Parking Lot P for a cost of $151,000.

Enc.
CITY OF TRAVERSE CITY
TRAVERSE CITY PARKING SYSTEM
PARKING AREA LEASE
ATTACHMENT A: LOT P PREMISES

Premises:

Parcel "A" 28-51-794-017-00, also known as 130 W State Street, Traverse City, Michigan
Parcel "B" 28-51-794-015-00, also known as 128 W State Street, Traverse City, Michigan
Parcel "C" 28-51-794-013-01, also known as 124 W State Street, Traverse City, Michigan
## CITY OF TRAVERSE CITY
### TRAVERSE CITY PARKING SYSTEM
#### PARKING AREA LEASE
##### ATTACHMENT B: LOT P DEPRECIATION SCHEDULE

<table>
<thead>
<tr>
<th>Year 1 2018/19</th>
<th>Carrying Amount</th>
<th>Monthly Depreciation</th>
<th>Accumulated Depreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>$151,110.02</td>
<td>$2,518.50</td>
<td>$2,518.50</td>
</tr>
<tr>
<td>July</td>
<td>$148,591.52</td>
<td>$2,518.50</td>
<td>$5,037.00</td>
</tr>
<tr>
<td>August</td>
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<th>Accumulated Depreciation</th>
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<td>July</td>
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<td>November</td>
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<td>$105,777.00</td>
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<td>July</td>
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<td>October</td>
<td>$20,148.02</td>
<td>$2,518.50</td>
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<td></td>
<td>November</td>
<td>$17,629.52</td>
<td>$2,518.50</td>
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<td>December</td>
<td>$15,111.02</td>
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<td></td>
<td>January</td>
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<td></td>
<td>February</td>
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<tr>
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<td>May</td>
<td>$2,518.52</td>
<td>$2,518.50</td>
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</table>
Memorandum

TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer
DATE: March 26, 2018
SUBJECT: 2018 Pavement Preservation Project

The Engineering and Street Departments evaluated Capital Preventative Maintenance (CPM) techniques to improve pavement conditions cost effectively. Two CPM techniques including cold milling and resurfacing with hot mix asphalt (HMA) and HMA surface remove, gravel base conditioning and resurfacing with HMA were selected for the 2018 Pavement Preservation Project for the locations shown on the map which is attached for reference. The project also includes expansion of Lot P at 124, 128 and 130 W. State St. and reconstruction of the 400, 500 and 600 block of the alley north of E. 8th St.

Sealed proposals were advertised for and were received on March 15, 2018 for the 2018 Pavement Preservation Project. Plans and specifications were provided to bidders through the Builders Exchange of Northwest Michigan and two bids were received for this work as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Location</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmer's Crane and Dozer, Inc.</td>
<td>Traverse City</td>
<td>$1,265,925.80</td>
</tr>
<tr>
<td>Rieth Riley Construction Co. Inc.</td>
<td>Grawn</td>
<td>$1,472,908.03</td>
</tr>
</tbody>
</table>

The Engineering Department's preliminary estimate for this work is $1,534,611.71. This included an estimated cost of $1,013,992.71 for the CPM locations, $131,524.50 for Parking Lot P and $389,094.50 for the E. 8th St. alley. The actual amounts for these from the low bidder were $830,343.88, $135,581.92 and $300,000 respectively.

For Parking Lot P, the work includes reconstructing the existing leased parking lot at 130 W. State St. and due to recent land acquisition via a new lease at 124 and 128 W. State St. expand the parking lot to provide 64 public parking spaces.

The plan for Lot P included in the bid proposal was prepared in January of 2018. Recently there has been discussion at the City Commission regarding the Planning Commissions' recommendation that changes be made to the City's landscaping requirements of surface parking lots. In anticipation of those changes being adopted we have prepared an alternate plan that includes landscaped islands internal to the parking area to meet the proposed changes. The changes would require an increase in cost to construct the parking lot. The landscaped islands would require an additional 196 Ft. of curb, an expansion of the proposed irrigation system and more trees and shrubs. We have prepared a change order and obtained pricing from the low bidder to construct the
alternate Lot P plan in the amount of $15,528.10. Therefore the total cost for the Lot P alternate plan is $151,110.02. This alternate plan provides 56 public parking spaces.

Both of the Lot P plans include conduit to be installed in the alley right of way for future undergrounding of power and communications as requested by TCLP. The conduit cost is $5,166.15, more or less, and TCLP will be invoiced for the final amount upon completion of the project.

Reconstruction of the E. 8th St. alley is phase 2 of the E. 3th St. construction programming. The total cost, more or less, to construct the alley is $300,000.00. The following is the funding breakdown:

| Capital Projects Fund | $ 206,447.88 |
| Stormwater Fund | $ 84,270.12 |
| Traffic Calming Fund | $9,282.00 |
| **Total** | **$300,000.00** |

If the City Commission would like to construct Lot P without landscape islands it is recommended that this work be awarded to the low bidder, Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above mentioned bidder, in the amount of $1,265,925.80, more or less, with funds therefore available in various Capital Projects Funds, Road Commission Millage Fund and Parking System Fund.

Should the City Commission prefer the Lot P alternate plan it is recommended that this work be awarded to the low bidder, Elmer's Crane and Dozer, Inc. and that the proper City officials be authorized to execute a unit price contract with the above mentioned bidder, in the amount of $1,265,925.80, more or less, and Change Order #1 in the amount of $15,528.10 with funds therefore available in various Capital Projects Funds, Road Commission Millage Fund and Parking System Fund.

We have solicited proposals from an engineering consultant for material testing for the above referenced project. We recommend executing a consultant agreement with Gosling Czubak Engineering Sciences, Inc. in the amount of $10,580.00 with funds available in the Capital Projects Fund subject to approval as to substance by the City Manager and as to form by the City Attorney.
TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer
DATE: April 30, 2018

SUBJECT: E. Eighth St. Overlay between Boardman Ave. and Railroad Ave.

On August 10, 2017 the City received bids for the 2017 Pavement Preservation Project which included scarifying and overlaying E. Eighth St. with asphalt between Boardman Ave. and Railroad Ave. The cost from the low bidder was $217,000 with an expected useful service life of 5-7 years. Post bid we worked with the low bidder to reduce the amount down to $163,000 by eliminating some items of work including scarifying. This lower cost option would provide an expected useful service life of 3-5 years. After consulting with the Streets Department regarding ongoing maintenance and in consideration of implementation of the Envision 8th St. project in the near future we did not recommend an award for the E. Eighth St. location.

Per discussion at the April 16, 2018 City Commission meeting we procured new bids from two contractors for the lower cost option (3-5 yr. service life) to overlay E. Eighth St. between Boardman and Railroad. The results are as follows:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmer’s Crane and Dozer, Inc.</td>
<td>Traverse City</td>
</tr>
<tr>
<td>Rieth Riley Construction Co. Inc.</td>
<td>Grawn</td>
</tr>
<tr>
<td></td>
<td>$ 167,640.50</td>
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<tr>
<td></td>
<td>$ 201,976.50</td>
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</tbody>
</table>

The street replacement cost for E. Eighth St. between Boardman and Railroad (back of curb to back of curb) is estimated to cost $716,000.00. The cost to overlay would be 23% of the replacement cost.

The City Streets Department estimates the cost to provide annual maintenance for this segment of E. Eighth St. to be $49,810.

While the overlay will reduce short term maintenance costs and provide for a better ride quality we do have concern regarding the durability. The existing concrete surface is very "polished" and even though we would use extra tack (glue for asphalt) we are concerned about potential delamination. The contractor has expressed similar concerns. The first winter season will be the test to see if the overlay will survive through its estimated 3 to 5 year service life.

If the City Commission would like to proceed with an overlay on E. Eighth St. between Boardman Ave. and Railroad Ave. it is recommended that this work be awarded to the low bidder, Elmer’s Crane and Dozer, Inc. and that the proper City officials be authorized to execute a change order to the 2018 Pavement Preservation Project in the amount of $167,640.50, more or less.
This map is based on digital databases from the City of Traverse City. The City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

1 inch = 1,500 feet
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CONSTRUCTION STAKING

Attached is a memo from City Engineer Timothy Lodge recommending that the City Commission authorize a consultant agreement for construction staking.

The breakdown for the $9,657 project is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot P (with islands)</td>
<td>$4,280</td>
</tr>
<tr>
<td>Lot P (without islands)</td>
<td>$3,620</td>
</tr>
<tr>
<td>Alley north of East Eighth Street</td>
<td>$5,377.90</td>
</tr>
</tbody>
</table>

This scope of work and motion below will need to be amended depending on action the City Commission takes earlier in the meeting regarding the 2018 Pavement Preservation Project. The City Clerk will walk us through any needed adjustments.

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

that the Mayor and City Clerk execute a consultant agreement with Leading Edge Surveying in the amount of $9,657 for construction staking services associated with work in Lot P and the 400-600 blocks of the alley north of East Eighth Street, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Capital Projects Fund.

MC/bcm
K:\tcclerk\city commission\agreements\construction staking 2018

copy: Timothy Lodge, City Engineer
Memorandum

TO: Marty Colburn, City Manager
FROM: Timothy J. Lodge, City Engineer
DATE: Tuesday, May 01, 2018

SUBJECT: Request for Proposals- Construction Staking
2018 Lot P, 8th St Alley, and Clancy Park Projects

We have solicited proposals from surveying consultants for construction staking for the above referenced project. These services are required to complete the work planned for the following locations:

1. **Lot P (124, 128, & 130 W State St):** The work includes parking lot reconstruction, storm sewer improvements, curb and gutter, property iron replacement, and related restoration work.

2. **400-600 Block North of E Eighth St Alley:** The work includes alley reconstruction, storm sewer improvements including drywells, curb and gutter, speed humps, and related restoration work.

3. **Clancy Park (South of Orchard Dr W):** The work includes new concrete sidewalk paths, park pavilion, play equipment and protective surfacing, basketball court, mulch paths, site amenities, and related restoration work.

The RFP was issued on March 13, 2018 with two firms responding to our request on April 5, 2018 as follows:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Location</th>
<th>Base Bid</th>
<th>Alt. Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gosling Czubak</td>
<td>Traverse City</td>
<td>$15,550.00</td>
<td>$16,240.00</td>
</tr>
<tr>
<td>Leading Edge Surveying</td>
<td>Cadillac</td>
<td>$11,547.00</td>
<td>$12,207.00</td>
</tr>
</tbody>
</table>

The alternate bid includes all of the work that is included in the base bid plus the installation of islands within Lot P. Construction contracts have not yet been awarded for the Lot P or 400-600 Block North of E Eighth St Alley improvement projects. It should be noted that Leading Edge Surveying was the low bidder for all three locations, including the Lot P alternate.

We issued a service order in the amount of $2,550.00 for the work at Clancy Park because of the delay in awarding the pavement and Parking Lot P projects. Thus, we recommend that the proper City officials be authorized to execute a consultant agreement with the low bidder, Leading Edge Surveying, in the amount of $9,657.00, to be adjusted in the event that construction contracts for the Lot P or the 400-600 Block North of E Eighth St Alley improvement projects are not awarded, with funds available in the Capital Projects Fund, subject to approval as to substance by the City Manager and as to form by the City Attorney.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: MEDICAL MARIHUANA

Attached is a memo from City Attorney Lauren Trible-Laucht and City Clerk Benjamin Marentette outlining key licensing considerations they recommend that the ad hoc committee consider when it develops a proposed licensing ordinance for the full City Commission’s consideration. Recognizing that the list of key considerations is intended to be high-level and not granular, please be prepared to discuss this list at the meeting on Monday so that the ad hoc committee, City Attorney and City Clerk have clear direction as they move forward.

I recommend the following motion:

That the list of key considerations for the development of licensing regulations for medical marihuana as outlined in the May 1, 2018, communication from City Attorney Lauren Trible-Laucht and City Clerk Benjamin Marentette be approved.

MC/bcm
K:\tcclerk\city commission\medical marihuana memo 20180507 meeting
Copy: Russell Soyring, City Planning Director
TO: Marty Colburn, City Manager

COPY: Russell Soyring, City Planning Director

FROM: Lauren Trible-Laucht, City Attorney
       Benjamin Marentette, City Clerk

DATE: Tuesday, May 1, 2018

SUBJECT: MEDICAL MARIHUANA

As you know, we will be working with the City Commission Ad Hoc Committee on Marihuana Licensing to develop a recommendation to the full City Commission regarding medical marihuana licensing regulations.

The City Commission, at its May 7, 2018, meeting, will be discussing which key licensing considerations it would like the committee to consider; and so that the committee can be productive in its work, we recommend that the Commission approve the key considerations so that all are aware in terms of what to expect.

While there are a host of other less complex rules that will need to be included in the ordinance, based on review of the Michigan Medical Marijuana Facilities Licensing Act, the emergency rules from the Michigan Department of Licensing and Regulatory Affairs and a number of medical marihuana licensing ordinances from Michigan municipalities, we believe the following are higher-level licensing considerations for the committee to address:

1. How licenses should be issued: Merit-based; or First-Come; or Lottery?
2. Should there be a maximum number of licenses issued (beyond the zoning restrictions); and if so, how should that be defined?
3. Recognizing the City Commission could do so at any time, should there be a predefined frequency for the Commission to review how many licenses should be issued?
4. What should be the City Clerk’s basis for denial/suspension and/or revocation?
5. What body should hear appeals of the City Clerk’s decision to deny/suspend or revoke a license?
6. What fee(s) should be charged?
7. Should an annual renewal be required?
8. What types of inspections/pre-vetting should be required?

Thank you.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION SETTING ANNUAL SERVICE FEE FOR EAST BAY FLATS AT 440 MUNSON AVENUE

Attached is a memo from City Assessor Polly Cairns regarding the Traverse City Housing Commission Project East Bay Flats. As indicated by Ms. Cairns, this housing is targeted as workforce housing and for at-risk youth. The attached resolution approves an annual service rate of 10% for this project.

I recommend the following motion:

that the Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 440 Munson Avenue, Traverse City, MI 49686, be adopted.

MC/kez
K:\TCCLERK\City Commission\Resolutions\Cover Memo_East Bay Flats Service Fee_20180507.docx

copy: Polly Cairns, City Assessor
William Twietmeyer, City Treasurer/Finance Director
MEMORANDUM

CITY OF TRAVERSE CITY

ASSESSING
DEPARTMENT

TO: MARTIN COLBURN, CITY MANAGER
cc: Benjamin Marentette, City Clerk
FROM: Polly Watson Cairns, City Assessor
SUBJECT: Traverse City Housing Commission (TC WFH, LLC) - East Bay Flats project. Parcel ID 28-51-101-051-10 – 440 Munson Avenue
DATE: May 3, 2018

It is acknowledged that this proposal, to provide low income 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, is in accordance with City Ordinance No. 431, now Chapter 881, (Low Income Housing Tax Exemption), and State Housing Development Act of 1966 (1966 PA 346, MCL 125.1401, et seq), and must be in compliance with MSHDA requirements and guidelines.

City of Traverse City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses not to exceed taxes that would be paid but for this Act.

The proposal, as submitted by Mr. Tony Lentych, Executive Director Traverse City Housing Commission, is for work-force and at risk youth housing, a 60 unit multi-family residential; being a combination of one and two bedroom units, for singles, seniors, and families, located in a mid-rise building, for an a minimum of 15 years, with annual service fee payment beginning in 2019.

This project is to be targeted to workforce housing and at-risk youth. Rents are targeted to occupants earning at or below 80% of area medium income (AMI) for Grand Traverse County. Property is expected to close in the next month, with partial leasing in July 2018.

Per City policy, this charge shall not exceed the amount normal taxes would generate. Payments in lieu of tax payments dispersed amongst various taxing authorities in a manner consistent with State Statue. The 2017 tax invoice was $70,917.84, posted on page 4, reflects $14,447.61 attributable to City Operating Millage and $3,015.14 to Act 345 Millage.

Purchase price for said property is reported to be $4,500,000, with estimated renovations and construction costs for renovation for the proposed housing use, of $875,000. Based on this information and current market conditions an estimated 2019 True Cash Value of $5,000,000, after purchase and renovations, for a resulting taxable value of $2,500,000, and taxes, inclusive of all taxing jurisdictions, estimated $137,750; of which $27,792 attributable to City operating millage and $5,570 to City Act 345 millage; total City collection $33,362.

Historically, a service charge of ten percent (10%) of net shelter rents after allowance for utilities paid is typical City policy.
Recommendation is that the East Bay Flats project, as proposed by the Traverse City Housing Commission, (TC WFH LLC), be granted a service fee in lieu of tax of ten percent, (10%), of net shelter rents after allowance for utilities, with a for a minimum term of fifteen (15) year term.

The service charge of ten percent, (10%), is estimated to generate $56,583, to be dispersed amongst the various taxing authorities consistent with State Statute, allocating approximately $10,374 to City Operating and $2,165 to Act 345 Millage. The service fee is to compensate for emergency services provided from tax revenue loss from the collection of ad valorem taxes.

Estimated payment for disbursement scenarios can be found on the following pages.

Location map below, indicating proposed project location, for visual purposes only.
### Four percent (4%) Payment in Lieu - 2018 estimates

**Scenario** - 4% Payment in Lieu - 2018 estimates

**Updated rental schedule - April 11, 2018**

2018 PILOT Calculations - ESTIMATE

City of Traverse City

**2018 TRAVERSE CITY HOUSING COMMISSION REQUEST $4,500,000**

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>Monthly Rent</th>
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<th>PGI</th>
<th>$641,412.00</th>
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<tbody>
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<tr>
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<td>79.21%</td>
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<tr>
<td>Development name</td>
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<td></td>
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<tr>
<td>Parcel Number</td>
<td>26-61-101-051-10</td>
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<th>$ Share</th>
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60 6319 100% $22,406.14

### Six percent (6%) Payment in Lieu - 2018 estimates

**Scenario** - 6% Payment in Lieu - 2018 estimates

**Updated rental schedule - April 11, 2018**

2018 PILOT Calculations - ESTIMATE

City of Traverse City

**2018 TRAVERSE CITY HOUSING COMMISSION REQUEST $4,500,000**

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>Monthly Rent</th>
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<td>Percentage</td>
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<td>Rent</td>
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<td>15 Yr. Minimum</td>
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<td>Owner</td>
<td>TCHC LLC</td>
<td>Utilities</td>
<td>79.21%</td>
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<tr>
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60 6319 100% $33,607.70
Ten percent (10%)  

Scenario - 10% Payment in Lieu - 2018 estimated taxes  
Updated rental schedule - April 10, 2018  
2018 PILOT Calculations - ESTIMATE  
City of Traverse City  
2018- TRAVERSE CITY HOUSING COMMISSION REQUEST  
440 Munson Avenue - PURCHASE  

<table>
<thead>
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<td>Parcel Number</td>
<td>28-51-101-051-10</td>
<td>Address</td>
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<td>ACT 345</td>
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<tr>
<td>BATA</td>
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<td>0.56%</td>
</tr>
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<td>Rec Auth Operating</td>
<td>0.0983</td>
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<td>Rec Auth Debt</td>
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<td>0.54%</td>
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<tr>
<td>COA Senior Center</td>
<td>0.0991</td>
<td>0.16%</td>
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<tr>
<td>GT Road Commission</td>
<td>0.9918</td>
<td>1.64%</td>
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<tr>
<td>Veterans</td>
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<td>0.20%</td>
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| 2017 Tax detail – paid taxes for 2017 (Summer & Winter season)  
City collection (Operating & ACT 345) = $17,462.75  
Parcel #: 28-51-101-051-10  
Tax Year: 2017  
BUDGET LUXURY LODGE OF TC  
1825 S EIGHTH ST  
TRAVERSE CITY MI 49686  

<table>
<thead>
<tr>
<th>SUMMER</th>
<th>WINTER</th>
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<tbody>
<tr>
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### Four percent (4%)

**Scenario - 4% Payment in Lieu - 2018 estimates**

Updated rental schedule - April 11, 2018

2018 PILOT Calculations-ESTIMATE

City of Traverse City

2018- TRAVERSE CITY HOUSING COMMISSION REQUEST

440 MUNSON AVENUE - PURCHASE

$4,500,000

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<th>Number of Units</th>
<th>60</th>
<th>Monthly Rent</th>
<th>$53,451.00</th>
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<td>Parcel Number</td>
<td>28-51-101-051-10</td>
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<tr>
<td>Address</td>
<td>440 Munson Ave</td>
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### Six percent (6%)

**Scenario - 6% Payment in Lieu - 2018 estimates**

Updated rental schedule - April 11, 2018

2018 PILOT Calculations-ESTIMATE

City of Traverse City

2018- TRAVERSE CITY HOUSING COMMISSION REQUEST

440 MUNSON AVENUE - PURCHASE

$5,500,000

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>60</th>
<th>Monthly Rent</th>
<th>$53,451.00</th>
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### Scenario - 10% Payment in Lieu - 2018 estimated taxes

**Updated rental schedule - April 10, 2018**

**2018 PILOT Calculations-ESTIMATE**

**City of Traverse City**

**2018: TRAVERSE CITY HOUSING COMMISSION REQUEST**

$4,500,000

<table>
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<th>Number of Units</th>
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#### 2017

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<td>2.32</td>
<td>3.83%</td>
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<td>BATA</td>
<td>0.34</td>
<td>0.56%</td>
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<td>Rec Auth Operating</td>
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<td>Rec Auth Debt</td>
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<td>Veterans</td>
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#### 2017 Tax detail – paid taxes for 2017 (Summer & Winter season)

**City collection (Operating & ACT 345) = $17,462.75**

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**Total Taxes**

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**Balance**

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**Grand Total Balance:** 0.00
Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 440 Munson Avenue, Traverse City, MI 49686

Because, on May 7, 2018, the City Commission enacted City Ordinance Chapter 882 known as the "Housing Commission Annual Service Fee Ordinance" pursuant to the Housing Facilities Act (Act 18 of 1933, MCL 125.651 et seq, the "Act"); and

Because, the Traverse City Housing Commission is established by Chapter 274 of the City of Traverse City’s Ordinances; and

Because, pursuant to the Act property, income, and operations of the Housing Commission located in the incorporating unit of the Commission are exempt from all taxation by the state or any of its political subdivisions; and

Because, pursuant to the Act the City may adopt an ordinance requiring the Housing Commission to pay an annual service fee in lieu of all taxes with respect to its projects or facilities, which fee shall not exceed 10% of the annual shelter rent obtained from the projects or facilities; and

Because, the property located at 440 Munson Avenue, Traverse City, MI 49686, Parcel ID # 28-51-101-051-10, is tax exempt pursuant to the Act, but shall pay to the City an annual service fee of up to 10% pursuant to City Ordinance Chapter 882; now therefore, be it

Resolved, that the Traverse City Housing Commission housing development located at 1825 East Eighth Street, Traverse City, MI 49686 shall pay to the City of Traverse City an annual service fee in the amount of 10% of the annual shelter rent obtained from the facility in the same manner as general property taxes are payable to the City.

