Notice
City Commission Regular Meeting

7:00 pm

TUESDAY, September 2, 2014
Commission Chambers, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
Posted and Published: 8-28-14

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.

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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

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

a. Consideration of approving minutes of the Special Meeting of August 15, 2014, and Regular Meeting of August 18, 2014. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)

b. Consideration of declaring a chainsaw surplus to be applied as a credit toward the purchase of a replacement chainsaw, for use by the Parks Division. (Approval recommended) (Jered Ottenwess, Dave Green)

c. Consideration of authorizing an out-of-scope agreement with CH2M Hill for major repair projects at the Wastewater Treatment Plant. (Jered Ottenwess, Dave Green) (5 affirmative votes required)

d. Consideration of enacting an amendment to the Traverse City Code of Ordinances which would amend the definition of "Recreational Facilities;" add spectator seating capacity of 200 or less to all zoning districts (excluding R Districts); and eliminate "Amusement and Recreation Services" in the C-3 and C-4 Districts, as recommended by the City Planning Commission. (Enactment recommended) (Jered Ottenwess, Russell Soyring, Commissioner Easterday, Commissioner Werner)

e. Consideration of authorizing an agreement for dispute resolution legal services associated with the Clinch Park Waterscape, as recommended by the City Attorney. (Approval recommended) (Jered Ottenwess, Lauren Trible-Laucht) (5 affirmative votes required)

f. Consideration of authorizing an agreement for services relating to the implementation of the Stormwater, Asset Management, and Wastewater (SAW) Grant and authorizing the City Manager to submit a request to extend the term of the grant through June 2017, to allow for any necessary additional time for data collection. (Approval recommended) (Jered Ottenwess) (5 affirmative votes required)

g. Consideration of adopting a Resolution recommending approval of a request from Opal, Inc. for a New Banquet Facility Permit and Catering Permit to be operated at 121 E. Front Street. (Adoption Recommended) (Jered Ottenwess, Benjamin Marentette)

h. Consideration of authorizing a service order for subscription fees for software necessary for the operation of digital parking pay stations. (Approval recommended) (Jered Ottenwess, Rob Bacigalupi) (5 affirmative votes required)

i. Consideration of authorizing a confirming purchase order for diesel fuel for city operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

j. Consideration of authorizing a confirming purchase order for unleaded gasoline for city operational use. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

k. Consideration of certifying the appointment of the employer officer delegate and officer alternate delegate for the Municipal Employees Retirement System Annual Meeting. (Approval recommended) (Jered Ottenwess, Jamie Caroffino)

Items removed from the Consent Calendar

a.

b.

c.

3. Old Business

a. Consideration of establishing a Joint City of Traverse City and Grand Traverse County Housing Task Force. (Jered Ottenwess)

b. Consideration of authorizing a service order for architectural and construction administration services for the Oakwood Cemetery Maintenance Building Project. (Jered Ottenwess, Dave Green) (5 affirmative votes required)

4. New Business

None.

5. Appointments

a. Consideration of appointment of one member to the Human Rights Commission. (Mayor Michael Estes)

b. Consideration of appointment of three members to the Downtown Development Authority Board of Trustees. (Mayor Michael Estes)

6. Reports, Announcements and Correspondence

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

a. Reports, announcements and correspondence from the City Manager.

b. Announcements from the City Clerk.

c. Reports, announcements and correspondence from the Mayor and City Commissioners.

d. Reports and correspondence from other City officials, boards and committees.

1. Reports from members of the Commission serving on boards.

2. Minutes of the Act 345 Retirement System Board Meeting of June 25, 2014.

3. Minutes of the Planning Commission meetings of July 1, 2014, and July 15, 2014.

4. Capital Improvement Program Quarterly Project Update from the City Planning Director and City Engineer, dated August 15, 2014.

e. Reports and correspondence from non-City officials.

1. Monthly Operating Report from CH2M Hill for the Wastewater Treatment Plant for July 2014.

2. Minutes of the Traverse Area District Library Board meeting of June 19, 2014.

7. Public Comment

a. Reserved.

None.

b. General.

c. Mayor and City Commissioners.

8. Adjournment

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

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The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: 59JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- August 15, 2014, Special Meeting
- August 18, 2014, Regular Meeting

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

that the minutes of the August 15, 2014, Special Meeting, and the August 18, 2014, Regular Meeting, be approved.

JJO/kes
k:\tcclerk\city commission\minutes

Minutes of the

City Commission for the City of Traverse City

Special Meeting

August 15, 2014

A special meeting of the City Commission of the City of Traverse City was called to order at the 2nd Floor Training Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 10:00 a.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.

Mayor Michael Estes presided at the meeting.

Topics of Discussion:

1.

Discussion regarding Brown Bridge Dam litigation and possible closed session regarding privileged attorney-client communication.

Moved by Easterday, seconded by Howe, that the City Commission enter into closed session to discuss an Attorney-Client Privileged communication from the City's Special Legal Counsel in connection with the Brown Bridge Dam Litigation, as authorized by MCL 15.268 (e) and (h).

Roll Call:

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

CARRIED Unanimously.

2.

Public Comment.

None.

The Commission entered into closed session at 10:01 am.

Moved by Richardson, seconded by Carruthers, that the City Commission return to open session.

CARRIED Unanimously.

The Commission returned to open session at 10:50am.

Moved by Carruthers, seconded by Richardson, that the City Commission adjourn open session.

CARRIED Unanimously.

The Commission adjourned open session at 10:51am.

There being no objection, Mayor Estes declared the meeting adjourned at 10:51a.m.

Katie Lowran
Acting City Clerk

Approved: _____, _____
(Date) (Initials)

Minutes of the

City Commission for the City of Traverse City

Regular Meeting

August 18, 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 – arrived at 7:07pm, 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 Pro Tem James Carruthers presided at the meeting.

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

2. Consent Calendar

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

a. the minutes of the August 4, 2014, Regular Meeting, and the August 11, 2014, Study Session, be approved.

b. an amendment to the Traverse City Code of Ordinances, *Recreational Facility Definition Amendment and Elimination of the Definition for Mechanical Amusement Arcades,* Section 1320.07, *Definitions; Recreational Facility Use Allowed* Sections 1328.01 Open Space (OS) District *Uses*

Allowed; 1338.01 Hotel Resort (HR) District *Uses Allowed*; 1340.01 Office Service (C-1) District *Uses Allowed*; 1344.01 Community Center (C-3) District *Uses Allowed*; 1350.01 Government/Public (GP) District *Uses Allowed;* and 1358.01 Hospital (H) Districts *Uses Allowed;* regarding recreational facilities, as recommended by the Planning Commission, be introduced and scheduled for possible enactment on September 2, 2014.

c. one iMac computer be declared surplus from Parking Administration and authorized for sale to the Downtown Development Authority.

d. the Mayor and City Clerk execute a unit prices contract with B&B Environmental in the amount of $26,800, more or less for the 2014/ 2015 Storm Water Treatment Systems Maintenance Project, at the unit prices indicated in its bid, with funds available in the Sewer Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

e. Removed from the Consent Calendar.

f. the City Commission grants the extension of the remaining two years for personal property, local certificate 2012-01, to Boride Engineered Abrasives, in connection with the City Commission action of October 15, 2012, as outlined in the original terms of its agreement with respect to the State of Michigan Industrial Facilities Tax Exemption Certificate 2012-383.

g. the Mayor and City Clerk execute a collective bargaining agreement with Teamsters State, County and Municipal Workers Local 214 (Police Sergeant's Unit) for the period of July 1, 2014, through June 30, 2016, such agreement subject to approval as to its substance by the City Manager.

CARRIED unanimously. (Estes absent)

Mayor Michael Estes arrived and assumed the role of presiding officer.

Items removed from the Consent Calendar

a.

Consideration of authorizing a contract with MDOT for state trunkline maintenance for portions of highways M-37, M-31 and M-72, which transverse the city.

The following addressed the commission:

Jered Ottenwess, City Manager

Moved by Werner, seconded by Budros, that the Resolution authorizing the Michigan Department of Transportation State Trunkline Maintenance Contract City of Traverse City (MDOT Contract No. 2009-0391) for the City's continual maintenance of state trunkline highways within the City limits be adopted.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of adopting a joint resolution with the Charter Township of Garfield adopting the Hickory Hills Master Plan

The following addressed the Commission:

Jered Ottenwess, City Manager
Rick Buckhalter, 932 Kelley Street – expressed opposition

Moved by Werner, seconded by Carruthers, that the Joint Resolution – City of Traverse City and Charter Township of Garfield – Adopting the Hickory Hills Multi-Season Recreation Master Plan, be adopted.

CARRIED unanimously.

3(b).

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

The following addressed the Commission:

Jered Ottenwess, City Manager
Rick Buckhalter, 932 Kelley Street – expressed opposition

Moved by Howe, seconded by Easterday, that the Mayor and City Clerk execute the Community Development Services Agreement with the Downtown Development Authority and the County of Grand Traverse, 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.

CARRIED unanimously.

4. New Business

4(a).

Public Hearing on a request for a Special Land Use Permit as requested by Sandy Oliver to operate a Group Day Care Home, as recommended by the Planning Commission.

Consideration of adopting the Order Granting Special Land Use Permit 14-SLUP-01, which would allow for the applicant to operate a Group Day Care Home at 1012 Centre Street.

Mayor Estes opened the public hearing.

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

Moved by Easterday, seconded by Werner, that the Order Granting Special Land Use Permit No. 14-SLUP-01, to allow for a Group Day Care Home at 1012 Centre Street, as recommended by the City Planning Commission, provided that the general and specific standards in sections 1364.02 and 1364.08 (i) respectively are met, any violations noted by the Fire Marshal are corrected, all necessary State licenses are obtained and "Approved Child Care Provider" identification is prominently displayed in a street-side window, be adopted.

CARRIED unanimously.

4(b).

Public Hearing on the assessment roll for Special Improvement District SID 2014-001 which would cause street width reconstruction with parking and drainage improvements to Barlow Street between Eighth and Boyd Avenue, and adopting the necessary resolution to approve the district and adopting the related budget amendment.

Acting City Clerk Katie Lowran asked that those who are a part of the special assessment to state their name and address to preserve their right for further appeal; and no one responded.

Mayor Estes opened the public hearing.

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

Moved by Werner, seconded by Carruthers, that the Resolution Approving Special Improvement District SID No. 2014-001, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by $45,100 to reflect the revenue and expenses for this project.

CARRIED unanimously.

4(c).

Public Hearing on the assessment roll for Special Improvement District SID 2014-005 which would cause the paving of existing gravel alley south of Grove Street between Grant and Bates Street, and adopting the necessary resolution to approve the district and adopting the related budget amendment.

Acting City Clerk Katie Lowran asked that those who are a part of the special assessment to state their name and address to preserve their right for further appeal; and the following individual responded:

Roger Evans, 616 Bates Street

Mayor Estes opened the public hearing.

The following addressed the Commission:
Roger Evans, 616 Bates Street – made general comments

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

Moved by Richardson, seconded by Budros, that the Resolution Approving Special Improvement District SID No. 2014-005, be adopted, and that a budget amendment be made to increase the budgeted revenue and budgeted expenses in the Special Assessment Fund by $29,200 to reflect the revenue and expenses for this project.

CARRIED unanimously.

4(d).

Consideration of request by Depot Neighborhood, LLC to remove certain of deed restrictions and to establish a cost sharing agreement for infrastructure improvements related to the project.

