



**Minutes of the**  
**City Commission for the City of Traverse City**  
**Regular Meeting**  
**August 4, 2014**

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 James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L. Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

Mayor Michael Estes removed Agenda Item 2(k) from the Consent Calendar for full discussion.

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

As requested by Commissioner Timothy Werner, Agenda Items 2(c) and 2(d) were removed from the Consent Calendar for full discussion.

**2. Consent Calendar**

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

- a. the minutes of the July 21, 2014, Regular Meeting, be approved.

- b. the competitive bidding process be waived; and that the City Manager be authorized to issue a purchase order to Physio Control in the amount of \$32,082.55 to purchase a Lifepak 15 Heart Monitor/Defibrillator and accessories, with funds available in the 2014-2015 General Fund - Capital Outlay budget; and that a Lifepak 15 Heart Monitor/Defibrillator be declared surplus and returned as a credit against the new purchase.
- c. Removed from the Consent Calendar.
- d. Removed from the Consent Calendar.
- e. the resolution recommending approval of a request from the Acoustic Brewing Company, LLC, for a New Winery Tasting Room License, be adopted; and that the City Clerk be authorized to issue a Liquor License Registration to Acoustic Brewing Company, LLC to operate such license at 119 Maple Street.
- f. the City Commission approves the Downtown Development Authority Board's appointment of Robert Bacigalupi as Executive Director for the Downtown Development Authority and approves the annual salary of \$70,320 to be paid to Mr. Bacigalupi.
- g. the City Manager be authorized to waive competitive bidding requirements as deemed in the best interests of the City and execute a service agreement for an amount not to exceed \$18,980 with Traverse City Light & Power and a service agreement for an amount not to exceed \$6,594.40 to Netech, with funds available in the Water Fund and Sewer Fund.
- h. the competitive bidding process be waived; and that the City Manager be authorized to issue a confirming service order to Windemuller Electric in the amount of \$16,248.60 for emergency electrical repairs at the Duncan Clinch Marina, with funds available in the Marina Fund.
- i. Removed from the Consent Calendar.
- j. the competitive bidding process be waived; and that the City Manager be authorized to issue a confirming purchase order to Kovatch Mobile Equipment in the amount of \$12,191.16 for emergency repairs on two

hydraulic lift cylinders for Truck #114, with funds available in the Garage Fund.

- k. Removed from the Consent Calendar.
  
- l. the competitive bidding process be waived; and that the City Manager be authorized to issue a confirming service order in the amount of \$13,403.70 to ThyssenKrupp Elevator for the emergency repair of elevator controls, with funds available in the Parking Fund.

CARRIED unanimously.

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

a.

Consideration of authorizing an agreement to receive \$173,932 in Transportation Alternative Program Funds from the Michigan Department of Transportation for the West End Beach Trail and Access Project.

The following addressed the Commission:

Jered Ottenwess, City Manager  
Timothy Lodge, City Engineer

Moved by Richardson, seconded by Budros, that that the Mayor and City Clerk execute a contract with the Michigan Department of Transportation for it to provide funding in the amount of \$173,932 in Federal Transportation Alternative Program Funds for the West End Beach Trail and Access Project (MDOT Project Number 116941A), with the City to designate \$308,285 in funds from the Depot Property Sale and Munson alley sale, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further that a budget amendment be approved to increase both budgeted revenue and budgeted expenses by \$483,100 in the Capital Projects Fund to reflect the receipt of funds from the Michigan Department of Transportation, as well as the city's designated funds, and the subsequent expenditure.

CARRIED unanimously.

b.

Consideration of declaring four trucks used by the Department of Public Services as surplus and authorizing a purchase order for the replacement trucks and the chassis, which are scheduled purchases.

The following addressed the Commission:

Jered Ottenwess, City Manager  
Dave Green, Director of Public Services

Moved by Easterday, seconded by Werner, that the City Manager be authorized to declare Trucks #49, 70, 82 and 91 surplus, and that the City Manager be authorized to approve a purchase order to Signature Ford in the amount of \$129,002 for the purchase of two new 2015 Ford F550 Truck Cab and Chassis and two new 2015 Ford F350 Truck Cab and Chassis, with funds available in the Garage Fund for these planned replacements.

Rick Buckhalter, 932 Kelley Street – made general comments

Roll Call:

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

No - Richardson.

CARRIED.

c.