YEAS: ________
NAYS: ________

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on May 7, 2018, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk
The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION SETTING ANNUAL SERVICE FEE FOR ORCHARDVIEW TERRACE AT 10200 EAST CARTER ROAD

Attached is a resolution which sets the annual service fee for the Traverse City Housing Commission Development commonly known as Orchardview Terrace. As you’re aware, the Housing Commission has been paying a 10% service fee for quite some time and this resolution simply codifies that.

I recommend the following motion:

that the Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 10200 East Carter Road, Traverse City, MI 49684, be adopted.

MC/kez
K:\TCCLERK\City Commission\Resolutions\Cover Memo_OrchardviewService Fee_20180507.docx

copy: Polly Cairns, City Assessor
      William Twietmeyer, City Treasurer/Finance Director
Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 10200 East Carter Road, Traverse City, MI 49684

Because, on May 7, 2018, the City Commission enacted City Ordinance Chapter 882 known as the “Housing Commission Annual Service Fee Ordinance” pursuant to the Housing Facilities Act (Act 18 of 1933, MCL 125.651 et seq, the “Act”); and

Because, the Traverse City Housing Commission is established by Chapter 274 of the City of Traverse City’s Ordinances; and

Because, pursuant to the Act property, income, and operations of the Housing Commission located in the incorporating unit of the Commission are exempt from all taxation by the state or any of its political subdivisions; and

Because, pursuant to the Act the City may adopt an ordinance requiring the Housing Commission to pay an annual service fee in lieu of all taxes with respect to its projects or facilities, which fee shall not exceed 10% of the annual shelter rent obtained from the projects or facilities; and

Because, the property located at 10200 East Carter Road, Traverse City, MI 49684, Parcel ID # 45-51-033-038-20, is tax exempt pursuant to the Act, but shall pay to the City an annual service fee of up to 10% pursuant to City Ordinance Chapter 882; now therefore, be it

Resolved, that the Traverse City Housing Commission housing development located at 10200 East Carter Road, Traverse City, MI 49684 shall pay to the City of Traverse City an annual service fee in the amount of 10% of the annual shelter rent obtained from the facility in the same manner as general property taxes are payable to the City.

YEAS: ________

NAYS: ________

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on May 7, 2018, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk

Follow us on Facebook, Twitter, & Instagram • CityofTC • www.traversecitymi.gov
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: RESOLUTION SETTING ANNUAL SERVICE FEE FOR RIVERVIEW TERRACE AT 150 PINE STREET

Attached is a resolution which sets the annual service fee for the Traverse City Housing Commission Development commonly known as Riverview Terrace. As you’re aware, the Housing Commission has been paying a 10% service fee for quite some time and this resolution simply codifies that.

I recommend the following motion:

that the Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 105 Pine Street, Traverse City, MI 49684, be adopted.

MC/kez
K:\TCCLERK\City Commission\Resolutions\Cover Memo_Riverview Service Fee_20180507.docx

copy: Polly Cairns, City Assessor
William Twietmeyer, City Treasurer/Finance Director
Resolution Setting Annual Service Fee for the Traverse City Housing Commission Development at 150 Pine Street, Traverse City, MI 49684

Because, on May 7, 2018, the City Commission enacted City Ordinance Chapter 882 known as the “Housing Commission Annual Service Fee Ordinance” pursuant to the Housing Facilities Act (Act 18 of 1933, MCL 125.651 et seq, the “Act”); and

Because, the Traverse City Housing Commission is established by Chapter 274 of the City of Traverse City’s Ordinances; and

Because, pursuant to the Act property, income, and operations of the Housing Commission located in the incorporating unit of the Commission are exempt from all taxation by the state or any of its political subdivisions; and

Because, pursuant to the Act the City may adopt an ordinance requiring the Housing Commission to pay an annual service fee in lieu of all taxes with respect to its projects or facilities, which fee shall not exceed 10% of the annual shelter rent obtained from the projects or facilities; and

Because, the property located at 150 Pine Street, Traverse City, MI 49684, Parcel ID # 28-51-794-001-10 is tax exempt pursuant to the Act, but shall pay to the City an annual service fee of up to 10% pursuant to City Ordinance Chapter 882; now therefore, be it

Resolved, that the Traverse City Housing Commission housing development located at 150 Pine Street, Traverse City, MI 49684 shall pay to the City of Traverse City an annual service fee in the amount of 10% of the annual shelter rent obtained from the facility in the same manner as general property taxes are payable to the City.

YEAS: _______

NAYS: _______

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on May 7, 2018, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, City Clerk
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE:      MAY 3, 2018

FROM:      MARTY COLBURN, CITY MANAGER

SUBJECT:   PROPOSED BUDGET – FISCAL YEAR 2018/2019

On Monday night, the proposed budget for Fiscal Year 2018/19 will be delivered to the City Commission. The proposed budget will include operations undertaken by the City, Traverse City Light and Power, and the Downtown Development Authority.

A copy of the budget will be available for review at the Traverse Area District Library, Fire Stations 1 and 2, the City Clerk’s Office and the City Manager’s Office.

We will have a study session regarding the budget on May 14, 2018; and additional study sessions may be scheduled as needed. As always, I am happy to meet with you individually to discuss any questions you may have regarding the proposed budget.

I recommend the following motion:

that the City Manager’s Proposed Budget for Fiscal Year 2018/2019, including the six-year capital improvements plan, the proposed tax rate and the Traverse City Light and Power and Downtown Development Authority budgets be scheduled for public hearing on Monday, May 21, 2018.

MC/bcm
K:tcclerk/city commission/budget/schedule budget ph_20180507.doc

copy:   William Twietmeyer, City Treasurer/Finance Director
        James Henderson, Deputy City Treasurer
        Russell Soyring, City Planning Director
        Tim Arends, Traverse City Light and Power Executive Director
        Jean Derenzy, Downtown Development Authority CEO
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: REQUEST FROM COMMISSIONER RICHARD I. LEWIS

Attached is a request from Commissioner Richard I. Lewis for the City Commission to increase the city’s millage for sidewalk maintenance and installation.

MC/bcm
K:\tcclerk\city commission\lewis request millage sidewalks
To: Traverse City City Commission
From: Richard I. Lewis, City Commissioner
Date: May 2, 2018
Re: Discussion and consideration of increasing City’s millage for sidewalk maintenance and installation.

At the April 16, 2018, meeting, the City Commission approved the request and recommendation of City staff the 2018 Sidewalk Preservation Project. The material presented to the Commission was identical to what had been presented at the April 2, 2018 meeting. It is acknowledged that I was absent from the meeting, had I been present, it is also acknowledged that the recommendation would have most likely been approved despite a no vote from me. My non-support is not due to the project itself (the work is needed), but the method of financing the project. The City Commission has now placed itself in the position of having to undertake bonding in order to pay back the borrowed funds from the Economic Development Fund. At the end of the day, regardless how one voted (or would have voted) does not make a difference, the City Commission has made a decision.

At the April 2 City Commission meeting, the thought of increasing the City’s millage rate to provide the necessary funds to implement our sidewalk program, the current phase and for the installation of new sidewalk was brought up. Soon after, a reporter called asking if I was proposing the millage and it occurred that I either need to bring forth such a recommendation or forever hold my peace. Hence, the reason for request of consideration.

Per City Treasurer/Finance Director William Twietmeyer, for the fiscal year beginning July 1, the Total Taxable Value for the City will be $1,021,686,300 and once the DDA TIF and Brownfield Captures are subtracted, the Taxable Value will be $876,141,404. The City’s current General Fund millage levy is 11.1167 and the City’s Headlee Millage cap at 12.6967. A .5000 mill increase, setting the General Fund millage levy at 11.6167, would generate approximately $438,071 for the next year. If there growth in future years, this amount would also increase.

A .5000 mill increase, which would generate approximately $438,071, would cost the average residential city taxpayer $5.83 per month, according to City Assessor Polly Cairns.

Further, a special revenue fund should be created to deposit the funds for use only on sidewalk preservation and installation. The City Commission can make the decision to utilize the funds for yearly projects or as the revenue stream to cover the bond payments if the bonds are issued.
Another alternative the City Commission could ask the electorate to increase the millage rate by 1 mill and dedicate the funds for sidewalk and street work only – which could include alleys. A 1 mill increase would set the General Fund millage levy at 12.1167 and generate approximately $876,141. Again, a special revenue fund should be created to deposit the funds. Use of the funds ultimately would be decided by the City Commission through the Capital Improvement Project process, however at least ½ of the funds should be held for sidewalks.

Regarding this alternative, City Clerk Benjamin Marentette will let us know if such a proposal could be placed before the electorate.

The following is the motion for our consideration:

That the City Commission hereby approves a General Fund millage increase of .5000 mills for the purpose of sidewalk preservation and installation effective July 1, 2108; and furthermore authorizes the creation of a special revenue to deposit the process from the .5000 millage for the sole purpose of sidewalk preservation and installation to be included in the overall FY 18/19 City of Traverse City Annual Budget.

Thank you for consideration of this topic.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CRIMINAL JUSTICE COORDINATING COMMITTEE – CITY COMMISSION REPRESENTATIVE

Attached is a memo from Grand Traverse County Administrative Assistant Chris Cramer regarding the Criminal Justice Coordinating Committee which was established by the County Board in 2014 and recently affirmed on April 4, 2018.

Also attached is the Amendment to the Resolution to Create a Criminal Justice Coordinating Committee which outlines the purpose of this committee. In summary, this committee is being established with various members to develop a criminal justice needs assessment and master plan and to make recommendations to appropriate local officials for action and implementation related to improving the jail and the criminal justice system. One member of the City Commission is sought for this committee; and the length of the term has not been formalized.

The following motion would appoint a City Commission representative:

that __________________________ be appointed to serve as the City Commission Representative on the Grand Traverse County Criminal Justice Coordinating Committee with the term to expire May 7, 2019.

MC/kez
K:\TCCLERK\City Commission\Appointments\CJCC_CC Rep_20180507.docx

copy Chris Cramer, Grand Traverse County Administrative Assistant
MEMORANDUM

TO: Traverse City Commission

FROM: Chris Cramer, Administrative Assistant
       Grand Traverse County Board of Commissioners

DATE: April 19, 2018

SUBJECT: Criminal Justice Coordinating Committee

On April 4, 2018, the County Board of Commissioners affirmed continuing the process to create a Criminal Justice Coordinating Committee. This Committee shall be directly involved in developing a criminal justice needs assessment and master plan and will then make recommendations to appropriate local officials for action and implementation related to improving the jail and the criminal justice system.

The make-up of the committee (11 members) consists of various members of the courts, law enforcement, community mental health, City and County Commissioners, the County Administrator and a member of the public.

Please provide your selection of the City Commissioner who will serve as your representative on this committee.

A copy of our Resolution #116-2014, which was reaffirmed on April 4, 2018, is attached. If you have any additional questions, please feel free to contact me.

Thank you!
RESOLUTION
116-2014
AMENDMENT TO RESOLUTION 104-2014 TO CREATE A CRIMINAL JUSTICE COORDINATING COMMITTEE

WHEREAS, the Grand Traverse County Board of Commissioners is considering various options for improving the County's jail and criminal justice system; and

WHEREAS, the Grand Traverse County Sheriff submitted a request for a Jail and Justice Assessment to the National Institute of Corrections Jails Division (NICJD); and

WHEREAS, after meeting with various County officials, visiting the jail, and conducting a workshop/community meeting, NICJD made several recommendations related to Grand Traverse County's jail and criminal justice system, which are summarized in a report dated June 30th, and prepared by NICJD; and

WHEREAS, one recommendation made by NICJD in the report is the creation of a criminal justice coordinating committee composed of local elected and appointed officials, and that is given the responsibility to develop a comprehensive strategy for policy evaluation and implementation;

WHEREAS, the County Board of Commissioners is given the authority to create this committee pursuant to Section 11 of the County Board of Commissioners, MCL 46.11.

NOW, THEREFORE BE IT RESOLVED, that the Grand Traverse County Board of Commissioners create a criminal justice coordinating committee pursuant to the recommendation of the NICJD as stated in its report dated June 30, 2014; and

BE IT FURTHER RESOLVED, that the committee shall be comprised of the following ten members: one Circuit Court Judge, one District Court Judge, the County Prosecuting Attorney, a local criminal defense attorney who handles court appointed criminal cases, the County Sheriff, the County Administrator/Controller, the County Jail Administrator, a member of the Traverse City Commission, a member of the County Board of Commissioners, and a citizen of Grand Traverse County; and

BE IT FURTHER RESOLVED, that the committee shall collect and analyze data related to the County jail and criminal justice system, which shall be used in future planning efforts and form the basis for any recommendations; and

BE IT FURTHER RESOLVED, that the committee shall be directly involved in developing a criminal justice needs assessment and master plan, and make recommendations to appropriate local officials for action and implementation related to improving the jail and the criminal justice system.

BE IT FURTHER RESOLVED THAT on September 10th, this board agreed to add a representative from Community Mental Health to this committee to assist in addressing that portion of the population in the Criminal Justice System.

This resolution replaces #104-2014, dated August 27, 2014, which is being rescinded in its entirety.

APPROVED: September 24, 2014
The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: GRAND TRAVERSE COMMONS JOINT PLANNING COMMISSION – APPOINTMENT OF PLANNING COMMISSION REPRESENTATIVE

There is one term on the Grand Traverse Commons Joint Planning Commission expiring, seat currently held by Planning Commissioner Mike Grant who is seeking reappointment. This position is to be held by a Planning Commissioner.

Heather Shaw and Jim Tuller, both Planning Commissioners are also interested in serving as this representative.

These are City Commission appointments.

The following motion would appoint a Planning Commissioner:

that ______________________ be appointed to one three-year term as the Planning Commission’s Representative on the Grand Traverse Commons Joint Planning Commission, seat previously held by Mike Grant, term expiring May 14, 2021.

MC/kez
K:\TCCLERK\City Commission\Appointments\Joint PC_PC Rep_20180507.docx

copy: Russ Soyring, Planning Director
#### Grand Traverse Commons Joint Planning Commission

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<td>Carol Hale (Joint Apt.)</td>
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<td>Brian Haas (City Planning Comm. Rep)</td>
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**Interested in Continued Service**

Russ Soyring, City Planning Director - City Staff, rsoyring@traversecitymi.gov
Rob Larrea, Garfield Township Director of Planning – Garfield Township Staff, rlarrea@garfield-twp.com

**Purpose:** The Joint Planning Commission is established for the purpose of exercising the powers and duties of a planning commission under the Municipal Planning Act, MCL 125.31 et seq. (“the Planning Act”).

The Commission consists of 5 members who serve three-year terms ending May 14th:
- Two members of the City Planning Commission appointed by the City Commission (must be City Planning Commissioners in order to be on the board)
- Two members Garfield Township Planning Commission appointed by the Garfield Township Board (must be Garfield Township Planning Commissioners in order to be on the board)
- One member appointed jointly by the City Commission and Garfield Township Board
Vacancies occurring shall be filled by the entity having appointed the vacated position. Vacancies shall be filled within 30 days of the vacancy for the remainder of the unexpired term.

**History:** Replaces the Grand Traverse Commons Redevelopment Corporation Board of Directors as of April 30, 2007.

The Commission meets the fourth Tuesday of the Month at 7:00 p.m.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: BOARD OF ZONING APPEALS – TERM EXPIRATION

Attached is a memo from Deputy City Clerk Katie Zeits indicating six expiring terms on the Board of Zoning Appeals, two of them being alternate members. As mentioned by Ms. Zeits, five of the six members are interested in reappointment and one alternate member would like to be considered as regular member. Recruitment is underway for this board with an application deadline of May 11th.

The following are sample motions:

1 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding four regular member appointments and two alternate member appointments, seats currently held by Margaret Szajner, Matt Hanley, Chris Carol and David Hassing, Steve Stannard, and James Wegener, terms expiring June 30, 2021, on the Board of Zoning Appeals and that Commissioners _____________, _____________ and _____________ be appointed to such Committee, with Commissioner _____________ to serve as Chair.

2 – to reappoint the incumbents and establish an ad hoc committee

that Margaret Szajner, Matt Hanley, Chris Carol and David Hassing each be reappointed to one three-year term expiring June 30, 2021 as regular members and Steve Stannard be appointed to one three-year term expiring June 30, 2021 as an alternate member, seats previously held by Margaret Szajner, Matt Hanley, Chris Carol, David Hassing, and Steve Stannard, on the Board of Zoning Appeals and
that an ad hoc interview committee be established to make recommendation regarding one alternate member appointment, seat currently held by James Wegener, term expiring June 30, 2021, on the Board of Zoning Appeals and that Commissioners ____________, ____________ and ____________ be appointed to such Committee, with Commissioner ____________ to serve as Chair.

MC/kez
K:\TCCLERK\City Commission\Appointments\BZA_20180507.docx

copy Dave Weston, Zoning Administrator
Memorandum

The City of Traverse City

To: Marty Colburn, City Manager

From: Katie Zeits, Deputy City Clerk through Benjamin Marentette, City Clerk

Date: May 3, 2018

Subject: Board of Zoning Appeals – Term Expiration

There are six terms on the Board of Zoning Appeals expiring on June 30, seats currently held by Margaret Szajner, Matt Hanley, Chris Carol, David Hassing, James Wegener, and Steve Stannard. All but Mr. Wegener would like to be reappointed to this board.

Mr. Wegener and Mr. Stannard are alternate members to this board and the rest are regular members. Mr. Stannard has indicated he would like to be considered for a regular member seat.

Attendance Records for 2017:
Margaret Szajner: 6 out of 7 meetings
Matt Hanley: 5 out of 7 meetings
Chris Carol: 5 out of 7 meetings
David Hassing: Appointed February, 2018
Steve Stannard: 4 out of 5 meetings

This is an appointment made by the City Commission. Terms are three years and expire June 30.

The City Clerk’s Office has advertised for this board on the city’s website, Facebook and Twitter pages, and in the Record Eagle. We currently have one interested application on file from Cindy Anderson; however recruitment is underway with an application deadline of May 11th.

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

Thank you!
Dear Benjamin,

Please find my application and resume attached in application for a volunteer position with the ZBA. I spoke with Amy on the City Commission and she thought I would be a good fit for this board. With my 25 year background in real estate, having personally owned 4 homes in the city, and moving back to the city a little over a year ago, I feel I have knowledge and experience that could be useful to the board. I don’t do downtown commercial development, and if there ever were a situation where there was a conflict, I would remove myself from hearing that appeal.

I have been a coordinator with Traverse Area Community Sailing. I served on that board for the 3 years my daughter was on the team. I am an active member with Rotary, afternoon club. I have been a volunteer coordinator for the TC Central High School Robotics Team. I have successfully raised 4 children in Traverse City. I have sold over 100 Million in Real Estate over the course of my career. I do both residential, commercial, development, new construction, and land sales.

It would be my pleasure to give back to the city I love where my skills I think would be most useful.

Regards,

Cindy B. Anderson
City of Traverse City
Application to Become Involved

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): 

Name: Cynthia Andersen
Residential Address: 324 W 10th Street, Traverse City, MI 49684
(Street) (City) (State) (Zip)
E-Mail Address: Cindy @traverse cityproperties.net
Preferred Phone No.: 231.216.5324 Additional Phone No.: Same
Occupation: Real Estate Broker (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 ☐ Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so?

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

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!
CINDY ANDERSON
REAL ESTATE BROKER

Over 100 Million in Closed Sales including:

Best Western Hotel Complex
Waterfront Developments
Residential Developments
The Ball Jar Estate in Leland, The Old Mission Inn and Campground

Services include a pre-inspections on home purchases and listings at no charge.
Aerial previews of homes and properties. Staff Drone Photographer
Free 2 hour private Charter on a 37’ sail boat with a closed sale out of Traverse City on West Grand Traverse Bay.

SUMMARY OF QUALIFICATIONS AND OBJECTIVE: Entrepreneurial Real Estate Broker with a history of surpassing customer and Broker expectations. Leverage consultative-sales strengths to identify opportunities, nurture relationships and close deals.

Dedicated and tenacious sales expert, with a reputation for consummate professionalism and exemplary ethics. Remain current on the latest trends in the industry, with comprehensive knowledge of financial opportunities, real estate laws, new construction, development and rehabilitation of older homes.

My objective is to offer impeccable service with accountability for goal achievement. Extensive experience with Seniors and their families for real estate planning and housing transitions. In depth training in the Senior Health Care and various levels of care facilities and support services. Developed S.T.E.P. marketing which stands for Senior’s in Transition, Education and Preparation. I have a referral network for the next step in housing and support and assisting families in getting the real estate matters finalized.

EDUCATION: Furman University, Greenville South Carolina – Business/Marketing and Advertising Holloway Real Estate Institute, Broker’s License, Eco Broker Training and Certification 25 years of Continuing Education for Real Estate License Renewal, Mortgage Loan Officer Registrant Training 2008

PROFESSIONAL EXPERIENCE PRIOR TO REAL ESTATE: Dunlop-Slazenger- Sales/Marketing- Greenville South Carolina Freelance Public Relations- Greenville, South Carolina TRW: Accounting – Romeo, MI Radio Broadcast Sales- Detroit, Lansing and Greenville South Carolina.

231.218.5324  Website: www.TraverseCityProperties.Net  Email: Cindy@TraverseCityProperties.Net
Board of Zoning Appeals

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Apt. Date</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Cockfield (Chairperson)</td>
<td>12/16/02</td>
<td>06/30/19</td>
</tr>
<tr>
<td>Ashley Thompson</td>
<td>07/03/17</td>
<td>06/30/20</td>
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<tr>
<td>Lou Colombo</td>
<td>10/05/15</td>
<td>06/30/20</td>
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<tr>
<td>Douglas Donaldson</td>
<td>10/01/12</td>
<td>06/30/20</td>
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<tr>
<td>Christopher Carol</td>
<td>05/04/15</td>
<td>06/30/18</td>
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<td>Margaret Szajner</td>
<td>01/03/11</td>
<td>06/30/18</td>
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<td>Caroline Gersch</td>
<td>03/17/14</td>
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<tr>
<td>Matt Hanley</td>
<td>03/17/14</td>
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Interested in Continued Service

- Jeff Cockfield
- Ashley Thompson
- Lou Colombo
- Douglas Donaldson
- Christopher Carol
- Margaret Szajner
- Caroline Gersch
- Matt Hanley

Board of Zoning Appeals
Page 1
This board consists of 9 members - at least one member shall also be member of the City Planning Commission. All appointments are made by City Commission with the exception of the Planning Commission appointment which is first recommended by the Planning Commission and confirmed by the City Commission. The City Commission shall appoint 2 alternate members for 3-yr terms.