The following addressed the Commission:

Jered Ottenwess, City Manager
Rick Buckhalter, 932 Kelley Street – made general comments

Moved by Easterday, seconded by Budros, that so long as Depot Neighborhood, LLC continues to work in good faith toward fulfilling the terms of the deed restrictions, the City of Traverse City hereby elects not to exercise its rights under Warranty Deed (dated December 27, 2012) section (b) until after September 30, 2015, and section (c) so long as Depot Neighborhood, LLC continues to make service fee payments upon closing each Affordable Housing Unit, and that the City Clerk be directed to send one certified copy of the minutes of the August 18, 2014 City Commission meeting to Depot Neighborhood, LLC and one copy to be filed with the City's copy of the Warranty Deed.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointing an ad hoc committee to make recommendation regarding appointment to the United States Coast Guard City Committee.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Carruthers, that an ad hoc interview committee be established to make recommendation regarding three three-year terms (seats previously held by Joe Muha, Glen VanRiper, and Kevin Bavers) expiring August 25, 2014, on the United States Coast Guard City Committee; and that Commissioners Richardson, and Budros and Mayor Estes be appointed to such Committee, with Commissioner Richardson to serve as Chair.

CARRIED unanimously.

5(b).

Consideration of appointing an ad hoc committee to make recommendation regarding appointment to the Parks and Recreation Commission.

Moved by Howe, seconded by Carruthers, that the resignation of Arianne Whittaker dated August 3, 2014, from the Parks and Recreation Commission be accepted; and that Brian Haas and Brooke DiGiacomo (seats previously held by Brian Haas and Brooke DiGiacomo) each be reappointed to one three-year term expiring September 1, 2017, on the Parks and Recreation Commission; and that John Gessner (seat previously held by Arianne Whittaker) be appointed to one unexpired term expiring September 1, 2015, on the Parks and Recreation Commission, be approved.

CARRIED unanimously.

5(c).

Consideration of appointment of three Regular Members to the Board of Zoning Appeals.

Moved by Easterday, seconded by Werner, that Kathryn Henning – Callision, Jennifer Jones, and Douglas Donaldson (seats previously held by Kathryn Henning – Callison, Jennifer Jones, and Douglas Donaldson) each be reappointed to one three-year term expiring June 30, 2017, on the Board of Zoning Appeals.

CARRIED unanimously.

5(d).

Consideration of establishing a City Commission Ad Hoc Committee to make recommendation regarding the future use of the Carnegie Building with the process outlined by the City Manager in his memo dated August 6, 2014, including a proposed policy for possible disposal or use of city-owned property.

The following addressed the Commission:

Jered Ottenwess, City Manager
John Noonan, 908 S. Union Street – expressed support
Rick Buckhalter, 932 Kelley Street –made general comments

Moved by Easterday, seconded by Carruthers, that a City Commission Carnegie Building Ad Hoc Committee be established to address the future use of the building and make a recommendation to the City Commission; and further, to develop a process for property disposal that may be applied to other City-owned properties; and that Commissioners Easterday, Richardson, and Howe be appointed to such committee, with Commissioner Easterday to serve as Chair, with the Committee set to expire February 18, 2015.

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

a. Reports, announcements and correspondence from the City Manager.

b. Announcements from the Acting City Clerk.

c. Reports, announcements and correspondence from the Mayor and City Commissioners.

d. Reports and correspondence from other City officials, boards and committees.

1. Reports from members of the Commission serving on boards.

2. Minutes of the Traverse City Historic Districts Commission Regular Meeting of June 26 and Special Meeting of July 17, 2014.

3. Minutes of the Human Rights Commission Regular Meetings of June 9 and July 14, 2014.

e. Reports and correspondence from non-City officials.

1. Fractile Emergency Response Report from North Flight for July 2014.

7. Public Comment

1. Reserved.

None.

2. General.

Rick Buckhalter, 932 Kelley Street – made general comments

3. Mayor and City Commissioners.

Commissioner Gary Howe
Commissioner Jeanine Easterday

Mayor Pro Tem James Carruthers
Mayor Michael Estes
Commissioner Ross Richardson
Commissioner Tim Werner

There being no objection, Mayor Estes declared the meeting adjourned at 8:24 pm.

Katie Lowran
Acting City Clerk

Approved: _____, _____
(Date) (Initials)

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JO JERED OTTENWESS, CITY MANAGER

SUBJECT: SURPLUS EQUIPMENT

Attached are memos from Dave Green, DPS Director, and Lauren Vaughn, Parks and Recreation Superintendent, requesting approval to declare an old chain saw surplus so it can be used as a trade in for a replacement chain saw.

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

That the City Manager be authorized to declare the Oakwood Cemetery Husqvarna HUS 335 XPT chain saw surplus so that it may be used as a trade in for a replacement chain saw.

JO/jd

cc: Dave Green, DPS Director
Lauren Vaughn, Parks & Rec Superintendent

Memorandum

The City of Traverse City
Department of Public Services

TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director DSG

DATE: August 25, 2014

SUBJECT: Surplus Equipment

Attached is a memorandum from Lauren Vaughn, Parks and Recreation Superintendent, explaining the planned end of life cycle for an old chainsaw used over at Oakwood Cemetery. I concur with the plan Lauren has laid out so that a replacement chainsaw my be procured as a soon as possible.

Please request that the City Commission declare the Oakwood Cemetery Husqvarna HUS 335 XPT chain saw surplus so that it may be used as a trade in for a replacement chain saw.

Memorandum
The City of Traverse City

TO: Dave Green, DPS Director

FROM: Lauren Vaughn, Parks and Rec. Sup't.

RE: Declaring Chain Saw Surplus

DATE: August 22, 2014

Oakwood Cemetery has an old chain saw that has outlived its usefulness and needs to be replaced. We have gotten a quote from Roy's General Store in Traverse City on a new Husqvarna HUS 550XP chain saw. This includes a 20% discount for a government bid assist program. The retail price for this unit is normally $589.95, but with the discount it would be $471.96. In addition, Roy's is offering us $75.00 to trade in our old saw. This will make the price $396.96, almost $200.00 off the retail price.

To do this, we will need to declare the old saw surplus so that we can trade it in. This would be a far better option than to wait until such time when the City has another auction, which could be a year or more, and we would probably not get anywhere close to the $75.00 we will get in trade.

Please request City Commission to declare our Oakwood Cemetery Husqvarna HUS 335 XPT chain saw surplus so that we can trade it in on the purchase of the new HUS 550 XP at the final cost of $396.96.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: WASTEWATER TREATMENT PLANT – MAJOR REPAIR PROJECTS

Attached is a memo from Director of Public Services Dave Green recommending three major repair projects at the Wastewater Treatment Plant – these projects are all included in the Capital Improvement Plan for this fiscal year. The cost of these maintenance projects are borne by the city, with 50% reimbursement from the participating townships.

As indicated by Mr. Green, CH2M Hill will perform the necessary work associated with these projects at its cost plus 20%; the projects identified by Mr. Green as Project #1 and Project #2 involve products that are available from only one source. For the project identified as Project #3, CH2M Hill is currently coordinating the work of the existing electrical contractor. The estimated contract amount (which includes the 20% charge), is $137,436. The Capital Improvement Plan anticipated a total cost of $122,000, a $15,436 difference. ($61,000 is the amount included in the CIP, which represents the 50% of estimated cost for which the City is responsible.)

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

that the public interest will be best served by not obtaining competitive bids; and that the Mayor and City Clerk execute an out-of-scope agreement with CH2M Hill for maintenance projects at the Wastewater Treatment Plant for the project outlined in the August 25, 2014, communication from the Director of Public Services at an estimated amount of $137,436, with 50% of the cost to be reimbursed by the participating townships, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with funds available in the Sewer Fund.

JJO/bcm K:\tcclerk\city commission\agreements\wastewater treatment plant 2014 2015 capital projects

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: August 25, 2014

SUBJECT: Wastewater Treatment Plant Out of Scope Letter Agreement

As discussed and outlined on the attached letter from CH2MHILL there are three major repair projects that, because of their scope and cost, were identified in our Capital Improvement Plan to be completed this year to help assure that the plant continues to perform at the high standards this very complex community asset was constructed to do.

Project #1: Membrane Gate Replacement (CIP #786)
CH2MHILL will remove the 4 existing gate valves on the membrane system and replace with new stainless steel gate valves. The existing gates are made of aluminum and have deteriorated and are in need of replacement. There are 16 gate valves needing replacement, and as part of the CIP plan 4 gate valves will be replaced each year over the next 4 years. Removal and replacement will be performed by CH2MHILL staff.

Project #2: Digester #4 Mixer (CIP #787)
CH2MHILL will remove Digester #4 recirculation pump, which has failed causing us to rely on only one pump for two digesters for the last six months. For efficiency, we really need one pump per digester in lieu of bypass pumping back and forth between tanks for mixing. CH2MHILL will also assist ABI Mechanical with the installation of the new recirculation pump.

Project #3: Solids Drum Concentrator (SDC) Control Panel (CIP #788)
CH2MHILL will coordinate with Windemuller Electric in upgrading the SDC Control Panel. The SDC Control Panel is a safety hazard due to stray voltage and failure of safety features. This requires CH2MHILL to use specialized technicians or outside contractors anytime the panel needs to be opened which adds to costs and downtime issues. This project will eliminate the need for specialists so CH2MHILL can perform the activity in house.

Under the City's agreement with CH2MHILL, capital expenditures at the plant are the City's responsibility. However, our agreement does contain a provision for the City to engage CH2MHILL for services outside the agreement's scope at "CH2MHILL's cost plus not to exceed 20%".

In other words, we can ask CH2MHILL to do work that is not specifically listed in the contract and pay them for the cost of the work plus up to a 20% markup charge. We feel that using CH2MHILL for these projects is in the best interest of the City because of the projects unique circumstances including:

- Replacing the gates involves a sole source manufacturer for the gates with CH2MHILL performing only the labor needed to complete the installation process.
- Again, the pump is by a sole source manufacturer and ABI is the go to mechanical contractor that will work with CH2MHILL during the removal and replacement process.
- Windemuller is already the WWTP go to electrical contractor with CH2MHILL coordinating the work.

Therefore, because of the specialized nature of these three projects combined with the in house ability CH2MHILL has acquired working at the WWTP over the years we felt bidding this work out would not have achieved a less expensive result.

Please request City Commission approval to waive the competitive bidding process and for an out-of-scope agreement with CH2MHILL covering these three projects; Membrane Gate Replacement, Digester #4 Recirculation Pump Replacement and the Solids Drum Concentrator Control Panel Upgrade at the Traverse City Wastewater Treatment Plant at an estimated cost of $137,436.00 with funds available in the Sewer Fund with reimbursement of 50% of the cost by our Township partners.

CH2M HILL
9191 South Jamaica Street
Englewood, CO 80112
Tel 303.771.0900
Fax 720.286.9250

August 8, 2014

Honorable Michael Estes
Mayor
City of Traverse City
400 Boardman Ave
Traverse City, MI 49684

Subject: City of Traverse City Wastewater Treatment Plant
Out-of-Scope Letter Agreement ("OOS Agreement") for Capital Improvements

Dear Mayor Estes:

This letter confirms the out of scope services for the Capital Improvements as further set forth herein. The out of scope services shall be performed pursuant to the Agreement for Operations, Maintenance, and Management Services for Traverse City Wastewater Treatment Plant ("Agreement") by and between the City of Traverse City (the "City") and Operations Management International, Inc. ("Contractor").

