



Notice

City Commission Regular Meeting

7:00 pm

Monday, November 4, 2013

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 10-31-13

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

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

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

City Commission:

c/o Benjamin C. Marentette, CMC, City Clerk

(231) 922-4480

Email: tcclerk@traversecitymi.gov

Web: www.traversecitymi.gov

400 Boardman Avenue

Traverse City, MI 49684

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

Welcome to the Traverse City Commission meeting!

Agenda

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

Pledge of Allegiance

1. Roll Call

Recognition and appreciation for the service of Mayor Pro Tem MaryAnn Moore and Commissioner Michael Gillman on the City Commission from November 9, 2009 to November 11, 2013.

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 full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- a. Consideration of approving minutes of the Regular Meeting of October 21, 2013. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

- b. Consideration of authorizing a confirming purchase order for diesel fuel for city operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- c. Consideration of enacting an amendment to the Traverse City Code of Ordinances which would allow for the internal illumination of projecting and suspended signs made of metal with individual routed letters or logos. (Enactment recommended) (Jered Ottenwess, Russell Soyring)
- d. Consideration of authorizing payment for extensive tree brush chipping conducted by Grand Traverse County as a result of the March 2012 Winter Storm and approving the related budget amendment. (Approval recommended) (Jered Ottenwess, William Twietmeyer) (5 affirmative votes required)
- e. Consideration of authorizing a purchase order for overhead garage doors at Fire Station Number One. (Approval recommended) (Jered Ottenwess, James Tuller) (5 affirmative votes required)
- f. Consideration of adopting a Resolution Approving a Request from Mediterraneo, LLC, d/b/a Pepe Nero for a New Redevelopment Liquor License to be operated at 800 Cottage View Drive, Ste. 30 in the Grand Traverse Commons. (Adoption Recommended) (Jered Ottenwess, Benjamin Marentette).
- g. Consideration of authorizing a confirming purchase order for two used Holder Tractors with enhanced capabilities, and declaring two existing Holder Tractors with lesser capabilities surplus, to facilitate an exchange. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- h. Consideration of authorizing a purchase order for a Police Department canine vehicle and declaring a police vehicle surplus. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

None.

4. New Business

- a. Consideration of a recommendation from the Parks and Recreation Commission that the fees for Hickory Hills Ski Area not be adjusted for the 2013-2014 ski season. (Jered Ottenwess, Dave Green)
- b. Consideration of authorizing a one-year extension of the agreement for TART Trails to use city equipment to remove snow from the TART Trail (between Carter Road and Bunker Hill Road) for the 2013-2014 season, with the city to be paid a rental rate for use of the equipment on portions of the TART Trail extending outside of the city limits. (Jered Ottenwess, Dave Green) (5 affirmative votes required)

5. Appointments

None.

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
 - Clinch Park Project Update
- 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. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Quarterly Financial Report from the City Treasurer/Finance Director for the fourth quarter that ended June 30, 2013.
 6. Minutes of the Act 345 Retirement System Board Meeting of July 31, 2013.
 7. Minutes of the Traverse City Light and Power Board Meetings of September 10, 2013, and September 24, 2013.

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

None.

7. Public Comment

- a. Reserved.

Scott Hardy, representing Traverse City Area Public Schools
regarding "The TCAPS Bond Issue"

- b. General.
- c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- October 21, 2013, Regular Meeting

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

that the minutes of the October 21, 2013, Regular Meeting, be approved.

JJO/kes

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City



Regular Meeting

October 21, 2013

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

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem MaryAnn Moore, Jody Bergman, Barbara D. Budros, James Carruthers, Michael J. Gillman.

The following Commissioner was absent: Jeanine Easterday

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

As requested by Mayor Pro Tem Moore, Agenda Item 2(e) was removed from the Consent Calendar for full discussion.

As requested by Commissioner Gillman, Agenda Item 2(b) was removed from the Consent Calendar for full discussion.

As requested by Rick Buckhalter, 932 Kelley Street, Agenda Item 2(d) was removed from the Consent Calendar for full discussion.

2. Consent Calendar

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

- a. The minutes of the October 7, 2013, Regular Meeting and October 14, Study Session, be approved.

- b. Removed from the Consent Calendar.
- c. The Mayor and City Clerk execute a five-year agreement with Traverse City Light and Power for it to maintain traffic signals within the city, with the costs associated with maintenance and operation of traffic signals along city streets to be borne by Traverse City Light and Power, and the costs associated with maintenance and operation of traffic signals along State of Michigan roads to be reimbursed by the State of Michigan, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.
- d. Removed from the Consent Calendar.
- e. Removed from the Consent Calendar.
- f. The Resolution Authorizing Application for Tribal 2% Grants and Approving the Policy for Applications for Tribal 2% Grants, adopted June 3, 2013, be rescinded.
- g. The City Manager be authorized to declare a 1987 Chevrolet pickup (#75) and a 1989 Chevrolet pickup (#44) surplus and issue a purchase order to Signature Ford in the amount of \$47,192 for the purchase of two 2014 Ford F350 pickup trucks to be used by the Parks and Streets Departments, respectively, with funds available in the Garage Fund.
- h. The City Manager be authorized to declare a 2003 International 7400 bucket truck (Truck #123) surplus and issue a purchase order to Altec Industries in the amount of \$211,413 for the purchase of a 2014 Freightliner bucket truck with a fifty-five foot Altec aerial bucket with funds available in the Garage Fund.
- i. The City Manager be authorized to issue a purchase order to Molon Excavating for snow hauling and snow plowing for the 2013/2014 season according to their bid of October 10, 2013, with funds available in the various Street and Auto Parking funds.
- j. The City Manager be authorized to issue a purchase order to Truck and

Trailer of Boyne Falls in the amount of \$12,542 for the purchase of two new, Monroe large front end plows to be used by the Streets Department with funds available in the Garage Fund for these needed replacements.

CARRIED unanimously. (Easterday absent)

Items removed from the Consent Calendar

a.

Consideration of enacting an amendment to the Traverse City Code of Ordinances which would allow Traverse City Light and Power to reduce the threshold for placing a lien on property for a delinquent bill owed to Traverse City Light and Power and allow for the utilization of third party collection services for outstanding receivables and to prohibit meter tampering.

The following addressed the Commission:

Rick Buckhalter, 932 Kelley Street – made general comments

Moved by Moore, seconded by Budros, that an amendment to the Traverse City Code of Ordinances, Chapter 1046, Section 1046.01(b), Delinquent Bills, Placement on Tax Roll and Section 1046.03, Meter Tampering, which would lower the threshold for placing a lien on a property for a delinquent bill owed to Traverse City Light and Power and authorize the use of third party collection efforts and prohibit meter tampering, which was introduced on October 7, 2013, as recommended by the Traverse City Light and Power Board, be enacted with an effective date of October 31, 2013.

CARRIED unanimously. (Easterday absent)

b.

Consideration of adopting a Resolution for Charitable Gaming Licenses (issued by the Michigan Lottery), to recognize Utopia Foundation, Inc., as a non-profit, so they may apply for a Raffle License from the State of Michigan.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Moore, seconded by Carruthers that the Local Governing Body Resolution for Charitable Gaming Licenses (issued by the Michigan Lottery), to recognize Utopia Foundation, Inc. as a local non-profit organization, be adopted.

CARRIED unanimously. (Easterday absent)

c.

Consideration of adopting a resolution supporting the Corridors Master Plan, as recommended by the City Planning Commission.

The following addressed the Commission:

Jered Ottenwess, City Manager

Rick Buckhalter, 932 Kelley Street – spoke in opposition

Jan Warren, 606 West 10th Street - spoke in support

Tim Werner, 608 West 7th Street – spoke in support

Moved by Bergman, seconded by Budros that the Resolution of Support for the City of Traverse City Corridors Master Plan, as recommended by the Planning Commission, be adopted.

CARRIED unanimously. (Easterday absent)

3. Old Business

3(a).

Consideration of introducing an amendment to the Traverse City Code of Ordinances which would allow for the internal illumination of certain projecting and suspended signs.

Moved by Budros, seconded by Bergman, that an amendment to the Traverse City Code of Ordinances, *Internal Illumination of Projecting and Suspended Signs*, Sections 1476.08(b)(2)(E) which would allow for the internal

illumination of projecting and suspended signs made of metal with individual routed letters or logos, be introduced and scheduled for possible enactment on November 4, 2013.

CARRIED unanimously. (Easterday absent)

3(b).

Consideration of granting the remaining four years of tax abatement for certain personal property and the remaining two years for certain personal property owned by National Vacuum Equipment, in connection with its Industrial Facilities Tax Exemption Certificates, as recommended by the City Assessor.

The following addressed the Commission:

Jered Ottenwess, City Manager

Tim Werner, 608 West 7th Street – spoke in support

Moved by Budros, seconded by Moore, that the City Commission grants the extension of the remaining four years for personal property (2011-547) and remaining two years for personal property (2011-167) tax abatement to National Vacuum Equipment, (in connection with the City Commission actions of March 21, 2011 and October 17, 2011), as outlined in the original terms of its agreement with respect to the State of Michigan Industrial Facilities Tax Exemption Certificates 2011-547 and 2011-167.

CARRIED unanimously. (Easterday absent)

4. New Business

4(a).

Public Hearing regarding the close-out of a community development block grant for the Old Town Parking Deck Project.

The following addressed the Commission:

Jered Ottenwess, City Manager

Mayor Estes opened the public hearing.

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

No action was necessary following the public hearing.

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. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Minutes of the Traverse City Light and Power Board meetings of August 13, 2013, and August 27, 2013.

- 6. Minutes of the Traverse City Planning Commission meetings of September 4, 2013, and Study Session of September 18, 2013.
- 7. Minutes of the Act 345 Retirement System Meeting of June 26, 2013.
- e. Reports and correspondence from non-City officials.
 - 1. Monthly Operations Report for the Wastewater Treatment Plant for September 2013 from CH2MHILL.

7. Public Comment

a. Reserved.

None.

b. General.

Christine Maxbauer, 503 West 8th Street, Grand Traverse County Board of Commissioners

c. Mayor and City Commissioners.

Commissioner James Carruthers

8. Adjournment

There being no objection, Mayor Estes declared the meeting adjourned at 7:37 pm.



 Katie Lowran, Deputy City Clerk

Approved: _____, _____
(Date) (Initials)



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS CITY MANAGER

SUBJECT: #2 DIESEL FUEL PURCHASE

Telephone / fax bids were received for dyed #2 diesel fuel for use by various city departments.

The following is a summary of these bids.

<u>Vendor</u>	<u>City</u>	<u>Price/gallon</u>
Lemmen Oil	Coopersville	\$3.07735
Crystal Flash	Traverse City	\$3.102
Fick & Sons	Grayling	Did not bid
Schmuckal Oil	Traverse City	Did not bid
Brenner Oil	Mount Pleasant	Did not bid
Blarney Castle	Traverse City	Did not bid
Gilberts Service Oil	Traverse City	Did not bid

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

“that the City Manager be authorized to issue a confirming purchase/service order in the amount of \$30785.81 to Lemmen Oil Company for 10004 gallons of dyed #2 diesel fuel without additives priced at \$3.07735 per gallon with funds available in the Garage Fund.”

JO/wb

The previous purchase price for B5 Biodiesel on 7/25/13 was \$3.07875 per gallon.
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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: ORDINANCE AMENDMENT – INTERNAL ILLUMINATION
FOR PROJECTING AND SUSPENDED SIGNS

Attached is a previously submitted memo from City Planning Director Russell Soyering regarding an ordinance amendment for internal illumination for projecting and suspended signs with routing and logos. This amendment will not affect one or two-family residential parcels or a multiple family, commercial, or industrial use in a predominately residential area, as this is already prohibited per city ordinance and may be referenced in the attached Sections 1476.05(c), 1476.06(j), and 1476.06(k)(2). Those relevant sections have been underlined. The sole recommended change, which is at 1476.08(b)(2)(e) is shaded.

Also attached are two samples of signs from local downtown businesses that are currently using similar mediums, but are not in compliance with the sign ordinance. This text amendment would bring the two existing signs into compliance.

I recommend the following motion:

That an amendment to the Traverse City Code of Ordinances, *Internal Illumination of Projecting and Suspended Signs*, Sections 1476.08(b)(2)(E) which would allow for the internal illumination of projecting and suspended signs made of metal with individual routed letters or logos, which was introduced on October 21, 2013, be enacted with an effective date of November 14, 2013.