Members shall not be in default to the City, shall be adults, and shall be residents of the City of Traverse City.

(Policy on Appointments and Committees)
Any vacancy on the Board of Zoning Appeals must be filled within one month. (Effective July 1, 2006. 2006 PA 110, Section 601(9)).

All appointments are 3-year terms expiring 6/30.

Creation provided for under 1921 PA 207 as amended MCL 125.585 et seq and TC Code §1254.

Purpose: "To hear and decide appeals where it is alleged by the applicant that there is an error in any order, requirement, etc. made by the Building Official, Zoning Administrator, etc. in administering or enforcing the provision of Ordinance." "To interpret provisions of Ordinance." "To authorize variances and exceptions."

This Board also serves as the body which hears appeals made under the City’s Rental Housing Code and State Housing Law (assumed the responsibilities of the Rental Housing Board of Appeals). Ordinance amendment 599, enacted April 21, 2003.
Meets the Second Tuesday of the month at 7:00 pm.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018
FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: HUMAN RIGHTS COMMISSION – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katie Zeits through City Clerk Benjamin Marentette regarding two expiring terms on the Human Rights Commission. Seats are currently held by Suzanne Connor and Susan Odgers. As mentioned by Ms. Zeits, both incumbents would like to be reappointed. This is a Mayoral appointment with City Commission approval.

The following would approve the Mayors appointment:

that the Mayor’s reappointment of Suzanne Connor and Susan Odgers each to one three-year term expiring June 30, 2021, seats previously held by Suzanne Connor and Susan Odgers, on the Human Rights Commission, be approved.

MC/kez
K:\TCCLERK\City Commission\Appointments\HRC_20180507.docx

copy: Kristine Bosley, Human Resources Director
Memorandum

TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk through Benjamin Marentette, City Clerk
DATE: May 3, 2018
SUBJECT: Human Rights Commission - Expiring Terms

There are two terms on the Human Rights Commission expiring June 30th, seats currently held by Suzanne Connor and Susan Odgers. Both incumbents have indicated their interest in being reappointed.

Suzanne Connor attended 7 out of 9 meetings in 2017.

Susan Odgers attended 7 out of 12 meetings in 2017.

The City Clerk’s Office has advertised for this board on the city’s website, Facebook and Twitter pages, and in the Record Eagle. We currently have six interested applications on file from Donna Stein-Harris, Mati Alvarez, Caroline Gersch, Rebecca Rogan, David Clinton, and Julie Parker; however recruitment is underway with an application deadline of May 11th.

In discussing with Mayor Carruthers he has indicated he would like to reappointment both interested incumbents each to a three year term expiring June 30, 2021.

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

Thank you!
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): Human Rights Commission

Name: Donna Stein-Harris

Residential Address: 4444 East Dock Lake Rd Grand Ml 49637

E-Mail Address: donnasteinharris@gmail.com

Preferred Phone No.: (847) 226-5098 Additional Phone No.: 

Occupation: Retired - Safety and health promotion (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.

Are you in default to the City? YES (NO)

If yes, please note applicants in default to the City are not eligible for consideration.

Do you or immediate family members currently serve on a City board or committee? YES (NO)

If yes, which board?________________________

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

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: Donna Stein-Harris

Date: 11/16/2016

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!
Benjamin C. Marentette  
City Clerk  
Traverse City, MI

November 16, 2016

Dear Mr. Marentette and to all it may concern,

I am writing to express my interest in serving on the Traverse City Human Rights Commission.

I am retired. But throughout my 40+ year career, there has been one central theme - inclusion and teamwork. Working together we can accomplish anything. There will always be challenges, but there are always solutions.

The need to provide equal access, fair treatment, and an unbiased perspective propelled by mutual understanding and respect is not something we can ever take for granted. My work history demonstrates my commitment to this philosophy. And family experience solidifies that commitment.

The last decade of my career was spent developing and administering Safe Communities America for the National Safety Council. I was the Executive Director of this initiative. We were the US arm of the international Safe Communities initiative and accreditation program of the World Health Organization. The goal and vision of the program was to encourage all sectors of the community to work together regarding all aspects of safety. I worked with municipalities, healthcare systems, public safety, chambers of commerce, park districts, public education and universities, and advocacy groups in multiple communities in the US and around the world. There is no community anywhere in the world that is perfect. The common denominator for community success is cooperation, mutual respect and a plan for continuous improvement. It was a standard that was never compromised.

Prior to that, I worked for and with a number of healthcare organizations, including my own company, on health and safety issues using a variety of public education and multimedia vehicles.

Our grandson, an African American adoptee, is a special needs child with significant challenges. Our family has experienced first hand the difficulties families face. It is a daily struggle on multiple levels - racial divides, access to education and healthcare services, transportation challenges, and bureaucratic obstacles. This is perhaps my main driver for wanting to serve on the Human Rights Commission in Traverse City. My family lives in New York City. The two locations are uniquely different. But if I can make a difference in serving the community I live in, everyone benefits. No matter where we live, we can learn from each other.
While living and working in Chicago, we have considered Traverse City our second home for almost 25 years. My husband and I have been full time residents for almost three years and have quickly integrated into the community that is now our permanent home. I am currently on the Board of the Unitarian Universalist Congregation of Grand Traverse and serve on many committees - Sunday Services, Stewardship, Staff Resources, and facilitate a Death Cafe (a group that brings people together to talk about death and dying). I also serve on the Board of the Newcomers Club. And, I am a new member of the Munson Family Advisory Council.

I hope this letter provides enough information to bring my name forward as a viable candidate for the Human Rights Commission. I look forward to hearing from you about the next steps in the process.

Sincerely,

Donna Stein-Harris

4444 East Duck Lake Road
Grawn, MI 49637

(847)226-5098
Donnasteinharris@gmail.com
City of Traverse City
Application to Become Involved

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):

Human Rights Commission

Name: Martha Alvarez
Residential Address: 306 W. 11th St. Traverse City MI 49684
E-Mail Address: malvarez@mea.org
Preferred Phone No.: 231-631-6577 Additional Phone No.: 
Occupation: TCAPS Bus Driver (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: ___________________________ Date: 11/17/16

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!
Thursday, November 17, 2016
Good day to you all.
I am interested in the vacant Human Rights Commission seat.

I am a strong advocate for the rights and dignity of all people. I am currently a TCAPS school bus driver and have been for the past 17 years. I love my position and being able to advocate for our kids, helping to ensure all students are treated fairly and are offered equal opportunities in our schools. In 2014 I began training as an emerging leader with my state and national unions. The training covered issues from women in leadership positions to working with students and staff in many capacities such as language barriers, discrimination and workers/students rights. I was accepted as a ‘Leader for Tomorrow’ and completed that program in 2015 which then drew me into more leadership training of stages of advocacy for union members, students and employees of public education.

Over the summer, as a Board member, I was able to work with our NEA Executive Director on the ‘School to Prison Pipeline.’ This indeed is troublesome to think that so many students will fall through the cracks and go directly to jail or prison for incidents which could be prevented. In turn, this work has me focused on student discipline in our public schools to offer a more holistic approach to help our students across the country react in more of a positive way to life’s challenges. Restorative practices are instilling a better sense of safety and security for all students.

I attended several conferences over the past year which were inspiring as well as eye-opening. Many of the trainings left lasting impressions but one in particular; ‘The Power of One’ really struck me on how the work of one person who refuses to give up can benefit so many.

In April 2015 I was elected to the Michigan Education Association Board of Directors then in July of the same year I was elected to the National Education Association Board of Directors, (both for a 3-year term). In December of 2015 I was elected to the Traverse City Transportation association Executive Board as a union steward. In August of this year I was elected for a second term as a delegate for Precinct 10 in Traverse City. I am passionate about the work I undertake on behalf of all persons and I would dedicate myself to the members of my community. I hope that you will consider me for this commission work.

Sincerely,
Martha (Marti) Alvarez

326 W. 16th Street
Traverse City MI 49684
231-631-6577 malvarez@mea.org (Page 2 of 3)
Below is listed some of my positions and work that I do. If you have questions on any of it please do not hesitate to contact me. Thank you.

**Coordinating Council Co-Chair** for our region. We meet bi-monthly on a Tuesday. Duties and responsibilities are to approve the annual budget, formulate policies, set the amount of the per capita dues, act upon recommendations of all committees, certify election results, approve uniserv director’s assignment, evaluation of professional staff and provide a report from the various local units, as well as various other duties as per constitution and bylaws.

**Delegate TCTA Representative** MEA/NEA Region 50 At-Large I attend two Representative Assemblies one in the fall and another assembly in the spring.

**MEA International Understanding Commission**: Meet twice a year as well as virtual meetings. To promote global understanding through respect for diversity interdependence. At our meeting in July we discussed micro-aggressions (underlying racism) and how to detect. The discussion and training helped raise awareness of ways that we subtly (at times) are not aware of interactions with individuals of different cultural identities from ourselves. On behalf of all persons, equality and fairness and understanding of micro-aggressions and building a session to present to all educators as well as our communities.

**English Language Learners/Migrant Education Committee**: Meet twice a year and virtual meetings. The policies and issues that relate to and impact the education of English language learners, migrant students and their families are addressed.

**Leadership Development Advisory Committee**: Helping to develop the Association leadership potential of members as well as identifying and developing strategies that help the local’s work effectively with members.

**3-l(g) Minority Affairs Committee**: To address policies, practices, and issues that relate to and impact the representation, participation, and support of minority groups in the association, and public education systems.

**NEA Member Rights, Compensation and Benefits Committee Charges**: We provide input on strategies to advocate for member rights, compensation, and benefits.

‘**Love That Student!’**  **Bus Driver Discipline**

“Be part of the students education experience.”

Martha (Marti) Alvarez
326 W. 16th Street
Traverse City MI 49684

231-631-6577

malvarez@mea.org

(Page 3 of 3)
City of Traverse City
Application to Become Involved

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): __________________________

Board of Zoning Appeals, TADL

Name: CAROLINE GERSCH

Residential Address: 1110 E. 8TH ST. #2 TRAVERSE CIRTY MI 49686

Street) (City) (State) (Zip)

Prefered Phone No.: (248) 705-9993

Additional Phone No.: (231) 929-3450

Occupation: ATTORNEY

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 __________________________ Date 11/30/2015

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

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
Dear Mayor Carruthers, Mayor Pro Tem Howe, and Commissioners:

Enclosed you will find my completed Application to Become Involved as well as a copy of my resume. I am requesting to be considered for any current or future vacancies on the Traverse City Housing Commission, Traverse City Human Rights Commission, and/or the Traverse City Parks and Recreation Commission. At the request of the City Commission, I would consider serving on other Boards or Committees where the Commission believes my skills might be of value.

I am applying for a seat on the previously listed commissions because I believe my set of skills would prove to be very beneficial in discussions of issues that would come in front of these various commissions. After applying for the vacancy on the City Commission, I realized I do have a lot of skills that would help encourage more input from our community members and, perhaps, resolve some conflict before it rises to the level of being disruptive to the work of the City.

Over the last 26 years I have been very involved in groups and committees at the local and state level that has or had a direct effect on the lives of the residents of Traverse City and the greater Grand Traverse Area. These have included:

- Over 40 presentations at the local and state levels regarding domestic and sexual violence, legal issues facing survivors of domestic and sexual violence, volunteerism, collaboration, diversity, and mediation;
- Worked with, trained, and supervision of employees, volunteers, and interns;
- Past Board member of the Michigan Coalition to End Domestic and Sexual Violence (2002-2005) including as a member of the Executive Committee and member and Chair of the Michigan Coalition to End Domestic and Sexual Violence LBGT and Allies Task Force;
- Past Board member of the Michigan League for Human Services n/k/a Michigan League for Public Policy;
- State of Michigan Foster Care Review Board Volunteer, Board #27 (2012-2016) including serving as Chair of the Board (2015-2016);
- Member of NALS, the association for legal professionals, NALS of Michigan, and the Grand Traverse Area Legal Professionals (1996-Present);
- Past Board member of the Grand Traverse Area Legal Professionals including as a member of the Executive Committee;
• Volunteer Mediator at Conflict Resolution Services (2009-2013) as an Adult Guardianship, Child Protection, Domestic, General Civil, and Special Education Mediator;
• Michigan State Court Administrative Office approved Domestic Violence Screening Protocol Trainer (2009-Present) and served on the 2015 Committee that updated the states Domestic Violence Screening Protocol; and
• Member of: Grand Traverse County Domestic Violence Task Force, Grand Traverse County Community Collaborative, Grand Traverse County Eviction Diversion Committee, Antrim County Community Collaborative, Benzie County Human Services Collaborative, Leelanau County Family Coordinating Council, Wexford/Missaukee Human Services Leadership Council, Northwest MI Continuum of Care, and the 13th Circuit Alternative Dispute Resolution Committee.

As a result of my work with survivors of domestic and sexual violence, I was honored with the Liberty Bell Award by the Grand Traverse Leelanau Antrim Bar Association in 2003. The award recognizes outstanding service performed by a non-lawyer citizen who has given their time and energy to strengthen the effectiveness of the American system of freedom under law. Such service may include activities which encourage greater respect for the law in the courts or stimulate the deeper sense of individual responsibility to the end that citizens recognize their duties as well as their rights as it relates to the legal system.

In 2015 I was honored to receive the Legal Professional of the Year presented by the Grand Traverse Area Legal Professionals (GTALP). Each year, members are nominated by their boss or Board who write an anonymous letter outlining what they believe sets the member apart from others. The letters are then sent to a neighboring chapter of NALS of Michigan, where a committee reads and judges them with all names removed. The award is a recognition of the members service to their community, the GTALP, and the members of the local organization.

Because of my education, skills, and work/volunteer experience, I am able to read and understand a budget, work well individually and in groups, ask questions, speak up when there might be other positions to consider, and am willing to listen to ideas and opinions that may not be popular but are worth considering or may contain important information to the decision at hand. I would commit to hearing the thoughts and ideas of other committee members and the community and take all available information into consideration before voting on or referring something to the City Commission. I also would commit to articulating my decision as much as would be allowed and always maintaining the best interests of the City as my guide.

I look forward to serving as the Mayor and the City Commission sees fit.

Respectfully

Rebecca M. Rogan
109 Fairlane Dr.
Traverse City, MI 49684
231.342.1001
RroganTC@gmail.com
City of Traverse City
Application to Become Involved

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): Housing Commission, Human Rights Commission, and/or Parks and Recreation Commission

Name: Rebecca M. Rogan

Residential Address: 109 Fairlane Dr. Traverse City MI 49684

E-Mail Address: Rrogantc@gmail.com

Preferred Phone No.: 231.941.5835

Occupation: Executive Director – Conflict Resolution Services (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 M. Rogan
Signature

12/09/2016
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!
Rebecca M. Rogan
RroganTC@gmail.com

109 Fairlane Dr.
Traverse City, MI 49684

Career Profile
Over twenty years of executive and management experience with specialization in operational leadership and legal applications. Manages by example with emphasis on maintaining the highest levels of personal and professional integrity. Experienced in advocacy work on behalf of vulnerable populations who are dealing with a variety of local, state and federal systems. Active member of the community at the local and state level. Proficient with Microsoft Office Word, Excel, Power Point, QuickBooks, Data Base Management, Electronic Case Filing (ECF), internet research and a variety of electronic mail systems.

Professional Accomplishments
• As Executive Director for a local not-for-profit, performs all functions necessary for the operations of the agency. This includes handling all financials, overseeing all employees and volunteers, grant writing and the requisite fiduciary accountability, overseeing all programs and reviewing new programs for possible inclusion in services. Certified to provide Domestic Relations, General Civil, Child Protection, Adult Guardianship, and Special Education mediations. Approved Michigan State Court Administrative Office of the Domestic Violence Screening Protocol for mediators. Executive Director is directly responsible to a Board of Directors and provides all materials for monthly Board meetings.

• As Practice Manager and Supervising Paralegal for an attorney specializing in family, special education and criminal law, performed intake consultations and made screening recommendations for case acceptance based upon legal merit. Researched legal precedent and orchestrated case management with individuals, other law firms and court personnel. Educated clients regarding the legal process and provided continuous updates and informational services. Fiscal oversight led to a decrease in account payables and an increase in income.

• In 2000, selected by a panel of the GTLA Bar Association as the Liberty Bell Recipient. Recognized as a lay person who was instrumental in promoting better understanding of the rule of law, encouraging a greater respect for law and the courts, stimulating a sense of civic responsibility and contributing to good government in the community through outstanding performance as the Legal Advocate at the Women’s Resource Center.

• In 2015, selected by the Grand Traverse Area Legal Professionals as the Legal Professional of the Year. Nominated by the Conflict Resolution Services Board of Directors, this award recognizes an individual who has been active in the legal profession and works to advance the legal profession through advocacy, education, and mentoring.

• Competent public relation representative and spokesperson; communicates organizational mission and objectives clearly and concisely through a variety of media, public speaking engagements, community presentations and networking opportunities.

• Personally dedicated to facilitating a work atmosphere conducive to mentoring and actively supporting the growth potential of all employees. Participative style of management that encourages individual initiative, stimulates continuous learning, and builds morale.
Summary of Qualifications

Organizational Management

- Assessed organizational structure and revised operations of The Law Office of Thomas Dundon. Designed and implemented policy and procedures leading to functional transitions and a more fluid and productive work flow.

- Manages operational expenditures including capital improvements and all administrative support supplies and services.

- Researches and identifies potential availability of federal grants and local foundation funds; successful grant writing capability.

- Participated in fund raising campaigns with an aptitude for developing innovative strategies for new and existing programs.

- Performs human resource functions including recruiting, screening, training, scheduling, work delegation, counseling, payroll administration and termination. Also, supervises interns and evaluates and reports to educational institutions as required.

- Observes all local, state and federal laws and regulatory guidelines; flawless documentation and report submission.

Community Relations

- Served on the Board of Directors of the Michigan Coalition to End Domestic and Sexual Violence.

- Presented, Role of Non-Profit Social Service Agencies in Northwest Michigan, Leadership G.T., Traverse City, Michigan (1998-2007).

- Provides information and training to the agencies service area regarding the agencies services, active listening skills, dealing with conflict. Also provides competent meeting facilitation services.

- Maintains resource contacts with governmental agencies and support organizations throughout the state of Michigan.

Work History

- Executive Director, Conflict Resolution Services, Inc., Traverse City, Michigan, (2013-Present).


Education and Community Service

- M.B.A. Strategic Management, Davenport University, Traverse City, Michigan, (2009).

- B.A. Sociology and Criminal Justice, Adrian College, Adrian, Michigan, (1990).
Certification, Drug/Alcohol Prevention and Intervention, Western Michigan University, Kalamazoo, (2001).

Member, NALS, the association for legal professionals, Tulsa, Oklahoma, (1996-Present).

Member, NALS of Michigan, the association for legal professionals, Lansing, Michigan, (1996-Present).

Member, Grand Traverse Area Legal Professionals, Traverse City, Michigan, (1997-Present).


Board Member, Michigan Foster Care Review Board #27, Michigan, (2011-2016).
Dear Mr. Marentette:

I am respectfully applying for a position on the Traverse City Human Rights Commission. I am compassionate about the need for all people to be treated with respect and dignity, to receive validation for their inherent value, and to have a voice that is acknowledge and appreciated. My extensive community involvement as a volunteer would, I believe, be helpful in the discussions and potential recommendations that may occur during the Human Rights Commission meetings. I try to continue to learn as much as I can, about as many issues as I can, during the meetings that I attend. Community outreach and subsequent education/understanding is always my goal. After retiring in June of 2014, after thirty-seven years, from Traverse Bay Intermediate School District as a Special Education Teacher and Teacher Consultant, my hope was to continue to be able to make a difference. This is what drives me in my volunteer work in the community. It would be wonderful if I could utilize my community committee knowledge to help address the issues facing the Human Rights Commission. I would always give my best effort, attend meetings, be punctual, and be a team player. In conclusion, I respect what the Human Rights Commission stands for and would consider it a privilege to be a part of such an important mission.

Committees/Community: Co-Chair St. Francis Justice and Peace Commission, Co-Chair Before During and After Incarceration (BDAI), St Francis Choir member, Citizens’ Climate Lobby Member, Advocates and Leaders for Police and Community Trust (ALPACT), Our America Together (Central United Methodist Church), Racial Justice (Presbyterian Church), Possible involvement in Agape Community Transformation Education Team (October or November), Suttons Bay Theater documentaries/ panel discussions, monthly presentations held at the Leelanau Governmental Center and at Little Fleet addressing issues of poverty, hunger, racism, LGBTQ, immigration, climate and environment
Volunteer Work: Up North Pride, Groundwork Center for Resilient Communities, Bellaire After School Program (Biking/Snowshoeing); Norte Youth Cycling

Conferences/workshops: Human Rights Commission Spring Forum 5/9/17, Eliminating Racism and Creating/Celebrating Equity (ERACCE, Kalamazoo Trainers, 5/6/17, Project Unity/Prison Fellowship “Outrageous Justice” Pilot Training/six sessions/March-April, MI Peace Nonviolence Training sponsored by the Neahtawanta Research and Education Center 2/24-25/17, Michigan Civil Rights Conference (MI Response to Hate) at MSU Kellogg Center 9/6/17, Michigan Coalition to End Domestic and Sexual Violence Conference Traverse City 10/20/17

Sincerely,

[Signature]

David Clinton
City of Traverse City
Application to Become Involved

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):

Human Rights Commission

Name: David L. Clinton

Residential Address:
4291 Stone Ridge Dr. Traverse City MI 49684

E-Mail Address: dclinton51@gmail.com

Preferred Phone No.: 231-392-3385 (home) Additional Phone No.: 231-947-4128 (home)

Occupation: Retired Special Education Teacher

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 Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so?

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: DC Clinton
Date: 5/15/17

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!
Summary
I was employed by Traverse Bay Area Intermediate School District for thirty-seven years as a Teacher and Teacher Consultant. I worked with students with special needs in Traverse City, Elk Rapids, Bellaire, Mancelona, Alba, Kalkaska, Forest Area, and Buckley schools. My responsibilities have included classroom teaching, academic evaluations for special education services, in-service presentations/development, mentoring staff. I also worked with the Migrant Program housed at Old Mission and Eastern Schools. I have recently become involved in many community groups dealing with social and environmental justice. I hope to use my community knowledge and experience to serve the Human Rights Commission in a just and responsible fashion.