What is being provided: Unless expressly stated otherwise, Contractor will provide the Capital Improvements as follows:

1) Removal and installation of two (2) waterman gate valves and two (2) WHIP gate valves (installation to be performed by Contractor's staff); and

2) Removal and installation of digester #4 recirculation pump (this will be completed by ABI Mechanical with the assistance of Contractor's staff); and

3) Upgrade of the Solids Drum Concentrator (SDC) control panel (to be completed by Windemuller).

When it is being provided: The above scope of work is scheduled to start on or about August 17, 2014, and shall continue until completed.

Price of services: The additional services pursuant to this OOS Agreement shall be invoiced as incurred on a Cost plus twenty percent (20%) basis.

Estimate of costs: The estimated cost of the additional scope pursuant to this OOS Agreement is One Hundred and Thirty-Seven Thousand Four Hundred and Thirty-Six Dollars ($137,436.00).

Payment terms: The parties to the Agreement hereby understand and agree that payment will be due and payable within thirty (30) calendar days following receipt of Contractor's invoice.

All other terms and conditions of the Agreement, dated July 1, 2012, between the City of Traverse City, MI and Contractor remain in full force and effect.

If these terms are agreeable to you, please sign both copies of this letter. We will return one fully executed original for your files.

Operations Management International, Inc. appreciates the opportunity to provide these additional services to the City of Traverse City, MI.

Sincerely,

Casey Rose
Project Manager
CH2M HILL

Both parties indicate their approval of the above described out of scope services by their signature below.

Authorized by: Operations Maintenance International, Inc.	Authorized by: City of Traverse City
_____	_____
Name: _____	Michael Estes
Title: _____	Mayor
Date: _____	Date: _____

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JO JERED OTTENWESS, CITY MANAGER

SUBJECT: ZONING ORDINANCE AMENDMENT – RECREATIONAL FACILITIES

Attached is a previously submitted memo from City Planning Director Russell Soyring regarding an ordinance amendment that amends the definition of "*Recreational Facilities,*" and eliminates the definition for "*Mechanical Amusement Arcades.*" In addition, "*Recreation Facilities with spectator seating capacity of 200 or less*" has been added as an allowed use to all zoning districts (OS, HR, C-1, C-2, C-3, C-4, D, T, GP, I, NMC, and H) excluding R Districts. (All zoning districts outlined are affected, however, the zoning code uses allowed are cumulative. For example, C-2 uses allow for C-1 uses plus additional uses. Therefore, only the sections mentioned in the motion below are being amended.)

I recommend the following motion:

that an amendment to the Traverse City Code of Ordinances, *Recreational Facility Definition Amendment and Elimination of the Definition for Mechanical Amusement Arcades* Section 1320.07, *Definitions; Recreational Facility Use Allowed* Sections 1328.01 Open Space (OS) District *Uses Allowed*; 1338.01 Hotel Resort (HR) District *Uses Allowed*; 1340.01 Office Service (C-1) District *Uses Allowed*; 1344.01 Community Center (C-3) District *Uses Allowed*; 1350.01 Government/Public (GP) District *Uses Allowed;* and 1358.01 Hospital (H) Districts *Uses Allowed;* regarding recreational facilities, as recommended by the Planning Commission, be enacted with an effective date of September 12, 2014.

JJO/kjl
k:\tcclerk\city commission\ordinance amendments\recreational facilities_enact

copy: Russell Soyring, City Planning Director

Memorandum

The City of Traverse City
Planning Department

TO: Jered Ottenwess, City Manager

FROM: Russell A. Soyring, Planning Director

DATE: August 11, 2014

SUBJECT: Recreational Facilities Ordinance Amendment recommendation

The Planning Commission discussed an amendment to Recreational facilities at the June 17, July 1 and August 5 Planning Commission meetings. A public hearing was held at the August 5 meeting.

Recreational facilities currently are allowed in OS (Open Space) and GP (Government Public) Districts and are defined as a **"public or private non-profit facility for athletic activities such as ice arenas, stadiums, indoor sports areas, community recreation centers, indoor and outdoor swimming pools."**

"Amusement and recreational services" are allowed in the C-3 (Community Center) and C-4 (Regional Center) districts. Recreational services are not defined in the zoning code so staff relies on the Standard Industrial Classification Manual as an interpretative guide. This guide states this category of uses "includes establishments engaged in providing amusement or entertainment services, not elsewhere classified."

The Zoning Code also regulates Mechanical amusement arcades, athletic fields and golf courses. Mechanical Arcades are allowed with conditions and limitations in the C-3 and C-4 Districts. See section 1344.01. Athletic fields and golf courses are allowed in the R Districts and any district that allows R District uses such the C Districts.

A brief summary of the proposed recreational facility amendments to the Zoning Ordinance:

1. Amend the definition of "Recreational facilities" to read, **"Recreational facilities means buildings or grounds, excluding amusement parks where a variety of sport or exercise activities are offered."**

2. Add **"Recreation Facilities with spectator seating capacity of 200 or less"** to all zoning districts (OS, HR, C-1, C-2, C-3, C-4, D, T, GP, I, NMC and H) except for the R Districts.

3. Eliminate **"Amusement and recreation services"** as a use listed in the C-3 and C-4 Districts. (It is confusing to have both "Recreational facilities" and "Amusement and recreation services" listed as a permitted uses.)

4. Eliminate **"Mechanical amusement arcades"** with the associated conditions in the C-3 and C-4 Districts. Mechanical amusement arcades would be incorporated as a use by right under the revised Recreational facility definition.

Recreational facilities with more than 200 seats for spectators could be allowed by Special Land Use Permit or allowed by right with specific conditions. Stadiums have unique traffic, parking, lighting and sound issues and would be best handled by creating a special district with a campus plan, an overlay district or Special Land Use Permit. Amusement parks could also be allowed by Special Land Use Permit. Special Land Use Permit regulations for stadiums and amusement parks are not included in the current ordinance amendment, but could be considered at a future time if the Commission feels it is necessary.

At the Public Hearing, one person spoke in support of the amendment.

The following motion was made:

> Motion by Commissioner Bergman, second by Commissioner Warren, that an amendment to the Traverse City Code of Ordinances Sections 1320.07, *Definitions;* 1328.01 Open Space (OS) District *Uses Allowed*; 1338.01 Hotel Resort (HR) District *Uses Allowed*; 1340.01 Office Service (C-1) District *Uses Allowed*; 1344.01 Community Center (C-3) District *Uses Allowed*; 1350.01 Government/Public (GP) District *Uses Allowed*; and 1358.01 Hospital (H) Districts *Uses Allowed*; regarding recreational facilities be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.
>
> Motion carried 9-0.

Please pass on the Planning Commission's recommendation to the City Commission regarding this request.

RAS/mll

Attachments: Ordinance amendment

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY USE ALLOWED ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Open Space District Section 1328.01, *Uses allowed*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1328.01 USES ALLOWED.
The following uses of land and buildings, together with accessory uses, are allowed in the Open Space District, with buildings less than 3,000 square feet in gross floor area:

- Airport clear zones;
- Athletic fields;
- Boat houses;
- Boat liveries;
- Cultural facilities;
- Community Gardens;
- Essential services without buildings;
- Golf Courses
- Marinas
- Outdoor public swimming pools
- Parks
- Playgrounds
- Recreational Facilities with spectator seating capacity of 200 or less
- Theaters in municipality owned buildings built prior to 2013

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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 _____.

_____

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY USE ALLOWED ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Hotel Resort District Section 1338.01, *Uses allowed,* of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1338.01 USES ALLOWED.
The following uses of land and buildings, together with accessory uses, are allowed in the Hotel Resort District:

- R-29 District uses;
- Lodging facilities;
- Offices, and retail shops provided the total floor area of the business or business within a building does not exceed 6,000 square feet in gross floor area on one level;
- Recreational Facilities with spectator seating capacity of 200 or less.
- Restaurants, family or fine, banquet or meeting rooms, but not drive-ins or drive-throughs and not exceeding 6,000 square feet in gross floor area.
- Drinking places without entertainment, up to 6,000 square feet gross floor area;
- Drinking places with entertainment if not adjacent to, abutting or across an alley from a residential district.
- Vacation Home Rentals maintaining a City Vacation Home Rental license.
- Veterinary Services, without outdoor runs.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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.

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Michael Estes, Mayor

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Benjamin C. Marentette, City Clerk

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Benjamin C. Marentette, City Clerk

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY USE ALLOWED ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Office Service District Section 1340 .01, *Uses allowed*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1340.01 USES ALLOWED.
The following uses of land and buildings, together with accessory uses, are allowed in the Office Service District:

- R-29 District uses;
- Art galleries;
- Business services;
- Educational services, except schools;
- Engineering, accounting, research, management & related services except testing and laboratory services;
- Finance, insurance and real estate services;
- Funeral services, excepting crematories;
- Health services except hospitals, sales and rentals;
- Legal services;
- Mailing services;
- Membership organizations;
- Offices;
- Personal services, including walk-in laundry and dry cleaning pick-up stations, but laundry cleaning and garment services are not allowed and without drive-throughs;
- Places of worship;
- Public administration, except correctional institutions;
- Recreational Facilities with spectator seating capacity of 200 or less.
- Repair services - watch, clock and jewelry;
- Repair services - reupholstery and furniture;
- Security services exclusive of sales and installation;
- Social services;
- Vacation Home Rentals maintaining a City Vacation Home Rental license;
- Veterinary Services, without outdoor runs.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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

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Benjamin C. Marentette, City Clerk

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Benjamin C. Marentette, City Clerk

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY USE ALLOWED ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Community Center Districts Section 1344.01, *Uses allowed,* of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1344.01 USES ALLOWED.
The following uses of land and buildings, together with accessory uses, are allowed in the Community Center district:

- HR District uses;
- C-2 District uses;
- ~~Amusement and recreation services (see mechanical amusement arcades below);~~
- Communication establishments;
- Contractors, with no outside storage;
- Drinking places with entertainment;
- Equipment rental and leasing;
- Finance services, including those having drive throughs subject to the standards of Section 1374.06, *Drive-throughs*;
- Kennels, provided no that no building, open kennel or exercise runway is closer than 200 feet from a Residential District;
- ~~Mechanical amusement arcades subject to the following:~~
  - ~~(1) All necessary licenses are obtained and maintained.~~
  - ~~(2) There is in physical attendance at all times of operation a minimum of one adult employee whose sole responsibility is to supervise the conduct of patrons on or near the premises.~~
  - ~~(3) Suitable ventilation, fire protection measures and adequate lighting inside and outside the premises are provided for the safety of patrons and the public as required by the Fire Marshal.~~
  - ~~(4) One bicycle rack per mechanical amusement device is provided on site and located subject to the approval of the Planning Director.~~
  - ~~(5) There is not more than one arcade in a face block, and in no case shall an arcade be located closer than 600 feet to any existing arcade or amusement park.~~
- Medical Marihuana Collective meeting the following requirements:
  - (1) Use and transfer of Medical Marihuana shall comply at all times with the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time;
  - (2) Transfer of Medical Marihuana shall be only allowed to a Qualifying Patient directly in person by his or her Registered Primary Caregiver or by another Qualifying Patient as allowed by the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
  - (3) The Collective shall not be in operation between the hours of 10:00 p.m. and 7:00 a.m.
  - (4) No Medical Marihuana Cultivation shall occur on the parcel.
  - (5) Except for parents or guardians of a Qualifying Patient and the Owner or staff of the

facility, persons other than a Qualifying Patient or Primary Caregiver shall be not permitted within the Collective when Medical Marihuana is being transferred or used.

(6) A Qualifying Patient under the age of 18 shall be accompanied by a parent or guardian and notice of such shall be conspicuously posted.

(7) A Medical Marihuana Collective shall not be located within a 1,000 foot radius from any existing School.