JJO/kjl

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e copy: Russell Soyering, City Planning Director

Marsha Stratton, Idea Stream Owner marsha@idea-stream.com

Memorandum

The City of Traverse City
Planning Department



TO: JERED OTTENWESS, CITY MANAGER
FROM: RUSS SOYRING, PLANNING DIRECTOR 
SUBJECT: PROJECTING AND SUSPENDED SIGNS TEXT AMENDMENT
DATE: October 11, 2013

A request has been made by Marsha Stratton, Idea Stream, for a text amendment to the Sign Ordinance which would allow for the internal illumination of projecting and suspended signs. The current Sign Ordinance prohibits internal illumination of these types of signs.

The Zoning Administrator has been made aware of two types of these signs that are internally illuminated downtown, both are made of metal with routed letters and logos, and both of these are illegal. Bistro Fou Fou did not obtain a sign permit and M Bank stated on their sign permit application that the suspended sign was not going to be illuminated.

Ms. Stratton would like to do a similar sign at Cass and Front Streets for the new business called the Corner Loft. When staff drafted the Sign Ordinance in 2006 or intention was to prohibit plastic "glow boxes" for these types of signs. Staff feels the signs in the attachment are high quality signs that meet the intention of the Sign Ordinance and have prepared a draft text amendment to allow for their internal illumination. The D.D.A., at their September 20, 2013 meeting discussed the proposed amendment and no action was taken and no opposition was voiced.

This amendment will not affect one or two-family residential parcels or a multiple family, commercial, or industrial use in a predominately residential area (i.e. Derrings Market).

Section 1476.05(c) prohibits an internally illuminated sign in a predominately residential area.

Section 1476.06(j) allows for one wall or projecting sign per one or two-family parcel. The sign shall not be illuminated, shall not exceed two square feet in area and shall not exceed a height of eight feet above ground level.

Section 1476.06(k)(2) temporary signs for one and two-family uses shall not be illuminated, are limited to a maximum area of six square feet each and 42 inches in height.

Please forward Ms. Stratton's request and draft text amendment to the Sign Ordinance onto the City Commission for their consideration and possible introduction.

Attachments: Marsha Stratton letter dated September 6, 2013; Draft text amendment to Section 1476.08(b)(2)(E)

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____

Effective date: _____

TITLE: INTERNAL ILLUMINATION OF SIGNS

THE CITY OF TRAVERSE CITY ORDAINS:

That Section 1476.08, of the Traverse City Code of Ordinances, be enacted/amended to read in its entirety as follows:

1476.05 PROHIBITED SIGNS.

No person shall display, erect, use or maintain a sign for which a permit is required and has not been issued, or a:

- (a) **Electronic message sign** capable of changing any message or graphic and which does so more than once a day.
- (b) **Imitation traffic sign** which, by reason of its shape, color, use of lighting, or other factor, is similar in both size and appearance to any official traffic signal or traffic sign or railroad sign or signal in a way that may, in the judgment of the Zoning Administrator, interfere with traffic movement or safety.
- (c) **Internally illuminated sign in a predominately residential area.**
- (d) **Motor vehicle with a sign** which is parked in a position visible to traffic on a public road or parking area for the primary purpose of displaying the sign to the public.
- (e) **Obsolete sign.** Any sign that does not meet the provisions of this Code, together with its supporting structure which is still standing 180 days or more after the premises have been vacated. This provision shall not apply to permanent signs accessory to businesses which are open only on a seasonal basis, provided there is a clear intent to continue operation of the business.
- (f) **Portable sign** along Front Street between Union Street and Boardman Avenue except for governmental directional signs.
- (g) **Revolving sign or sign with movable parts** or which give the illusion of movement by means of illumination or otherwise, are not permitted, except barber poles less than eight feet in height are allowed.
- (h) **Roof sign.**
- (i) **Searchlights, lasers or other high intensity lights sources** to light the night sky.
- (j) **Sign on public property**, without the public property owner's approval.
- (k) **Trailer-mounted or similar portable sign**, such as a wheeled device.
- (l) **Unsafe sign.** Any sign or structure which is structurally unsafe, constitutes a hazard to the public health, welfare and safety or is not kept in a state of good repair, or any

sign which obstructs free access to or egress from a required door, window or fire escape or other required exit way.

- (m) **Wind sign** as defined in section 1476.04.

1476.06 SIGNS AUTHORIZED WITHOUT A SIGN PERMIT.

Subject to any other applicable requirements and permits, the following are authorized without a sign permit:

- (a) **Banners within the public right-of-way** with the public property owner's permission.
- (b) **Copy changes** to bulletin boards, display cases or marquees, or maintenance where no structural changes are made, or copy changes on signs using interchangeable letters.
- (c) **Cornerstones and commemorative tablets** identifying a building or building complex that are an integral part of the building.
- (d) **Directional signs**, two entrance/exit directional signs per driveway, each four square feet or less, and limited to 42 inches in height. These signs may be illuminated.
- (e) **Flag Signs** not exceeding 15 square feet in area with no dimension greater than 5 feet. Flag signs are limited to one per business front or parcel. Flag signs shall be installed in a manner that will not impede pedestrian traffic.
- (f) **Inconspicuous signs** which are not readable beyond the boundaries of the parcel upon which they are located or from any public or private street or alley.
- (g) **Landmarks and historical site signs** at least 50 years old which may no longer advertise an existing business activity, but are designated "Landmark Signs" by the Traverse City Historic Districts Commission because of their historical significance and ongoing value to the community. The owner of any sign 50 years or older may submit a written request for designation as a "Landmark Sign" to the Historic Districts Commission and a list of "Landmark Signs" shall be maintained by the Zoning Administrator.
- (h) **Neighborhood identification signs** which identify a commercial district or recognized residential neighborhood when located on public land or within a public right of way with the public property owner's approval.
- (i) **Official governmental notices and notices** posted by governmental officers in the performance of their duties; governmental-owned directional signs, signs to control traffic, identify municipal boundaries, or for other regulatory purposes, to identify streets or to warn of danger; however, identification or bulletin board signs accessory to governmental buildings or other governmental facilities are not exempt from the requirements of this chapter.
- (j) **Small signs, one wall or projecting sign per one or two-family residential parcel.** The sign shall not be illuminated, shall not exceed two square feet in area and shall not exceed a height of eight feet above ground level.
- (k) **Temporary signs** such as those associated with construction projects, real estate sales or leases and other such temporary signs in connection with:
 - (1) Commercial, industrial, multiple family, recreational and institutional uses.

These signs shall not be illuminated, are limited to two per parcel and limited to a maximum area of 32 square feet and eight feet high each. These signs shall be set back ten feet from the front property line. These signs shall be removed within 14 days after the conclusion of the project, sale or event.

- (2) One and two-family residential uses. These signs shall not be illuminated, are limited to a maximum area of six square feet each and 42 inches in height. These signs shall be located on private property. These signs shall be removed within 14 days after the conclusion of the project, sale or event.
- (3) Temporary signs shall not be arranged to create a sign with a single message exceeding the size and area requirement of this section.
- (4) Temporary signs shall be adequately secured and must be taut or made of a rigid material.
- (l) **Vehicle mounted signs** with a permanent message displayed on trucks, buses, trailers or other vehicles which are being operated or stored in the normal course of a business, such as a sign indicating the name of the owner or business, which sign is located on a moving van, delivery truck, rental truck, trailer or the like, provided that the primary purpose of such vehicle is not for the display of signs, and provided, further, that such vehicle is parked or stored in an area appropriate to its use as a work vehicle;
- (m) **Warning signs** exclusively devoted to warning the public of dangerous conditions and unusual hazards.
- (n) **Window signs** for commercial, industrial, institutional and recreational uses, not exceeding 25% of each window area.

1476.08 SPECIFIC SIGN REGULATIONS.

- (a) **Applicability.** The regulations contained in this section apply specifically to signs authorized with a permit.
- (b) **Schedule of regulations.** Freestanding, wall, canopy, awning, projecting, suspended, window signs, and portable signs must comply with the place, area, height, number and location requirements in the Schedule of Regulations contained in this section. In addition to any other regulations contained in this Code, the following specific regulations apply:
 - (1) **Freestanding and wall signs.**
 - A. Freestanding signs area computations are computed as shown in Appendix A.
 - B. Freestanding signs shall be set back in conformity with clear vision triangle standards if located near intersections and driveways. See Appendix B.
 - C. Freestanding signs are not allowed in the downtown area, described on Appendix C.
 - D. A multiple family residential use in a predominately one or two family

residential area shall be limited to one wall or projecting sign per parcel, shall not be illuminated, shall not exceed two square feet in area and shall not exceed a height of 8 feet above ground level.

- E. A commercial, industrial, or institutional use utilizing a freestanding or wall sign located in a predominately one or two family residential area shall be limited to the following:
 - 1. No freestanding sign shall exceed 6 feet in height
 - 2. No sign shall exceed 24 square feet in area.
 - 3. No sign shall be internally illuminated.
- F. In no case shall the area of a wall sign or signs exceed 15% of the area of the wall upon which the sign or signs are displayed.

(2) **Projecting and suspended signs:**

- A. Shall not project over a building's roofline.
- B. May project over public property only with the public property owner's permission.
- C. May be excepted from the maximum sign area requirements by the Zoning Administrator for theater marquees in cases where necessary copy and standard changeable letter sizes clearly necessitate such an exception.
- D. The owner of a sign projecting over City property shall provide comprehensive general liability insurance in an amount determined by the City Clerk. Proof of such insurance shall be submitted upon application for a sign permit, shall name the City as an additional insured, and shall provide no less than 30 day advance notification of cancellation to the City.
- E. Shall not be internally illuminated, **except for signs made of metal with individual routed letters or logos.**

(3) **Portable signs:** Portable signs during hours of operation only.

- (c) **Sign bonuses.** Bonuses in height and area for freestanding and wall signs may be granted by the Zoning Administrator for the following:

(1) **Freestanding signs.** The base area for freestanding signs may be increased up to a maximum total sign area of 40 square feet for the following:

- A. **Height.** A sign 8 feet or less in height: an additional 10 square feet in sign area is allowed.
- B. **Background.** A sign having a dark or opaque sign face of at least 60%: an additional 10 square feet is allowed. (See Appendix D)

(2) **Wall signs.** The base area or height for wall signs may be increased up to a maximum total sign area of 65 square feet for the following:

- A. **Background.** A sign having a dark or opaque sign face of at 60%: an additional 15 square feet is allowed.
- B. **No freestanding sign.** If there is no freestanding sign on the premises, an additional 15 square feet is allowed.

- C. **Single individual letters or logos** that appear integral to the architecture and made of metal or masonry may exceed the maximum height requirement provided the letters meet the area requirements as outlined in the Schedule of Regulations. The letters and logos shall not be internally lit.
- (3) **Canopy signs.** For a commercial, industrial, institutional or recreational use, an additional sign is allowed on a canopy if there is no freestanding sign on the parcel or if the freestanding sign on the parcel is less than 24 square feet in area and no taller than 8 feet in height. The sign on the canopy shall be no larger than 12 square feet and on a canopy no taller than 18 feet. Two such signs per parcel are allowed on the canopy.
- (d) **Time-Temperature-Date Devices.** Clocks and thermometers may be incorporated into any sign provided such device does not exceed nine square feet.

The effective date of this Ordinance is the _____ day of _____, 2013.

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.

Michael Estes, 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



IdeaStream

Date: September 6, 2013

To: Dave Weston/City Commission

From: Marsha Stratton, Idea Stream

 Jeff & Marie Schwartz, Property Owners

RE: Sign Ordinance Variance Request for 201 E. Front Street

We are requesting a variance to suggest a text amendment to the Sign Ordinance, Section 1476.08(b)(E) to allow for internal illumination for projecting and suspended signs with metal opaque backgrounds with individual routed letters and logos.

Attached you will find our proposed sign design for the Corner Loft that will comply with the height minimum and maximum requirements. The sign material will be metal with individual routed letters for the text.

Also attached please find samples of signs from local downtown businesses that currently are using similar mediums and internal lighting that also have individually routed letters.

We request this variance be approved in a timely manner, as the establishment will be open for business mid October.

Thank you.