Credentials
Teaching Certifications: Grades K-8 all subjects
Grades K-12 Deaf Ed., Speech Correction
Michigan Teacher Consultant Certificate

Experience
Special Education Teacher/Consultant, TBAISD, Traverse City, MI
September 1977 through June 2014
Migrant Education
Soccer Coaching, Odyssey of the Mind (OM)

Education
Bachelor of Arts, Speech Correction, May 1975, Central Michigan University, Mt. Pleasant, MI
Master of Arts, Education of the Deaf, October 1976, Central Michigan University, Mt. Pleasant, MI

Community Involvement
Committees/Community: Co-Chair St. Francis Justice and Peace Commission, Co-Chair Before During and After Incarceration (BDAI), St Francis Choir member, Citizens’ Climate Lobby Member, Advocates and Leaders for Police and Community Trust (ALPACT), Our America Together (Central United Methodist Church), Racial Justice (Presbyterian Church), Possible involvement in Agape Community Transformation Education Group, Suttons Bay Theater documentaries/panel discussions, monthly
presentations held at the Leelanau Governmental Center and at Little Fleet addressing issues of poverty, hunger, racism, LGBTQ, immigration, climate and environment

**Volunteer Work:** Up North Pride, Ground Work, Bellaire After School Program (Biking/Snowshoeing); Norte Youth Cycling

**Conferences/workshops:** Human Rights Commission Spring Forum 5/9/17, Eliminating Racism and Creating/Celebrating Equity (ERACCE, Kalamazoo Trainers, 5/6/17, Project Unity/Prison Fellowship “Outrageous Justice” Pilot Training/six sessions/March-April, MI Peace Nonviolence Training sponsored by the Neahtawanta Research and Education Center 2/24-25/17, Michigan Civil Rights Conference (MI Response to Hate) at MSU Kellogg Center 9/6/17, Michigan Coalition to End Domestic and Sexual Violence Conference Traverse City 10/20/17
May 12, 2017

To Whom It May Concern:

By unanimous consent at its May 11 meeting, the sixteen-member Saint Francis Justice and Peace Commission has chosen to recommend to you David Clinton for any open position on the Traverse City Human Rights Commission.

Beyond a life-long career as a special education teacher and consultant advocating for students with special needs, Dave continues to express concern for human rights as witnessed by his membership in numerous community organizations, including Advocates and Leaders for Police and Community Trust (ALPACT), Before During and After Incarceration (BDAI), and our own Saint Francis Justice and Peace Commission (SFJPC).

In addition, Dave tracks many other social issues and participates in several other community groups. He is focused on people and how they are impacted by community structures or policies and is willing to work for solutions that will serve to improve the lives of various members and groups within our community. He is a valued source of information for us about the activities of these groups and how they are addressing the pressing issues of our time.

In short, Dave is a well-informed citizen, positive in his outlook and focus. The Traverse City Human Rights Commission would do well with Dave as a member.

Sincerely,

Deacon Tom Bousamra,
Chair, SFJPC
Dear Stephanie,

The purpose of this letter is to formally announce my retirement as of June 30, 2014.

It has been my honor to be a TBAISD employee for my entire career. During this time, I have had the privilege of working with wonderful students, families, and staff. I will miss all of them very much. It is said that an ending is really an opportunity for a new beginning; I believe this to be true. As my new beginning evolves, I pray that it includes good health for my family and myself, lots of time for love and laughter, and continued opportunities to make a difference in the world.

I wish to thank everyone at TBAISD for all they have done for me and continue to do for students, families and staff across the five-county area.

Respectfully,

David Clinton

Cc: Carol Greilick
In appreciation for his 37-year career as Teacher and Consultant for the Traverse Bay Area Intermediate School District’s Special Education program.

His insight and vast understanding of special education programming is to be commended. He is admired for his wealth of knowledge regarding student growth and leadership with literacy-based efforts, most recently with Reading Apprenticeship. His calm approach and positive enthusiasm helps to motivate students to their full potential. David’s involvement with mentoring teams and coaching individual teachers has built strong relationships with local district personnel and students. His natural ability to connect with students will be missed.

Presented in honor of his retirement by the Traverse Bay Area Intermediate School District
May 13, 2014

Our vision: To be the BEST educational system in the world.
St. Francis Justice & Peace Commission: Through prayer, education, and action, our mission is to promote the Gospel message of justice and peace in our parish and in our larger community.

Accomplishments since our establishment in 2015:

- KIVA. We have loaned out close to $5,000 in microloans in solidarity with our brothers and sisters in Central America who ask for a hand up and not a hand out. All loans have been repaid.
- Higher Ground Coffee. In using only Higher Ground Coffee at our parish, we have supported the cooperatives in Mexico and Central America, coffee farmers who use organic farming methods and come closer to a living wage by banding together.
- Heifer International. H.I. is another way we have supported struggling people to become independent by helping with the animal purchases that move them beyond subsistence.
- Recycling. We have improved recycling at our parish with more clearly designated bins and procedures in the kitchen. We have trained all principal users on the use of the dishwasher to encourage the use of real dishes instead of paper and Styrofoam products. We are selling re-useable grocery bags to eliminate plastic bags in landfills.
- Homelessness. We have focused educational efforts on those experiencing homelessness with a panel discussion (including the voices of those experiencing homelessness).
- Justice for the incarcerated. Another panel discussion with jail ministry providers as presenters has resulted in nine parishioners and others receiving training to secure access and become involved with jail ministry.
• Before, During, After and Instead of Incarceration. Another important result of the "Justice for the Incarcerated" effort has been the formation of BDAII (Before, During, After and Instead of Incarceration). This grass-roots effort has already accomplished quite a bit: the revitalization of the jail library, a screening and release process to help inmates succeed after release (mentors, housing, jobs, medical/dental needs, etc.), support for families with Christmas events and camp experiences for children of the incarcerated. We are currently developing an after-care support evening (weekly) for inmates after release. BDAII is also working to sponsor advocacy events to help change community attitudes hoping to change the public mind set and to focus on restorative justice concepts as well as improve recidivism rates. Crisis Intervention that would help secure mental health assistance instead of jailing individuals is another important effort to which the group is striving.

• Lenten Book Study. The Saint Francis Justice and Peace Commission has chosen the give-away Christmas books and used them to develop a book study these past two Lenten seasons. *The Joy of the Gospel* and *Pope Francis: A Living Legacy* both had a justice slant to help participants reflect on our faith and on our culture.

• Global Warming. St. Francis Justice & Peace hosted a presentation on 6/21/17 entitled: "Climate Change Solutions that Bridge the Partisan Divide as an effort to stand in solidarity with Creation, one of our Catholic Social Doctrine Principles. Our guest speaker was Elizabeth (Lisa) Del Buono, MD, Citizens' Climate Lobby, Northern Michigan Chapter.

• Immigration issues and Catholic teachings. "The Stranger In Our Midst" will be held on 9/20/17. Fr. Wayne Dziekan, Gladys Munoz, and Marcelo Betti will be panelists.
Takeaways from the Michigan Response to Hate Conference

- Sense of Community
- Capacity Building
- Educational Forums/Presentations
- Community Organizations
- Coalition Building
- Community Outreach
- Common Ground
- Lines of Communication
- Build Trust
- Build Bridges
- Build Relationships
- Intersectionality
- Response
- Affirming Place
- Who is not at the table?
- Look for avenues of commonality
- Reach across boundaries, make connections, and develop trust through relationships
- Build bridges and long-term relationships during less stressful times, so when there is stress, people can walk across the bridge together
10th Annual MI Response to Hate Conference

9.6.2017
Kellogg Center, East Lansing

www.miaahc.com
AGENDA

7:30 AM - 8:30 AM
REGISTRATION & BREAKFAST  Big 10 A

8:30 AM - 10:00 AM
OPENING PLENARY  Big 10 A

Opening Remarks
Rasha Demashkieh, Co-Chair, Michigan Civil Rights Commission

Welcome/Speaker Introduction
Daniel L. Lemisch, Acting U.S. Attorney, Eastern District of Michigan

Keynote: Spotlight on Hate
Dr. Randy Blazak, Director, Hate Crimes Network; Chair, Oregon Coalition Against Hate Crimes

Randy Blazak’s scholarship on hate crimes has made him a regular commenter on media outlets from NPR and CNN to BBC and Al Jazeera. Blazak earned his PhD at Emory University in 1995 after completing an extensive field study of racist skinheads that included undercover observations and interviews across the world. He became a tenured sociology professor at Portland State University and criminology professor at the University of Oregon. His work has taken him from classrooms to criminal trials. His research has been published in academic journals, books and in the mainstream press. In 2001, he co-authored the book, Teenage Renegades, Suburban Outlaws and in 2009, Praeger published his volume, Hate Offenders. Since 2002, Blazak has been the chair of the Oregon Coalition Against Hate Crimes. He works with the National Institute of Justice and the Southern Poverty Law Center on hate crime research issues. He recently formed the Jameson Research Institute to study issues of hate and civil discourse.

10:15 AM - 11:30 AM
CONCURRENT WORKSHOPS

• Dangerous Speech
  Speaker: Tonei Glavinic, Manager, Berkman Klein Center for Internet and Society at Harvard University’s Dangerous Speech Project
  Tonei Glavinic will discuss how ‘dangerous speech’ is any form of expression that can increase the risk that its audience will condone or participate in violence against members of another group. Susan Benesch, Director of Harvard University’s Dangerous Speech Project, coined the term after observing that fear-inducing, divisive rhetoric rises steadily before outbreaks of mass violence and that it is often uncannily similar, even in different countries, cultures, and historical periods.

• Creating Safe and Supportive Schools for LGBTQ Students
  Speaker: Tracy Hobbs, Safe Schools Trainer, Michigan Department of Education
  Participants will learn practical strategies to help them implement the State Board of Education’s 2016 guidance on creating safe and supportive learning environments for LGBTQ students. Discussion will include strategies for building dialogue, trust and buy-in among stakeholders with diverse viewpoints. Morning session only.

• Hate Crime and the Predatory Mind
  Speaker: Dr. Matt Logan, Retired Member of the Royal Canadian Mounted Police; Partner in HALO
  The FBI defines a hate crime as a “...criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender or gender identity.” Although groups operate with hate as a central tenet of their existence, the actions of each person within the group are a result of their psychopathology and motivating mindset. Dr. Logan introduces a profile of the most common mindsets in this crime type.

• About Face: Turning Away from Hate
  Speaker: Yohance Pettis, Asst. U.S. Attorney, Mid-FL Region; Florida Regional Community Policing Institute, St. Petersburg College
  This session will empower stakeholders to examine complex civil rights issues, identify appropriate resources and develop viable solutions for interrupting the bias continuum. Pettis will introduce participants to the “About Face” interactive teaching tool, and outline
strategies for addressing culturally sensitive topics, highly publicized events and social issues while striving to combat uncompromising stances and violent extremism.

11:40 AM - 1:00 PM
LUNCHEON PLENARY
Big 10 A

Welcome/ Speaker introduction
Jeffrey J. Sakwa, Commissioner, Michigan Civil Rights Commission; President and founder of “Defeat the Label”

Keynote: Bias and Hate, 2017
Catherine E. Lhamon, Chair, U.S. Commission on Civil Rights
President Obama appointed Lhamon to a six-year term on the Commission on December 15, 2016 and the Commission unanimously confirmed the President’s designation of Lhamon to chair the Commission on December 28, 2016. Lhamon previously served as the Asst. Secretary for Civil Rights at the U.S. Department of Education. Prior to joining the Department of Education, Lhamon was director of impact litigation at Public Counsel, the nation’s largest pro bono law firm. Before that, she practiced for a decade at the ACLU of Southern California. Lhamon was also a teaching fellow and supervising attorney in the Appellate Litigation Program at Georgetown University Law Center, after clerk ing for The Honorable William A. Norris on the U.S. Court of Appeals for the Ninth Circuit. In 2016, Politico Magazine named Lhamon one of Politico’s 50 Thinkers Transforming Politics and the National Action Network honored Lhamon with their Action & Authority Award. In 2015, Yale Law School named Lhamon their Gruber Distinguished Lecturer and the Association of University Centers on Disabilities awarded Lhamon their Special Recognition Award. The Chronicle of Higher Education named Lhamon to their 2014 Influence List as the Enforcer. Lhamon received her J.D. from Yale Law School, where she was the Outstanding Woman Law Graduate, and she graduated summa cum laude from Amherst College.

Q & A Follow-up
Todd Heywood, Freelance Reporter
Todd Heywood is a freelance reporter with 30 years of experience. During his tenure in local and national print, online and television reporting he has covered an array of hate crimes as well as helped to reveal and identify two separate hate groups in Michigan. In Nov. of 2015, Heywood was the victim of an antigay hate crime. The two men who attacked him were sentenced in June 2016 to 17-55 years in state prison for their crimes. He lives in Lansing with his beloved dogs Virgil, Joshua and Lancelot Gobbo.

1:15 PM - 2:30 PM
CONCURRENT WORKSHOPS

• Dangerous Speech
Speaker: Tonel Glavinic
Room 106

• Hate Crime and the Predatory Mind
Speaker: Dr. Matt Logan
Centennial ABC

• About Face: Turning Away from Hate
Speaker: Yohance Pettis
Room 104AB

• The Alt-Right and the 21st Century Militia Movement
Speaker: Dr. Randy Blazak
Auditorium

This workshop will place the current alt-right phenomenon in historical context as the inheritor to the structure and ideology of the patriot militia movement of the 1990s. While most adherents to the alt-right perspective are not connected to traditional hate groups, the reliance on identity politics, conspiracy theories, and cooptation of mainstream conservative political issues creates important parallels. Afternoon session only.

2:45 PM - 4:00 PM
FINAL PLENARY
Big 10 A

Panel Discussion: Communities Collaborating to Fight Bias and Hate
Moderator: Fatima Salman, Michigan Muslim Community Council
Fatima Salman has both a BS and an MSW from the University of Michigan. She hosts “Between the Lines with Fatima Salman” on 910 AM Superstation in metro Detroit. Fatima also serves on several regional and national boards. She is a fellow at Women’s Media Center’s Progressive Women’s Voices, Leadership Detroit 38 and Emerge-Michigan 2017.

(Continued on back)
Panelists:

Rana Elmlr, deputy director of the ACLU of Michigan, has devoted her career to storytelling, action and activism. Elmlr lectures often on anti-Muslim bias, the importance of storytelling, free speech and the intersection of race, faith, gender and sexual orientation. She is a graduate of Wayne State University’s Journalism School and the Journalism Institute for Minorities.

Curtis Chin is an independent filmmaker and visiting scholar at New York University. He has personally screened his films on social justice and racial equality with nearly 600 entities in ten countries including the White House, Lincoln Center, DOCNYC, and SXSWedu. He has appeared on MSNBC, CNN, and NPR, and in the Wall Street Journal, the Los Angeles Times and the Economist. He is a graduate of the University of Michigan creative writing program.

Thomas “TJ” Rogers is a program manager at Freedom House Detroit. He works to generate awareness of the plight and courage of asylum seekers while encouraging individuals and organizations to increase their support. Rogers participated in a roundtable conversation at the United Nations High Commission on Refugees in Washington, DC on alternatives to detention for LGBT asylum seekers. He serves on the steering committee of the LGBT Freedom and Asylum Network and is a board member of the Mary Turner Center for Advocacy.

Osvaldo “Ozzie” Rivera was most recently Director of Community Engagement at Southwest Solutions of Detroit. He previously served as Director of Special Projects for Wayne County Child and Family Services, Mental Health Director for ACCESS, and CEO of Latino Family Services. Rivera also served as Dean of Student Services for Wayne County Community College, as Madonna University’s Director of Multicultural Affairs, and he founded Casa de Unidad, one of the premier community arts organizations in the state.

Lt. Terry Dixon earned a bachelor’s degree in journalism from the University of West Florida during his four-year enlistment in the U.S. Navy. He was a broadcast journalist with two TV stations before shifting to a more service-oriented career path. Lt. Dixon has worked for the Grand Rapids Police Department since 1998. He currently serves as the GRPD’s Public Information Officer, and previously worked as a road patrol officer, detective, and Prisoner Re-Entry and State Parole Liaison. Dixon is the Vice President of the West Michigan Chapter of the National Organization of Black Law Enforcement Executives (NOBLE).

Heidi Budaj has been the Michigan Regional Director of the Anti-Defamation League (ADL) since 2012, after serving in multiple roles at the Jewish Community Center (JCC) in metropolitan Detroit. Before working at the JCC, she was an active volunteer in the Detroit community, serving on the boards of the Jewish Federation, BBYO, Congregation Shaarey Zedek Sisterhood and Jewish Family Services. Since joining ADL, Budaj and her team have introduced innovative programs such as ArtWorks, Words to Action, anti-bias training for law enforcement and “Dance Against Hate.” She is a graduate of the University of Pennsylvania.

4:00 PM - 4:15 PM

CLOSING COMMENTS

Agustin V. Arbulu, Director, Michigan Department of Civil Rights
When the stranger in our midst appeals to us, we must not repeat the sins and the errors of the past.

Pope Francis, Address to U.S. Congress

THE STRANGER IN OUR MIDST

Panel Presentation on Immigration Featuring

Marcelo N. Betti
Immigration Attorney
Rosi & Gardner, P.C.
Justice for Our Neighbors

Categories of immigrants and immigrants’ rights under United States law.

Rev. Wayne Dziekan
Director of the Secretariat for Justice and Peace for the Diocese of Gaylord

Immigration detention issues, immigration policy updates, and Comprehensive Immigration Reform.

Gladys Munoz
Medical Interpreter and Advocate for the Northern Michigan migrant and immigrant Hispanic. Executive Director of the Justice & Peace Advocacy Center

Current situation in Northern Michigan, and its impacts on families.

WEDNESDAY | SEPTEMBER 20 | 6 TO 8 P.M.*

Saint Francis Family Center | 1025 S. Union Street

Sponsored by THE SAINT FRANCIS JUSTICE AND PEACE COMMISSION

*Light refreshments
Climate Change Solutions that Bridge the Partisan Divide

*Sponsored by the Saint Francis Justice and Peace Commission*

Presenter: Elizabeth (Lisa) Del Buono, MD, Citizens' Climate Lobby, Northern Michigan Chapter

Where: Saint Francis of Assisi Catholic Church, 1025 S. Union Street, Traverse City

When: Wednesday, June 21, 6:30 – 8:00 p.m. Light refreshments served.

What: Fact-based, knowledgeable presentation on climate change that:
- Assesses impacts on tourism, agriculture, the great lakes and our local way of life
- Focuses on solutions that bridge partisan divide, especially "Carbon Fee & Dividend"
- Looks at ways we can act locally to ease global warming
- Examines positive legislative actions and how we, as citizens, may participate
- Offers an opportunity to have your questions addressed

Whether you are convinced that this is the most pressing problem we and our children and grandchildren will ever face OR if you need further information about climate science before you “throw your hat into the ring”, this program is for you.

"I urgently appeal, then, for a new dialogue about how we are shaping the future of our planet. We need a conversation which includes everyone, since the environmental challenge we are undergoing, and its human roots, concern and affect us all."

Pope Francis from *Laudato Si*

Join the Citizens' Climate Lobby and host Seth Bernard to watch film, hear from area experts, and find out how to effectively contact your Congressional representatives!

Panelists:

Jim MacInnes, President, Crystal Mountain Resort
Nikki Rothwell, Center Coordinator, Northwest Michigan Herbarium, Research Center
Scott Tucker, Superintendent, Sleeping Bear Dunes National Lakeshore
Brandon Fens, N. Michigan Regional Manager, Senator Debbie Stabenow
Dr. Elizabeth (Lisa) Del Buono, Director of Surgical Pathology, Munson Medical Center
Annie Lively, Senior, Glen Lake High School, Student Activist

Wednesday, April 12 - 6:00 pm
State Theatre
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):

Human Rights Commission

Name: Julie Parker

Residential Address: 1545 Bee Ct, Traverse City, MT 49696

E-Mail Address: julieparker24 @icloud. com

Preferred Phone No.: 231-598-2288 Additional Phone No.:

Occupation: Pharmacist (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 Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so?

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

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!
Dear Mr. Marentette,

I would like to apply to serve the city of Traverse City on the Human Rights Commission. I believe I’m very much aligned with the goals and focus of this committee. I have been working as a pharmacist in the community for more than ten years. I would like to use the skills I’ve acquired as a pharmacy manager to help this committee reach its objectives. I work well with others and thrive on finding resolutions to problems.

My enclosed resume will provide more detail regarding my qualifications and experience. I know that I can bring much benefit with my experience, education, and skills and I look forward to putting these toward a good cause.

Sincerely,

Julie A. Parker, PharmD
Julie A. Parker

1545 Bee Court (231)-598-2288
Traverse City, MI 49696
julieparker24@icloud.com

Education

2001-2004  Doctor of Pharmacy Degree
            Accelerated program
            Ferris State University, Big Rapids, MI

1993-1997  Bachelor of Science Medical Technology
            Ferris State University, Big Rapids, MI

Professional Experience

2007 to present  Pharmacy Manager
                 Walgreens, Traverse City, MI

2006  On Call Pharmacist
       Walgreens, Traverse City, MI

2006  Pharmacy Manager
       Prescription Shop, Traverse City, MI

2005-2006  Staff/Clinical Pharmacist
            Munson Medical Center, Traverse City, MI

2005  Part time faculty position – Pharmacotherapeutics
       Physician Assistant Department
       Western Michigan University, Kalamazoo, MI

2005  Ferris State University College of Pharmacy
       Adjunct faculty for Experiential Program

2004-2005  Pharmacy Practice Resident
            Borgess Medical Center, Kalamazoo, MI

2002-2003  Pharmacy Intern
            Metropolitan Hospital, Grand Rapids, MI

2001-2003  Pharmacy Intern
Meijer Pharmacy, Grand Rapids, Michigan

1997-2001 Medical Technologist  
Metropolitan Hospital, Grand Rapids, MI

**Licensure/Certification**

2004-Present Michigan Board of Pharmacy  
Registered Pharmacist License

2003-2005 Advanced Cardiac Life Support

2002 MPA-APHA  
Immunization Certification

2002-Present CPR / Basic Cardiac Life Support

2001-2004 Michigan Board of Pharmacy  
Pharmacy Intern License

1997-Present American Society of Clinical Pathologist  
Certified Medical Technologist # 03821031

**Pharmacy Practice Residency**

September 2004 Orientation  
Borgess Medical Center - Inpatient Pharmacy  
Stacy Robertson, Pharm.D., MS

Oct-Nov 2004 Internal Medicine  
Borgess Medical Center – General Medicine Floor  
Kim Melgarejo, Pharm.D.