(8) A Medical Marihuana Collective shall not be located within 1000 feet from another existing Collective.

(9) An Owner or Operator of a Medical Marihuana Collective shall not have been convicted of a felony involving controlled substances.

(10) The name and address of all persons with an ownership interest in the Medical Marihuana Collective and all Operators of the Medical Marihuana Collective shall be provided to the Zoning Administrator at least ten (10) business days prior to opening the Medical Marihuana Collective and least ten (10) business days prior to when a new person owns or operates the Medical Marihuana Collective.

- Microbrewery
- Motorized vehicle dealers, mobile home dealers, watercraft dealers and recreational vehicle dealers subject to the following conditions:
  (1) All outdoor display and storage in front or on the side of a building shall meet landscape requirements for parking areas.
  (2) Outdoor display areas shall be differentiated from parking areas using contrasting surface material and shall be designated on a site plan.
  (3) Any display platforms shall not be elevated more than three feet higher than the adjacent public right of way.
- Personal services, including those having drive-throughs subject to the standards of Section 1374.06, *Drive-throughs*;
- Pet boarding or pet grooming services, provided that no building, open kennel or exercise runway is closer than 200 feet from an R-District.
- Printing (commercial);
- Repair services, miscellaneous;
- Restaurants, family, fine and fast, including drive-ins and drive-throughs accessory to an on-site, indoor, full service restaurant and including the parking requirements of Chapter 1372, *Landscaping* and Section 1374.06, *Drive-throughs*:
- Retail trade;
- Service stations and repair shops (except tire retreading) with or without fuel dispensing;
- Theaters, except outdoor;
- Vehicle wash facilities subject to the following standards:
  (1) Customer stacking space shall be provided at a rate of three spaces per bay or wash area for a stationary-type (coin-operated) system, and eight spaces per bay for an automatic system.
  (2) Customer stacking spaces shall be located and arranged to preclude obstruction of traffic flow on the public right-of-way or overhang and the public sidewalk.
  (3) Grates the full width of the driveway shall be provided at the exits to intercept and collect excess water and prevent its spread onto the public right of way.
  (4) A 35 foot setback is required from the property line where the primary exit for the vehicle was facility is made. All other setbacks shall conform to the district requirements.
  (5) All operations connected with this facility shall be conducted within the buildings, except for vacuuming, so as to minimize the effect of noise and moisture on surrounding areas.
  (6) Where an auto wash is adjoining residential property or is separated from such

property by a public alley, there shall be provided a continuous decorative screenwall of not less than five feet or more than six feet in height.

(7) Ingress and egress shall be on an arterial or collector street, except where the Planning Commission determines public welfare or safety would be best served by allowing other means of ingress or egress.

- Veterinary services, provided that no building, open kennel or exercise runway is closer than 200 feet from a R-District;
- Warehousing.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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.

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Michael Estes, Mayor

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Benjamin C. Marentette, City Clerk

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Benjamin C. Marentette, City Clerk

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY USE ALLOWED ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Government/Public Districts Section 1350.01, *Uses allowed,* of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1350.01 USES ALLOWED.

(a) Master Site and Facilities Plan. When applying for a land use permit, the governmental unit shall present a Master Site and Facilities Plan for the current uses on all contiguous property owned by that governmental unit and all anticipated uses within a minimum of the next five years. This plan shall show adjacent properties sufficiently to identify surrounding uses and potential impacts on them by the applicant's plan and shall conform to the requirements of Traverse City Code Section 1366.08, *Master Site and Facilities.*

(b) Uses allowed in the GP district. The following uses of land and buildings, together with accessory uses, are allowed in the Government/Public District:

- Administration of economic programs;
- Administration of human resource programs;
- Athletic fields;
- Auditoriums;
- Cemeteries;
- Community Gardens;
- Cultural facilities;
- Electrical, combination electric and gas and other utility services, water supply, sewage systems (except gas storage and refuse);
- Environmental quality & housing program administration
- Essential services and essential services with buildings;
- Executive, legislative & general government uses except correctional institutions;
- Finance, taxation & monetary services, public;
- Health services except hospitals, sales and rentals;
- Libraries;
- National security & international affairs;
- Parking structures, public or private, subject to the following standards:
  - (1) Parking structures shall be designed to have horizontal versus stepped or sloping levels at areas of public view. All ramping shall be concealed from public view.
  - (2) Openings shall not exceed 60 percent of the total wall surface. The shape of openings shall be vertical or square.
  - (3) Materials for parking structures shall follow the same restrictions as buildings;
  - (4) Sloped roofs are not required for parking decks, however:
    - A. The upper and lowest level of parking shall incorporate sufficient screening to shield cars from public view.
    - B. Parapet treatment is required to terminate the deck and give proper architectural finish to the structure. Cornices, overhangs and other devices which are consistent with the language of historical

buildings may be employed.

(5) The design of parking decks shall be consistent with the design of historical buildings in the area.

- Parks;
- Places of Worship;
- Playgrounds;
- Public works facilities;
- Recreational facilities with spectator seating capacity of 200 or less;
- Social services;
- Transitional housing;
- United States Postal Service.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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.

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Michael Estes, Mayor

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Benjamin C. Marentette, City Clerk

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TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY USE ALLOWED ORDINANCE AMENDMENT

THE CITY OF TRAVERSE CITY ORDAINS:

That Hospital Districts Section 1358.01, *Uses allowed,* of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1358.01 USES ALLOWED.

(A) Master Site Facilities Plan. When applying for a land use permit for H-2 District properties, the applicant shall present a Master Site and Facilities Plan for the current uses on all contiguous property owned by applicant and all anticipated uses within a minimum of the next five years. This plan shall show adjacent properties sufficiently to identify surrounding uses and potential impacts on them by the applicant's plan and shall conform to the requirements of Traverse City Code Section 1366.08, *Master Site and Facilities Plans.*

(B) H-1 District. The following uses of land and buildings, together with accessory uses, are allowed in the H-1 Hospital District:

- Community Gardens;
- Dormitories;
- Dwellings, multiple family, up to 29 dwelling units per acre;
- Group day care homes;
- Florists;
- Health services, including clinics of doctors and dentists;
- Hospitality houses;
- Medical Marihuana Collective meeting the following requirements:
    (1) Use and transfer of Medical Marihuana shall comply at all times with the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time;
    (2) Transfer of Medical Marihuana shall be only allowed to a Qualifying Patient directly in person by his or her Registered Primary Caregiver or by another Qualifying Patient as allowed by the Michigan Medical Marihuana Act and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
    (3) The Collective shall not be in operation between the hours of 10:00 p.m. and 7:00 a.m.
    (4) No Medical Marihuana Cultivation shall occur on the parcel.
    (5) Except for parents or guardians of a Qualifying Patient and the Owner or staff of the facility, persons other than a Qualifying Patient or Primary Caregiver shall be not permitted within the Collective when Medical Marihuana is being transferred or used.
    (6) A Qualifying Patient under the age of 18 shall be accompanied by a parent or guardian and notice of such shall be conspicuously posted.
    (7) A Medical Marihuana Collective shall not be located within a 1,000 foot radius from any existing School.
    (8) A Medical Marihuana Collective shall not be located within 1000 feet from another existing Collective.

(9) An Owner or Operator of a Medical Marihuana Collective shall not have been convicted of a felony involving controlled substances.

(10) The name and address of all persons with an ownership interest in the Medical Marihuana Collective and all Operators of the Medical Marihuana Collective shall be provided to the Zoning Administrator at least ten (10) business days prior to opening the Medical Marihuana Collective and least ten (10) business days prior to when a new person owns or operates the Medical Marihuana Collective.

- Recreational Facilities with spectator seating capacity of 200 or less.
- Residential care and treatment facilities.

The following uses, if they meet the requirements of an accessory use, except that they need not be in the same building or on the same lot:

- Duplicating, mailing, stenographic and office services no larger than 2,000 square feet gross floor area;
- Schools for the handicapped;
- Educational services to the public related to health care;
- Financial institutions with no drive-throughs;
- Gift shops no larger than 2,000 square feet gross floor area;
- Orthopedic stores;
- Pharmacies no larger than 2,000 square feet gross floor area;
- Places of worship;
- Restaurants, family, fine and fast, under 2,000 square feet in gross floor
- area without drive-throughs or drive-ins;
- Social services;
- Veterinary Services, without outdoor runs

(C) H-2 District. The following uses of land and buildings, together with accessory uses, are allowed in the H-2 District:

- H-1 District uses;
- Health services;
- Hospitality houses;
- Hospitals and medical centers;
- Medical care facilities;
- Parking structures, public or private, subject to the following standards:
  - (1) Parking structures shall be designed to have horizontal versus stepped or sloping levels at areas of public view. All ramping shall be concealed from public view.
  - (2) Openings shall not exceed 60 percent of the total wall surface. Openings shall be vertical or square.
  - (3) Sloped roofs are not required for parking structures, however:
    - A. The upper and lowest level of parking shall incorporate sufficient screening to shield cars from public view.
    - B. Parapet treatment is required to terminate the deck and give proper architectural finish to the structure. Cornices, overhangs and other devices which are consistent with the design of historical buildings may be employed.
  - (4) The design of parking decks shall be complementary to the design of historical buildings in the area.
- Recreational Facilities with spectator seating capacity of 200 or less.
- Residential care and treatment facilities.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on _____, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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

TRAVERSE CITY CODE OF ORDINANCES

ORDINANCE AMENDMENT NO. _____
Effective date: _____

TITLE: RECREATIONAL FACILITY DEFINITION AMENDMENT AND ELIMINATION OF THE DEFINITION FOR MECHANICAL AMUSEMENT ARCADES

THE CITY OF TRAVERSE CITY ORDAINS:

That General Provisions and Definitions Section 1320.07, *Definitions*, of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1320.07 DEFINITIONS.
As used in this Chapter:
Abutting means a lot or parcel which shares a common border with the subject lot or parcel.
Accessory building means a building or structure customarily incidental and subordinate to the principal building and located on the same lot as and spatially separated from the principal building.
Accessory dwelling unit means a secondary, self-contained dwelling allowed only in conjunction with a detached single family dwelling. It is subordinate in size, location and appearance to the primary detached single-family dwelling. An accessory dwelling unit generally has its own outside entrance and always has a separate kitchen, bathroom and sleeping area. It may be located within, attached to or detached from the primary single family dwelling.
Accessory use means a use customarily incidental and subordinate to the principal use of the land or building and located on the same lot as the principal use.
Adult Foster Care Family Home means a private residence with the approved capacity to receive not more than 6 adults who shall be provided foster care for 5 or more days a week and for 2 or more consecutive weeks. The adult foster care family home State licensee shall be a member of the household and an occupant of the residence.
Adult foster care small group home means a State licensed adult foster care facility with the approved capacity for not more than 12 adult residents to be provided foster care.
Affordable housing means housing units for eligible low-income households where the occupant is paying no more than 30% of gross income for housing costs.
Aggrieved person means a person who has suffered a substantial damage from a zoning decision not in common to other property owners similarly situated, and who has actively opposed the decision in question.
Airport terminal means the main passenger location of an airport and includes all office, hotel and retail uses commonly occurring at such locations.
Alley means a way which functions primarily as a service corridor and provides access to properties abutting thereon. "Alley" does not mean "street".
Alteration means any change, addition or modification in construction or type of occupancy; any change in the structural members of a building, such as walls or partitions, columns, beams or girders.
Basement means that portion of a building which is partly or wholly below finished grade, but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling. A basement, as defined herein, shall not be counted as a story (see Figure 1-1). A cellar is a basement.
Berm means a constructed mound of earth rising to an elevation above the adjacent ground level of the site where located which contributes to the visual screening of the area behind the berm.
Block means a unit of land bounded by streets or by a combination of streets and public land, railroad rights-of-way, waterways or any other barrier to the continuity of development.
Block, face. "Face block" means that portion of a block or tract of land facing the same side of a