From: Marsha Stratton <marsha@idea-stream.com> 
Subject: D
Date: September 6, 2013 8:47:29 AM EDT
To: Marsha Stratton <marsha@idea-stream.com>



1 Attachment, 396 KB



Sent from my iPhone

From: Marsha Stratton <marsha@idea-stream.com>
Subject: A
Date: September 6, 2013 8:46:15 AM EDT
To: Marsha Stratton <marsha@idea-stream.com>



1 Attachment, 384 KB





The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: WOOD AND BRUSH GRINDING

Attached is a memo from City Treasurer/Finance Director William Twietmeyer regarding extensive wood and brush grinding services that were needed as a result of the significant March 2012 winter storm. Also attached is a related memo from Streets Superintendent Mark Jones. As explained by Mr. Twietmeyer, there was a significant pileup of wood and brush from the cleanup of that storm; and this summer, the county identified the need to get rid of those piles and make room at the Keystone site.

The invoice for the wood grinding and hauling conducted by American Waste at the request of the county separated out the grinding of county materials and the grinding of city materials. The county competitively-bid this project and has a contract with American Waste as a result of its bidding process.

Below is a chart outlining the costs associated with this project:

Total Cost for All Chipping	Less amount attributable to Grand Traverse County for its materials	Less amount the county agreed to cover as a result of city staff assistance in managing materials at the site	Total due from the city:
\$48,168.75	(\$24,412.50)	(\$6,000)	\$17,756.25

I recommend the motion on the following page (5 affirmative votes required)

That the City Manager be authorized to approve payment in the amount of \$17,756.25 to Grand Traverse County for the city's portion of services conducted by American Waste as a result of the significant March 2012 winter storm, and that a budget amendment be made to reduce Contingencies by \$18,000 and increase the Streets Administration Budget by \$18,000 to provide the necessary funds for this payment.

JO/bcm

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e-copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City



To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Wood and Brush Grinding Services
Date: October 18, 2013

In March 2012, the City of Traverse City was hit by a snow storm that blanketed the City and the area with many inches of heavy wet snow. The resulting damage included many power outages but most importantly, there was extensive tree damage throughout the City. Our various City parks had some downed trees but mostly tree limbs were found all throughout our parks. In addition, many of our streets were strewn with massive piles of tree branches and limbs that resulted in our street department having to haul away dozens of truckloads of branches to the Keystone brush drop off site.

In July 2013, the County Solid Waste Department determined that something had to be done about the massive piles of tree brush that was taking up all the space at the Keystone Road brush drop off location. The County hired American Waste to come in to chip and grind up all the branches, limbs, and brush that had been piled up from that storm. The total cost for that service was \$48,168.75 of which it was determined that the City's portion was \$23,756.25. Since then, the County has invoiced the City for its portion but has given a credit of \$6,000.00 in recognition that City staff does provide assistance at that site by moving piles of material around with a loader to help manage the material at the site.

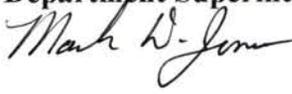
Therefore, the City has been invoiced by the County for \$17,756.25 for this service. The former head of the County's Solid Waste Department and the City's former DPS Director are no longer employed by their respective employers and therefore, we have no more details to share about this arrangement. Since funds were not budgeted for this I request that the City Commission action include a budget amendment to reduce Contingencies by \$18,000 and increase the budget in the Streets Administration budget by \$18,000 to provide the necessary funds.

Please place this on the next City Commission agenda for their review and approval.

Memorandum

To: Bill Tweitmeyer, Treasurer

From: Mark Jones, Street Department Superintendent

Date: 10-30-13 

Subject: Wood and Brush Grinding Services

In the past we have had one brush pile at the Keystone Compost facility. City crews dump brush in the pile brought from City trees, the Grand Traverse County brush drop off site adds to the pile with brush that they receive from County and City residents. Because City crews, (for G.T. County) move the brush to the pile and haul the leaves and yard waste to the composting rows, the County in the past has picked up the cost for the brush chipping. Do to the extensive amount of brush that City crews hauled to Keystone from the March 2012 snow storm, the amount invoiced was greatly increased. I feel that the amount invoiced to the City from the Grand Traverse County for the extra brush from the March 2012 snow storm is an appropriate amount.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰ JERED OTTENWESS, CITY MANAGER

SUBJECT: GARAGE DOORS AT TRAVERSE CITY FIRE STATION #1

Attached is a memo from Jim Tuller, Fire Chief, outlining the bids received for the Overhead Garage Door replacement project at Traverse City Fire Station #1, 500 West Front Street.

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

that the City Manager be authorized to issue a purchase order to Affordable Door and Gate in the amount of \$14,052.35 for the Overhead Garage Doors at Fire Station #1, 500 West Front Street, with funds available in the Traverse City Fire Department Capital Improvement Fund.

JO/jd

cc: Jim Tuller, Fire Chief

Communication

From the Office of the Fire Chief

The City of Traverse City
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684

(231) 922-4930 Ext. 2

Thursday October 31, 2013

TO: Jered Ottenwess, City Manager

REF: Capital Improvement Project – TCFD Station 01 Overhead Door Replacement

Jered,

As part of the approved Capital Improvement process for the 2013-2014 Budget, the TCFD is seeking to replace the overhead doors at Station 01, 500 West Front Street. This project is part of a long-term process to minimize energy costs at Station 01. These projects involved replacing items and systems that were part of the original construction of the station in 1974. Capital Improvement Projects that have been completed to date at Station 01 to minimize energy costs are listed as follows:

- Replacement of original windows with energy efficient double pane industrial grade windows and seals.
- Replacement of original service doors with industrial grade door systems.
- Replacement of all fluorescent lighting with new high efficiency fluorescent bulbs through a process with Traverse City Light & Power.
- Replacement of the original boiler that provides hot water and heat for the station with a new high-efficiency unit. The boiler project was completed as a Capital Improvement Project in the 2012-2013 budget cycle.

The next project to minimize energy costs is the replacement of the 5 overhead doors at Station 01. The Station 01 overhead door assemblies (5) are replacements for the glass doors that were part of the original construction in 1974. The glass doors were replaced in the late 1980's with a residential grade system that is in need of replacement for the following reasons:

- The R-value of the 2" thick residential grade current door panels is 14. The replacement door panel units are 3" thick industrial grade with an R-value of 17.1. A savings in heating costs due to an increase in R-value is anticipated.
- The current tracking is residential grade and is in poor condition. Repairs are needed throughout the year. The proposed replacement is industrial grade which permits a tighter seal to the door frame and floors.
- The current weather seal system is in poor condition. It has been repaired many times. The proposed replacement is an industrial grade weather seal system with a better performance factor and expected longevity.

- The lift springs are a matched set. When 1 side fails, it requires the replacement of both sides. This occurs 2-3 times per year. This failure also causes additional damage to the door track system. The proposed replacements are heavy-duty high 50 thousand cycle springs that carry a warranty against failure.
- The lift motors and lift motor tracks currently in service are in good shape and are scheduled to be re-used.

The project includes:

- Replacement of 5 overhead doors with a Raynor brand model TC300 or equivalent. The Raynor brand provides for an industrial grade door and associated hardware that is suited for the heavy use unlike the residential grade doors, springs and tracking currently in service.
- Replacement of current tracking, hardware, and weather seals.
- Replacement of current lifting springs with 50K high-cycle heavy duty springs.

The overhead door project is an approved project in the current 2013-2014 Capital Improvement budget.

The bid process was carried out with 4 bids received as follows:

- Cadillac Garage Door, Cadillac MI (not to bid spec) \$12,595.00
- Garage Door Services, Traverse City area (not to bid spec) \$12,495.00
- Garage Door Service, Traverse City area (complied with bid spec) \$16,915.00
- Affordable Door and Gate, Muskegon MI (complied with bid spec) \$14,052.35

After review of the above packets, it is my recommendation to award the project to Affordable Door and Gate of Muskegon, MI for a project cost of \$14,052.35.

I am available at any time to review this project.

Chief Tuller,
T.C.F.D.



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – MEDITERRANEO, LLC, D/B/A PEPE NERO
(GIORGIA LO GRECO)

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Mediterraneo, LLC, d/b/a Pepe Nero (Giorgio Lo Greco) to obtain a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 800 Cottageview Drive, Ste. 30 in the Grand Traverse Commons.

I recommend the following motion:

That the Resolution Approving a Request from Mediterraneo, LLC, d/b/a Pepe Nero (Giorgio Lo Greco) for a Redevelopment Project Area Liquor License with Class C Liquor License privileges to be operated at 800 Cottageview Drive, Ste. 300 in the Grand Traverse Commons, be adopted.

JJO/kes

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license_Redevelopment\liqlic_redevprojectarea_PepeNero_20131104

copy: Allen Anderson, aga@Smith-Johnson.com
Giorgio Lo Greco, pepenero@pepenerotc.com

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager

FROM: Benjamin C. Marentette, City Clerk *[Signature]*

DATE: Thursday, October 31, 2013

SUBJECT: REDEVELOPMENT PROJECT AREA LIQUOR LICENSE
REQUEST – MEDITERRANEO, LLC, D/B/A PEPE NERO

Mediterraneo, LLC, d/b/a Pepe Nero (Giorgio Lo Greco) has applied for a Redevelopment Project Area Liquor License. The license would be operated at 800 Cottageview Drive, Ste. 30 in the Grand Traverse Commons; and they would enjoy Class C Liquor License privileges. Meaning, they could sell beer, liquor and mixed spirit drinks for on-premises consumption.

Three Redevelopment Project Area Liquor Licenses were made available to Traverse City within the Grand Traverse Commons in July 2011. This is the second application for a Redevelopment Project Area Liquor License in the Grand Traverse Commons to be recommended for City Commission approval.

The applicant has paid the appropriate application fee and this request has been favorably 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. 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.)

As always, please feel free to contact me if you have any questions.

bcm/kes

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Resolution Approving Development Area Liquor License

Resolved, that the City Commission for the City of Traverse City hereby approves the request for issuance of a State of Michigan **LIQUOR LICENSE under PA 501 of 2006, with Class C Liquor License privileges issued under MCL 436.1521a(1)(a)**, to Mediterraneo, LLC, d/b/a Pepe Nero with the license to be located at 800 Cottageview Drive, Ste. 30, Traverse City, MI 49686, Grand Traverse County City of Traverse City, which is located within the established Redevelopment District; be it further,

Resolved, that the City Commission for the City of Traverse City recommends this request above all others.

Motion by: _____

Support by: _____

Vote:

Yeas: _____

Nays: _____

Abstained: _____

I, Benjamin C. Marentette, City Clerk for the City of Traverse City, Grand Traverse and Leelanau Counties, Michigan, do hereby certify that the foregoing is a true copy of a resolution adopted by the City Commission of the City of Traverse City at a regular City Commission meeting held on November 4, 2013.

Benjamin C. Marentette, CMC
City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: 2010 HOLDER TRACTOR EXCHANGE AND UPGRADE

Attached is a memo from Dave Green, DPS Director, requesting approval to exchange and upgrade two 2010 Model C480 Holder Tractors for two 2010 Model C992 Holder Tractors.

We have already made this purchase because it takes four weeks from time of order to delivery; and because of that turnaround timeframe and our need for these models to effectively manage leaf pickup, which is upon us, as well as snow removal. Additionally, as you can see in the attached, under the timeframe we are operating, we have negotiated an extremely-favorable rate for the city.

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

that the City Manager be authorized to exchange two 2010 Model C480 Holder Tractors and upgrade to two 2010 Model C992 Holder Tractors and approve a confirming purchase order in the amount of \$13,900 to cover the fee required to complete the exchange with Holder Tractors, Inc. of Ottawa, Canada, with funds available in the Garage Fund.

JO/bcm

e-copy: Dave Green, DPS Director

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Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: October 24, 2013
SUBJECT: 2010 Holder Tractor Exchange and Upgrade

In October of 2010, the City Commission authorized the City Manager to purchase two Model C480 Holder Tractors. We use these tractors for a variety of tasks including sidewalk and trail snow removal, leaf pick-up duties, lawn mowing as well as help on road repair projects. At the time staff had originally planned on buying Model C992 Holder's but the price difference between the two (almost \$32,000/unit) required us to go with the lighter Model C480. Bell Equipment sales personnel assured the City that the C480's could handle whatever task we used them on, but in 2011 and then again last year because of the constant maintenance problems and repairs the C480's required it became obvious that they were not the right fit for us.