December 2004 Project Development  
Borgess Medical Center - developed a warfarin dosing service

January 2005 Management  
Borgess Medical Center – Inpatient Pharmacy  
Philip Early, Pharm.D., MS

Feb-March 2005 Critical Care  
Borgess Medical Center – Intensive Care Units  
James Curtis, Pharm.D., BCPS

April 2005 Long Term Acute Care  
Borgess-Pipp Hospital – LTAC Facility  
Mikel Heins, RPh
May 2005  

**Cardiology**  
Borgess Medical Center – Cardiac Floor and Congestive Heart Failure Clinic  
Adam Drzewicki, Pharm.D.

June 2005  

**Infectious Disease**  
Borgess Medical Center  
Ryan Bickel, Pharm.D.

July 2005  

**Pediatrics**  
Bronson Methodist Hospital  
Heather VandenBussche, Pharm.D.

August 2005  

**Hospice/Pain Management**  
Borgess Medical Center  
Ryan Bickel, Pharm.D. and James Curtis, Pharm.D., BCPS

**Longitudinal Rotations**  

**Ambulatory Care**  
Kalamazoo Center for Medical Studies  
Internal Medicine Clinic  
Teresa Klepser, Pharm.D., BCPS

**Drug Information**  
Borgess Medical Center  
Philip Early, Pharm.D., MS

**Formulary / Medication Safety**  
Borgess Medical Center  
Kim Melgarejo, Pharm.D. and Philip Early, Pharm.D., MS

**Clerkships**

January 2004  

**Critical Care** (elective)  
Spectrum Health Hospital, Grand Rapids, MI  
Margaret deVoest, PharmD and Kim Long, PharmD

February 2004  

**Oncology** (elective)  
Sparrow Hospital, Lansing, MI  
Claire Saadeh, Pharm.D.

March 2004  

**Internal Medicine**  
Munson Medical Center, Traverse City, MI  
Michael Thomas Pharm.D., BCPS, Marilyn Buteyn, Pharm.D.
April 2004  
**Community Practice**  
Prescription Shop, Traverse City, MI  
James Bock, RPh and Grant Mayor, RPh

May 2004  
**Internal Medicine**  
Munson Medical Center, Traverse City, MI  
Rebecca Davis, Pharm.D. and Robert Borlace, Pharm.D.

June 2004  
**Infectious Disease** (elective)  
Munson Medical Center, Traverse City, MI  
Michael Tiberg, Pharm.D., BCPS

July-August 2004  
**Ambulatory Care**  
Munson Medical Center, Traverse City, MI  
Heidi Grebe Pharm.D. and Barbara Ostrowski Pharm.D.

**Externships**

January-May 2003  
**Community Practice**  
K-Mart Pharmacy, Greenville, MI  
Jenny Moulds, RPh

Aug-Dec 2003  
**Home Infusion**  
Option Care Pharmacy, Coopersville, MI  
Brian Toppen, RPh

**Presentations**

May 2007  
Parkinson's Disease Drug Review  
Parkinson's Disease Association  
Gaylord, MI

August 2005  
Heart Failure – Patient Case Presentation  
Borgess Medical Center  
Presented to preceptors and Ferris State University faculty

New Diabetes Medications Review  
Borgess Medical Center  
Presented to Borgess inpatient pharmacists

Pulmonary Hypertension - Continuing Education  
Borgess Medical Center  
Presented to preceptors, Borgess inpatient pharmacists, and Ferris State University faculty and students

Warfarin Dosing Educational Program  
Borgess Medical Center
Presented to Borgess inpatient pharmacists

July 2005
Failure to Thrive
Bronson Methodist Hospital
Presented to preceptor and Ferris State University students

Combined Tetanus, Diptheria, and 5-Component Pertussis Vaccine for Use in Adolescents and Adults – Journal Club
Bronson Methodist Hospital
Presented to preceptor and Ferris State University students

June 2005
Linezolid / Daptomycin – Drug Utilization Evaluation
Borgess Medical Center
Presented to Borgess and Bronson hospital’s Antibiotics Committee

May 2005
Review of Palladone
Borgess Medical Center
Presented to Pharmacy and Therapeutics Committee

April 2005
Oral Cephalosporin Class Review
Borgess Medical Center
Presented to Pharmacy and Therapeutics Committee

March 2005
Screening for Bipolar Disorder in a Primary Care Practice – Journal Club
Borgess Medical Center
Presented to preceptors and Ferris State University faculty

February 2005
Pharmacy Education – Cardiac Rehabilitation Class
Borgess Medical Center
Presented to Borgess outpatients

January 2005
Pharmacy Automation / Informatics
Borgess Medical Center
Presented to Western Michigan University nursing students

December 2004
Migraine Prevention and Treatment
Kalamazoo Center for Medical Studies
Presented to family practice medical residents

November 2004
Internal Medicine Capstone Case Presentation
Borgess Medical Center
Presented to preceptors and Ferris State University faculty

October 2004
Review of Asthma and COPD
Borgess Medical Center
Presented to Ferris State University faculty and students
Internal Medicine Capstone Case Presentation
Borgess Medical Center
Presented to preceptors and Ferris State University faculty

Journal Club – Radiocontrast Induced Nephropathy
Kalamazoo Center for Medical Studies
Presented to Western Michigan Pharmacy Resident Network

Acetadote – Radiocontrast Induced Nephropathy
Borgess Medical Center
Presented to Pharmacy and Therapeutics Committee

September 2004 Acetadote – Tylenol Overdose
Borgess Medical Center
Presented to Pharmacy and Therapeutics Committee

August 2004 Restless Leg Syndrome
Munson Medical Center
Presented to pharmacy Staff

July 2004 Fibromyalgia
Munson Medical Center
Presented to pharmacy Staff

June 2004 Endocarditis
Munson Medical Center
Presented to pharmacy Staff

June 2004 Is Lepirudin a Safe and Effective Treatment Option for Heparin-Induced Thrombocytopenia?
Seminar Presentation
Presented to Ferris State University faculty and students

May 2004 Peripartum Cardiomyopathy
Munson Medical Center
Presented to pharmacy staff

April 2004 Congestive Heart Failure
Prescription Shop
Presented to Ferris State University faculty and employees

March 2004 Treatment of Sepsis
Munson Medical Center
Presented to pharmacy staff
February 2004  Breast Cancer  
Sparrow Hospital  
Presented to Ferris State University faculty and students

January 2004  Tamiflu in the Critically Ill  
Spectrum Health  
Presented to pharmacy staff

January 2004  Xigris  
Spectrum Health  
Presented to medical residents and pharmacy preceptors

April 2003  Signs and Symptoms of Diabetes  
Greenville Senior Center  
Presented to a group of senior citizens

Dec 2003  Cubicin (daptomycin)  
Option Care Pharmacy  
Presented to pharmacy staff members

**Professional Organizations**

2001-2006  Michigan Pharmacists Association  
*Membership Committee Member 2005*

2002-2005  American Society of Health-Systems Pharmacists  
*New Practitioners Forum- Education Sub-Committee  
Member 2005  
Served as vice president of student chapter 2002*

2002-2004  Phi Lambda Sigma Leadership Society

2001-2004  American Pharmacists Association  
Academy of Students of Pharmacy

**Awards**

2003  APhA Academy of Students of Pharmacy Mortar & Pestle Professionalism Award

2003  ASHP Student Leadership Award

**Volunteer Activities**

2018  Safe Harbor Volunteer  
Traverse City, MI
2017  
**Gift of Hope Meds Clinic, Co-founder**  
Organizing a free meds program to serve the local homeless population  
Traverse City, MI

2001 & 2002  
**American Brain Tumor Association**  
Organized and hosted a 5k walk/run to raise money for brain tumor research  
Grand Rapids, MI

2001-2003  
**Alpha Co. 1/24 United States Marine Corp Reserve**  
Served as a Key Wife Volunteer, in which I coordinated Marine family activities and during a time of unit activation, disseminated authorized unit information to families  
Grand Rapids, MI

June 2004  
**Michigan Community Blood Center Mobile Blood Bus**  
Organized a blood drive  
Traverse City, MI

Sep 2004- Aug 2005  
**First Presbyterian Church Free Health Clinic**  
Volunteer Pharmacist  
Kalamazoo, MI
<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Apt. Date</th>
<th>Termination</th>
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<tr>
<td>Isiah Smith Jr. (City Resident)</td>
<td>01/17/17</td>
<td>06/30/21</td>
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<tr>
<td>Marilyn Jaquish (City Resident)</td>
<td>05/02/16</td>
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<tr>
<td>Susan Odgers, (City Resident)</td>
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<td>Nicole Agruda (Non-City Resident)</td>
<td>12/04/17</td>
<td>06/30/20</td>
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<td>Taylor Nash (City Resident)</td>
<td>09/02/14</td>
<td>06/30/19</td>
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<tr>
<td>Jodi Stinnet (City Resident)</td>
<td>7/15/13</td>
<td>06/30/19</td>
</tr>
</tbody>
</table>
Christie Minervini (City Resident) 10/02/17 06/30/20
118 E. 17th St. #4, TC 49684
218-4421 (Preferred) 932-0775 (Additional)
christie@sanctuarytc.com

Kristine Bosley, Human Resource Director, 922-4481, kbosley@traversecitymi.gov, - Ex Officio (no voting authority) and staff.

All appointments are for 3-year terms expiring 6/30.
This commission consists of 9 members to be appointed by the Mayor with the approval of the City Commission. At least seven of the nine members shall be City residents.

The City Manager or his/her designee serves on the Human Rights Commission as Ex-Officio; the Ex-Officio is considered a Human Rights Commissioner, although such Commissioner has no voting authority, cannot make motions, and cannot be counted when determining a quorum, per 8/13/04 opinion from the City Attorney.

**Purpose.** "To foster mutual understanding and respect among all groups and discourage discriminatory practices, formulate and carry out programs of community education and information, receive and act as conciliator regarding occurrences of acts of prejudice or discrimination, and secure the cooperation of various community groups in educational campaigns devoted to eliminating prejudice and discrimination."

Resolution reestablishing the Human Rights Commission was adopted by the City Commission on June 7, 1993; amended on December 7, 1998; reestablished June 6, 2005; and amended July 6, 2009 and September 4, 2012.

Meets 2nd Monday of each month at 5:30 pm.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: PARKS AND RECREATION COMMISSION – RESIGNATION

Attached is a memo from Deputy City Clerk Katie Zeits indicating a recent resignation from the Parks and Recreation Commission. As mentioned by Ms. Zeits, there are currently three applications on file and recruitment is underway for this board with an application deadline of May 11th.

The following are sample motions:

1 – to establish an ad hoc interview committee

that the resignation from Danielle Rearick dated April 2, 2018 be accepted and that an ad hoc interview committee be established to make recommendation regarding one appointment, term expiring September 1, 2018, on the Parks and Recreation Commission and that Commissioners ________________, ________________ and ______________ be appointed to such Committee, with Commissioner ______________ to serve as Chair.

MC/kez
K:\TCCLERK\City Commission\Appointments\Parks & Rec_20180507.docx

copy Derek Melville, Parks and Recreation Superintendent
Memorandum

To: Marty Colburn, City Manager

From: Katie Zeits, Deputy City Clerk through Benjamin Marentette, City Clerk

Date: May 3, 2018

Subject: Parks and Recreation Commission – Resignation

The Parks and Recreation Commission recently had a member resign, Danielle Rearick whose term expires on September 1, 2018.

This is an appointment made by the City Commission. Terms are three years and expire September 1.

The City Clerk’s Office has advertised for this board on the city’s website, Facebook and Twitter pages, and in the Record Eagle. We currently have three applications on file from Heather Shaw, Evan Dalley, and Mark Wagner; however recruitment is underway with an application deadline of May 11th.

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

Thank you!
Danielle Rearick  
233 E. 10th Street  
Traverse City, MI 49684  

April 2, 2018  

Derek Melville, Superintendent  
Traverse City Parks and Recreation  
625 Woodmere Avenue  
Traverse City, MI 49684  

Dear Derek:  

It is with regret that I am writing to inform you of my decision to resign my position on the Board of the Traverse City Parks and Recreation effective April 2, 2018.  

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board and I feel it is best for me to make room for someone with more time to devote to the job.  

It has been a pleasure being a part of the Parks and Recreation board. I am proud of all we have accomplished in the past five years and I have no doubt the board will continue these successes in the future. I would be glad to help however I can.  

Sincerely,  

Danielle Rearick
Why are you applying for a city board or committee seat?
I am passionate about Traverse City and the Grand Traverse area – its natural beauty, its history, and its interesting course of development since the lumber era. I’m also fascinated by the enormous changes – and pressures – that have occurred during my life-long membership in the TC community.

For me, change is exciting, and most of what I’ve witnessed in the area I feel has been positive. But the pressures to change – and grow – are accelerating exponentially. I believe that the TC boards are the stewards of responsible, balanced development. I would like to be a part of that stewardship.

How do you believe your appointment would benefit the city?
As a TC native, I have a long and varied experience of living in the area. From my first jobs in the cherry industry and local restaurants; to college, and later, employment at NMC; to starting my own business. I’ve been both a renter and a homeowner in the city and the country. I’ve been wealthy and poor. I am the parent of three children who attended TC public schools, although both my husband and I have worked in the private school sector. And, I’m a daily and enthusiastic user of our area beaches and parks. I have a strong work ethic and I’m also a great reader, a quick study, and a good listener.

Describe your involvement in the community on a board/committee or in another volunteer capacity.
While my children were at school, I volunteered regularly for “work bees” at Old Mission Elementary. I became a board member at Michigan Writers in 2002 and continued there until 2010, overseeing publications. From 2011 to 2014, I volunteered at Big Brothers, Big Sisters, working with a student at Traverse Heights Elementary. In 2015, I was a member of the board of The Watershed Center, Grand Traverse Bay. I have volunteered my services over the years as a book designer to many different worthy organizations and individuals, including Michigan Writers and The Watershed Center.

Any other helpful information relevant to your application.
I’ve traveled all over the world, from Asia to South America, and have even lived in such varied places as NYC, New Orleans, Mexico, and Spain. But there’s no place like Traverse City. What a jewel! In all my travels, I’ve never seen anything like it. I absolutely love the variety of opportunities TC has to offer, like its outstandingly varied parks and beaches, the best food north of Chicago, and its engaged and active civic community.

While researching a few books over the last years, including National Cherry Festival: Generations of Fun and Inside Upnorth: The Complete Tour, Sport and Country Living Guide to Traverse City, Traverse Area and Leelanau County, I was fortunate to be able to delve deeply into the history of the area. What really struck me is that right from the beginning, local residents recognized the extraordinary qualities of the area and worked hard to keep the place on the map. Traverse City’s isolation is both a blessing and a challenge: how do we attract year-round business and the population to support it while conserving the very things that make the area special? I am reminded of founding father Perry Hannah, who could gaze out his front windows to his very own “view of the bay.” But he didn’t see that treeless, rat-infested landscape as an end, rather as the inspiration for transformation. I would like to be a part of that conversation.
City of Traverse City
Application to Become Involved

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): Planning Commission, Parks & Rec, Historic Dist.

Name: Heather Lee Shaw
Residential Address: 655 W. Orchard Dr., TC, MI 49686
I-Mail Address: heather.leeshaw@gmail.com
Preferred Phone No.: 231 883 3338
Additional Phone No.: 
Occupation: Publisher

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 ☑ Are you or immediate family members currently employed by any branch of any level of government? If yes, how so?

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 ____________________________ Date 11-6-2017

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!
Why are you applying...at.docx

HEATHER LEE SHAW
PUBLISHER • DESIGNER • EDITOR • AUTHOR
heatherleeshaw@gmail.com
655 west orchard drive
traverse city michigan 49686
231.883.3338

Heather Lee Shaw (b. 1959)
Born in TC and grew up on a cherry farm in Yuba. Farm property is now part of Yuba Creek Natural Area
Attended Interlochen Arts Academy and University of Michigan for Creative Writing
Married to Duncan Spratt Moran, middle school instructor at Pathfinder School
Three children: Zinzi, Tajin and Hart — all of whom attended Old Mission Elementary, Central High School and NMC

Employment History
Youth employment includes: Elk Rapids Packing Company; Mr Steak; Pinestead Reef; Dill's
1982 to 1988 : Assistant to curator, Archive of the Diocese, San Cristóbal de Las Casas, Chiapas, Mexico
1990 to 1992 : Owner of the design firm IAMO and publisher of weekly paper, Pumba Guía
1993 to 1999 : Spanish instructor at Northwestern Michigan College
2000 to 2006 : Researcher for author Doug Stanton's New York Times bestsellers In Harm's Way and Horse Soldiers
2002 to 2008 : Editor of the literary magazine, Dunes Review
2002 to 2010 : Board member, Michigan Writers, Inc.
2003 and 2004 : Creative Writing instructor at Interlochen Center for the Arts
2005 : Founding Committee Member of Traverse City Film Festival
2007 to 12/2009 : Editor-in-Chief, ForeWord magazine (now ForeWord Reviews)
2007 to 12/2009 : Book and Product Editor, Spirituality & Health magazine
2008 : attended Stanford Publishing Courses for Professionals
2008 to 2009 : Senior Editor, Spirituality & Health Books
2009 : Managing Editor, Spirituality & Health magazine
2015 to present : Partner (with Anne Stanton and Doug Weaver) at Mission Point Press
2015 to present : summer, holiday and sub employment at Toy Harbor

Best Known Projects
Inside Uphorn: The Complete Tour, Sport and Country Living Guide to Traverse City, Traverse City Area and Leelanau County [Author, Editor & Designer]
Blood on the Mitten: Infamous Michigan Murders, 1700s to Present by Tom Carr.
"Storytelling at its fully imagined best." —Ben Hamper [Editor & Designer]
Going Out Green: One Man's Adventure Planning His Own Burial by Bob Bultz.
"If you want to go out like Ed Abbey—and who doesn't—here's the book you need."
—Bill McKibben [Project Design & Editor]
Cooks' House: The Art and Soul of Local, Sustainable Cuisine by Eric Patterson and Jennifer Blakeslee. Chosen by The Detroit News as one of 5 best cookbooks for cooks of 2009.
"This book is also a delight to just sit down and read." [Project Design & Editor]
Managing Editor, *Spirituality & Health* magazine, winner of the FOLIO Bronze Award for Editorial Excellence, 2009.

Heather Shaw  
Design & Marketing Director  
MISSION POINT PRESS  
missionpointpress.com

INSIDE UPNORTH  
http://missionpoint.worldsecsystems.com/inside-upnorth.html

THE SHAW KS  
http://heatherleeshaw.businesscatalyst.com
Mr. Marentette,

I am interested in serving on Traverse City's Parks and Recreation Commission because I've spent my entire life enjoying everything that our city has to offer and I would like to take advantage of this opportunity to give back, and I believe I have the knowledge and skills necessary to serve the city well. If given the chance to serve, I will collaborate with my fellow commissioners in advising the City Commission of the importance of well-maintained, accessible, and highly-utilized parks in our city.

Currently, I am only involved in our community in small ways in my private life as well as through my job, but until last year I was a volunteer DJ at WNMC, where I programmed a two-hour folk music show twice monthly for about three years. I bring a broad skill set from my professional background that I believe, when coupled with my lifelong knowledge and experience of the area, give me a unique perspective on our community and its needs.

I look forward to speaking with you about this opportunity.

Respectfully,

Evan Dalley
City of Traverse City
Application to Become Involved

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): Parks and Recreation Commission

Name: Evan Dalley

Residential Address: 529 Bates St Traverse City MI 49686

E-Mail Address: evanjdalley@gmail.com

Preferred Phone No.: 231-620-3826 Additional Phone No.: 

Occupation: Assistant Manager of Mail Processing, Hagerty Ins. (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 Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so?

If yes, please note applicants with such employment are not eligible for consideration.

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

July 7th, 2017

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!
Evan J. Dalley

529 Bates Street
Traverse City, MI 49686
evanjdalley@gmail.com
231-620-3826

As a lifelong Traverse City resident I want to take this opportunity to give back to the community that has given me so much.

Experience:
April 2017 – present  Hagerty Insurance, Traverse City MI
Mail Processing Assistant Manager

October 2012 - April 2017  Hagerty Insurance, Traverse City MI
Mail Processing Team Trainer

January 2012 – October 2012  Hagerty Insurance, Traverse City MI
Mail Processing Clerk

August 2009 – February 2011  Cleveland Coin Machine Exchange, Traverse City MI
Assistant Machine Technician

September 2007 – January 2012  Great Wolf Lodge, Traverse City MI
Lead Arcade Attendant

Volunteering:
July 2013 – August 2016  WNMC, Traverse City MI
Disc Jockey

Education:

Traverse City Central High School, Class of 2006
Dear Ms. Zeits,

I am submitting my application and resume for consideration for the available Board positions of City Planning Commission and Parks & Recreation Commission. Please find attached the following: City of Traverse City Board application, professional resume, and letters of recommendation.

I am submitting my application for consideration because I am a believer in community service. My architecture internship required a period community service and involvement as part of the core tenet of service to the health, safety, and welfare of the communities in which we live and work. As such, I have been active an advocate for the rehabilitation of chemical dependency for The Talbert House in Cincinnati and started the Colerain Township chapter of Drug Free Cincinnati. I was also a presenter and instructor for AIA Cincinnati’s Architecture By Children program. In Traverse City, I briefly worked for Choices Inc., a mentoring program for at risk boys, and regular assist the homeless community that reside part time in the woods surrounding the Traverse Commons.

Another service that I’ve provided for the Traverse City community is starting a summer beach volleyball league for the residents of Traverse City which I started four years ago. The league has steadily grown over the past four years, tripling in size from 10 to 33 teams and over 130 players. This was part of my plan of introducing myself and integrating into a new city while being of service.

My education includes several urban planning and design classes and studios within the College of Design Art Architecture and Planning (DAAP) at the University of Cincinnati. One of my projects was selected for use by the small urban neighborhood of Ludlow, Kentucky in the Cincinnati metropolitan region. My professional career involves working with local zoning and building departments on a regular basis dealing with interpretations, variances, and appeals.

For those reasons, I believe I am a good fit for the City’s needs for both Commissions and look forward to the opportunity to discuss future opportunities and the chance for both parties to find out more about each other.

Sincerely,

Mark Wagner
1026 S. Union Street
Traverse City, MI 49684
City of Traverse City
Application to Become Involved

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): City Planning Commission, Parks & Recreation Commission

Name: Mark Wagner

Residential Address: 1026 S. Union St. Traverse City, MI 49684

E-Mail Address: mark@integrate-db.com

Preferred Phone No.: 231.360.0670 Additional Phone No.: 

Occupation: Architect/Designer (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 Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so? Seasonal city employee for Parks & Recreation

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.

October 18, 2017

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!
MARK D WAGNER
1026 S Union St | Traverse City, MI 49684 | (231) 360-0670 mobile | mark@integrate-db.com

PROFESSIONAL PROFILE
Highly driven and accomplished architectural designer with expertise in high-end custom residential homes. Strong understanding of building science, construction sequence and phasing, and construction administration. Excellent project management skills with the ability to lead, coordinate, and form successful teams. Demonstrated success managing projects from conception to completion while managing milestones in process. Superior architectural service and design excellence to the client while providing full support to the contractor throughout the entire construction process.