Consideration of authorizing a blanket purchase order for water meter endpoints for water meter reading.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Werner, seconded by Howe, that the competitive bidding process be waived and that the City Manager be authorized to issue a blanket purchase order to ETNA Supply in an amount not to exceed \$80,000 for the purchase and reconditioning of water meters, for fiscal year 2014-2015, with funds available in the Water Funds.

CARRIED unanimously.

d.

Consideration of authorizing a blanket purchase/service order for purchase and reconditioning of water meters.

Moved by Werner, seconded by Carruthers, that the competitive bidding process be waived and that the City Manager be authorized to issue a blanket purchase order to United Systems & Software in an amount not to exceed \$60,000 for the purchase of water meter endpoints, for fiscal year 2014-2015, with funds available in the Water Funds.

CARRIED unanimously.

### **3. Old Business**

**3(a).**

Consideration of enacting an amendment to the Traverse City Code of Ordinances, which make various changes to the regulations regarding sidewalk cafés (outdoor cafés), as recommended by the City Commission Ad Hoc Committee Regarding Sidewalk Cafés.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Budros, seconded by Richardson, that an amendment to the Traverse City Code of Ordinances, *Outdoor Café Regulation Clarifications and*

*Outdoor Cafés in Designated On-Street Parking Areas*, Sections 1020.07, 1020.08 which would clarify the regulations for outdoor cafés, which was introduced July 21, 2014, be enacted with an effective date of August 14, 2014.

Geraldine Greene, 214 East Eleventh Street - made general comments

LaVern Broughton, 611 Hastings Street – made general comments

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

**3(b).**

Consideration of authorizing a contract for site investigation and schematic design, preliminary design and final design services associated with the Traverse City Public Pier Project in West Bay, as recommended by The Traverse City Public Pier Study Group.

The following addressed the Commission:

Missy Luick, Planning and Engineering Assistant

Moved by Richardson, seconded by Easterday, that the Mayor and City Clerk execute an agreement with SmithGroup JJR in the amount of \$232,000 for services associated with the Traverse City Public Pier, including field investigation, shorelines studies, public outreach, design development, preliminary engineering, and permitting and construction drawings, with the contract cost to be fully paid by grant funds received from the Great Lakes Fishery Trust from the Capital Projects Fund; and furthermore that a budget amendment be made to increase both budgeted revenue and budgeted expenses by \$232,000 to reflect the receipt of the grant and the expenditures thereof.

Rick Buckhalter, 932 Kelley Street – made general comments

Geraldine Greene, 214 East 11<sup>th</sup> Street – made general comments

CARRIED unanimously.

**4. New Business****4(a).**

Consideration of authorizing a contract with Grand Traverse County for its Planning and Development Department to provide economic development services to the City and Downtown Development Authority.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Howe, seconded by Richardson, that the Mayor and City Clerk execute the Community Development Services Agreement with the Downtown Development Authority and Grand Traverse County, which agreement shall be for a three year period, with an annual contribution of \$10,000 to be paid out of the Economic Development Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rick Buckhalter, 932 Kelley Street – made general comments

Commissioner Howe, with agreement by Commissioner Richardson, withdrew the motion; and no action was taken.

**5. Appointments**

None.

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.

- d. Reports and correspondence from other City officials, boards and committees.
  - 1. Reports from members of the Commission serving on boards.
  - 2. Quarterly Report from the Code Enforcement Officer for the period May through July 2014.
  - 3. Minutes of the Traverse City Light and Power Board meeting of June 24, 2014.
- e. Reports and correspondence from non-City officials.
  - 1. Monthly Operating Report for the Wastewater Treatment Plant from CH2M HILL for June 2014.

## **7. Public Comment**

The following addressed the Commission:

- 1. Reserved.

Request from LaVern P. Broughton, 611 Hastings Street, regarding  
“Oath of Office given by the City Clerk...”
- 2. General.

Christine Maxbauer, Grand Traverse County Commissioner, 503  
West Eighth Street  
Geraldine Greene, 214 East 11<sup>th</sup> Street  
Rick Buckhalter, 932 Kelley Street  
LaVern Broughton, 611 Hastings Street
- 3. Mayor and City Commissioners.

Commissioner Jeanine Easterday  
Mayor Pro Tem Jim Carruthers

Mayor Michael Estes

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:51 pm.

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Benjamin C. Marentette, CMC  
City Clerk

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