We started negotiations with Holder Tractor officials in April of this year to try and resolve the constant maintenance issues we encountered with the C480's with the hope of being able to "swap" out our C480's for 2010 C992's at a cost that would work for both parties. This went on all summer with proposal's being sent back and forth until last week when Mr. Steve Dick, General Manager and CEO of Holder Tractors Inc. flew into Traverse City from Ottawa, Canada to sit down face to face with City staff to hammer out an arrangement that would allow for the exchange and upgrade of the tractors. The attached Purchase and Trade Proposal from Holder ends up saving the City almost \$25,000.00 per unit for this needed upgrade and Staff believes it is a good deal for the City.

Please request City Commission approval of a purchase order to Holder Tractors Inc. in the amount of \$13,900.00 to cover the fee required to complete the exchange and upgrade of two 2010 Model C480 Tractors for two 2010 Model C992 Tractors between the City of Traverse City and Holder Tractors Incorporated with funds available in the Garage Fund.

Purchase and Trade Proposal
between
Holder Tractors Incorporated
and
The City of Traverse City

Date: October 17, 2013

Abstract:

The City of Traverse City (Traverse City) has requested an arrangement with Holder Tractors Incorporated (HTI) wherein 2 - 2010 C480s are upgraded for 2 - 2010 C992 units.

Background:

Traverse City is a long standing dependable Holder customer. In 2010 the City of Traverse City purchased 2 new – 2010 C480 Holder Tractors from the local dealer at the time Bell Equipment. Subsequent, it has been determined that the current C480s are not the best model option suited for Traverse City's current and future operations.

Ongoing discussions with HTI on options available towards upgrading these two units to the 9 series tractor consistent with their current fleet transpired. Holder Tractors Incorporated is pleased to offer this proposal for the exchange and upgrade of the subject tractors.

Upgrade Purchase: 2 Off Lease 2010 C992 with trade of 2 - 2010 C480s

	Tractor Model / Year / Serial Number / Hours	Price
HTI	C992 - 2010 Tractor SN 534000160 + A/C (1641 hr. approx.)	53,500.00
HTI	C992 - 2010 Tractor SN 534000170 + A/C (1511 hr. approx.)	55,400.00
	Total	108,900.00
Trade 1	2010 - C480 Tractor SN 204001085	-35,000.00
Trade 2	2010 - C480 Tractor SN 204001086	-35,000.00
	Holder Loyal Credit	-25,000.00
	Traverse City Upgrade Fee	13,900.00

Shipping: Holder Tractors provides shipping 2 x C992 to 625 Woodmere Avenue, Traverse City. Traverse City provides shipping of the 2 x C480 to HTI at 100 Bay Street Embrun, Ont.

Warranty: The 2010 C992 exchange tractors come with a limited 1 year warranty that covers major components and driveline only. Wear parts, body panels and cosmetics are not covered under this warranty. The warranty period shall commence on the date of delivery.



Steve Dick,
General Manager and CEO Holder
Tractors Incorporated



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: 2013 SCHEDULED FLEET EQUIPMENT REPLACEMENT

Attached are memos from Dave Green, DPS Director, and Scott Meteer, Garage Superintendent, requesting approval to purchase a 2014 Chevrolet Tahoe for the Police Department K-9 Unit, and declaring a 2009 Ford Crown Victoria surplus. This vehicle would be purchased through the MIDEAL Program, which is a state program that provides competitive pricing for entities to take advantage of across Michigan.

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

that the City Manager be authorized to declare a 2009 Ford Crown Victoria (Car #11) surplus and issue a purchase order to Shaheen Chevrolet of Lansing in the amount of \$29,317.00 for the purchase of a 2014 Chevrolet Tahoe 4x4 to be used by the Police Department, with funds available in the Garage Fund.

cc: Dave Green, DPS Director

Scott Meteer, Garage Superintendent

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Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: October 28, 2013
SUBJECT: 2013 Scheduled Fleet Equipment Replacement

Attached is a memorandum from Scott Meter, Garage Superintendent, requesting approval to purchase a 2014 Chevrolet Tahoe for the Police Department K-9 Unit. Car #11, a 2009 Crown Victoria was scheduled to be replaced this year with a new cruiser but the Police Department feels the Tahoe is a better all-around vehicle to be used as a K-9 vehicle and we agree. This 2014 Chevrolet is available through the States MIDEAL program

Please request that the City Commission declare Car #11, a 2009 Ford Crown Victoria surplus and approve a purchase order in the amount of \$29,317.00 to Shaheen Chevrolet of Lansing for the purchase of one 2014 Chevrolet Tahoe 4x4 to be used by the Police Department with funds available in the Garage Fund for this planned replacement.

MEMO

To: Dave Green
From: Scott Meter *Sm*
Garage Superintendent
Subject: Equipment Purchase
Date: October 28, 2013

Car 11 a 2009 Crown Victoria, is due for replacement. It currently has over 7500 hours on it. The Police department has requested it be replaced with a utility vehicle to be used as a canine unit. Shaheen Chevrolet Fleet has a properly equipped 2014 Tahoe 4x4. The MiDeal price is \$29,302.00 with a \$15.00 title fee. They will deliver it at no cost to the City.

Please request of the City Commission permission to issue a purchase order in the amount of \$29,317.00 to Shaheen Chevrolet of Lansing for a 2014 Tahoe 4x4.

Also, please request the Commission to declare car 11 surplus so that it may be disposed of.

This is a planned purchase and funds are available in the Garage fund.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ³⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: HICKORY HILLS RATES – 2013/2014 SKI SEASON

Attached is a memo from Director of Public Services Dave Green regarding the Parks and Recreation Commission and Parks and Recreation Division staff's recommendation that the rates at Hickory Hills remain the same as the past ski season.

As indicated in the attached memo from Parks and Recreation Superintendent Lauren Vaughn, rates were increased for the 2012/2013 ski season as follows; and because of those increases last season that would apply this season, no increase is recommended. (When the increases were recommended for last season, staff estimated the increase would generate \$11,000 in additional revenue, if sales equated to the average of the prior two seasons.)

Category	2011/12 Rate for City Residents	2012/13 Rate for City Residents <u>and</u> <u>proposed</u> <u>rate for</u> <u>2013/14</u>	Increase from 2011/12 rate:	2011/12 Rate for Non-City Residents	2012/13 Rate for Non-City Residents <u>and</u> <u>proposed</u> <u>rate for</u> <u>2013/14</u>	Increase from 2011/12 rate:
Individual / Family season pass (family up to four people)	\$120 / \$250	\$130 / \$275	\$10 / \$25	\$150 / \$325	\$170/\$375	\$20/\$30

Ea. Add'l Family Member	\$30	\$30	\$0	\$30	\$40	\$10
Cross Country Family Season Pass	\$40	\$45	\$5	\$55	\$65	\$10
All Daily Passes (rates vary – see resolution)			\$1.00			\$2.00

I recommend the following motion:

That the Resolution Establishing Fees For Hickory Hills Ski Area for 2013-2014 Season be adopted.

JO/bcm

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e-copy: Dave Green, Director of Public Services

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director 
DATE: October 28, 2013
SUBJECT: 2013/2014 Hickory Hills Ski Rates

Attached is a memorandum from Lauren Vaughn, Parks and Recreation Superintendent, requesting that the City Commission approve a resolution adopting rates for the Hickory Hills Ski Area for the 2013-2014 ski season.

The Parks and Recreation Commission and staff agree that the rates at Hickory should stay at the same level as last year and I concur as well.

Please request that the City Commission approve a resolution establishing the Hickory Hills Ski Rates for the 2103-2104 winter season as presented.

Memorandum

The City of Traverse City



TO: Jered Ottenwess, City Manager
FROM: Lauren Vaughn, Parks and Recreation Superintendent
DATE: October 14, 2013
SUBJECT: *Hickory Rate Proposal*

At the Parks and Recreation Commission meeting of October 3, 2013, the Commission adopted a motion to recommend the set of rates for Hickory Hills for the 2013-2014 ski season. Last year, the rates were raised \$10.00 for individual and \$25.00 for family downhill season passes for City residents and increased \$20.00 to \$30.00 for individual and \$50.00 to \$75.00 for family downhill season passes for non-residents. The additional family member rate for non-residents increased by \$10.00. The Cross Country season passes were raised by \$5.00 for City residents and \$10.00 to \$15.00 for non residents. Daily passes were increased by \$1.00 for City residents and \$2.00 for non-residents in all categories. Last year we eliminated the category for non-resident members of the Grand Traverse Ski Club which was between the City and non-resident rates.

This year, the Parks and Recreation Commission concurred with the staff recommendation that we keep the rates the same as last year, for the 2013-2014 season. One reason for keeping the rates the same is that we don't like to raise rates two years in a row in order to get a more accurate reading on how the rate increase affects the cost / revenue picture. There are many variables in weather and other factors that average out over a multiple year period. Second, we are in the middle of a venture with Garfield Township, the Grand Traverse Ski Club and Preserve Hickory to conduct a study of options for the future of Hickory Hills. A third reason is if we increase our rates too much, the competition from Mount Holiday, which has chair lifts, a larger lodge, more runs and other amenities, we can price Hickory Hills beyond what it can offer skiers.

This recommendation also keeps last year's policy that for City resident children that qualify for the TCAPS reduced price lunch program, rates are 50% off. This is for both daily passes and season passes.

Attached is the set of rates that the Commission is recommending



**RESOLUTION ESTABLISHING FEES
 FOR HICKORY HILLS SKI AREA
 2013-2014 SEASON**

- Because, services are provided for the winter operation of a ski area at Hickory Hills located at 2000 Randolph Street in Traverse City that require expenditures of time and materials; and
- Because, the City Commission believes it is important that the actual costs associated with this service are not fully subsidized by the general taxpayer; and
- Because, the fees represent the recommended charges for the 2013-2014 winter season at Hickory Hills ski area; therefore, be it
- Resolved,** that the City Commission of the City of Traverse City does hereby establish the following seasonal ski rates for the 2013-2014 winter season at Hickory Hills:

<u>SEASON PASS</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Adult	\$130.00	\$170.00
Child 12 and under	\$110.00	\$150.00
Senior 60 and over	\$110.00	\$150.00
Family (up to 4 people)	\$275.00	\$375.00
Each additional family member	\$ 30.00	\$ 40.00
Cross Country family	\$ 45.00	\$ 65.00
<u>DAILY RATES</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Adult (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$ 18.00	\$ 21.00
Child 12 and under (all day Saturday and 11:00 a.m. to 8:30 p.m. days during School Breaks)	\$ 16.00	\$ 19.00
Adult (Saturday and Holidays after 4 p.m. and all other days)	\$ 14.00	\$ 17.00
Child (Saturday and Holidays after 4 p.m. and all other days)	\$ 13.00	\$ 16.00

<u>DAILY RATES</u>	<u>CITY RESIDENTS</u>	<u>NON-CITY RESIDENTS</u>
Senior 60 and over (all days)	\$ 13.00	\$ 16.00
Cross Country at all times	\$ 6.00	\$ 7.00
Snow Shoeing at all times	\$ 6.00	\$ 7.00

This resolution also authorizes issuing discount coupons for promotional advertising in print or electronic media or on discount cards and offering half price rates for City Resident TCAPS students that participate in the reduced price lunch program.

I hereby certify that the above Resolution was adopted by the Traverse City City Commission at its regular meeting held on November 4, 2013, in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City, MI.

Benjamin C Marentette, CMC, City Clerk



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: TART TRAIL WINTER MAINTENANCE AGREEMENT

Attached is a memo from Director of Public Services Dave Green recommending the Commission authorize a one-year extension of the agreement for TART Trails to use city equipment (a small tractor and snow blower) to keep the TART Trail from Bunker Hill Road to Carter Road clear this winter.

For those portions of the TART Trail that are outside the city limits, TART Trails will reimburse the city at a rate of \$60 per hour for use of the equipment, which is the MDOT-established rental rate for equipment.

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

That the Mayor and City Clerk execute an amendment to the agreement with TART Trails (originally authorized November 5, 2012), for it to clear the TART Trail using city equipment during the 2013/2014 winter season, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

JO/bcm

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e-copy: Dave Green, Director of Public Services
Julie Clark, TART Trails Executive Director –
julie@traversetrails.org

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director 
DATE: October 25, 2013
SUBJECT: TART Winter Maintenance Agreement

The City and TART Trails entered into an agreement last year that authorized TART Trail volunteers that had gone through City led training to use City equipment to clear snow from the TART Trail that runs from Cherry Bend Road to Bunker Hill Road. The agreement was drafted to offer the same cooperative arrangement this year if both parties agreed. After discussion with TART and City Staff, all believe the agreement should be extended for an additional one year period.