PROFESSIONAL EXPERIENCE
Daltile | Showroom Sales - Contractor Support Traverse City, MI May 2014 to December 2015
Showroom Sales and Design
-Designer and Retailer/Contractor support of sales and design of tile installations including floors, bathrooms and showers and kitchen backsplashes.
-Design and fabrication of concept boards

CITY OF TRAVERSE CITY | Department of Parks and Recreation Traverse City, MI October 2012 to present
Employee
-Referee for Traverse City recreational volleyball league

INTEGRATE DESIGN BUILD | Integrated project delivery firm for residential architecture Traverse City, MI 2009 to present
Principal | Designer | Consultant
-Design and development of comprehensive construction documents of single family residences and remodeling
-Development of company branding
-Contract drawing work for architecture and engineering firms including CCI Design in Cincinnati and Landtech Professional Surveyors and Engineers in Traverse City

RWA ARCHITECTS | Boutique firm specializing in exclusive residences and estates Cincinnati, OH 2001 to 2009
Project Manager | Architectural Designer
-Recipient, 2009 Cincinnati Congress of Residential Architects (CORA) Merit Award for design and development of heavy timber gazebo with extensive site work.
-Co-Designed and developed award-winning Beidermeier style home theater featured in Robb Report Vacation Homes.

DESTEFANO + PARTNERS | Full service architecture, urban planning, and interior design practice Chicago, IL 2000 to 2001
Intern Architect
-On concept and design development teams for multiple high-rise residential and mixed use projects.
-Developed unit matrices and unit development, and computer graphic visualization.
-Developed single family residential units for high-rise for Lake Shore Drive and South Loop projects.

EDUCATION
B.S., Architecture | University of Cincinnati - College of Design, Architecture, Art, and Planning

ADDITIONAL AFFILIATIONS and ACCOMPLISHMENTS
-Associate member of The American Institute of Architects
-NCARB record, completed IDP, ARE permission to test
-LEED Accredited Professional
-AIA Architecture by Children Presenter and Volunteer
-Coalition for a Drug Free Cincinnati
-Accomplished Woodworker
-Repeat Marathoner including Boston Marathon
-Advanced Open Water Scuba Diver
March 3, 2009

Subject: Letter of Reference for Mark Wagner

To whom it may concern.

We are writing this letter with a regret that it even be necessary. Due to the economic forces beyond our control our firm has been forced to make significant changes to our staffing. Our decision was extremely difficult to make. Fortunately our decisions did not have to be made due to performance, or other, problems. We would, without reservation, have Mark back if circumstances allowed. At this time it is our interest to help in his pursuit of employment.

Mark was with our firm for seven and a half years and started with us as a graduate just out of school. In that time he evolved from performing basic staff support for others to being an integral part of project teams and a contributor to the office as a whole.

Mark’s responsibilities included supporting our staff in whatever capacity needed to produce work for any particular project as well as field measuring, editing redline drawings, producing Schematic Designs, producing Construction Documents, making product selections, writing specifications, and executing contract administration duties. Mark had a particular knack for thoroughly knowing everything that was in the drawings and specifications. This served him well when performing contract administration and working with Contractors. He also had a special interest in woodworking that was useful in developing construction details. He progressed to a point where we felt comfortable with him meeting with clients and responding directly to their needs. He performed all of his duties with enthusiasm, creativity, technical skill and integrity.

In addition, Mark showed a respect for office policies and exhibited honesty, a positive work ethic, and motivation. He performed his work in a timely manner and with accuracy. Mark would be a valuable member to any office and deserves an opportunity to interview and articulate his skills. You are free to call John Isch or Michael R. Mauch at 321-9506 at any time to discuss any other questions you may have.

Sincerely,

John J. Isch AIA, NCARB, LEED AP

Michael R. Mauch AIA, LEED AP
January 10, 2010

Mr. Mark Wagner
11475 Gravenhurst Dr.
Cincinnati, OH 45231

Dear Mark:

Thank you for the opportunity to provide a personal reference to accompany your graduate school application. While we have only known each other for a relatively brief time, I have been very impressed by your commitment to your recovery and your willingness to help others facing similar challenges.

In June, I witnessed your testimony before Hamilton County’s Tax Levy Review Committee. I took the opportunity to introduce myself to you because I was touched by your personal story and your commitment to share your experience and use your talents to support substance abuse prevention strategies. Your presentation was succinct, comprehensive, persuasive and professional.

I witnessed your dedication through your support of the Family Services and Treatment Levy campaign. You answered our call for help on numerous occasions and we simply could not have been successful without your willingness to speak up for drug and alcohol treatment services in our community. You were very responsive and detail oriented.

You have been a steadfast volunteer to the Coalition for a Drug Free Greater Cincinnati. With the support of this organization, I know you are leading the effort to start a grassroots movement to prevent children from using drugs and alcohol in Colerain Township. Your goal to build a better community for your family and ultimately the residents of Colerain Township and Hamilton County are to be commended.

I believe the attributes I have outlined above will be an asset to you as you pursue your graduate degree and will be the foundation for your success in the program. I wish you the best as you continue your education. If I can assist you in any way, please do not hesitate to contact me.

Best Regards,

Teri Nau
Community Relations Director
Parks & Recreation Commission

Margaret Szajner
647 West Orchard Dr, TC, 49686
392-3933 (Res) 941-1986 (Bus)
kecdnlex@gmail.com

Danielle Rearick (Vice Chairperson)
626 W. 8th St, TC, 49684
590-7476 (Res) 922-9600 (Bus)
danielle@byte-productions.com

Initial Apt. Date Termination
08/16/10 09/01/19

No longer interested in serving

Rick Brown
234 Fairlane Dr., TC, 49684
517-775-6040 (Preferred) 947-8681 (Additional)
rickbbiking@gmail.com

Brooke DiGiacomo
440 N. Spruce St, TC, 49684
517-410-8184 (Res)
brookeedigiacomo@gmail.com

Matthew Ross (Chairperson)
625 W. Seventh St, TC, 49684
231-409-1943 (Cell)
matthewross538@gmail.com

Sabrina Newton
206 N. Oak St, TC, 49684
360-5099 (Cell)
sdnewton@yahoo.com

Tyler Bevier
City Manager Designee
1210 Santo St., TC, 49686
248-877-1738 (Cell)
tylerbevier@gmail.com

01/02/18 09/01/20

09/01/18 09/01/18

09/01/19 09/01/20

09/01/18 09/01/20

09/01/18 09/01/20

Termination
09/01/19

05/04/15

02/16/16

09/19/17

All appointments are 3-year terms expiring 09/01.

This Commission consists of 7 members who are registered electors of the City. One member is the City Manager or designee, the other 6 are appointed by the City Commission.
**Purpose:** to make recommendations (advisory capacity) to the City Commission on matters relating to the operation, development, and planning of parks, recreation and cemetery services and activities.

Meets the 1st Thursday each month at 6:30 pm in the Commission Chambers.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018
FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CITY OF TRAVERSE CITY AND GARFIELD TOWNSHIP RECREATIONAL AUTHORITY BOARD – TERM EXPIRATION

Attached is a memo from Deputy City Clerk Katie Zeits indicating an expiring term on the City of Traverse City and Garfield Township Recreational Authority Board. As mentioned by Ms. Zeits, the individual currently serving is interested in being reappointed. Recruitment is underway for this board with an application deadline of May 11th.

The following are sample motions:

1 – to reappoint the incumbent

that Mattias Johnson be reappointed to one three-year term expiring June 30, 2021, seat previously held by Mattias Johnson, on the City of Traverse City and Garfield Township Recreational Authority Board.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding one appointment, term expiring June 30, 2021, to the City of Traverse City and Charter Township of Garfield Recreational Authority and that Commissioners ____________, ____________and ____________ be appointed to such Committee, with Commissioner ____________ to serve as Chair.

MC/kez
K:\TCCLERK\City Commission\Appointments\Rec Authority_20180507.docx

copy Matt Cowell, City of Traverse City and Charter Township of Garfield Recreational Authority Executive Director
Memorandum

To: Marty Colburn, City Manager

From: Katie Zeits, Deputy City Clerk through Benjamin Marentette, City Clerk

Date: May 3, 2018

Subject: City of Traverse City and Garfield Township Recreational Authority Board – Term Expiration

There is one expiring term on the Recreational Authority Board, seat currently held by Mattias Johnson. Mr. Johnson has indicated that he is interested in being reappointed to this board.

This is an appointment made by the City Commission. Terms are three years and expire June 30.

Mr. Johnson attended 9 out of 9 meetings in 2017 and 8 out of 10 meetings in 2016.

The City Clerk’s Office has advertised for this board on the city’s website, Facebook and Twitter pages, and in the Record Eagle. We currently have no applications on file, however recruitment is underway with an application deadline of May 11th.

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

Thank you!
**City of Traverse City and Charter Township of Garfield Recreational Authority**

**Board of Directors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Apt. Date</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molly Agostinelli (Garfield Board Rep)</td>
<td>12/11/08</td>
<td>06/30/19</td>
</tr>
<tr>
<td>Ross Biederman (City Commission Apt)</td>
<td>09/02/03</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Jesse Wolff (Land Conservancy Apt)</td>
<td>07/28/16</td>
<td>06/30/18</td>
</tr>
<tr>
<td>Michael Groleau (Garfield Apt)</td>
<td>11/10/03</td>
<td>06/30/18</td>
</tr>
<tr>
<td>Tim Hughes (Garfield Apt)</td>
<td>11/10/03</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Mattias Johnson (City Commission Apt)</td>
<td>4/20/15</td>
<td>06/30/18</td>
</tr>
</tbody>
</table>

**Interested in Continued Service**

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Apt. Date</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Lewis (City Commission Rep)</td>
<td>6/7/2016</td>
<td>06/30/19</td>
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</tbody>
</table>

Matt Cowall, Executive Director/Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Apt. Date</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Cowall, Executive Director/Staff</td>
<td>4/20/15</td>
<td>effective 6/30/15</td>
</tr>
</tbody>
</table>
This board consists of seven members; those members are appointed as follows:

Three are appointed by the City Commission, with one of those three being a City Commissioner

Three are appointed by the Garfield Township Board, with one of those three being a Garfield Township Board member

One is appointed by the Board of Directors of the Grand Traverse Regional Land Conservancy (this appointee must be a resident of the City of Traverse City or Garfield Township)

All appointments are for three years, and expire 6/30.


Purpose: “The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or transfer any such facilities so acquired only to a participating municipality.” (Articles of Incorporation, adopted June 30, 2003.)

Regular Board meetings are the first Wednesday of the month at 7:00 p.m. and alternate between the Garfield Township Hall (3848 Veterans Drive) and the Governmental Center (400 Boardman Avenue). Study sessions and special meetings are held as needed.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE: MAY 3, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: HISTORIC DISTRICTS COMMISSION– TERM EXPIRATION

Attached is a memo from Deputy City Clerk Katie Zeits indicating two expiring terms on the Historic Districts Commission. As mentioned by Ms. Zeits, both members are interested in reappointment and there are no applications on file. Recruitment is underway for this board with an application deadline of May 11th.

The following are sample motions:

1 – to reappoint the incumbents and establish an ad hoc committee

that Andres Andres and Eric Mansuy each be reappointed to one three-year term expiring June 30, 2021, seats previously held by Andy Andres and Eric Mansuy, on the Historic Districts Commission.

2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding two appointments, terms expiring June 30, 2021, on the Historic Districts Commission and that Commissioners ________________, _______________ and ______________ be appointed to such Committee, with Commissioner ______________ to serve as Chair.

MC/kez
K:\TCCLERK\City Commission\Appointments\Hist Dist_20180507.docx

copy Dave Weston, Zoning Administrator
Memorandum

To: Marty Colburn, City Manager

From: Katie Zeits, Deputy City Clerk through Benjamin Marentette, City Clerk

Date: May 3, 2018

Subject: Historic Districts Commission – Term Expiration

There are two terms on the Historic Districts Commission expiring on June 30, seats currently held by Andy Andres and Eric Mansuy. Both incumbents are interested in reappointment.

Attendance Records for 2017:
Andy Andres: 5 out of 8 meetings
Eric Mansuy: 2 out of 8 meetings

This is an appointment made by the City Commission. Terms are three years and expire June 30.

The City Clerk’s Office has advertised for this board on the city’s website, Facebook and Twitter pages, and in the Record Eagle. We currently have no applications; however recruitment is underway with an application deadline of May 11th.

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

Thank you!
Historic Districts Commission

Michael Callahan (Architect)
521 Spruce Street, TC, 49684
947-8875 (Res)
Initial Apt. Date 08/16/99
Termination 06/30/20

Mark Crane
721 South Union St, TC, 49684
947-9039 (Res) 941-1200 (Bus)
cranemarkus@yahoo.com
Initial Apt. Date 06/02/08
Termination 06/30/20

Andy Andres
1107 Barlow St, Apt. B, TC, 49686
342-5819 (Cell)
a.andres3691@gmail.com
Initial Apt. Date 02/04/13
Termination 06/30/18

Interested in Continued Service

Christopher Carol
917 Walnut, TC, 49686
810-845-2359 (Cell)
clawrencecarol@gmail.com
Initial Apt. Date 06/01/15
Termination 06/30/20

Eric Mansuy
1010 Rose St, TC, 49684
499-6768 (Res)
Initial Apt. Date 12/03/07
Termination 06/30/18

Interested in Continued Service

Suzannah Tobin (Architect)
562 Fifth St, TC, 49684
929-4465 (Res) 883-9146 (Bus)
suzannah.tobin@gmail.com
Initial Apt. Date 06/21/10
Termination 06/30/19

Jackie Shinners
410 Seventh St, TC, 49684
941-8667 (Res)
jackieshinners@gmail.com
Initial Apt. Date 6/30/2016
Termination 6/30/19

David Weston, Zoning Administrator - staff

This Commission consists of 7 members appointed by the City Commission. Members must reside in the City of Traverse City.

- One Member shall be a licensed Architect.
- Two Members shall be selected from a list submitted by duly organized and existing

Historic Districts Commission
Page 1
All appointments are for **3-year terms** expiring 6/30.

An appointment to fill a vacancy shall be made by the City Commission to complete the unexpired term.

Creation of the Historic Districts Commission provided for by 1970 PA 169 as amended MCL399.205 et seq and TC Code §1462.03.

**Purpose:** To carry out the provisions of Chapter 1462, Part Fourteen, Historic Districts Commission, Traverse City Code of Ordinances. To investigate and recommend to City Commission areas it deems valuable for designation as Historic Districts, to recommend to City Commission structures it deems valuable for designation as Historic Landmarks, etc. Purposes of Ordinance are to safeguard heritage of City - to preserve cultural, political or architectural history - to preserve historic landmarks - to foster civic beauty, etc.

Meets last Thursday of the Month at 7pm.
FOR THE CITY COMMISSION MEETING OF MAY 7, 2018

DATE:      MAY 3, 2018

FROM:      MARTY COLBURN, CITY MANAGER

SUBJECT:   ARTS COMMISSION – EXPIRING TERMS

Attached is a memo from Deputy City Clerk Katie Zeits through City Clerk Benjamin Marentette regarding three expiring terms on the Arts Commission. The seats are currently held by Christie Minervini, Deb Lake, and Mary Gillett. As mentioned by Ms. Zeits, all but Ms. Minervini are seeking reappointment.

This is a City Commission appointment.

The following are sample motions:

    1 – to reappoint incumbents and establish an ad hoc interview committee that Deb Lake and Mary Gillett each be reappointed to one three-year term expiring May 18, 2021, seats previously held by Deb Lake and Mary Gillett, on the Arts Commission and that an ad hoc interview committee be established to make recommendation regarding one appointment, seat previously held by Christie Minervini, on the Arts Commission and that Commissioners ________, ____________, and ____________ be appointed to such committee with Commissioner ____________ to serve as Chair.

*Additional motion on the next page*
2 – to establish an ad hoc interview committee

that an ad hoc interview committee be established to make recommendation regarding three three-year terms expiring May 18, 2021 on the Arts Commission, seats previously held by Christie Minervini, Deb Lake, and Mary Gillett; and that Commissioners ________________, ________________, and ________________ be appointed to such Committee, with Commissioner ________________ to serve as Chair.

MC/kez
K:\TCCLERK\City Commission\Appointments\Arts Comm_20180507.docx

copy: Katy Garavaglia, Administrative Specialist
Nate Elkins, Arts Commission Director
Memorandum

TO: Marty Colburn, City Manager
FROM: Katie Zeits, Deputy City Clerk through Benjamin Marentette, City Clerk
DATE: May 3, 2018

SUBJECT: Arts Commission - Expiring Terms

There are three terms expiring on the Arts Commission on May 18th and the seats are currently held by Christie Minervini, Deb Lake, and Mary Gillett.

Ms. Lake and Ms. Gillett have indicated their willingness to continue service, however Ms. Minervini would like to step down.

Attendance Records for 2017
Deb Lake: Present 9 out of 13 meetings.
Mary Gillett: Present 12 out of 13 meetings.

The City Clerk’s Office has advertised for this board on the city’s website, Facebook and Twitter pages, and in the Record Eagle. We currently have four interested applications on file from Kathleen Brown, Ashlea Walter, Gary Howe and Matthew Ross; however recruitment is underway with an application deadline of May 11th.

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

Thank you!
January 24, 2016

Traverse City Commission
400 Boardman Avenue
Traverse City, MI 49684

Dear City Commissioners:

Thank you for considering my application for a position on the Grand Traverse Commons Joint Planning Commission. The Commons is one of the special areas in the City that especially holds my interest because of its unique features and its history. I have a special skill set that ranges from manufacturing experience with General Motors to administrative experience with a non-profit organization, the Tri-County Regional Planning Commission as well as Fifth Third Bank. I also served on the Environmental Commission in the Charter Township of Meridian.

I have just recently moved to Traverse City this fall and have already attended a public input session hosted by the Arts Commission. My husband and I have also committed to volunteer with the TART Trail as well as with the Friends of Sleeping Bear Dunes.

I have been coming to the Traverse City region for my entire life visiting my Grandma’s home on the East Bay just north of Elk Rapids. I was raised with a deep appreciation and love for the area and jumped at the opportunity to relocate to Traverse City. I want to give back to the community that has given so much to me by using my background in engineering, administration, planning, and the environment to continue rebuilding The Commons into a wonderful place.

I also have an interest in the Arts and the planning of Art around the Traverse City area, so I would also consider a position on this Commission as well.

I look forward to meeting all of you and working with you on preserving the most beautiful place in America.

Sincerely,

Kathy Brown
234 Fairlane Dr
Traverse City, MI 49684
(517) 230-3545
City of Traverse City
Application to Become Involved

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):
- Grand Traverse Commons
- Joint Planning Commission
- Arts Commission

Name: Kathleen D. Brown
Residential Address: 234 Fairlane Dr, Traverse City, MI 49684
E-Mail Address: KAD4645@GMAIL.COM
Preferred Phone No.: 517-230-3545 Additional Phone No.: 
Occupation: Relationship Specialist - Local Bank (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: Kathleen D. Brown
Date: 11/24/16

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!
Administrative Professional Experience

Fifth Third Bank – Relationship Specialist (2013-present, East Lansing/Traverse City, MI)
- Earned the reputation for attention to detail, efficiency, follow through along with the ability to handle large request volumes
- Supported up to ten (10) Relationship Managers and their customers
- Skilled in opening/closing accounts, resolving multitude of customer issues, processing loan advances/paydowns, official checks, wires, commercial loan adjustments etc. while staying current on new procedures
- Assisted Manager in tasks required for his role as Community Bank President as well as for New Hires to the group
- Ensured all community sponsorship checks for Community Reinvestment funds were processed, paid and documented
- Appointed Wellness Champion, a newly created position – assisting numerous co-workers in attaining their Silver Status goal required to earn 3% of salary payback for 2016

Tri-County Regional Planning Commission – Secretary/Receptionist (2010-2013, Lansing, MI)
- Earned the reputation for attention to detail and efficiency
- Responsibilities increased to include staff document proofing and editing
- Initiated and was granted increased responsibilities that include participation in meetings for the Mid-Michigan Water Authority, Urban & Rural Service Management Committee, Groundwater Management Board/Technical Committee and the Greater Lansing Regional Committee for Stormwater Management and Subcommittees
- Initiated a department team for the regional 2012 Smart Commute Challenge which resulted in 100% employee participation and 3rd place among all teams in the region

Charter Township of Meridian – Environmental Commissioner (2011-2013, Meridian Charter Township, MI)
- Participated in seven wetland use permit site reviews in 2012
- Proposed environmentally-friendly features for the township to consider during the planning phase of the new fire station
- Worked with commissioners to approve wetland use permits as well as educate the community on environmental issues

University Club of Michigan State University – Administrative Assistant (2009-2010, Lansing, MI)
- Executed Payroll and Human Resources activities from October - May

Young Life – Office Administrator (2004-2010, Lansing, MI)
- Processed and balanced monthly financial statements for multiple Young Life areas
- Accurately processed hundreds of donor and camper checks each year
- Initiated the creation of Microsoft Access database resulting in improved accuracy, speed of data retrieval and reporting
- Designed and maintained a Microsoft Excel database to track donor information
• Trained personnel throughout the state in new financial system, resulting in 100% conversion by national deadline
• Trained new administrators and new staff members on all organizational systems

NCS Pearson – Professional Test Scorer (2002-2004, East Lansing, MI)
• Accurately reviewed, graded and scored standardized test answers 1.5 times faster than average

Engineering Professional Experience

General Motors Corporation - Dealer Paint Liaison (1993-1994, Pleasanton, CA)
• As liaison between Paint Engineering and local dealerships, investigated, evaluated, analyzed and recorded paint and sealer warranty issues in the field resulting in corrective action at manufacturing plants
• Reviewed, analyzed and reported findings for new transit paint coating in San Francisco and Hawaii

• Key interface between Paint Engineering Department and Product Development Team
• Regularly presented the paint and sealing guidelines for future vehicle programs to engineering design team
• Wrote production assembly documents for assembly plant operations
• Assisted assembly plant in implementation of new materials and processes
• Coordinated cost and quality improvements with engineers at assembly plant

• Evaluated, tested and approved sealers for production
• Lead project engineer for a windshield urethane supplier conversion that resulted in 100% completion by deadline and 100% vehicle compliance with Federal Motor Vehicle Safety Standards. Developed conversion procedure manual that received a recognition award.
• Team member in creating the corporate standard for over 25 sealer specifications within GM
• Team member in implementing cost savings core sealant supplier program into assembly plants

• Ran tests, evaluated results and presented findings on window regulators
• Observed, ran presses, evaluated findings, coordinated repair and press rework for interior door trim embossing parts
• Worked with skilled trades personnel to create Elpo paint contamination board resulting in faster root cause analysis
• Observed and learned paint and sealing processes in assembly plant, including Body Shop and General Assembly
• Successfully supervised 19 hourly employees on the high seal line at Detroit/Hamtramck assembly plant

Education

GMI Engineering and Management Institute, Flint, MI
Bachelors of Science in Mechanical Engineering, Manufacturing Specialty
City of Traverse City
Arts Commission

RE: Letter of Interest

I am interested in serving on the Traverse City Arts Commission to have the opportunity to serve my City and to share my passion and expertise for high quality, interesting, thought-provoking public art.