single street and lying between the closest intersecting streets.
Boat house means an enclosed or partially enclosed structure designed for the use and storage of private watercraft and marine equipment.
Boat livery means any structure, site or tract of land utilized for the storage, servicing, docking or rental of watercraft for a fee.
Brew pub means a facility as defined such by the State of Michigan.
Building means any structure designed or built for the enclosure, shelter or protection of persons, animals, chattels or property of any kind.
Building, height of. See "Height of building".
Building, principal. "Principal building" means a building within which is conducted the main or principal use of the lot upon which it is located.
Cemetery means property, including crematories, mausoleums, and/or columbariums, used or intended to be used solely for the perpetual interment of deceased human beings or household pets.
Clinic means an establishment where human patients who are not lodged overnight are admitted for examination and treatment by a group of physicians or dentists or similar professions.
Club means an organization of persons for special purposes or for the promulgation of sports, arts, science, literature, politics, agriculture or similar activities, but not operated for profit and open only to members and not the public.
Cluster means a development design technique that concentrates building on a portion of the site to allow the remaining land to be used for recreation, common open space and preservation of environmentally sensitive features.
Communication Antenna means a device, dish or array used to transmit or receive telecommunications signals mounted on a communication tower, building or structure that is greater than one square meter in a residential district or two square meters in a non-residential district. Antenna does not include federally-licensed amateur radio station, television or radio receive-only antennas or antennas used solely for personal use. Communication antennas are not "essential services," public utilities or private utilities.
Communication tower or tower means any structure that is primarily designed and constructed for the purpose of supporting one or more antennas for telecommunications, radio and similar communication purposes, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and the like. Communication towers are not "essential services," public utilities or private utilities.
Community Garden means a parcel gardened collectively by a group of people.
Convenience store means a retail establishment offering for sale prepackaged food products, household items and other goods commonly associated with the same and having a gross floor area of less than 5,000 square feet.
Country club. See "golf course".
Critical root zone means a circular area surrounding a tree, the radius of which is measured outward from the trunk of a tree one foot for each one inch of diameter at breast height. The critical root zone shall also extend to a depth of four feet below the natural surface ground level.
Cultural facilities means facilities for activities for the preservation and enhancement for the cultural well-being of the community.
Development means all structures and other modifications of the natural landscape above and below ground or water on a particular site.
Diameter at breast height means the diameter of a tree trunk in inches measured by diameter at four and one-half feet (4.5') above the ground.
District means a section of the City for which the zoning regulations governing the use of buildings and premises, the height of buildings, setbacks and the intensity of use are uniform.
Drive-in means an establishment which by design, physical facilities, service, or by packaging procedures encourages or permits customers to receive services or obtain goods while remaining in their motor vehicles.

Drive-through means an establishment which by design, physical facilities, service, or by packaging procedures encourages or permits customers to receive service or obtain goods intended to be consumed off-premises.

Dripline means an imaginary vertical line extending downward from the outermost tips of the tree branches to the ground.

Driveway means a means of access for vehicles from a street, approved alley, across a lot or parcel to a parking or loading area, garage, dwelling or other structure or area on the same lot.

Driveway, Service means a point of access solely for the use of vehicles designed to load and unload trash receptacles three cubic yards or more in size.

Dwelling means any building or portion thereof which is designed for or used exclusively for residential purposes and containing one or more dwelling units.

Dwelling, multiple family. "Multiple family dwelling" means a building or portion thereof containing three or more dwelling units and designed for or occupied as the home of three or more families living independently of each other.

Dwelling, single-family. "Single-family dwelling" means a detached building containing one dwelling unit and designed for or occupied by only one family.

Dwelling, two-family. "Two-family dwelling" means a building designed for or occupied exclusively by two families living independently of each other.

Dwelling unit means one or more rooms with bathroom and principal kitchen facilities designed as a self-contained unit for occupancy by one family for living, cooking and sleeping purposes. The existence of a food preparation area within a room or rooms shall be evidence of the existence of a dwelling unit.

Eligible household means a household meeting the income criteria included in Chapter 1376, with income determined in a manner consistent with determinations of lower-income households and area median income under Section 8 of the U.S. Housing Act of 1937, as amended (Section 8 Housing Program).

Eligible housing nonprofit means a 501(c)3 nonprofit housing organization with the means and capacity to guarantee and enforce long-term affordability of affordable housing units meeting the requirements of Chapter 1376.

Emergency shelter means a facility operated by a governmental or nonprofit agency where supportive services and shelter are offered to homeless persons.

Erected means built, constructed, reconstructed, moved upon, or any physical operations on the premises required for the building. Excavations, fill, drainage and the like, shall be considered a part of erection when done in conjunction with a structure.

Essential services means the installation, construction, alteration or maintenance by public utilities or governmental agencies of underground, surface or overhead telephone, electrical, gas, steam, fuel, or water distribution systems, collections, supply or disposal systems, streets, alleys, sidewalks, or trails, including pavement, traffic control devices, signs, poles, wires, mains, drains, sewers, pipes, conduits, cables, padmount transformers, fire alarm and police call boxes, traffic signals, hydrants and similar accessories in connection therewith which are necessary for the furnishing of adequate service by such utilities or governmental agencies for the general public health, safety, convenience or welfare. "Essential services" do not include communication antennas and communication towers.

Essential service-structures. The erection, construction, alteration or maintenance by public utilities or governmental agencies of structures not in the right-of-way over 800 cubic feet in area including, but not limited to, towers, transmission and subtransmission facilities, or buildings related to essential services in all districts.

Facade means the exterior wall of a building exposed to public view.

Family means one or more persons occupying a dwelling unit and living as a single housekeeping unit, whether or not related to each other by birth or marriage, as distinguished from persons occupying a boarding house, lodging house or hotel.

Fence means a constructed barrier made of wood, metal, stone, brick or any manufactured materials erected for the enclosure of yard areas.

Flood plain, 100 year. "100 year flood plain" means the lowland areas adjoining inland and coastal waters which are identified on Floodway Maps produced by FEMA (Federal Emergency Management Agency) and which are estimated to have a one per cent chance of flooding in a given year.

Floor area. See AGross Floor Area@.

Frontage means the total continuous width of the front lot line.

Golf course/country club means any golf course, public or private, where the game of golf is played, including accessory uses and buildings customary thereto, but excluding golf driving ranges and miniature golf courses as a principal use.

Grade means

1. ***For buildings having walls adjoining one street only***: the elevation of the public sidewalk, top of curb, or centerline of the street right-of-way, whichever is closest to the building, where a building wall adjoins a street.
2. ***For buildings having walls adjoining more than one street***: the average elevation of the sidewalks, curbs or centerlines of streets, whichever is closest to the building walls adjoining the streets.
3. ***For buildings having no wall adjoining the street***: the average of the lowest and highest ground surface elevations in an area within six feet of the foundation line of a building or structure. Any building or structure wall within 35 feet of a public or private street shall be considered as adjoining the street. (See Figure 1-2.)

Greenbelt means a strip of land of definite width and location upon which existing vegetation is preserved or an area is reserved for the planting of living plant materials to serve as an obscuring screen or buffer strip in carrying out the requirements of this Code.

Grocery store means a retail establishment primarily selling prepackaged and perishable food as well as other convenience and household goods.

Gross floor area (GFA) means the sum of the gross horizontal areas of the several floors of a building or structure from the exterior face of exterior walls, or from the centerline of a wall separating two buildings, but excluding any space where the floor-to-ceiling height is less than six feet.

Height of building means the vertical distance from the grade to the highest point on a mansard or flat roof or to the median height between the eaves and the ridge for gable, hip and gambrel roofs. (See Figure 1-3).

Home occupation means an accessory use of a dwelling unit for business purposes.

Impervious surface means any material which prevents, impedes or slows infiltration or absorption of storm water directly into the ground at the rate of absorption of vegetation bearing soils, including building, asphalt, concrete, gravel and other surfaces.

Impervious surface ratio means the area of impervious surface less those areas used exclusively for pedestrian circulation or outdoor recreational facilities divided by the gross site area.

Kennel means any lot or premises used for the sale, boarding, or breeding of dogs, cats or other household pets or the keeping of five or more dogs or cats in any combination over the age of six months.

Land clearing means:

1. The clearing of over 8,000 square feet of vegetation from any site, or
2. The removal of more than 20 trees more than 6 inches in diameter at breast height within 50 feet of a public or private street or river.

Mowing, trimming or pruning of vegetation to maintain it in a healthy, viable condition is not considered land clearing.

Landing area means a landing pad, area, strip, deck or building roof used to launch or receive aircraft, including, but not limited to, power-driven winged or delta-winged aircraft, gliders, balloons and helicopters.

Landscaping means some combination of planted trees, vines, ground cover, flowers or turf so long as a minimum of 80 per cent of the landscape area is covered by living plant material. In addition, the combination or design may include rock ground cover, earth mounds, and such

structural features as fountains, pools, art works, screens, walls, fences and benches.

Laundromat means a business that provides home-type washing, drying and/or ironing machines for hire to be used by customers on the premises or operated for the benefit of retail customers who bring in and call for laundry.

Lot means a parcel of land occupied or intended for occupancy by a use permitted in this Zoning Code, including one principal building together with accessory buildings, open spaces and parking areas required by this Zoning Code, and having its principal frontage upon a street or upon an officially approved private street. The word "lot@ includes the words "plot", "tract" or "parcel".

Lodging Facility means a commercial establishment with one or more buildings whose primary use is to provide temporary overnight accommodations within individual guest rooms or suites to the general public for compensation. Accessory uses may include eating places, meeting rooms and other similar uses.

Lot, corner. "Corner lot" means a lot which has at least two contiguous sides abutting on and at the intersection of two or more streets.

Lot of record means a lot whose existence, location and dimensions have been legally recorded or registered in a deed or on a plat.

Lot, through. AThrough lot@ means an interior lot having frontage on two more or less parallel streets.

Lot width means the horizontal distance between side lot lines measured parallel to the front lot line at the minimum required front setback line.

Manufacturing means the production of articles for use from raw or prepared materials by giving these materials new forms, qualities, properties or combinations, whether by hand labor or machine.

Marina means a commercial mooring, berthing, or docking facility for watercraft with or without provisions for launching, haulout, servicing, fueling or sales of accessory supplies.