Please request City Commission approval to authorize appropriate City officials and TART Trail officials to enter into an agreement extension that would keep this important non-motorized trail open and free of snow for the 2013-2014 winter season.

October 25, 2013

Traverse

Area

Recreation &

Transportation

Trails Inc.

City of Traverse City Commission Members

Subject: 2013-2014 Winter Trail Maintenance

Dear City Commission Members,

Traverse Area Recreation and Transportation (TART) Trails is happy to partner with the City of Traverse City Streets Department again this winter to provide snow removal services along the TART Trail. This is a renewal of an agreement TART and the City developed last year to help accommodate active transportation throughout the winter months.



For a third year, the Streets Department is unable to provide the staffing to consistently clear the trails for winter use. Building off of last year's creative approach to provide for safe and accessible non-motorized travel in all four seasons, TART and Streets Department staff have planned an effort to keep the primary TART Trail corridor between Bunker Hill and Cherry Bend roads operational during the winter.

Last year, the program was separately evaluated by both TART and the City. Both entities felt the effort was successful in achieving its goal of improving the ability for cyclists, runners, walkers, and people with disabilities trying to make their way around town through the winter. TART's volunteer operators received an overwhelming amount of appreciation from trail users and frequently observed heavy amounts of trail traffic regardless of the weather conditions. The City staff was flexible and accommodating, and worked closely with TART to provide a way to keep the trails open all year long given their staffing shortfall.

The trail system is crucial for non-motorized transportation and recreation and this becomes especially true during winter. TART remains a committed partner to seeing this agreement through its last year, however, we strongly prefer that future budgets provide the Public Works Department with the necessary resources to clear snow along the TART, Mall, Buffalo Ridge and Boardman Lake Trails.

Thank you for your support of this effort. We believe an investment in the area's non-motorized infrastructure helps make our community a better place to live, work and play. We look forward to working with you in the future, and will continue to be a strong advocate and partner in helping provide for an active, healthy community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Julie Clark', written over a light blue circular stamp or watermark.

Julie Clark, Executive Director
TART Trails, Inc.

CC Brian Fisher, TART Board President
Dave Green, Public Works Director, City of Traverse City

PO Box 252

Traverse City, MI

49685

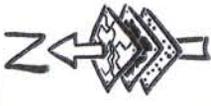
231.941.4300

www.traversetrails.org

Because

Trails

Matter



1 inch = 3,007 feet

TART TRAIL LOCATION
CHERRY BEND ROAD TO BUNKER HILL ROAD

10-24-13
JPT

This map is based on digital information provided by the City of Traverse City. The City cannot accept any responsibility for errors, omissions or potential inaccuracies in the information presented or depicted.



Legend

- TART Carter to Cherry Bend
- TART Carter Rd. to 3 Mile
- TART 3 Mile to Bunker Hill Rd.
- GTCDB.GTC.TRAILS
- City Limits

Exhibit A (amended 10-24-13)



The City of Traverse City

Communication to the City Commission

DATE: OCTOBER 31, 2013
FROM: JERED OTTENWESS, CITY MANAGER
SUBJECT: CLINCH PARK PROJECT UPDATE

BACKGROUND

The purpose of this report is to provide an update to the City Commission regarding improvements made to Clinch Park and the problems that arose as a result of the sanitary sewer pump failure and sewage backup on June 30, 2013. Although the contract with Hamilton Anderson is officially completed, City staff is still in the process of resolving several construction and design issues. Included with this report is a memorandum from the City Engineer and Planning Director, who served as project coordinators for the City, which details these issues and provides a status update on the project. Resolution may take several more months or longer and last into the summer construction season of 2014.

The City hired consultant Hamilton Anderson to provide design and construction engineering services for the Clinch Park improvement project, which included the splash park. As the project consultant, Hamilton Anderson was responsible for the following tasks:

- review existing plans and engineering drawings;
- site analysis and surveying;
- schematic design, including identification of regulatory permit requirements;
- design development including construction document preparation; and
- construction oversight.

Hamilton Anderson did not satisfactorily fulfill all of their responsibilities under the agreement, specifically in terms of properly identifying regulatory permit requirements and design review. City staff is in the process of determining potential claims against Hamilton Anderson or other recourse and these are outside the intended purview of this report.

Despite all the complications with the Clinch Park project over the course of several years, the end product is a multi-million dollar investment that has created one of the premier public parks in Michigan. The park improvement was funded by a range of community groups and leveraged significant grant resources with no direct General Fund expenditure.

WATERSCAPE TIMELINE AND OPERATION

Please refer to the memorandum from the City Engineer and Planning Director that includes a "Chronology of Events." Based on all the information and documentation available, City staff

did not contact DEQ to pressure them to open the water feature without necessary permits. City staff has no knowledge or information that suggests any Commissioner contacted DEQ to put pressure on them either.

SUMMARY TIMELINE OF JUNE 30, 2013 SEWAGE BACKUP

Based on documentation compiled by Department of Public Services staff

10:00 am: Parks & Recreation Department employee started the water feature at the splash park.

Approximately 10:15 am: Parks & Recreation Department employee noticed contaminated water shortly after feature started.

- Parks & Recreation Department employees immediately shut off the splash park water feature and cleared and secured the area.
- 4-5 people in the splash park area were exposed to contaminated water.
- Duration of exposure was approximately 15 minutes.

10:26 am: first documented phone call regarding backup at splash park (from Parks & Recreation Department employee responsible for operating splash park to Parks & Recreation Superintendent) indicates that a sanitary sewer pump failed and caused a sewage backup.

Approximately 11:00 am: Marina Dockmaster and OMI employees (Waste Water Treatment Plant Operator) fixed malfunctioning sanitary sewer pump and curtailed any spillage.

Approximately 11:15 am: Sewer and Water Maintenance Department employee vacuumed spillage from storm sewer catch basin thereby preventing any runoff into the bay.

Approximately 1:00 pm to 6:30 pm: Sewer and Water Maintenance and Department of Public Services employees cleaned out, flushed, and sanitized the splash park water recirculation system with technical assistance from the Grand Traverse County Health Department.

OUTCOME

One individual filed a claim that their child became ill as a result of playing in the splash park on Saturday, June 29, 2013. Based on the confirmed timeline of events, City staff does not believe that this reported illness was the result of contamination at the water feature. City staff sent the claim to the City's insurer who is now handling the matter.

The water feature has been disconnected from the overflow gravity sewer connection that allowed sanitary sewage to back up into the water reservoir. The disconnection allowed the water feature to reopen just before the Labor Day weekend after inspection by DEQ and Grand Traverse County Health Department and eliminates the possibility of sanitary sewage from backing up into the reservoir.

The pump station failure was caused by a lag pump failure that tripped the entire electrical control panel leaving the station with no available pumps or alarm. Since the pump station failure, the City's wastewater operator, OMI, in conjunction with City staff, has completed the following actions to prevent future pump failures:

- Separated the supply power for the pumps and the alarm system.

- Increased the breaker size for the pumps from a 20 amp to 60 amp.
- Added a Sensa Phone alarm dialer to the control panel. The alarm system is checked twice a day to insure communication, and will now call out in the event of failure.

CURRENT STATUS AND NEXT STEPS

Clinch Park improvements are complete and the City is finalizing minor closeout items during the week of October 28th. City staff is in the process of winterizing the water feature and preparing for next summer, which includes determining personnel that will be responsible for operating the water feature. Although the project has not required direct General Fund expenditure to date, the cost of operating the water feature presumably will.

The City has engaged a water park consultant to audit the Clinch Park Waterscape. The focus of their efforts is summarized in the enclosed staff memorandum. The results of the report will guide staff's efforts to determine the most appropriate next steps.

Memorandum

The City of Traverse City
Engineering Department



TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer *TJL*
Russell A. Soyring, Planning Director *R Soyring*

DATE: October 23, 2013

SUBJECT: Clinch Park Revitalization Project Status Memorandum

As requested, the following summarizes the status of the work and detailed information you requested for the above referenced project. The project is divided into three separate construction contracts with Hallmark Construction as follows:

1. **Clinch Park Revitalization Phase 1, Site Work (Hamilton Anderson Consultant):**
 - a. Work commenced on this phase in August of 2012 and was substantially complete as of June 25, 2013. Project close out is in process pending completion of a project punch list by the contractor.
 - b. The sewage back-up issue that occurred on June 30, 2013 is documented on the attached incident report from OMI. The water feature has been disconnected from the direct overflow gravity sewer connection and remains connected to the sanitary sewer with the pump and air gap provision within the pump control room to discharge excess rain water from the water feature. A timeline focused on the events surrounding the opening of the water feature and the MDEQ permitting process is attached for reference.
 - c. Improvements to the lift station completed following the incident include:
 - i. Separated the circuits for the pumps and alarm system
 - ii. Increased the circuit breaker size from 20 amp to 60 amp to correspond to the pump motors
 - iii. Added a phone alarm dialer system for call out for alarm conditionsWe will be conducting a system audit with representatives of the MDEQ, OMI and the City this fall to examine reliability and safety items relating to the pump station.
 - d. The City is in process of consulting with Vortex-Midwest, a water feature designer and provider to perform an audit of the water feature installed. Attached is a summary of concerns they will address in their report as well as operational, maintenance and safety concerns. We expect a report to be available in the next three weeks.

- e. City staff is in process of reviewing the site drainage and tunnel flooding occurrences since the project has been completed.
 - f. A punch list of outstanding items has been identified that include adding concrete curbs to direct water away from the garden next to the splash pad, replacing light poles with defective paint and adding rip rap or lawn next to the walk that leads to the new dock. This work is expected to be completed by the end of October followed by a final walk-through inspection with Hamilton Anderson.
 - g. City staff has been requested by the DDA and Traverse City Film Festival to investigate the need for and identify improvements and costs to remove or replace the existing fencing along Grandview Parkway.
2. **Clinch Park Revitalization Phase 2, Pavilion (Hamilton Anderson Consultant):**
- a. Work commenced on this phase in December of 2012 and was substantially complete on June 25, 2013. Project close out is in process pending completion of a project punch list by the contractor.
3. **Clinch Park Revitalization Phase 3, South Tunnel entry (Cornerstone Architects Consultant):**
- a. Work commenced on this phase in April of 2013 and was substantially completed as of June 25, 2013. Project close out is in process pending completion of a project punch list by the contractor.

The architect contracted for Clinch Park Phases 1 and 2 is Hamilton Anderson Associates. To date, the City has paid \$268,826 to Hamilton Anderson for design and construction management services. Since the waterscape sewage incident, the City has not made payments to Hamilton Anderson and we have unpaid invoices in the amount of \$12,809.

Attachments: OMI incident report, Chronology, Water Feature concerns

July 1, 2013

Mr. John Draminski

Michigan Department of Environmental Quality

Cadillac District Office

120 W. Chapin Street

Cadillac, Mi 49601

Mr. Draminski:

On June 30, 2013, the City of Traverse City's Clinch Park Lift Station discharged raw sewage in the amount of 2,000 gallons or less on to the Clinch Park Marina Drive way, into the storm sewer, and backed up into the Splash Park water system. No raw sewage reached the harbor. The Discharge was a result of a lag pump failure at the lift station, which tripped the entire control panel leaving the station with no available pumps or alarming capabilities.

The Harbor Master notified the operator on duty that the lift station was not operating and that raw sewage was discharging onto the marina driveway. The operator reached the lift station within 15 minutes, and with the help of the Harbor Master got the operable pump in the station to begin pumping. Once the pump was running the discharge ceased. The operator then called me, Elizabeth Hart, and I responded to the lift station to begin further troubleshooting, and remediation efforts. The city's DPW assisted us with their vactor truck in pumping out the storm sewer to prevent the sewage from getting to the harbor. We sprayed down the contaminated driveway, washed it with bleach, and covered it with lye. We then called in a hauling company to pump out the lift station wet well, and the splash park's reservoir and catch basin. The splash park was disinfected by city employees per the Health department's recommendations.

Our mechanics found that the lag pump in the lift station was faulty, and pulling 40 amps when engaged, this caused the main breaker for the control panel to trip. The breaker tripping kept the other pump in the lift station from operating, and the alarm from working. This is ultimately what caused the raw sewage to be discharge.