I have a BA in Art History/Art from Kalamazoo College, have taught art, been a working graphic designer, artist, writer and marketing & communications professional in several different capacities/industries. I am also on the Board of Directors for the Michigan Legacy Art Park and serve as the Chair of the marketing committee. I have also served on the Board of Directors for the Glen Arbor Art Association when I was teaching art at the Leelanau School. While living in Empire, I founded the Empire Asparagus Festival and served on the Empire Village Council for several years. Other volunteer work includes serving on the steering committee in 2015 for City Lot and on the Board of Directors for Norte! Youth Cycling.

I have lived in downtown Traverse City for seven years where my husband and I are raising our family, building careers and looking for ways to contribute to our community. I see the Arts Commission as a way to serve my community while impacting the selection of art to come in the future. I am an art lover and would the opportunity to collaborate with others to advocate for and elevate art in northern Michigan!

Sincerely,
Ashlea Walter
605 Fifth Street, TC
City of Traverse City
Application to Become Involved

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):

Arts Commission

Name: Ashlea Walter

Residential Address: 604 S Fifth Street Traverse City, MI 49684

E-Mail Address: besquirrely@gmail.com

Preferred Phone No.: 231 883 0797 Additional Phone No.: 231 995 5543 (work)

Occupation: Marketing Manager (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 ______________ Date 4/21/2016

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!
Dear City Clerk Benjamin Marentette,

November 17, 2017

I’m applying to serve as a volunteer for the boards and commissions where my knowledge, experience, and passion are most beneficial to the City of Traverse City and its residents. I have a drive to serve my community and feel that my experience and urban planning background can be a valuable service to the City. I have a commitment to this community and feel I bring a diverse perspective of someone who grew up here, lives in a traditionally under-represented neighborhood (Traverse Heights), and has a unique professional background as an educator, artist, and small business owner—I piece together a living like a lot of people of my age cohort and younger.

My primary interest is serving on the Brownfield Redevelopment Authority as I know positions are currently available and it is a board that truly benefits from volunteers with experience and understanding of tax increment financing, evaluation of proformas, and the basic structures of public-private partnerships that is the foundation of brownfield developments. Although I haven’t served on the Brownfield Redevelopment Authority, I have evaluated BRA projects as a City Commissioner and attended the National Brownfields Training conference in 2015. I delivered a presentation to the current BRA board following that conference and will be attending the 2017 conference this coming December. In addition, I served with fellow City Commissioner Richard Lewis on a joint ad hoc committee with County Commissioners to develop a strategy for eligible brownfield activities. The report is expected to be finalized soon.

I’m also interested in Planning Commission and Downtown Development Board for similar reasons as the BRA. I’ve served a combined four years on the Planning Commission and have institutional knowledge that I believe can still be of service. Finally, the Arts Commission is of great interest as I was part of the process to create it and believe it is a key program that will energize our public spaces. Designing a city where everyone—visitors and residents alike—is encouraged to get out and explore and socialize is something the City has made great progress in the last four years. I’d like be part of the continuing success.

For all the boards, I bring decision making experience that can help ensure that meetings are run efficiently and processes and projects don’t stall unnecessarily and achieve something we can all be proud of.

Thank you for your service to the City of Traverse City and for the consideration of my application.

Sincerely,

Gary Howe
City of Traverse City
Application to Become Involved

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): Brownfield Redevelopment Authority, Downtown Development Authority, Planning Commission, Arts Commission

Name: Gary L. Howe
Residential Address: 926 Lincoln St., Traverse City, MI 49686
E-Mail Address: garylhowe@gmail.com
Preferred Phone No.: 883-5121 Additional Phone No.: 
Occupation: Photojournalist, Consultant, Educator (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 Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so?

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

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November 17, 2017

Signature __________________________  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!
Gary Howe
Interest in Serving Traverse City in Volunteer Role

PROFILE
A self-motivator and enthusiastically dedicated to building community.

Versatile skill set with experience in project management, public policy, municipal and non-profit board dynamics, budgeting, strategic planning, and written, oral, and visual communication.

Experience in collaborative efforts, community engagement, and consensus building.

PROFESSIONAL EXPERIENCE

Business Owner, Freelance Photojournalist & Photographer
2004 - Present: Built a brand under own name. Attracted and retained a range of clients that publish nationally and regionally. Additionally, produce real estate, commercial, event, and family photography. Strong artistic and technical ability with a keen eye for detail and story telling. Responsibilities cover the gamut of running a small business including marketing, website development and management, budgeting, project planning, product delivery, and effective client communication.

City Commissioner, City of Traverse City

Experience gained: Planning and Zoning, Site Plan and Pro-Forma Review, Brown Field and Community Development, Press Relations, Neighborhood Engagement, Affordable Housing Promotion, and Project Management.


Adjunct Professor, Northwestern Michigan College
2004 - 2017: Adjunct professor in the Social Science Department, teaching entry-level World Regional Geography, U.S. and Canada Geography, and Survey of American Government. Confident, articulate, and professional speaking abilities, effective classroom management, ability to interpret and apply new information, and developed patience, determination, and persistence.

EDUCATION

Graduate Certificate
Johns Hopkins Nanjing Center
2001 - 2002 Nanjing, China

Bachelor of Science
Northern Michigan University
1995 - 1997 Marquette, MI

Associate of Arts & Science
Northwestern Michigan College
1991 - 1994 Traverse City, MI

COMMUNITY
Boards Served on:
- International Affairs Forum
- SEEDS
- Neshatawanta Center
- Chilapaas Water Project
- Great Lakes Bioneers

REFERENCES

Julie Clark
Director, TART Trails
T: 231-941-4300
E: julie@traversetrails.org

Hans Vosa
Director, Groundwork Center
T: 231-620-6914
E: hans@groundworkcenter.org

Lucille Chrisman
Executive Coach
T: 231-599-2751
E: lchrisman.coach@gmail.com
To Whom It May Concern;

I would like to be considered for a position on the arts commission. I think I am an excellent candidate, and already proven to be a valuable member.

It was recently recommended that the Arts Commission reduce the number of its commissioners from nine to seven. After hiring an Arts Director and the commission’s desire to have as many at-large commissioners as possible, it was determined that the Planning and P+R liaisons would no longer be needed. I agree with the decision, however having served as liaison, I am disappointed that I will no longer be able to take part in and contribute to a commission I truly enjoy being a part of.

During my time on the Arts Commission I feel that I contributed significantly. Along with my fellow commissioners, I helped in establishing a clear process and commitment to bringing art of all forms to Traverse City. Personally, I served on the Planning and Art on the TART subcommittees and recently volunteered to work on another committee to bring art to Hickory Hills. I also introduced the Open Space Mural Project. Although this effort was not supported by many in the public, it was a positive experience and it did get people talking about art in our community. In addition, I have made connections with the Michigan Art Legacy Park to bring temporary sculptures to the Boardman Trail and have submitted grants for an art piece at Jupiter Gardens.

During my service on the P+R commission, I have been an active member and made multiple contributions. I demonstrated my commitment to city park improvements through the BBTF, improved amenities with the addition of Kayak lockers, submitted grants to expand disc golf at Hickory Hills, and helped in the process of achieving a total ban on all tobacco products in all Traverse City parks, to name a few.

In addition to my service to the city, I’m also very active in the Traverse City Curling Club and I’m the organizer of the TC Zombie Run and Dune Dash 4 Mile Run. Both runs are non-for-profit events that I have raised thousands of dollars to support TART trail and the Sleeping Bear Heritage Trail.

I believe that I’m a valued Arts Commissioner and would like to continue my efforts. Therefore, I would like to be considered for an at-large position, or as a city appointee on the Arts Commission

Thank for your consideration,

Matthew Ross
City of Traverse City
Application to Become Involved

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):

Name: Matt Ross

Residential Address: 625 Seventh St, Traverse City, MI 49684
(Street) (City) (State) (Zip)

E-Mail Address: MattRoss38@GMail.com

Preferred Phone No.: 231-469-1943 Additional Phone No.: ____________

Occupation: Physician Assistant (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?
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YES  NO Do you or immediate family members currently serve on a City board or committee?
If yes, which board?

YES  NO Are you or immediate family members currently employed by any branch of any level of government?
If yes, how so?

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

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Signature

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!
<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Apt. Date</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Shamroe (City Comm. Rep)</td>
<td>11/09/15</td>
<td>11/12/19</td>
</tr>
<tr>
<td>Debbie Hershey (DDA Rep.)</td>
<td>10/03/16</td>
<td>09/15/20</td>
</tr>
<tr>
<td>Matthew Ross (Parks and Rec. Rep)</td>
<td>9/19/16</td>
<td>09/01/19</td>
</tr>
<tr>
<td>Linda Koebert (Planning Rep)</td>
<td>10/17/16</td>
<td>11/13/17</td>
</tr>
<tr>
<td>Deb Lake, Vice Chair</td>
<td>05/18/15</td>
<td>05/18/18</td>
</tr>
<tr>
<td>Mary Gillett</td>
<td>05/18/15</td>
<td>05/18/18</td>
</tr>
<tr>
<td>Jason Dake</td>
<td>5/17/16</td>
<td>04/04/19</td>
</tr>
</tbody>
</table>
This Commission consists of 9 members who are registered electors of the City or members of the Downtown Development Authority Board of Directors and will have evidenced interest in the advancement of Public Art in the City. Four members are appointed by the City Commission from the following public bodies of the City: one from the Parks and Recreation Commission, one from the Downtown Development Authority Board of Directors, one from the Planning Commission, and one from the City Commission. Four members are appointed by the City Commission from the registered electors of the City. The City Manager, or the designee of the City Manager, shall be a member of such an advisory committee will full authority to vote.

**Purpose:** to advise the City Commission on matters pertaining to the arts programs within the city including review of requests for support, monetary or otherwise, submitted to the City; advise on the priority of such requests for or donations and placement of Public Art. The Arts Commission shall be responsible for promoting arts in the community, to include, but not be limited to: dissemination of knowledge with regard to arts; recognizing local artists and their work when appropriate; and cooperation with metropolitan agencies also dealing in the arts.

Meets every third Wednesday of each month at 3:30 p.m.
DATE: MAY 2, 2018

FROM: MARTY COLBURN, CITY MANAGER

SUBJECT: CITY COMMISSION PRIORITIES – FISCAL YEAR 2018/2019

Thank you for your contribution to the discussion that led to the development and adoption of the City Commission’s priorities for Fiscal Year 2018/2019.

I – working with city staff – will develop the recommended City budget using these priorities and we will focus our efforts so that the city’s financial and human capital are leveraged to move these key priorities forward. I extensively reviewed these priorities with department heads on May 1.

We will also work with the city’s boards and commissions as appropriate to use the strength of their efforts to accomplish these priorities effectively.

We recognize that these priorities may change with circumstances – and as always, will shift our focus as needed. Again, thank you for your efforts.

Copy: Department Heads
City Commission Priorities
For Fiscal Year 2018/2019

[Other priority areas discussed during the February 26, 2018, April 4, 2018, and April 23, 2018, planning sessions are also of importance to The City Commission and will be addressed as time allows. Additionally, these priorities may change as circumstances do.]

- **Corridor Development (Eighth Street as a priority/emphasis)**
  
  i. Eighth Street is top priority.
  
  ii. Develop all corridors, based on development, changing with circumstances/opportunities
  
  iii. Form-based zoning.
  
  iv. Develop a business plan for corridor(s).

- **Financial stability and sustainability.**
  
  • Provide a 10-year history on infrastructure & General Fund spending and key revenue areas.
  
  • Provide a 5-year projection for infrastructure & General Fund spending and key revenue areas.

- **Medical Marihuana.**
  
  • Move this forward as directed by the City Commission at their February 20 meeting.

- **Pursue closing the identified gaps in housing, inclusive of affordable housing, within the city.**

- **Stewardship of resources: parking; inflow and infiltration; storm water utility; energy efficiency; water conservation.**

  Further defined as:

  A. Energy Efficiency.
  
  i. Green Team; develop a plan of action for implementation of Green Team efforts, specifically for reaching the goal of
powering all city facilities from 100% renewable energy sources by 2020.

B. Water conservation.
   i. Install new automated meters.
   ii. Special rate for efficient use of water.
   iii. Extend the life of the existing plant’s capacity through water-conservation (this is a longer-term measure)

C. Parking.
   i. West End Parking Deck: present an analysis on the need and update on status. (DDA take the lead)
   ii. Have a study session to gain understanding of parking system and needs and basis for decision-making. (DDA take the lead)

D. Infiltration.
   i. Reduce infiltration into the sanitary sewer, thus reducing inflow to the Waste Water Treatment Plant. (Work with Jacobs)

E. Stormwater utility.
   i. Provide an update on options.

➢ Transportation: working with MDOT, Active Transportation Plan, traffic calming, streets, infrastructure policy. Establish comprehensive guidelines for transportation city-wide.

I certify that these City Commission Priorities were unanimously adopted for Fiscal Year 2018/2019 by the City Commission at its special meeting of April 23, 2018.

Benjamin Marentette, MMC, City Clerk
A Regular Meeting of the Traverse City Arts Commission was called to order in the Second Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 3:34 pm.

The following were present, constituting a quorum: Mary Gillett, Debbie Hershey, Linda Koebert, Deb Lake, Christie Minervini, Matt Ross, Amy Shamroe, and Jackie Shinners.

Also present: Director Nate Elkins, and Administrative Specialist Katy Garavaglia

The following were absent: Jason Dake

1. Call to order, attendance and announcements.

2. Public Comment.

None.

3. First item being: “Consent Calendar”

a. Consideration of approving the minutes of the Arts Commission meeting of February 21, 2018.

b. Consideration of supporting the Proclamation Declaring April 18, 2018 as Arts Advocacy Day for presentation at the April 16, 2018 City Commission meeting.

c. Consideration of authorizing Director Nate Elkins to continue project development for the proposals listed in his report.

Moved by Koebert, seconded by Shamroe, that the Consent Calendar portion of the agenda be approved as presented.

AIF/MC

4. Items removed from the Consent Calendar:

None.

5. Next item being, “Planning Update / Old Business”
a. Current Projects:
   i. Consideration of the Art Selection Panel Recommendation on the Open
      Space Mural Project Design from So-Gnar Creative Division.

   Moved by Lake, seconded by Gillett, that the recommendation from the Art
   Selection Panel to select “Mock-up Version 1” as the design for the Open Space
   Mural Project, with final color palette selection left to the discretion of the artists;
   and further

   Moved by Lake, seconded by Shamroe to welcome community input for this
   project, as coordinated by Director Nate Elkins, and to increase the budget for this
   project by $650 to cover the cost of a protective clear coating to be provided and
   applied by So-Gnar Creative Division.

   AIF/MC (Dake absent)

   ii. Consideration of authorizing Director Nate Elkins to submit a Grant
       Application Review Form to the City Manager’s Office for the Grand
       Traverse Band 2% Funding Grant in connection with a mural project at Clinch
       Park.

   Moved by Lake, seconded by Hershey, to authorize Director Nate Elkins to
   submit Grant Application Internal Review/Approval Forms to the City Manager’s
   Office at his discretion, with all updates and reviews to be included in the Consent
   Calendar portion of the meeting agendas.

   AIF/MC (Dake absent)

   iii. Consideration of seeking City Commission approval for the interactive Up
       North Pride Wishing Tree project as presented, and further authorization to
       move forward with artist selection once approved.

   Moved by Lake, seconded by Hershey, to seek City Commission approval for the
   Interactive Up North Pride Wishing Tree project as presented at the March 21,
   2018 meeting, and further authorize artist selection as outlined in the project plan
   once the project is approved.

   AIF/MC (Dake absent)

   iv. Consideration of authorizing Director Nate Elkins to submit a Grant
       Application Review Form to the City Manager’s Office for a MCACA Grant
       in connection with the Art on the TART project.

   No motion on this item as Director Nate Elkins was previously authorized to
   submit Grant Application Internal Review/Approval Forms.
v. Consideration of appointments to the Art Selection Panel, seats previously held by Kathleen Kasdorf and Patty Pelizzari.

Moved by Shamroe, seconded by Lake, to appoint Gary Howe and to reappoint Patty Pelizzari to the Art Selection Panel, with both seats to expire February 17, 2021.

Yes: Gillett, Hershey, Koebert, Lake, Minervini, Ross, Shamroe
No: Shinners
(Dake absent)

CARRIED

6. Next item being, “Budget & Fund Development”


b. Discussion regarding the Fiscal Year 2018/2019 Budget

c. Consideration of submitting a formal request for $15,000 from the DDA’s TIF 97 Fund, and a request for $30,000 from the City’s General Fund.

Moved by Shamroe, seconded by Gillett, that the Arts Commission requests $15,000 from the DDA’s TIF 97 Fund, and requests $30,000 from the City’s General Fund for FY 18/19.

AIF/MC (Dake absent)

7. Next item being, “Communication.”

a. Consideration of authorizing an agreement with Nielson Design Group, Inc. (NDG) in the amount of $1,000 to develop the Arts Commission’s Identity Package, specifically including a logo.

Moved by Shamroe, seconded by Hershey, that an agreement be authorized with Nielson Design Group, Inc. (NDG) in the amount of $1,000 to develop the Arts Commission’s Identity Package, specifically including a logo; and further,

Moved by Minervini, seconded by Shamroe, that Commissioner Lake work with Director Nate Elkins to further develop a plan for the Arts Commission’s Identity and Logo to outline the needs presented to NDG.

AIF/MC (Dake absent)
8. Next item being, "Miscellaneous"
   a. Reports and Updates
9. Next item being, "Public Comment"
   None.

There being no objection, Chair Christie Minervini declared the meeting adjourned at 5:15 pm.

[Signature]
Katelynne Garavaglia, Designated Secretary
MONTHLY OPERATING REPORT

TO: Martin Colburn, Traverse City Manager
    John Divozzo, Grand Traverse County Director of Public Works

COPY: Art Krueger, Director of Municipal Utilities
      Benjamin Marentette, City Clerk
      Traverse City Commission
      Grand Traverse County Board of Public Works
      Kevin Dahl, JACOBS, Manager of Projects

FROM: Elizabeth Hart, Project Manager

DATE: April 14th, 2018

SUBJECT: Monthly Operations Report for March 2018

Attached to this report are the following items: March’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 the monthly loadings report.

TRAVeRSE CITY

OPERATIONS AND PROJECTS

The Treatment Plant was in full compliance through the month of March.

We completed the Annual Industrial Pretreatment Program report and submitted to the MDEQ.

The first Biosolids haul for 2018 was completed.

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)
Note: Trains that have triangle shaped markers have 500Ds cassettes. The relatively low permeabilities shown in the graph are a result of the presence of comma shaped Gram-positive bacteria in the biomass, as well as, some membrane trains needing to be recovery cleaned, and low water temperatures. In the past, there have been times, after Gram-positive outbreaks, that we had to perform recovery cleans to regain permeability. We have recently recovery cleaned trains #2, #3, #8, and #7. Train #5 was recovery cleaned the week of April 9th, so the improved permeability is not yet reflected in the graph above. The graph does show that prior to being recovery cleaned, train #5 had the lowest permeability which is why it was the next train to be cleaned. We clean the trains that have the lowest permeability first.

The presence of comma shaped Gram positive bacteria decreased in the biomass throughout the month. We continue to work with the University of Michigan to better understand this microorganism. (Please refer to the photos below).
Maintenance

- Jacobs had recently, with the approval of the Commission, replaced pump #3 at the Front Street lift station. It was known at the time that in the near future pumps #2 and #4 would also require repair or replacement, for this reason Jacobs sent the old rotating assembly from pump #3 to Hydrodynamics for a free repair estimate as part of the agreement of the purchase of the new pump #3. Jacobs also reached out to additional vendors to provide proposals to rebuild this rotating assembly. While acquiring proposals for this repair, pump #2 at the lift station experienced bearing failure rendering it inoperable and eliminating the lift station’s operational redundancy and reliability. At the same time, the newly replaced pump #3 was unable to keep up with the flow demand at the lift station leaving pump #4 as the only fully operational pump, as pump #1 was decommissioned after the lift station’s last upgrade over 18 years ago. In response to these developments, Jacobs initiated the emergency response plan we created for such scenarios. We modified the discharge line for Pump #1 so that a pump around pump could be used at the lift station to keep up with the flow demand, commissioned the setup of a pump around pump at the station, and expedited the repairs for pumps #2 and #4. Our troubleshooting of pump #3 led us to conclude that the impeller supplied by the manufacturer with the new pump was too large creating damaging levels of vibration at normal operating speeds. This impeller will be replaced by the vendor with the properly sized impeller free of charge.

March Update

- Pump #2 at the Front Street lift station has been repaired, and the pump around pump removed from the lift station.

- While we were onsite monitoring the pump around pump at the lift station, we painted the pumps, piping, and handrails, replaced and painted the inside wet well cover, installed new gauges on the pump discharge lines, installed guards around the pump shafts, and installed LED lighting.
Elmer's replaced the outside wet well hatch at the Front Street Lift Station with a gas tight hatch equipped with fall protection. (Please refer to the below pictures)

- We made repairs to the influent screening building's air exchange system.

- We changed one of the drip traps for methane gas line.
• We rebuilt digester #3’s recirculation pump, and adjusted the cutter blades on digester #4’s recirculation pump.

• In preparation for replacing membrane train inlet and outlet gates, we replaced the membrane distribution channel’s stop log gaskets. We have received the 4 replacement gates approved for this year, and will install them as soon as weather permits.

• We facilitated the replacement of Train #2’s failed VFD.

• We repaired leaks in the water line for the safety shower and eye wash in the membrane building chemical room.

**IPP**

The new permits, sent to the significant industrial users in February, went into effect in March.

A Notice of Violation was issued to Sam’s Club for a high grease discharge to the sewer system.

Munson Medical Center’s Notice of Significant Non-Compliance was published in the Record Eagle. The MDEQ and federal regulations requires this to be done at least once per year for all users in Significant Non-Compliance.

We informed the new food service business going in at 531 West Front that an inspection manhole would have to be installed.