~~***Mechanical amusement arcade*** means any place, premises, room or establishment in which a substantial and significant portion of the business is devoted to the operation of mechanical amusement devices, or in which more than five mechanical amusement devices are located and available for operation. For purposes of this Zoning Code, a mechanical amusement arcade shall not include the following:~~

1. ~~Mechanical amusement devices located in bars, taverns and cocktail lounges which are properly licensed by the State when the devices are located so as to be an integral part of the licensed operation and are available only to tavern patrons; and~~
2. ~~Mechanical amusement devices located in motels or hotels when the devices are generally available only to registered guests.~~

~~***Mechanical amusement device*** means any machine which, upon the insertion of a coin, slug, token, plate or disk, or upon payment of a price, may be operated by the public generally for use as a game, entertainment or amusement, including, but not limited to, games registering a score; electronic video games; mechanical and/or electronic devices, such as marble machines, pinball machines, mechanical grab machines, shuffle board game machines, pool tables and billiard tables; and all game operations or transactions similar thereto, whether operated by hand, electric power or a combination thereof. "Mechanical amusement device" shall not include:~~

1. ~~A juke box or other similar device which plays only music for money;~~
2. ~~A full-size bowling lane or alley;~~
3. ~~A movie theater seating more than ten persons; and~~
4. ~~A vending machine dispensing food, drink, tobacco, toys or written material, which material can be utilized away from the premises where the machine is located and does not require further participation by the person inserting the item or paying the price at the location of the machine. A mechanical amusement device located on property used solely for a residential purpose or a private club, which device is not available for use by the general public, shall be exempt from this definition.~~

Medical Marihuana means marihuana as defined by the Michigan Medical Marihuana Act.,

MCL 333.26421 et seq. grown, used, or transferred for "medical use" as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq.
Medical Marihuana Collective means a use where Medical Marihuana is transferred, pursuant to the Michigan Medical Marihuana Act., MCL 333.26421 et seq.
Medical Marihuana Cultivation means a use where Medical Marihuana is grown as permitted by the Michigan Medical Marihuana Act., MCL 333.26421 et seq.
Medical Marihuana Cultivation Facility means a use where more than 72 plants are being cultivated on a Parcel.
Microbrewery means a facility as defined as such by the State of Michigan.
Non-conforming use means a lawful use of land that does not comply with the use regulations for its zoning district but which complied with applicable regulations at the time the use was established.
Nursing home. See "Residential care and treatment facility".
Open space, common. "Common open space" means land within or related to a development, not individually owned that is designed and intended for the common use or enjoyment of the residents and their guests of the development and may include such complementary structures and improvements as are necessary and appropriate.
Operator of Medical Marihuana Collective means any person who is employed by or otherwise involved in the operation of a Medical Marihuana Collective.
Ordinary high water mark means the line between upland and bottomland which persists through successive changes in water levels, below which the presence and action of the water is so common or recurrent that the character of the land is marked distinctly from the upland and is identified along Grand Traverse Bay and the lower Boardman River as elevation 581.04 feet USGS.
Owner means any person having an ownership interest in a premises as shown on the latest Traverse City tax records.
Parcel. See a "lot".
Parking area means any public or private area, under or outside of a building or structure, designed and used for parking motor vehicles, including parking lots, driveways and legally designated areas of public streets.
Parking area, commercial. "Commercial parking area" means a tract of land which is used for the storage of motor vehicles, which is not accessory to any other use on the same or any other lot and which contains parking space rented to the general public or reserved for individuals by the hour, day, week or month.
Parking area, off-street. "Off street parking area" means a land surface or facility providing vehicular parking spaces off of a street together with drives and maneuvering lanes so as to provide access for entrance and exit for the parking of motor vehicles.
Parking area, private. "Private parking area" means a parking area for the exclusive use of the owners, tenants, lessees, or occupants of the lot on which the parking area is located or their customers, employees, or whomever else they permit to use the parking area.
Parking area, public. "Public parking area" means a publicly owned or controlled parking area available to the public, with or without payment of a fee.
Parking space means an area of land provided for vehicles exclusive of drives, aisles, or entrances giving access thereto, which is fully accessible for parking of permitted vehicles.
Parking structure means a building or structure consisting of more than one level and used to store motor vehicles.
Pavement. "Pavement" and "paved" mean permanent and completely covered with concrete, a bituminous surface, brick or other surface approved by the Planning Director.
Pedestrian scale means design and construction considerations based upon the scale of a human being which imbue occupants and users of the built environment with a sense of comfort and security.
Person means a corporation, association, partnership, trust, firm or similar activity as well as an individual.

Place of worship means a building wherein persons regularly assemble for religious worship and which is maintained and controlled by a religious body organized to sustain public worship, together with all accessory buildings and uses customarily associated with such primary purpose.
Planning director means the head of the City Planning and Zoning Department or the designee of that person.
Plat means a map of a subdivision of and recorded with the Register of Deeds pursuant to State statute
Primary Caregiver means a primary caregiver with a registry identification card as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq.
Principal use means the main use of land or structures as distinguished from a secondary or accessory use.
Public utility means any person, firm or corporation, municipal department, board or commission duly authorized to furnish and furnishing under federal, state or municipal regulations to the public; gas, steam, electricity, sewage disposal, communication, telephone, telegraph, transportation or water.
Qualifying Patient means a qualifying patient with a registry identification card as defined by the Michigan Medical Marihuana Act., MCL 333.26421 et seq.
R-District means a residence district, namely an RC, R-1a, R-1b, R-2, R-9, R-15, and R-29 district.
Recreational facilities means ~~a public or private non-profit facility for athletic activities such as ice arenas, stadiums, indoor sports arenas, community recreation centers, indoor and outdoor swimming pools~~ buildings or grounds, excluding amusement parks, where a variety of sport or exercise activities are offered.
Recreational vehicle means a vehicle primarily designed and used as a temporary living quarters for recreational, camping, or travel purposes including a vehicle having its own motor power or a vehicle mounted on or drawn by another vehicle.
Residential Care and Treatment Facility means a facility providing:

1. Services, programs and temporary shelter for residents who are undergoing alcohol or substance abuse rehabilitation;
2. Temporary emergency shelter and services for battered individuals and their children in a residential structure.

Restaurant, family means an establishment where food and drink are prepared and served to seated customers. Customer turnover rates are typically less than one hour. Generally, these establishments serve breakfast, lunch, and dinner and sometimes are open 24 hours a day. It may include cafeteria-style facilities.
Restaurant, fast food means an establishment where food and drink are served to customers at a counter. Such establishments may or may not have seating facilities. Generally, food and drink is ordered and taken to be consumed outside the restaurant building.
Restaurant, fine means an establishment where food and drink are prepared and served. Customer turnover rates are typically one hour or longer. Such establishments serve dinner but generally do not serve breakfast and may or may not serve lunch or brunch.
Right-of-way means a public or private street, alley or easement permanently established for the passage of persons or vehicles.
Rooming house means a residential building where rooms or suites of rooms are rented where the renters use common facilities, such as hallways and bathrooms. A rooming house shall not include lodging facilities, apartment houses, two and multi-family dwellings or fraternity and sorority houses.
School means an educational institution under the sponsorship of a private or public agency providing elementary or secondary curriculum, and accredited or licensed by the State of Michigan; but excluding profit-making private trade or commercial schools.
Screen means a structure providing enclosure and a visual barrier between the area enclosed and the adjacent property. A screen may also be non-structured, consisting of shrubs or other growing materials.

Screen, opaque means a masonry wall, fence sections, earthen berm, evergreen hedge or a combination of these elements which completely interrupt visual contact and provide spatial separation.
Setback means the distance required between a lot line and a building wall.
Setback, front. AFront setback@ means the minimum required distance, extending the full lot width, between the principal building and the front lot line.
Setback, rear. ARear setback@ means the minimum required distance, extending the full lot width, between the principal and accessory buildings and the lot line opposite the front line.
Setback, side. ASide setback@ means the minimum required distance, extending from the front setback to the rear setback, between the principal and accessory building and the side lot line.
Site diagram means a drawing, drawn to scale, showing the location of buildings and structures on a lot, as well as driveways, curb cuts, alleys, streets, easements and utilities. See Appendix 1, Figure 1-4.
Site plan means a plan showing all salient features of a proposed development, so that it may be evaluated in order to determine whether it meets the provisions of this Code.
Stop work order means an administrative order which directs a person not to continue, or not to allow the continuation of an activity which is in violation of this Code.
Street means any public way, such as a public street, avenue or boulevard, at least 16 feet wide. Street does not mean "alley". See also "Private street".
Street, access. "Access street" means a street or alley designed primarily to provide access to properties.
Street, arterial. "Arterial street" means a street designed to carry high traffic volumes through the community.
Street, collector. "Collector street" means a street designed to carry moderately high traffic volumes from arterial and access streets.
Street, private. "Private street" means an officially approved thoroughfare, other than a public street or alley, permanently reserved as the principal means of access to abutting property.
Structural alterations means any change in a building requiring a building permit.
Structure means anything constructed or erected, the use of which requires a more or less permanent location on the ground or an attachment to something having a permanent location on the ground, including, but not limited to, freestanding signs, billboards, back stops for tennis courts and pergolas.
Tourist home means a single-family dwelling owned and occupied by a person renting out not more than three rooms for compensation to persons who do not stay for more than seven consecutive days.
Townhouse means a multiple dwelling in which each dwelling unit shares a common wall with at least one other dwelling unit and in which each dwelling unit has living space on the ground floor and has a separate ground-floor entrance.
Trailer means any enclosure used for living, sleeping, business or storage purposes, having no foundation other than wheels, blocks, skids, jacks, horses or skirtings, and which has been or reasonably may be equipped with wheels or devices for transporting the enclosure from place to place. "Trailer" includes motor homes, travel trailers and camper vans.
Transit center means a fixed location where passengers interchange from one route or vehicle to another that has significant infrastructure such as a waiting room, benches, restrooms, sales outlet, ticket or pass vending machines and other services.
Transitional housing means a facility which is operated by a government or a nonprofit agency providing interim sleeping and bath accommodations; interim eating and cooking facilities; and professional services to assist individuals or families in locating permanent housing.
Treelawn means the area of public right-of-way lying between the curb line of a curbed Street or developed travelway of a noncurbed street and the nearest private property line substantially parallel to said street.
Trip end means the total of all motor vehicle trips entering plus all motor vehicle trips leaving a designated land use or building over a given period of time.

Vacation Home Rental means a commercial use of a dwelling where the dwelling is rented or sold for any term less than 30 consecutive days.
Yard means an open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except as otherwise provided in this Zoning Code.
Yard, front. "Front yard" means all land extending across the width of a property and lying between the building line and the front lot line.
Yard, rear. "Rear yard" means all land extending across the width of the property and lying between the building and the rear lot line.
Yard, side. "Side yard" means all land lying between a principal building and the side lot lines and extending from the front to the rear of the principal building.
Zoning Code means Part 13, Title One of the Code of Ordinances of the City of Traverse City and includes the text of this Zoning Code as well as all maps, tables, graphics, schedules as included or attached as enacted or subsequently amended.

The effective date of this Ordinance is the _____ day of _____, 2014.

I hereby certify the above ordinance amendment was introduced on August 18, 2014, at a regular meeting of the City Commission and was enacted on _____, 2014, 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

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JO JERED OTTENWESS, CITY MANAGER

SUBJECT: ADDITIONAL LEGAL COUNSEL – DISPUTE RESOLUTION FOR CLINCH PARK WATERSCAPE

Attached is a memo from City Attorney Lauren Trible-Laucht recommending, pursuant to the City Charter, the retention of additional legal counsel for the dispute resolution process regarding the Clinch Park Waterscape. As explained by the City Attorney, the dispute resolution process will likely include mediation and arbitration.

Following her solicitation of proposals, the City Attorney recommends retaining Foley, Baron, Metzger & Juip (pronounced Foley, Baron, Mets-GER and YIPE), with costs not-to-exceed $12,600, plus costs (copying charges, etc). The costs will be paid for with funds remaining from this project in the Capital Projects Fund.