We have enlisted the advice of Windemuller electric in how best to address the electrical issues at this lift station. They advised us to put the pump and control power on separate breakers, and increase the amperage of the pump breaker. This would allow the station to maintain its alarming capability, and leave one pump operable in the event we lose a pump. We have given Windemuller the go ahead on making the above changes to the lift station, and they will begin working on it on 7/2/2013. In addition, we are having them install an outlet and phone jack allowing us to equip that lift station with an auto dialer.

Enclosed is the SSO for this incident. If you have further questions, please contact me or my Project Manager, Casey Rose, at your convenience.

Sincerely,

Elizabeth Hart

Operation's Supervisor



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
 WATER RESOURCES DIVISION
 Report of Discharge

This information is required to be submitted under Michigan Act 451, Public Acts of 1994, as amended, Part 31, Section 324.3112a. Potential fines and penalties specified in Part 31 apply to this requirement.

Type of Discharge Being Reported	
<input type="checkbox"/>	RTB Discharge: The reported discharge was from a retention and treatment basin (RTB), or equivalent structure, which serves a municipal combined sewer system. The RTB or equivalent structure is designed in accordance with approved plans, and operated in accordance with criteria in a permit, order, or other enforceable document issued by the Michigan Department of Environmental Quality (MDEQ) or by court action. This type of discharge is commonly referred to as an RTB discharge.
<input type="checkbox"/>	CSO Discharge: The reported discharge is from a municipal combined sewer system and is not from a facility which is designed to meet final performance criteria specified in a permit, order, or other enforceable document. The discharge is associated with wet weather events. This type of discharge is commonly referred to as a combined sewer overflow (CSO).
<input checked="" type="checkbox"/>	SSO Discharge: The reported discharge is from a private or municipal separate sewer collection system (not wastewater treatment plant) during wet or dry weather, or a dry weather discharge from a municipal combined sewer collection system. This type of discharge is commonly referred to as a sanitary sewer overflow (SSO).
<input type="checkbox"/>	Other: The reported discharge was of untreated or partially treated sewage (definition in Section 3112a) which is not characterized by one of the conditions listed above. A detailed description of the discharge is provided below.

Report Submitted By	
Name	Elizabeth Hart
Position	Operations Supervisor
Address	606 Hannah Ave
City, State, Zip code	Traverse City, Mi, 49686
County	Grand Traverse
Telephone No.	(231)922-4922
E-mail address	ehart@ch2m.com
Signature	Date 7/1/2013

Sewer System Owner	
Name	Traverse City
Address	400 Boardman
City, State, Zip Code	Traverse City, Mi, 49686
County	Grand Traverse

Discharge Information (see instructions for completing this section)	
Volume discharged (specify units, either gallons or million gallons)	<2,000 Gallons



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION

Report of Discharge

Quality of discharge(s) (such as raw sewage, diluted raw sewage, partially treated, RTB, blended, etc.)	Raw sewage, and diluted raw sewage			
Reason for the discharge(s)	A failed lag pump drew extra amps and tripped the main breaker for the control panel. This left the lift station without power.			
Location of the discharge(s)	Clinch Park Marina			
Surface waters impacted by the discharge(s)	None			
Land impacted by the discharge(s)	Marina drive way, stormsewer, splash pad			
Discharge event start date and time	Date: 6/30/2013 Time: 10:00A.M.			
Discharge event end date and time	Date: 6/30/2013 Time: 11:12A.M.			
Is the sewer system owner in compliance or not in compliance with applicable discharge permits, laws, rules, and orders?	<input checked="" type="checkbox"/> In compliance <input type="checkbox"/> Not in compliance		If not in compliance, please explain:	
Initial notification date and time (if no notice or >24 hrs of discharge, please explain at the end of the form)	<u>MDEQ</u> Date: 7/1/2013 Time: 11:00A.M.	<u>Local Health Department</u> Date: 6/30/2013 Time: 12:12P.M.	<u>Daily Local Newspaper</u> Date: N/A Time:	
Notification that the discharge has concluded (if the discharge was still occurring at the initial notification)	<u>MDEQ</u> Date: Time: <input checked="" type="checkbox"/> Not applicable	<u>Local Health Department</u> Date: Time: <input checked="" type="checkbox"/> Not applicable	<u>Daily Local Newspaper</u> Date: Time: <input checked="" type="checkbox"/> Not applicable	
Precipitation type and measurements, if applicable	Type: N/A	Amount: N/A	Start Date/Time: N/A	End Date/Time: N/A
Name of wastewater treatment facility normally receiving sewage	Traverse City Regional Waste Water Treatment Plant			
Was this discharge disinfected to meet fecal coliform limitations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable			
Actions taken to minimize the impact from the discharge(s), if any	In the marina drive, the city's vector truck pumped out the storm drain so the discharge would not reach the harbor. The area around the manhole was sprayed off, washed with bleach and sprinkled with Lye. At the splash pad, a pumper truck pumped out the reservoir, and catch basin. The splash pad area was sprayed down, and washed with bleach, and Quaternary Ammonia. The splash pad water system was disinfected with high dosages of Chlorine per the			



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION
Report of Discharge

	health departments advisement.
Actions taken or that will be taken to prevent reoccurrence of the discharge(s), if any	We will repair and/or replace the faulty pump. We are going to put the pumps, and the panel controls on separate breakers. This will allow the control panel to alarm even when the pump breaker has tripped out. We are going to increase the amperage of the pump breaker, so that if one pump fails it doesn't trip the breaker, and the other pump can still operate. We are also looking into an autodialer for this lift station. We are currently dependant on someone observing the alarm and calling us. We would like to add an autodialer so the station can call us when an alarm situation is present.
Results of <i>E. coli</i> testing (select one)	<input type="checkbox"/> Results pending (provide expected date of submittal) <input type="checkbox"/> Results attached <input type="checkbox"/> Testing waived by local health department <input checked="" type="checkbox"/> Not applicable no discharge to surface waters
Additional Information (Check any box that is appropriate)	<input type="checkbox"/> (1) The reported discharge was caused by a party other than this sewer system owner and over which this owner had no control or knowledge of the actions which resulted in the discharge. Reporting and corrective actions by this sewer system owner were conducted in a timely manner upon becoming aware of the condition. <input type="checkbox"/> (2) The reported discharge was from an RTB, <u>and</u> the level of treatment provided is in full compliance with <u>final</u> performance criteria in a permit, order, or other enforceable document issued or entered between the MDEQ and the discharger, or by court action. <input type="checkbox"/> (3) The reported discharge was of partially treated sewage that bypassed one or more treatment units at the wastewater treatment facility. <input type="checkbox"/> All effluent limits were met during the event <input type="checkbox"/> All effluent limits were not met during the event (please explain)
Additional information (attach sheets as necessary)	

William G. Milliken Waterscape in Clinch Park

Traverse City, Michigan

Chronology of events

Date	Description
4/13/2012	90% Phase 1 Owner Review Documents <i>do not</i> include a water feature detail sheet
5/4/2012	100% Phase 1 Owner Review Documents include water feature field connection schematic
5/22/2013	City Engineer raises questions to Hamilton Anderson and Associates (HAA) related to the water feature
5/24/2012	Submittal of Plans, Specifications and Bid Documents for Phase 1 to MDNR
6/22/2012	Approval of Plans, Specifications and Bid Documents for Phase 1 from MDNR
6/28/2012	Phase 1 Project went out for bids
7/31/2012	MDNR contractor selection approval for Phase 1
8/6/2012	City Commission authorizes contract to Hallmark Construction for Phase 1. Project was expected to have a May 24, 2013 completion date.
10/22/2013	City Commission discusses Phase 2 bids for the concession/bathhouse. Bids exceeded available funds.
11/19/2013	City Commission authorizes contract to Hallmark Construction for Phase 2. Project was expected to have a June 14, 2013 completion date.
11/30/2013	MDNR contractor selection approval for Phase 2
12/19/2012	Phase 1 and Phase 2 project completion schedules modified to a June 23, 2013 completion date due to weather and the late-in-the year awarding of the Phase 2 project
5/31/2013	HAA states in their proposal that they would identify all permits that would be needed. Their proposal states their submittal does not include applying for permits. Hallmark Construction mentioned to the City Engineer on May 31 that the City should contact City of Charlevoix to discuss heating and operational items including what permits would be needed for the Waterscape
6/4/2013	City of Charlevoix communicated by facsimile and email that a pool certification from the DEQ was needed for their facility. The City passed this information onto HAA the same day
6/6/2013	City sends out Clinch Park ribbon cutting invitations for June 25, 2013 ceremony to donors, City Commission, DDA board, TCLP board, Parks and Recreation Commission, Planning Commission, County Commission, state and federal officials and the general public
6/6/2013	HAA sent plans and application for an interactive water feature permit to DEQ
6/12/2013	Interactive water feature permit paper submission and check were received by DEQ. Construction plans for the Waterscape were not sent to DEQ until after the Waterscape was essentially completed. According to HAA, the Grand Traverse County Health Department directed HAA to have the discharge water from the Waterscape to go into the sanitary sewer
6/24/2013	HAA informs the City that the DEQ requires a "few weeks" before the waterscape will be formally approved for public use. The DEQ indicated by phone that they were comfortable with the waterscape running during the ribbon cutting ceremony with restricted use.
6/25/2013	Hallmark Construction tells City that temporary occupancy and all inspections are achieved for all three Clinch Phases.
6/25/2013	City held ribbon-cutting ceremony. Waterscape was turned on during ceremony only.
6/26/2013	Representative Wayne Schmidt initiated a phone call to City Planning Director. Representative Schmidt said he was going to call the DEQ regarding permit review

William G. Milliken Waterscape in Clinch Park

Traverse City, Michigan

Chronology of events

6/26/2013	City receives an email from DEQ stating that they received a call from Representative Wayne Schmidt regarding a splash pad permit
6/27/2013	The DEQ via email stated that the City could open the Waterscape for public use. Permit would follow
6/28/2013	County communicates with City and indicates that temporary occupancy permits for the Clinch Park Projects Phase 2 and 3 and Phase 1 final electrical inspection and were not in hand
6/28/2013	City Manager's office orders the closure of the waterscape and states that it will not open until issues are resolved and all permits are obtained from DEQ and County.
6/29/2013	City Park Department employee designated to operate the waterscape does not receive information regarding its closure and the waterscape operated on June 29 and for a brief period on June 30
6/29/2013	National Cherry Festival begins
6/30/2013	Sewer backed up into Waterscape on June 30 when a City pump station near the marina failed. Waterscape was shut down.
7/1/2013	County issues temporary approval of electrical inspection for Phase 1 granted with restrictions
7/2/2013	County issues Temporary Occupancy permits achieved for Phase 2 and Phase 3
7/3/2013	HAA informs the City that the DEQ finds the drywell option to handle the waterscape discharge water to be the best option. Drywell is now being designed to handle discharge water. The sewer connection to the Waterscape will be physically cut and capped.
8/2/2013	County issues final approval of electrical inspections for Phase 1 granted (Waterscape can open)
8/27/2013	Waterscape approved with conditions by the DEQ and County Health Department to operate.
8/31/2013	Waterscape opened for public use
9/30/2013	County issues Final Occupancy Permit granted for Phase 2
10/2/2013	County issues Final Occupancy Permit granted for Phase 3

Tim Lodge

Review of Clinch Park Water Feature as of 9-24-13



1. Winterization of the water feature is proposed to block all of the surface drains in the grated structure and allow the water to stand on the water feature. This will result in surface ponding typical of these photos. We need to have the surface drain into a sub-surface discharge other than the recirculation tank of the water feature.

2. The water feature currently is using a small submersible pump (38 GPM) to discharge excess water in the recirculation system to the sanitary sewer system. It was originally design to have a gravity overflow line connected to the sanitary sewer. A sewer backed up and caused health risk concerns and the connection was then dug up and severed. We need an overflow system (drywells are proposed) to function for when the feature is operational and also for when the feature is seasonally closed.



3. The recirculation system is plugged with organic debris from the feature and needs to be cleaned every 1/2 hour of operation. We need a less labor intense maintenance system to remove this debris. Also, the operator has to enter the access hatch to clean out the debris in the recirculation tank. This fits the criteria for a confined space entry. The plantings will eventually make it very difficult to access the area around the hatch. What can be done to ensure the safety of the operator?



4. The perimeter of the water feature is a mixture of landscaping with mulch, grass, stone and concrete. We have problems with the mulch and grass floating into the drain system and the stone that is around the feature is difficult to walk on. What suggestions are there for a surface type and width around the perimeter so parents can keep a watchful eye on their active child but not have to stand in the water feature itself?