The MDEQ is requiring all municipalities with an Industrial Pretreatment Program to conduct an evaluation of potential and probable sources of per- and polyfluoroalkyl substances (PFAS) discharging to their sewer systems. This evaluation includes all industrial users, and requires that we identify potential sources, determine if they are probable sources, and if they are probable sources we are then to develop a sampling and monitoring plan. If PFAS compounds are found in the samples taken from probable sources, we need to work with industry to decrease their presence, as well as, sample the plant effluent and biosolids for PFAS. If PFAS is in the plant effluent or biosolids in concentrations that exceed water quality standards, the MDEQ could consider the plant to be in noncompliance because pass through was allowed to occur.
## TCRWWTP items of importance

<table>
<thead>
<tr>
<th>TCRWWTP action items</th>
<th>Status</th>
<th>Estimated total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TCRWWTP action items</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UV action plan item</td>
<td>identifying options for protecting UV modules from flooding-Jacobs identified near term solutions and long-term solutions in a technical memo that was sent to the MDEQ for approval at the request of the City. The City and Jacobs continue to work with the MDEQ.</td>
<td></td>
</tr>
<tr>
<td>Membrane replacement (890)</td>
<td>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 8 yrs of life. Five trains replaced, three trains remain. Replacement of 1 train of membranes approved by the City Commission on 3-5-18.</td>
<td>860,000/train</td>
</tr>
<tr>
<td>Comma-shaped gram-positive bacteria (CSGPB)</td>
<td>The University of Michigan’s study of the comma shaped Gram-positive bacteria is underway. U of M Professor Dr. Daiger and graduate student Avery Carlson presented at City commission meeting on 6-19-17. U of M presented at City Commission meeting on 3-12-18.</td>
<td>$125,000-Funded by Jacobs</td>
</tr>
<tr>
<td>Primary header-To be included in the facility plan-facility plan RFP to be developed in 2017-2018 and plan to be created in 2018-2019</td>
<td>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. Jacobs included in City’s capital improvements for 2019/2020 after the facility plan has been completed. (#902)</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Digester condition assessment and reconditioning</td>
<td>Digester #3 and #4 have been in service since 1959. Jacobs recommends a condition assessment and related reconditioning for each digester within the next three years. Jacobs included this recommendation in the City’s capital improvement plan. (#966 Condition Assessment, and #948 Reconditioning) - Digester #3’s condition assessment was completed and the follow-up report was received. Jacobs developed a draft RFP for the reconditioning of Digester #3 in the CIP for 2018-2019. This digester is currently out of service. - Digester #4’s condition assessment is scheduled for 2018-2019 as part of the facility plan.</td>
<td>$608,188/Digester Reconditioning</td>
</tr>
<tr>
<td>Membrane gates need replacing</td>
<td>Eight membrane gates and two aerator basin gates replaced as of Spring 2016. The replacement of 4 additional gates was approved by the commission on 12-4-17. Gates have been received. 4 additional membrane gates to replace. (#786)</td>
<td>$51,742/ 4 gates installed</td>
</tr>
<tr>
<td>Front Street Lift Station and main plant programmable logic controls (PLC)5 upgrade</td>
<td>Front Street and the Main plant both have a PLC5 that is obsolete and difficult to support. Jacobs recommends the replacement of both PLC5s in the City’s 2017/2018 capital improvement plan. (#899) - Jacobs has developed a RFP for this project and has received bids in response to this RFP-the job was awarded and the panels are being constructed.</td>
<td>$191,593</td>
</tr>
<tr>
<td>Reconditioning of three Archimedes Screw Pumps and trough</td>
<td>Jacobs recommends replacing both screw pump 2 and 3 in the same year, and reconditioning the troughs at the same time if necessary. (Capital Improvement #893) - 2017 Screw Pump #1 has been reconditioned. Drive Assembly needs to be replaced. (In the CIP for 2017-2018 estimated to cost $200,318) - Screw Pumps #2 and #3 still need to be replaced in the CIP for 2018-2019.</td>
<td>$500,000/Screw Pump</td>
</tr>
<tr>
<td>Screw Pump 1 Drive Assembly</td>
<td>Screw Pump 1 Drive Assembly needs replacement. (In the CIP for 2017-2018 estimated to cost $200,318)</td>
<td>$200,318</td>
</tr>
<tr>
<td>West SST needs a new Bio-solids pump</td>
<td>The piston pump currently in use has been in place since the 1970s, and fails often. This recommendation is included in the City’s CIP. (Capital Improvement #894) - Project Approved by the Commission on 12-4-17 - Approved by the MDEQ on 4-3-18.</td>
<td>$158,370</td>
</tr>
<tr>
<td>Project</td>
<td>Frequency</td>
<td>Estimated Cost</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Biofilter media replacement</td>
<td>Work completed in 2014 and should be budgeted for on a 7-year basis. Added to CIP for 2021</td>
<td>$130,000</td>
</tr>
<tr>
<td>ATAD tank cleaning</td>
<td>Completed in 2015 and should be budgeted for every 7 years. Will have to be performed in 2018 so tank can be inspected</td>
<td>$46,000</td>
</tr>
<tr>
<td>Grit removal</td>
<td>Cleaning of the Unloading Bay rock traps and floor drains as needed</td>
<td>$1,200 each cleaning—estimated $14,400/year</td>
</tr>
<tr>
<td></td>
<td>Annual cleaning of the Influent equalization basin—Cleaning Completed in 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleaning of the post equalization basin (note 2016 is the first year this tank will be cleaned out, it may be that this tank needs to be cleaned out every 5 years, but for budgeting purposes count on every year)—Completed in October 2016—Does not need to be cleaned in 2017</td>
<td>$10,000</td>
</tr>
<tr>
<td>MBR tanks cleaned</td>
<td>First to be done in 2018</td>
<td>Minimum Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$140,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GTCSF items of importance</th>
<th>GTSF action items</th>
<th>Status</th>
<th>Estimated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pumps are aging - 2017, 2018, 2019</td>
<td>Pump Replacement Included in the 5-year capital improvement plan for Post Equalization basin, Influent Equalization basin, and both lift stations.</td>
<td>Post Equalization basin pumps installed in March 2017.</td>
<td>$7,500/pump</td>
</tr>
<tr>
<td>Modification to foul air - 2020</td>
<td>Jacobs 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 for evaluation.</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>Grit removal – 2021,2022</td>
<td>Jacobs included the addition of grit removal in 5-year capital plan. (feasibility study needed)</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Fine screens modification needed to remove rags and not impede forward flow - 2021</td>
<td>Included in the 5-year capital plan.</td>
<td>$18,000</td>
<td></td>
</tr>
<tr>
<td>Rock trap for grease pump-needed to protect pump from large debris - 2023</td>
<td>Included in the 5-year capital improvement plan</td>
<td>$18,000</td>
<td></td>
</tr>
<tr>
<td>Bio-solids load out pipe needed - 2021</td>
<td>Jacobs recommends a sludge load-out pipe be installed so semis can be loaded with biosolids from outside the building. Jacobs included this recommendation in the 5-year capital improvement plan.</td>
<td>$7,500</td>
<td></td>
</tr>
<tr>
<td>Sludge storage capacity – 2021, 2022</td>
<td>Jacobs recommends a feasibility study be done on the expansion of sludge storage. This recommendation was included in the 5-year capital improvement plan.</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>
## Capital Improvement Recommendations-Listed in Order of Importance

<table>
<thead>
<tr>
<th>Contract Year</th>
<th>Project</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Post Equalization Tank Cleaning</td>
<td>Completed</td>
</tr>
<tr>
<td>2017</td>
<td>Sludge Storage Pump Repair (original estimate $20,000)</td>
<td>Completed</td>
</tr>
<tr>
<td>2017</td>
<td>Two Post Equalization Pumps Replaced-BPW approved project CH2M to</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>install pumps before winter 2016</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>ATAD-Clean and inspect</td>
<td>$45,000 for cleaning only</td>
</tr>
<tr>
<td>2018</td>
<td>MBR Tank- Clean and inspect</td>
<td>Minimum $140,000 for cleaning only</td>
</tr>
<tr>
<td>2018</td>
<td>Day Tank and Storage Nitrification Denitrification Reactor-Clean and</td>
<td>$45,000 for cleaning only</td>
</tr>
<tr>
<td></td>
<td>inspect</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>Blower 3 failed-retrofit to Suitorbuilt much cheaper to replace or</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>repair in the future and parts are more readily available</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>Replace Hartzell Foul Air Fan</td>
<td>$15,120</td>
</tr>
<tr>
<td>2019</td>
<td>Facility Capacity Study-to include options for increasing capacity</td>
<td>TBD</td>
</tr>
<tr>
<td>2019</td>
<td>Blowers 2,3-retro fit to Suitorbults cheaper to replace and repair in</td>
<td>$40,000</td>
</tr>
<tr>
<td></td>
<td>the future and parts are more readily available</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>Purchase Replacement Parts for ATAD Jet Pump and ATAD Foam Pump</td>
<td>$35,000</td>
</tr>
<tr>
<td>2019</td>
<td>Replace Two Lift Station and Two EQ Tank Submersible Pumps</td>
<td>$60,000</td>
</tr>
<tr>
<td>2020</td>
<td>Upgrade Facility PLCs-Evaluation Needed-Plan Created</td>
<td>$6,000</td>
</tr>
<tr>
<td>2020</td>
<td>Grit Removal Feasibility Study</td>
<td>$12,000</td>
</tr>
<tr>
<td>2020</td>
<td>Sludge Storage Feasibility Study</td>
<td>$10,000</td>
</tr>
<tr>
<td>2020</td>
<td>Replace Two Lift Station Submersible Pumps</td>
<td>$30,000</td>
</tr>
<tr>
<td>2021</td>
<td>Foul air system evaluated for improved capture</td>
<td>$10,000</td>
</tr>
<tr>
<td>2021</td>
<td>Upgrade Facility's HVAC Systems</td>
<td>$55,000</td>
</tr>
<tr>
<td>2021</td>
<td>Upgrade Facility PLCs</td>
<td>TBD</td>
</tr>
<tr>
<td>2022</td>
<td>Install Local Disconnects for Unloading Bay Coarse Screens/Add</td>
<td>$18,000</td>
</tr>
<tr>
<td></td>
<td>Capability for Coarse Screen Motors to Run in Reverse/ Move and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replace Influent and Post EQ Tank Electrical Juction Boxes</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td>Sludge Load Out Line</td>
<td>$7,500</td>
</tr>
<tr>
<td>2022</td>
<td>Modify Fine Screens and Compactor</td>
<td>$18,000</td>
</tr>
<tr>
<td>2023</td>
<td>Sludge Storage Expansion</td>
<td>TBD</td>
</tr>
<tr>
<td>2023</td>
<td>Grit Removal System Added (Requires Feasibility Study)</td>
<td>TBD</td>
</tr>
<tr>
<td>2024</td>
<td>Replace East &amp; West Load Out Rock Traps</td>
<td>$65,000</td>
</tr>
<tr>
<td>2024</td>
<td>Install Rock Trap on Grease Load Out Line</td>
<td>$18,000</td>
</tr>
<tr>
<td>2025</td>
<td>Modify Foul Air System</td>
<td>TBD</td>
</tr>
<tr>
<td>2025</td>
<td>Upgrade Facility's Auxiliary Power</td>
<td>$500,000</td>
</tr>
</tbody>
</table>
Operations

The daily average effluent BOD loading for the month of March was 15.5 lbs/day.

Maintenance

- We replaced the HMI for the ventilation fans in the ATAD building.

Unloading Bays

We observed the average unloading time for the haulers in March to be 12.9 minutes, with an average unloading rate of 136 gallons/minute. The photos below show the general condition of the unloading bays. The bays are cleaned a minimum of twice a day.

**East Unloading Bay (3-28-18)**
West Unloading Bay
## March 2018 Traverse City WWTP DMR Summary

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Quarter or Loading</th>
<th>Units</th>
<th>Qualifier Concentration</th>
<th>Units</th>
<th>Sample Frees</th>
<th>Sample Type</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td>Sample Measurement</td>
<td>4.663</td>
<td>5.028</td>
<td>mg/L</td>
<td><strong>Daily</strong></td>
<td>Report Total Daily Hour</td>
</tr>
<tr>
<td>SS (mg/L)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Final</td>
<td>Sample Measurement</td>
<td>&gt;98</td>
<td>&lt;100</td>
<td>mg/L</td>
<td><strong>Daily</strong></td>
<td>Report Total Daily Hour</td>
</tr>
<tr>
<td>Effluent (T)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td>Sample Measurement</td>
<td>&gt;98</td>
<td>&lt;100</td>
<td>mg/L</td>
<td><strong>Daily</strong></td>
<td>Report Total Daily Hour</td>
</tr>
<tr>
<td>Total Suspended Solids</td>
<td>Sample Measurement</td>
<td>&gt;98</td>
<td>&lt;100</td>
<td>mg/L</td>
<td><strong>Daily</strong></td>
<td>Report Total Daily Hour</td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carbohydrate Biochemical Oxygen Demand (CBOD5)</td>
<td>Sample Measurement</td>
<td>&gt;78</td>
<td>&lt;115</td>
<td>mg/L</td>
<td><strong>Weekly</strong></td>
<td>Sample Composite</td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Phosphorus (as P)</td>
<td>Sample Measurement</td>
<td>&gt;15</td>
<td>&lt;36</td>
<td>mg/L</td>
<td><strong>Weekly</strong></td>
<td>Sample Composite</td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Mercury</td>
<td>Sample Measurement</td>
<td>&gt;5</td>
<td>&lt;5</td>
<td>mg/L</td>
<td><strong>Quarterly</strong></td>
<td>Calculation</td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Silver</td>
<td>Sample Measurement</td>
<td>&gt;5</td>
<td>&lt;5</td>
<td>mg/L</td>
<td><strong>Weekly</strong></td>
<td>Sample Composite</td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper (Cu)</td>
<td>Sample Measurement</td>
<td></td>
<td></td>
<td>mg/L</td>
<td><strong>Weekly</strong></td>
<td>Grab</td>
</tr>
<tr>
<td>Prior to Dissolution (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBOD5 Minimum % Removed</td>
<td>Sample Measurement</td>
<td>&gt;99</td>
<td>&gt;99</td>
<td>mg/L</td>
<td><strong>Monthly</strong></td>
<td>Calculation</td>
</tr>
<tr>
<td>Percent Removed (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Suspended Solids Minimum % Removed</td>
<td>Sample Measurement</td>
<td>&gt;99</td>
<td>&gt;99</td>
<td>mg/L</td>
<td><strong>Monthly</strong></td>
<td>Calculation</td>
</tr>
<tr>
<td>Percent Removed (9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pH (PH)</td>
<td>Sample Measurement</td>
<td></td>
<td></td>
<td>ph 7</td>
<td><strong>Weekly</strong></td>
<td>Grab</td>
</tr>
<tr>
<td>Final Effluent (T)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissolved Oxygen (DO)</td>
<td>Sample Measurement</td>
<td>&gt;10</td>
<td>&lt;15</td>
<td>mg/L</td>
<td><strong>Weekly</strong></td>
<td>Grab</td>
</tr>
</tbody>
</table>
## TCRWWTP 2017-2018 Budget Summary

<table>
<thead>
<tr>
<th>EXPENSE CATEGORY</th>
<th>CY28 Annual Budget</th>
<th>YTD Actuals</th>
<th>Budget Remaining</th>
<th>Mar 18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHEMICALS</strong></td>
<td>187,261</td>
<td>113,476</td>
<td>73,785</td>
<td>15,605</td>
</tr>
<tr>
<td><strong>CLIENT PLANT &amp; EQUIP (Non Repairs)</strong></td>
<td>-</td>
<td>5,606</td>
<td>(5,606)</td>
<td>-</td>
</tr>
<tr>
<td><strong>DUES AND SUBSCRIPTIONS</strong></td>
<td>750</td>
<td>257</td>
<td>493</td>
<td>63</td>
</tr>
<tr>
<td><strong>EDUCATION, TRAINING, MEETINGS</strong></td>
<td>4,700</td>
<td>13,077</td>
<td>(8,390)</td>
<td>-</td>
</tr>
<tr>
<td><strong>ELECTRICITY</strong></td>
<td>486,047</td>
<td>285,077</td>
<td>200,970</td>
<td>40,504</td>
</tr>
<tr>
<td><strong>EMPLOYEE EXPENSE</strong></td>
<td>9,499</td>
<td>11,924</td>
<td>(2,425)</td>
<td>792</td>
</tr>
<tr>
<td><strong>INSURANCE</strong></td>
<td>33,635</td>
<td>10,417</td>
<td>23,218</td>
<td>2,803</td>
</tr>
<tr>
<td><strong>LABOR</strong></td>
<td>918,199</td>
<td>741,174</td>
<td>176,926</td>
<td>76,509</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td>100,280</td>
<td>108,076</td>
<td>(7,826)</td>
<td>8,407</td>
</tr>
<tr>
<td><strong>OUTSIDE SERVICES</strong></td>
<td>26,000</td>
<td>24,631</td>
<td>1,369</td>
<td>7,167</td>
</tr>
<tr>
<td><strong>SOLIDS HANDLING</strong></td>
<td>267,252</td>
<td>261,131</td>
<td>6,121</td>
<td>22,271</td>
</tr>
<tr>
<td><strong>TELECOMMUNICATIONS</strong></td>
<td>10,200</td>
<td>8,625</td>
<td>1,575</td>
<td>850</td>
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<tr>
<td><strong>TRAVEL COSTS</strong></td>
<td>38,545</td>
<td>9,470</td>
<td>29,075</td>
<td>3,212</td>
</tr>
<tr>
<td><strong>UTILITIES-OPERATIONS</strong></td>
<td>20,050</td>
<td>15,521</td>
<td>4,529</td>
<td>1,733</td>
</tr>
<tr>
<td><strong>CY28 REPAIRS</strong></td>
<td>225,000</td>
<td>194,509</td>
<td>(69,509)</td>
<td>10,417</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>2,241,929</td>
<td>1,811,309</td>
<td>430,621</td>
<td>186,277</td>
</tr>
</tbody>
</table>

### Repairs Over $1,000

<table>
<thead>
<tr>
<th>Vendor/Contractor</th>
<th>Expense</th>
<th>Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mercino</td>
<td>$29,650</td>
<td>Pump Around Pump set up and 1 month rental for Front Street Lift Station</td>
</tr>
<tr>
<td>Graphic Equipment/Charter Machine Company</td>
<td>$3,764</td>
<td>Replacement Screen for the West Sieve Drum Concentrator</td>
</tr>
<tr>
<td>Northern A-1</td>
<td>$3,000</td>
<td>Front Street Lift Station Grease Removal</td>
</tr>
<tr>
<td>Ace Welding</td>
<td>$2,708</td>
<td>New Grit Hopper for Grit Chambers</td>
</tr>
<tr>
<td>Grand Traverse Crane</td>
<td>$1,859</td>
<td>Furnished and Installed New Wire Rope Guide and New Wire Rope Assembly for the Membrane Crane</td>
</tr>
</tbody>
</table>

## GTCSSF 2017-2018 Budget Summary

<table>
<thead>
<tr>
<th>Direct Cost Category</th>
<th>Total Budget</th>
<th>Current Month Expensed</th>
<th>YTD Expenses</th>
<th>Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>93,541</td>
<td>8,525</td>
<td>101,954</td>
<td>(8,419)</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>16,374</td>
<td>1,730</td>
<td>10,374</td>
<td>6,001</td>
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<tr>
<td>Outside Services</td>
<td>750</td>
<td></td>
<td>713</td>
<td>37</td>
</tr>
<tr>
<td><strong>Major Routine Maintenance</strong></td>
<td>7,500</td>
<td>3,870</td>
<td>29,438</td>
<td>(21,938)</td>
</tr>
<tr>
<td>Influent EQ Tank</td>
<td>34,500</td>
<td></td>
<td>26,115</td>
<td>6,385</td>
</tr>
<tr>
<td>Biosolids Disposal</td>
<td>42,180</td>
<td></td>
<td>39,273</td>
<td>2,907</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>154,846</td>
<td>14,124</td>
<td>209,866</td>
<td>(15,020)</td>
</tr>
</tbody>
</table>

### Repairs Over $1,000

<table>
<thead>
<tr>
<th>Vendor/Contractor</th>
<th>Expense</th>
<th>Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;P</td>
<td>$1,417.82</td>
<td>Spare Polymer Pump</td>
</tr>
</tbody>
</table>
TCRWWTP-Loadings Report

### Traverse City and Grand Traverse County Township Daily Average BOD Loadings (lbs/day) 2017-2018

<table>
<thead>
<tr>
<th>Township</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garfield Township</td>
<td>3250</td>
<td>3494</td>
<td>3032</td>
<td>3178</td>
<td>3094</td>
<td>3099</td>
<td>3215</td>
<td>3301</td>
<td>2820</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Peninsula Township</td>
<td>74</td>
<td>62</td>
<td>54</td>
<td>68</td>
<td>63</td>
<td>61</td>
<td>68</td>
<td>68</td>
<td>47</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Elmwood Township</td>
<td>545</td>
<td>437</td>
<td>392</td>
<td>535</td>
<td>333</td>
<td>347</td>
<td>376</td>
<td>345</td>
<td>304</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Acme Township</td>
<td>653</td>
<td>625</td>
<td>453</td>
<td>509</td>
<td>403</td>
<td>370</td>
<td>442</td>
<td>471</td>
<td>327</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>East Bay Township</td>
<td>1228</td>
<td>1210</td>
<td>946</td>
<td>1343</td>
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<tr>
<td>Traverse City</td>
<td>4327</td>
<td>3952</td>
<td>3590</td>
<td>2371</td>
<td>3098</td>
<td>3545</td>
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<td>2790</td>
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</tbody>
</table>

### Traverse City and Grand Traverse County Township Total Daily Average BOD Loadings (lbs/day) 2017-2018

<table>
<thead>
<tr>
<th>Component</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Township BOD Loadings</td>
<td>5,747</td>
<td>5,827</td>
<td>4,877</td>
<td>5,635</td>
<td>4,555</td>
<td>4,447</td>
<td>4,841</td>
<td>5,488</td>
<td>3,877</td>
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<tr>
<td>Township Owned BOD Capacity</td>
<td>9,090</td>
<td>9,090</td>
<td>9,090</td>
<td>9,090</td>
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</tr>
<tr>
<td>City BOD Loadings</td>
<td>4,327</td>
<td>3,992</td>
<td>3,590</td>
<td>2,371</td>
<td>3,098</td>
<td>5,545</td>
<td>5,825</td>
<td>2,790</td>
<td>5,020</td>
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<tr>
<td>City Owned BOD Capacity</td>
<td>11,110</td>
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<td></td>
</tr>
</tbody>
</table>

**BOD Loadings vs BOD Owned Capacities**

Note: East Bay Township's BOD Loading decreased in March, as a result of East Bay #1's flow and BOD concentration decreasing in the month of March.