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

Based on the recommendation of the City Attorney, as authorized by City Charter Section 47, the Mayor and City Clerk execute an agreement with Foley, Baron, Metzger & Juip for outside legal counsel associated with the dispute resolution process for the Clinch Park Waterscape at the rate of $225 per hour, not to exceed $3,500 through mediation and preparation of complaints; not-to-exceed $12,600 through arbitration excluding expert witness fees, plus costs; and provided hearings are held in the metropolitan Detroit area, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

JJO/bcm
K:\tcclerk\city commission\agreements\legal services clinch park waterscape

Memorandum

The City of Traverse City

TO: City Commission

COPY: Jered Ottenwess, City Manager

FROM: Lauren Trible-Laucht, City Attorney

DATE: August 25, 2014

SUBJECT: Outside Counsel

Pursuant to City Charter Section 47, the City Commission may retain additional legal counsel upon recommendation of the City Attorney. As you are aware, I have been considering a recommendation of engaging outside counsel to assist this Office in the dispute resolution process related to Phase I of the Clinch Park renovation project. This process will likely include mediation and arbitration. I sought and received proposals from four qualified firms for this work. I asked each firm to include a "not to exceed amount" with the proposal and each firm approached this request slightly differently. The four firms that submitted proposals are Plunkett Cooney, Miller Canfield, Foley Baron Metzger & Juip and Olson Bzdok & Howard. I am comfortable working with any of the firms that made proposals and believe that each of them is certainly up to the task of representing the City in this matter. A summary of each proposal is found below. The most cost-effective proposal is that from Foley, Baron, Metzger & Juip. This firm is experienced in construction claims, in addition to product liability and regulatory matters. Of course this Office will continue to work closely with outside counsel in this matter. I recommend the City Commission authorize the Mayor and City Clerk to enter into an agreement with Foley, Baron, Metzger & Juip for representation in this matter as outlined in its proposal (summarized below) subject to approval of its content by the City Manager and its form by the City Attorney.

Summary:

Plunkett Cooney
$175 per hour for shareholders; $150 per hour for associates; $125 per hour for travel time; plus expenses; not to exceed $25,000

Miller Canfield
$280 per hour; no travel charged; not to exceed 33% of the amount in dispute

Foley, Baron, Metzger & Juip
$225 per hour; not to exceed $3,500 through mediation and preparation of complaints; not to exceed $12,600 through arbitration not including expert witness fees; assumes hearings to be held in the Detroit area

Olson, Bzdok & Howard
$155 per hour; not to exceed for mediation of $7,000 plus costs; not to exceed for arbitration of $30,000 plus costs

The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING - SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JO JERED OTTENWESS, CITY MANAGER

SUBJECT: SAW GRANT IMPLEMENTATION

Background:

The purpose of the Stormwater, Asset Management and Wastewater (SAW) program is to provide grants for the development of plans to identify and manage stormwater or wastewater assets, stormwater treatment management plans, planning and design of sewage, stormwater, or nonpoint source pollution reduction projects, and the testing and demonstration of innovative water quality improvement projects.

The City of Traverse City was fortunate to be awarded a $2M SAW grant, the maximum amount allowed under the program. The first million dollars requires a 10% local match, and the second million dollars requires a 25% local match. The local match will be provided through "in-kind" services. Grant dollars are to be used in accordance with the grant agreement that was signed on May 8, 2014 and the budget that was presented in the application process, a copy of which is attached here. This is a reimbursement type grant, and city staff is preparing the first request for reimbursement for eligible reimbursable expenses incurred from January 2013 through June 2014.

The grant was submitted focusing on three areas;

1. Development of a Wastewater Asset Management Plan
2. Development of a Stormwater Asset Management Plan
3. Development of a Stormwater Management Plan

Because stormwater is a major component of the SAW grant, the staff Grant Implementation Team will have meetings with the Stormwater Utility Working Group (Mayor Pro-Tem Carruthers, Commissioners Easterday and Howe) to keep the Working Group up to date on the grant implementation process, especially when we are nearing key milestones within the project, and so that the SUWG can

act as a liaison between the city staff Grant Implementation Team and the City Commission.

Several groups of activities will be performed as part of the grant implementation process for both stormwater and wastewater. These include:

1. Purchase of GIS software/hardware
2. Inventory and assessment of condition of existing infrastructure
3. Cleaning/televising existing infrastructure
4. Metering and modeling flows of stormwater/wastewater through the system
5. Administrative activities such as development of final Asset Management Plan, rate structure, capital improvement plan, etc.

Next Steps:

1. We are in the process of hiring a GIS Administrator to coordinate GIS activities, and purchasing GIS hardware and software. Coordinated GIS capabilities are essential to complete the inventory and assessment of infrastructure.
2. The City Commission recently authorized a Service Order that will connect the Water Treatment Plant and the Water/Sewer Maintenance Building to the TCL&P fiber optic network. This will allow those buildings to have access to the same GIS system as City Engineering, DPS, and TCL&P.

Items Requiring Action by City Commission:

1. As you may recall, the City selected OHM in October 2013 through the Request for Qualifications (RFQ) process to prepare the SAW grant application, including the work plan. Now, we need to get our consultant on board to begin assisting us in the completion of essential preliminary tasks, such as infrastructure assessment and flow metering/modeling. We have received proposals from OHM for the first year's work, focusing on the stormwater aspect of the grant. (see attached three year schedule and budget). Staff is requesting that the City Commission approve a Consultant Agreement with OHM for the first year's work only. Please also refer to attached memo from Larry LaCross, Asset Management/GIS Specialist. Since the City already procured SAW grant services through a competitive selection process (RFQ), it is recommended that competitive bidding be waived in this instance.
2. The term of the grant agreement is from May 2014 through April 2017. Due to the nature of the data collection - some data collection requires wet spring or fall weather conditions in order to be relevant - and to coincide with our fiscal year, staff is requesting that the City Commission authorize the City Manager to request an extension of the grant agreement to be through June 2017.

If the City Commission is in agreement with the requests by staff, the following motion would be in order as follows (5 affirmative votes required to authorize agreement). (Alternatively, the motion can be broken into two separate actions, if desired by the Commission.)

that the City Commission waives the competitive bidding requirements as deemed in the best interests of the City; and that the Mayor and City Clerk execute a Consultant Agreement with OHM for an amount not to exceed $375,503 for services relating to the implementation of the Stormwater, Asset Management, and Wastewater (SAW) grant as outlined in the proposals dated August 27, 2014, with funds available in the Capital Projects, SAW Grant Fund, to be reimbursed by the SAW grant through monies that have been awarded to the City, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney; and further

that the City Manager be authorized to submit a request to the Michigan Dept. of Environmental Quality for an extension of the term of the grant agreement to be through June 30, 2017.

Attachments:

1. Memo from Larry LaCross, Asset Management/GIS Specialist
2. Budget for SAW Grant
3. Proposal from OHM - Wastewater Asset Management Plan – First Year
4. Proposal from OHM - Stormwater Asset Management Plan – First Year
5. Three Year Timeline/Budget – Prepared by OHM

c: Tim Lodge, Engineer
Dave Green, DPS Director

Memorandum

The City of Traverse City
Department of Public Services

TO: **Penny Hill, Assistant City Manager**

FROM: **Larry LaCross, Asset Management/GIS Analyst**

DATE: **8, 18, 2014**

SUBJECT: **SAW Grant Consultant Service Agreement with OHM**

June 2014 the City of Traverse City was awarded two SAW Grants from the DEQ with an overall budget of $2.44 million. The City was awarded the Storm Water Asset Management Plan coupled with the Storm Water Management Plan with a total project cost of $1,443,500.00 and a Waste Water Asset Management Plan with a total project cost of $1,000,944.00. OHM was the consulting firm hired to assist the City with both SAW Grant applications in November 2013. Traverse City was one of the 90 applicants that were awarded Grants out of a total of 567 applicants. OHM's experience, expertise, and contribution to the City's application played a major role in successfully receiving the Grant awards. OHM has provided the City with two proposals for consulting services to take the next steps and start implementing the intent of the SAW Grant, an asset management plan for storm water and wastewater. One proposal is for the wastewater asset management plan ($32,500.00) and one for the storm water asset management plan ($343,003.00). We have a great working relationship with OHM and were impressed with their level of expertise. We would like to continue the successful coordinated efforts with OHM and ask the City Commission to approve both proposals for consulting services for the Wastewater and the Storm Water Asset Management plans.
We asked OHM to provide a one year proposal for consulting services. The cost and the timeline for each are attached. City tasks, Contractors tasks, and Consulting tasks along with the costs for each are outlined in both proposals and follow the original applications. Both proposals are within the Grant's budget for consulting and will accomplish the work plan tasks that are outlined in the applications.

Please request of the City Commission permission to enter into a one year Consultant Agreement with OHM in the amount of $375,503.00 for the consulting services outlined in both proposals for the implementation of an asset management plan for wastewater and for storm water that satisfies the DEQ SAW Grant requirements with funds for both available in the DEQ SAW Grant award.

Project No. 1442-01

SAW Grant Program

Exhibit A

Grantee: City of Traverse City

Project Name: Wastewater Asset Management Plan, Stormwater Asset Management Plan, and Stormwater Management Plan

DEQ Approved Grant Amount: $2,000,000 (Two Million Dollars)

Time Period for Eligible Costs: Start Date January 2013

End Date April 2017

Description of Approved Project Scope:

Preparation of Asset Management Plans for Wastewater and Stormwater; and preparation of a Stormwater Management Plan.

DEQ Approved Project Costs	
1. Project Planning Costs	$0
2. Design Engineering Costs	$0
3. User Charge System Development Costs	$0
4. Wastewater Asset Management Plan Costs	$1,000,944
5. Stormwater Asset Management Plan Costs	$1,295,000
6. Stormwater Management Plan Costs	$148,500
7. Innovative Wastewater and Stormwater Technology Costs	$0
8. Disadvantaged Community Construction Costs	$0
9. Eligible Cost Subtotal	$2,444,444
10. LESS Local Match *(if applicable)*	$444,444
11. Requested SAW Grant Amount (Line 9 minus Line 10)	$2,000,000

ARCHITECTS. ENGINEERS. PLANNERS.

OHM Advancing Communities

August 27, 2014

Ms. Penny Hill, Assistant City Manager
City of Traverse City
400 Boardman Ave.
Traverse City MI 49684

RE: MDEQ Proposal for Consulting Services

Dear Ms. Hill:

OHM Advisors is pleased to submit the attached Scope of Services to assist the City of Traverse City with the development of their Storm Water Asset Management Plan and Waste Water Asset Management Plan.

We appreciate the opportunity to provide you with these proposals. Please feel free to contact us if you have any questions or need any additional information.

Sincerely,
OHM Advisors

Ronald A. Cavallaro, Jr., PE
Managing Director, Michigan

Attachments

cc: Larry Lacross, Traverse City
Greg Kacvinsky, OHM

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150
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UNDERSTANDING

Traverse City is about to embark on a comprehensive Asset Management Planning program involving its stormwater and wastewater infrastructure, requiring a significant management effort to control the work product and budget for 22 separate project tasks with an overall budget of $2.44 million. Based on the discussion at our June 6 SAW Kickoff Meeting, we understand that the City requests the assistance of OHM Advisors to work with the City to manage and assist with implementing the tasks necessary during the first twelve months in order to start the Asset Management Program on a successful track.

This Scope of Services has been prepared based on the Project Need and Work Plan detailed in the City's SAW Grant Application for the Stormwater Asset Management Plan and Stormwater Management Plan, as submitted to the MDEQ on December 2, 2013. We have extracted those project tasks that we believe to be important during the first twelve months, with a particular focus on implementing the Stormwater Asset Management Plan.

This Scope of Services is organized as follows:

1. Detail of proposed work plan, referencing the specific tasks in the SAW Grant Applications
2. Identification of who will perform the majority of work for specific tasks, based on technical abilities and staff availability for both the City of Traverse City and OHM Advisors. The proposed work split will be based on the assumptions laid out in the SAW Grant Applications.
3. Proposed fee structure for individual project tasks, consistent with the budgets laid out in the SAW Grant Applications.
4. Proposed schedule of task implementation from July 1, 2014 to July 1, 2015.