5. The rain arch component of the water feature does not have an even distribution of the water flow across the length. It is also an attractive climbing challenge and has low head room at the ends. What can be done to even out the water flow, prevent climbing and avoid heads banging into the feature?
6. The flowing river component of the feature does not appear to work as constructed. What changes could be made to achieve the intent of the flowing river and still meet the guidelines for ponding/pooling of water and the concern over water quality with such a feature?
7. We have temporarily installed plastic grates on the water feature drains. They are proposed to be replaced with cast iron grates. Do you have suggestions for ensuring the function of the grates and addressing concerns with grate openings and how to minimize the possible injury for a child falling, inserting fingers and toes into openings and prevent debris from accumulating on the water feature?



8. Please look at the concrete cracking around the water feature nozzles and suggest a cause and cure;

CITY OF TRAVERSE CITY

MEMORANDUM

To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W. E. T.*
Subject: Quarterly Financial Report
Date: October 30, 2013

Attached is the Quarterly Financial Report for the fourth quarter ending June 30, 2013. The bulk of the fieldwork for the audit has concluded and the review of our accounting records will continue for awhile and I expect a few adjustments to these final numbers.

It is likely that the General Fund will officially end the fiscal year in the negative by approximately \$175,000, which was expected but is less than the budgeted deficit of \$585,000. We expect few adjustments to that number and anticipate that the final number will remain in the negative. Revenue was down from the previous year by \$140,000 while expenses were slightly higher compared to the previous year. Once the audit is completed we will provide to you a full analysis of the various revenue and expense categories.

All other major fund categories performed consistent with prior years or with their budget. The items of note were that the Water Fund and Sewer Fund recorded revenue higher than the prior year or higher than what was budgeted. The total revenue in the Auto Parking System Fund was higher compared to the previous year. However expenses were about \$160,000 higher than the previous year reflecting major repairs and maintenance that were occurring at the Hardy Parking Deck. The total revenue in the Marina Fund was higher than the previous year driven in part by increased activity at the Marina and also repairs to the break wall that were reimbursed by the State Waterways Commission. Also, the Boardman River Dam Removal Fund had both higher revenue and expenses compared to the prior year as a result of the removal of the Brown Bridge Dam. Also, total revenue and expenses were significantly higher in the Capital Projects Fund compared to the prior year. The Clinch Park renovation project and the street resurfacing projects were a major contributor to this. Finally, it should be noted that interest rates remained at their all time low for the entire fiscal year. As a result, interest earnings were negligible for each fund for the fiscal year. An investment report will be submitted under separate cover illustrating this occurrence.

Although the figures in this report are not final audited figures, I expect few changes once the audit is completed. Please forward this to the City Commission for their information.

**City of Traverse City
Quarterly Reports
Fiscal Year 2012-13**

GENERAL FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
REVENUE												
Current	13,213,100.00	13,338,100.00	8,042,980.22	1,211,780.81	1,292,334.38	2,710,644.10	8,042,980.22	9,254,761.03	10,547,095.41	13,257,739.51	13,257,739.51	99.40%
Surplus	555,525.00	585,525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	13,768,625.00	13,923,625.00	8,042,980.22	1,211,780.81	1,292,334.38	2,710,644.10	8,042,980.22	9,254,761.03	10,547,095.41	13,257,739.51	13,257,739.51	95.22%
EXPENDITURES												
Personnel	8,152,365.00	8,370,365.00	1,920,248.77	1,917,100.94	1,944,828.68	2,467,720.54	1,920,248.77	3,837,349.71	5,782,178.39	8,249,898.93	8,249,898.93	98.56%
Supplies	312,875.00	342,875.00	55,761.80	53,656.40	70,089.94	157,145.87	55,761.80	109,418.20	179,508.14	336,654.01	336,654.01	98.19%
Contractual	1,371,175.00	1,378,175.00	220,177.40	275,313.57	267,539.03	459,241.32	220,177.40	495,490.97	763,030.00	1,222,271.32	1,222,271.32	88.69%
Other	1,288,910.00	1,748,910.00	477,666.14	385,677.47	215,643.11	448,219.39	477,666.14	863,343.61	1,078,986.72	1,527,206.11	1,527,206.11	87.32%
Contingency	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Transfers	2,613,300.00	2,083,300.00	25,000.00	20,000.00	1,120,000.00	931,593.92	25,000.00	45,000.00	1,165,000.00	2,096,593.92	2,096,593.92	100.64%
Total	13,768,625.00	13,923,625.00	2,698,854.11	2,651,748.38	3,618,100.76	4,463,921.04	2,698,854.11	5,350,602.49	8,968,703.25	13,432,624.29	13,432,624.29	96.47%

WATER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	TOTAL	% TO DATE
REVENUE												
Current	3,484,700.00	3,484,700.00	1,398,163.80	873,156.91	607,119.52	938,614.71	1,398,163.80	2,271,320.71	2,878,440.23	3,817,054.94	3,817,054.94	109.54%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,484,700.00	3,484,700.00	1,398,163.80	873,156.91	607,119.52	938,614.71	1,398,163.80	2,271,320.71	2,878,440.23	3,817,054.94	3,817,054.94	109.54%
EXPENDITURES												
Treatment Plant	1,059,400.00	1,059,400.00	282,667.08	242,368.91	239,804.21	279,319.06	282,667.08	525,035.99	764,840.20	1,044,159.26	1,044,159.26	98.56%
Distribution	977,500.00	977,500.00	239,911.89	213,825.81	204,622.49	251,244.45	239,911.89	453,737.70	658,360.19	909,604.64	909,604.64	93.05%
Utility Acct	463,700.00	463,700.00	89,744.74	87,123.54	92,143.30	165,864.20	89,744.74	176,868.28	269,011.58	434,875.78	434,875.78	93.78%
Contingency	984,100.00	984,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	3,484,700.00	3,484,700.00	612,323.71	543,318.26	536,570.00	696,427.71	612,323.71	1,155,641.97	1,692,211.97	2,388,639.68	2,388,639.68	68.55%

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SEWER FUND	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Current	5,761,800.00	5,761,800.00	1,467,647.88	1,593,755.11	1,329,282.18	1,649,042.27	1,467,647.88	3,061,402.99	4,390,685.17	6,039,727.44	104.82%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	5,761,800.00	5,761,800.00	1,467,647.88	1,593,755.11	1,329,282.18	1,649,042.27	1,467,647.88	3,061,402.99	4,390,685.17	6,039,727.44	104.82%
EXPENDITURES											
Treatment Plant	2,851,000.00	2,851,000.00	881,135.21	724,147.13	787,951.61	517,461.19	881,135.21	1,605,282.34	2,393,233.95	2,910,695.14	102.09%
Distribution	822,580.00	822,580.00	162,711.27	167,574.32	166,103.69	254,469.86	162,711.27	330,285.59	496,389.28	750,859.14	91.28%
Utility Acct	1,008,550.00	1,008,550.00	227,291.22	225,080.25	227,201.19	262,295.03	227,291.22	452,371.47	679,572.66	941,867.69	93.39%
Contingency	1,079,670.00	1,079,670.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	5,761,800.00	5,761,800.00	1,271,137.70	1,116,801.70	1,181,256.49	1,034,226.08	1,271,137.70	2,387,939.40	3,569,195.89	4,603,421.97	79.90%

BOARDMAN RIVER DAM REMOVAL	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE	2,215,000.00	2,835,000.00	863,268.37	955,688.39	755,794.97	325,263.37	863,268.37	1,818,956.76	2,574,751.73	2,900,015.10	102.29%
EXPENDITURES	2,215,000.00	2,835,000.00	656,313.14	969,942.94	888,986.73	384,771.81	656,313.14	1,626,256.08	2,515,242.81	2,900,014.62	102.29%

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PARKING SYSTEM	BUDGET AMENDED	BUDGET				TOTAL				% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	
REVENUE	1,804,230.00	243,437.63	424,661.91	684,667.04	343,117.53	243,437.63	668,099.54	1,352,766.58	1,695,884.11	93.99%

EXPENDITURES	BUDGET AMENDED	BUDGET				TOTAL				% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	
Operating	1,804,230.00	271,982.87	392,258.36	569,575.69	479,492.94	271,982.87	664,241.23	1,233,816.92	1,713,309.86	94.96%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	1,804,230.00	271,982.87	392,258.36	569,575.69	479,492.94	271,982.87	664,241.23	1,233,816.92	1,713,309.86	94.96%

MARINA	BUDGET AMENDED	BUDGET				TOTAL				% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	
REVENUE	564,100.00	169,743.16	233,283.60	167,582.80	105,628.28	169,743.16	403,026.76	570,609.56	676,237.84	107.56%

EXPENDITURES	BUDGET AMENDED	BUDGET				TOTAL				% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	
Operating	564,100.00	178,359.33	123,134.56	87,199.46	296,663.41	178,359.33	301,493.89	388,693.35	685,356.76	109.01%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	564,100.00	178,359.33	123,134.56	87,199.46	296,663.41	178,359.33	301,493.89	388,693.35	685,356.76	109.01%

GARAGE	BUDGET AMENDED	BUDGET				TOTAL				% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	
REVENUE	2,433,200.00	594,361.45	633,540.80	647,872.00	667,884.48	594,361.45	1,227,902.25	1,875,774.25	2,543,658.73	104.54%
Current	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	2,433,200.00	594,361.45	633,540.80	647,872.00	667,884.48	594,361.45	1,227,902.25	1,875,774.25	2,543,658.73	104.54%

EXPENDITURES	BUDGET AMENDED	BUDGET				TOTAL				% TO DATE
		1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	1ST QTR	2ND QTR	3RD QTR	4TH QTR	
REVENUE	2,433,200.00	430,176.45	466,436.35	524,497.05	530,396.74	430,176.45	896,612.80	1,421,109.85	1,951,506.59	80.20%

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<u>PUBLIC IMPROVEMENT</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>1ST</u>	<u>2ND</u>	<u>3RD</u>	<u>4TH</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>% TO</u>
	<u>AMENDED</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>1ST QTR</u>	<u>2ND QTR</u>	<u>3RD QTR</u>	<u>4TH QTR</u>	<u>DATE</u>	
REVENUE												
Current	3,446,303.00	54,725.37	9,273.71	1,569,027.48	2,727,968.28	54,725.37	63,999.08	1,633,026.56	4,360,994.84	126.54%		
Transfer In	1,105,000.00	0.00	50,000.00	1,105,000.00	0.00	0.00	50,000.00	1,155,000.00	1,155,000.00	100.00%		
Prior Year Surplus	0.00	66,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
Total	3,404,600.00	4,667,403.00	54,725.37	59,273.71	2,674,027.48	2,727,968.28	54,725.37	113,999.08	2,788,026.56	5,515,994.84	118.18%	
EXPENDITURES												
	3,404,600.00	4,667,403.00	158,181.24	704,176.11	807,192.84	2,919,634.65	158,181.24	862,357.35	1,669,550.19	4,589,184.84	98.32%	

<u>MAJOR STREET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>1ST</u>	<u>2ND</u>	<u>3RD</u>	<u>4TH</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>% TO</u>
	<u>AMENDED</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>QUARTER</u>	<u>1ST QTR</u>	<u>2ND QTR</u>	<u>3RD QTR</u>	<u>4TH QTR</u>	<u>DATE</u>
REVENUE											
Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
State Source	770,000.00	67,930.53	181,226.87	184,573.79	318,755.32	67,930.53	249,157.40	433,731.19	752,486.51	97.73%	
Interest & Div	1,000.00	0.00	0.00	0.00	74.70	0.00	0.00	0.00	74.70	7.47%	
Transfer In	387,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Prior Year's Surplus	40,000.00	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Total	1,198,700.00	848,700.00	67,930.53	181,226.87	184,573.79	318,830.02	67,930.53	249,157.40	433,731.19	752,561.21	88.67%
EXPENDITURES											
Personnel	456,500.00	376,500.00	43,947.94	56,869.02	111,491.45	65,484.82	43,947.94	100,816.96	212,308.41	277,793.23	73.78%
Supplies	120,000.00	120,000.00	5,145.63	25,090.29	47,306.80	16,486.68	5,145.63	30,235.92	77,542.72	94,029.40	78.36%
Contractual	45,000.00	45,000.00	44,336.62	1,350.00	996.25	7,520.60	44,336.62	45,686.62	46,682.87	54,203.47	120.45%
Other	577,200.00	307,200.00	20,727.17	61,031.36	158,503.35	65,964.80	20,727.17	81,758.53	240,261.88	306,226.68	99.68%
Total	1,198,700.00	848,700.00	114,157.36	144,340.67	318,297.85	155,456.90	114,157.36	258,498.03	576,795.88	732,252.78	86.28%

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LOCAL STREET	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Metro Authority	45,000.00	45,000.00	0.00	0.00	0.00	48,736.41	0.00	0.00	0.00	48,736.41	108.30%
State Source	280,000.00	280,000.00	23,595.28	62,948.06	68,311.99	110,375.43	23,595.28	86,543.34	154,855.33	265,230.76	94.73%
Transfer In	1,130,600.00	930,600.00	0.00	0.00	0.00	920,415.26	0.00	0.00	0.00	920,415.26	98.91%
Total	1,455,600.00	1,255,600.00	23,595.28	62,948.06	68,311.99	1,079,527.10	23,595.28	86,543.34	154,855.33	1,234,382.43	98.31%
EXPENDITURES											
Personnel	598,600.00	568,600.00	138,219.74	130,956.28	120,813.17	136,045.14	138,219.74	269,176.02	389,989.19	526,034.33	92.51%
Supplies	70,000.00	70,000.00	24,184.93	10,457.95	51,189.02	26,504.04	24,184.93	34,642.88	85,831.90	112,335.94	160.48%
Contractual	50,000.00	50,000.00	22,212.50	380.00	0.00	8,740.00	22,212.50	22,592.50	22,592.50	31,332.50	62.67%
Other	737,000.00	567,000.00	146,200.93	154,411.59	130,792.24	132,488.42	146,200.93	300,612.52	431,404.76	563,893.18	99.45%
Total	1,455,600.00	1,255,600.00	330,818.10	296,205.82	302,794.43	303,777.60	330,818.10	627,023.92	929,818.35	1,233,595.95	98.25%

TRUNK LINE	BUDGET	BUDGET AMENDED	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL 1ST QTR	TOTAL 2ND QTR	TOTAL 3RD QTR	TOTAL 4TH QTR	% TO DATE
REVENUE											
State Source	253,300.00	253,300.00	11,999.57	23,082.17	124,624.98	89,925.93	11,999.57	35,081.74	159,706.72	249,632.65	98.55%
Interest & Div	500.00	500.00	0.00	0.00	0.00	20.57	0.00	0.00	0.00	20.47	4.11%
Reimbursements	0.00	0.00	0.00	178.12	248.41	330.09	0.00	178.12	426.53	756.62	0.00%
Prior Years Surplus	60,000.00	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total	313,800.00	313,800.00	11,999.57	23,260.29	124,873.39	90,276.59	11,999.57	35,259.86	160,133.25	250,409.74	79.80%
EXPENDITURES											
Personnel	76,800.00	76,800.00	11,235.06	8,678.39	27,966.67	20,156.99	11,235.06	19,913.45	47,880.12	68,037.11	88.59%
Supplies	45,000.00	45,000.00	434.50	8,969.66	34,910.62	4,972.00	434.50	9,404.16	44,314.78	49,286.78	109.53%
Contractual	5,000.00	5,000.00	11,678.20	(7,678.20)	0.00	0.00	11,678.20	4,000.00	4,000.00	4,000.00	80.00%
Other	187,000.00	187,000.00	11,239.33	29,303.02	53,480.62	40,949.06	11,239.33	40,542.35	94,022.97	134,972.03	72.18%
Total	313,800.00	313,800.00	34,587.09	39,272.87	116,357.91	66,078.05	34,587.09	73,859.96	190,217.87	256,295.92	81.67%

MINUTES

ACT 345 RETIREMENT SYSTEM

DATE: July 31, 2013
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Twietmeyer, J. Jenkins, W. Kuhn, J. Bussell
ABSENT: C. Rueckert
GUESTS: C. Kuhn
STAFF: K. Myers-Beman, B. Postma

J. Jenkins called the regular meeting to order at 12:00 pm.

Moved by W. Kuhn, seconded by J. Bussell that the minutes of the June 26, 2013 regular meeting be approved.

Motion approved 4-0.

Warrant No. 567 in the amount of \$173,202.81 for Retirees Benefits for August 2013 was approved and signed by J. Bussell and W. Kuhn.

Moved by W. Kuhn, seconded by J. Bussell that the Board authorize up to \$2,000 to send up to three members of the Retirement System to the MAPERS Conference on September 22-24, 2013 in Grand Rapids, Michigan.

Motion approved 4-0.

C. Kuhn of Gray & Company gave a brief report to the Board which included the market values as of July 29, 2013 which included the current value and allocation along with the proposed target allocation.

Rebecca Smith, a representative from Southern Sun Asset Management gave a presentation regarding their firm as Small/Mid Cap Manager via telephone conference call. An overview of the organization, their investment team, investment philosophy, investment process, portfolio construction and risk management was presented to the Board. The Board asked various questions.

Moved by W. Kuhn, seconded by J. Bussell that the Board affirms and approves the transfer of \$1.8 million from T Rowe Price to Vanguard mid-cap of the \$2.7 million authorized at it's June 26 meeting but that the remaining \$900,000 be allocated across the board to Vanguard, Southern Sun, and Morgan Dempsey.

Motion approved 4-0.

Moved by W. Kuhn, seconded by J. Bussell that the Board adopt the modification to it's investment policy and objectives dated July 31, 2013.

Motion approved 4-0.

A Membership Form and Nomination of Beneficiary Form for police officer Jennilyn Oster was noted as received and filed.

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

Motion approved 4-0.

Meeting adjourned at 12:50 pm.


William E. Twietmeyer
Secretary/Treasurer

a/k/c c/2013

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting

Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, September 10, 2013

Board Members -

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

Ex Officio Member -

Present: Jered Ottenwess, City Manager

Others: Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Tom
Olney, Stephanie Tvardek, Jessica Wheaton

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

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Board Meeting of August 27, 2013.
- b. Appointment of Karla Myers-Beman as Official Delegate to cast official votes on behalf of
TCL&P at the Annual Meeting of the Municipal Employees Retirement Systems.

Budros noted item 2b was to approve Karla Myers-Beman as Official Delegate *and Kelli
Schroeder as Alternate Delegate.*

CARRIED unanimously.

Items removed from the Consent Calendar

None.

Item 3 on the Agenda being Old Business

None.

Item 4 on the Agenda being New Business

- 4(a). Consideration of authorizing a Resolution to Amend City Ordinance – Lien & Tampering
as civil infraction.

The following individuals addressed the Board:

Tim Arends, Executive Director
Jered Ottenwess, City Manager
Karla Myers-Beman, Controller

Moved by Carruthers, seconded by Palisin, that the Light and Power Board adopts the Resolution to Request the City Commission Amend Section 1046 of the Traverse City Code of Ordinances.

CARRIED unanimously.

4(b). Consideration of removing the PCR cap.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller

Moved by Palisin, seconded by Spence, that the Light and Power Board approves lifting the PCR cap for residential and commercial customers effective October 1, 2013.

The following individuals from the public addressed the Board:

Rick Buckhalter, 932 Kelley Street, Ratepayer

CARRIED unanimously.

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

A. From Legal Counsel.

None.

B. From Staff.

1. Tim Arends and Rob Bacigalupi, Interim Executive Director of DDA, spoke re: TCL&P providing Wi-Fi in the DDA District.

The following individuals addressed the Board:

Scott Menhart, Manager of Telecom and Technology
W. Peter Doren, General Counsel

Chairman McGuire announced the board would hear general public comment at this time, before moving on to agenda item 6(B)2.

Public Comment:

Mayor Michael Estes, Ratepayer
Rick Buckhalter, 932 Kelley Street, Ratepayer

6:43 p.m. Chairman McGuire called the Board at ease.

6:45 p.m. Chairman McGuire called the meeting to order.

2. Tim Arends and Steve VanderMeer, Hometown Connections (via conference call), spoke re: strategic planning focus groups and survey.

The following individuals addressed the Board:

Jessica Wheaton, Marketing & Community Relations Coordinator

3. Jessica Wheaton spoke re: the Historic Barns Geothermal Heating & Cooling System.

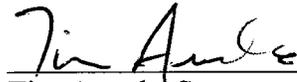
C. From Board.

1. Barbara Budros spoke re: opinions drafted by the City Attorney regarding the coal dock.

Item 7 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman McGuire declared the meeting adjourned at 7:25 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

11/4 CC Report

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting

Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, September 24, 2013

Board Members -

Present: Barbara Budros, Jim Carruthers, Jan Geht, Jeff Palisin, John Taylor,
Patrick McGuire

Absent: Bob Spence

Ex Officio Member -

Present: Jered Ottenwess, City Manager

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

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

Item 2 on the Agenda being Consent Calendar

None.

Item 3 on the Agenda being Old Business

None.

Item 4 on the Agenda being New Business

4(a). Consideration of approving minutes of the Regular Meeting of September 10, 2013.

Moved by Carruthers, seconded by Palisin, that the minutes of the Regular Meeting of
September 10, 2013 be approved.

CARRIED unanimously. (Spence absent)

4(b). Consideration of authorizing a Tree Trimming Services Agreement with Penn Line.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Budros, seconded by Taylor, that the Board authorize the Chairman and Secretary to
enter into a three year Tree Trimming Service Agreement with Penn Line Services, Inc. in the
amount of \$442,457.60; subject to approval as to substance by the Executive Director and as to
form by General Counsel.

CARRIED unanimously. (Spence absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

A. From Legal Counsel.

None.

B. From Staff.

1. Tim Arends and Bob Dyer, RTD Consulting, spoke re: the Lansing Board of Water & Light Contract Power Purchase – 2014.
2. Jessica Wheaton gave a report on an outage feedback survey created by staff.

The following individuals addressed the Board:

Tim Arends, Executive Director

C. From Board.

1. Pat McGuire complimented TCL&P for the streetlight pole painting currently taking place.

Item 7 on the Agenda being Public Comment

-Rick Buckhalter, 932 Kelley Street, Ratepayer

There being no objection, Chairman McGuire declared the meeting adjourned at 7:07 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF NOVEMBER 4, 2013

DATE: OCTOBER 31, 2013

FROM:  JERED OTTENWESS, CITY MANAGER

SUBJECT: PUBLIC COMMENT REQUEST – TRAVERSE CITY AREA
PUBLIC SCHOOLS

Attached is a request from Scott Hardy, representing Traverse City Area Public Schools, to be placed under Reserved Public Comment to discuss “The TCAPS Bond Issue.”

As provided in the City Commission Rules, fifteen (15) minutes have been allocated.

JJO/bcm

e-copy: Scott Hardy – shardy@armscole.com

k:\tcclerk\city commission\public comment\reserved_TCAPS

The City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@ci.traverse-city.mi.us



Request
"Public Comment - Reserved"
(at end of meeting)
City Commission of Traverse City
Regular Meeting

Please Print or Type

I, Scott Hardy, representing TCAPS,
pursuant to City Commission Rule 13 (see reverse side), request to be placed under
"Public Comment - Reserved" on the Agenda of the Regular Meeting scheduled for
Monday, ~~#~~ 11/4/13.

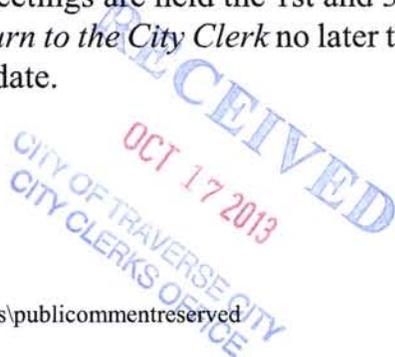
I understand that 15 minutes is allowed for my presentation at the end of the meeting
under 7(a) of the Agenda

I wish to address the Commission regarding the following matter:
The TCAPS Bond Issue

10/17/13
Date
492-5898
Daytime Phone
shardy@armsco.com
E-mail

Scott Hardy
Signature
521 Washington
Address
TRAVERSE CITY, MI 49686
City/Township

Regular meetings are held the 1st and 3rd Mondays of each month at 7:00 pm.
Please return to the City Clerk no later than Monday, 5:00 pm, the week prior to your
requested date.



Thank you for your interest!
Benjamin C. Marentette, CMC
City Clerk