WORK PLAN

As discussed at our June meeting, the City and OHM will work collaboratively on the tasks outlined in the grant application to most effectively manage and complete the tasks necessary to develop comprehensive storm water Asset Management Plan. The work plan outlined below follows the tasks outlined in the grant work plan with additional detail on who will complete the task or subtask and a listing of deliverables for each task. Tasks required to complete this project are outlined below.

1. INVENTORY PHASE

This phase includes the grant application preparation (already completed); project initiation and inventory of the storm sewer system as per the MDEQ SAW grant application. Tasks included in this phase are outlined below.

Task 1 – Grant Application, Project Initiation & Inventory

The system is currently comprised of approximately 340,000 lineal feet of storm sewer main, 1,800 storm structures, and an unknown number of culverts maintained by the City. The City and OHM have completed the initial task of submitting the grant application. Under this task, additional work to complete the storm sewer system inventory is outlined below:

1. OHM will meet with the City to discuss and determine those GIS attributes that will enhance the City's GIS system database and develop a robust storm water Asset Management Plan. This will include OHM's review of the City's current storm water geodatabase prior to the meeting. OHM will prepare a GIS data management plan and provide it to the City.
2. The City will review their existing GIS database and identify additional data needs. This will include determining key gaps in storm system data. The City will use this information to identify locations for sewer survey. This will include creating a map and/or list of storm sewer and manholes to be surveyed. It is currently estimated that approximately 1,200 manholes need to be surveyed. This survey, to be completed by City staff, will focus on collecting rim and invert elevations, pipe materials, pipe sizes, and system connectivity

for the larger components of the storm water collection system to facilitate the development of a hydraulic model.

3. If necessary, the City and/or OHM can contract with a local surveyor(s) for survey efforts above and beyond the capacity of City field staff. The consultant, if deemed necessary, will supplement the survey efforts of City crews. The survey information will be checked by City staff for accuracy.
4. The City will import the survey data into the storm sewer GIS database. It should be noted that this information will also be used for the modeling task. OHM will assist the City by reviewing the data and providing the City with a list of gaps, if any are found.
5. The City will research as-built drawings and other historical documents to determine pipe age and confirm pipe material. This effort may also yield rim/invert elevation data that can be used to supplement the field survey effort. For pipes that don't have historical documentation, the City will estimate their age based on local knowledge of approximate year of development. The City will enter the data into the GIS geodatabase.

Inventory Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Storm water GIS attribute list	OHM	City
Storm sewer gap list	City	OHM
Storm sewer manhole survey & completed GIS map	City (Supplemented by survey firm if necessary)	City
Pipe age and material information input in GIS	City	OHM

Inventory Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$34,818	$30,000	$0

2. CONDITION ASSESSMENT PHASE

The televising of pipe was not included in the Condition Assessment under the MDEQ SAW grant but was included as a stand-alone task/phase (Phase 5 in this proposal) to match the format of the SAW application. Phase 2 includes structure inventory, structure assessment and the criticality of assets determination. Since the SAW budget also included the Asset Management Plan in this phase, it is also included here as a separate task to make MDEQ reimbursement and budgeting simpler. Tasks included in this phase are outlined below.

Task 1 – Structure Inventory & Condition Assessment

Under this task OHM will perform physical inspections of storm sewer manholes (MACP) within the stormwater collection system. It is anticipated that approximately 900 manholes (about 75% of the total system) will be MACP inspected. The City will also inspect 1,800 catch basins and inlets as part of this effort. This task will also include estimating the condition based on the inspections and industry data. Specific work efforts include:

1. OHM and the City will meet to determine evaluation data format so the collected information is compatible with the City's GIS and Asset Management software. OHM will create a tablet-based data entry tool and assist the City with developing a process for the City's inspection of the catch basins and inlets. This will also include one day of training for City personnel for inspection of the catch basins and inlets.

2. OHM will perform physical inspection of storm sewer manholes (approximately 900) using MACP procedures within the stormwater collection system. OHM will field-code the manhole condition data and provide the data to the City for inclusion in the GIS geodatabase.
3. The City will perform a physical inspection of existing curb inlets and catch basins. This evaluation will cover the overall structural condition and will include the physical evaluation of approximately 1,800 catch basins. Although this evaluation will not be as comprehensive as the MACP-based manhole inspections, it will provide an overall numerical assessment of the catch basins for maintenance/repair prioritization. The City will use the tablet-based tool to collect the information in a tabular format so it may be efficiently converted into the GIS.

Task 2 – Criticality of Assets Determination

After the storm sewer system has been inventoried and the condition assessed, prioritization can occur. A numerical rating will be applied to each system element based on the PACP condition. A second numerical rating will be applied to each element based on the consequence of failure and desired level of service. These two criteria will then be used in combination to calculate a business risk factor by multiplying the probability of failure by the criticality rating. A deterioration forecasting model will be developed to quantify the average system condition under a long-term period (30-40 years) with varying rehab/replacement scenarios, ranging from minimal to aggressive. The most critical assets will be included in the subsequent Capital Improvement Plan. Specific work efforts are as follows:

1. OHM will develop a condition assessment, probability of failure and asset criticality ranking systems. The ranking systems will be developed by using a system used for a similar community and/or the MDEQ's guidance and modifying to suit the City's needs. OHM will work closely with City staff to determine how the criticality of individual system components should be determined. Some variables may include: population served, key customer/industry, risk to public health and safety, etc.
2. Based on information collected, OHM will determine the condition, probability of failure and asset criticality rating of each asset to obtain a Business Risk Factor for each asset (pipe or structure).
3. Using the Risk/Consequence factors, OHM will establish a priority ranking ("Criticality Index") to be used to develop a priority list of repair/replacement/rehab needs. The priority ranking will be added as a GIS attributed and provided to the City.
4. Using the roadway (PASER) and sewer pipe ratings, City staff will use GIS to determine where coincidental high priority areas exist and add these to the list of Early Action Projects to be added to the Capital Improvement Plan.

Task 3 – Deterioration Forecasting Model

Under this task OHM will develop a deterioration forecasting model to determine the overall future condition rating for the City's system to test against various replacement/rehabilitation scenarios. Specific work efforts are as follows:

1. The City will compile and provide OHM the completed geodatabase data for each pipe section and will include the unique identifier, location, age, material, size, depth, and PACP/MACP rating,.
2. The City will compile and provide available work order data in Excel format which will include the location, intervention reason, type and date of intervention, pipe condition at time of intervention and pipe condition after intervention.
3. OHM will provide geodatabase and work order information to Life Cycle Solutions which will validate data (determine missing or invalid data), analyze the data in time-series and regression of raw input data and develop structural degradation model input parameters. The data for the inspected component of the storm sewer system will be extrapolated to represent the entire storm water collection system.
4. A Deterioration Forecast Model interface will be developed using current/forecasted PACP/MACP ratings. This model will allow the City to input assumptions on system rehabilitation and replacement (as a percentage of system per year). These rehab/replacement scenarios can be tested against the model to determine how much investment is necessary to maintain the overall system condition.
5. LCS/OHM will train City staff on the use of the Deterioration Forecasting Model for future City use.

Task 4 – Asset Management Plan Report

The asset management plan will be initiated during the Condition Assessment Phase but will be an ongoing effort during the storm water Asset Management Plan grant activities. This report will represent a final deliverable and will not be completed during Year 1 of the SAW Grant effort.

Condition Assessment Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Catch basin/inlet inspection form	OHM	City
Manhole inspection data (MACP)	OHM	City
Catch basin/inlet inspections	City	OHM
Criticality Index	OHM	City
Deterioration Forecasting Model	OHM	City

Condition Assessment Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$30,000	$105,000	$40,680

3. METERING/MODELING PHASE

Under this phase, OHM will perform hydrologic/hydraulic modeling of the trunk sewers to assist with determination of system inadequacies, focusing on sewer surcharging and flood potential. The modeling output will assist in developing the Criticality Index (Phase 2 above), as undersized storm sewers will receive a higher criticality rating. No metering will be performed as part of the storm water modeling efforts.

Task 1 – Hydrologic Modeling

The storm system is a gravity collection system comprised of 10 to 12 major drainage districts with outfalls entering the Boardman River, Kids Creek and Grand Traverse Bay. Under this task, OHM will review the previously completed hydrologic analysis and develop hydrologic and hydraulic models in the XP-SWMM software for the City's stormwater collection system for the 1, 2 and 10-year recurrence interval events. If circumstances arise, some systems may be checked for the 100-year recurrence interval event to confirm flood routing characteristics. The hydrologic component will be based on drainage areas already delineated in the 2007 Stormwater Management Report and NOAA Atlas 14 rainfall data. Specific work efforts are as follows:

1. OHM will check the City's previous watershed and subwatershed delineations and modify if needed based on the more recent GIS topographic data and survey data. Additional detail will be added to subwatershed boundaries where appropriate to properly evaluate individual sewer segments and culverts.
2. A preliminary drainage area delineation file will be provided to the City for review and input as a GIS layer.
3. Using the City's GIS information (land use and 2-foot contours), OHM will verify and update as necessary the key hydrologic variables such as ground slope, percent imperviousness and soil types for each subwatershed for input in XP-SWMM to compute subwatershed runoff contribution.
4. OHM will determine which storm water detention ponds should be included in the hydraulic model. This will be determined during the development of the model, and will likely be limited to the largest 10-12 ponds. The

City will provide OHM with any available record drawings to define the outlet and storage volume characteristics. If supplemental survey is necessary, OHM will inform the City so that the storm sewer survey effort (Phase 1) can be adjusted to include survey of specific detention ponds.

Task 2 – Hydraulic Modeling/Alternative Analysis

Under this task OHM will perform a hydraulic analysis in XP-SWMM to determine trunk storm sewer capacity issues for the existing storm sewer and main culvert system. The hydraulic model will focus on the main components of the storm sewer system (primarily for sewers 18-inch diameter and larger). The hydraulic model will be expanded to areas identified as flood-prone or problematic as determined in Task 6 (Level of Service). The hydraulic model will be developed using the existing GIS data available for the storm sewer system, supplemented with survey data collected in Phase 1 (Inventory). Specific work efforts include:

1. OHM will use the GIS interface of XP-SWMM to import key system attributes, such as pipe sizes, rim elevations, invert elevations, and pipe connectivity. For major culverts that are being modeled, OHM will obtain use the best elevation data available to determine overtopping/freeboard. This will typically be the lowest top of road elevation but may also be the lowest adjacent building.
2. Each trunk storm sewer or culvert system outlet will be evaluated to determine the most appropriate downstream boundary condition. This will be either normal depth in the pipe/culvert or an established flood depth in the receiving stream/channel (for areas where FEMA information is available). The most appropriate water surface elevation will be used in each instance.
3. Based on the hydrologic and hydraulic data inputs, OHM will model the storm sewer system/major culverts under the existing land use scenario. Known high water marks/events provided by the City and/or residents, if available, will be compared to model output to verify the accuracy of the model, and, in some cases, to adjust the model parameters to provide a better match to observed conditions.
4. Based on the existing conditions hydraulic analysis, OHM will prepare a capacity table listing system/pipe identifiers, capacity, actual flow rate, water surface elevation and freeboard for applicable recurrence interval events. Hydraulic deficiencies and pipes where surcharges may result in an unacceptable level of service will be identified. This information (design flow rates and capacities) will be provided to the City for inclusion in the GIS database to be used as pipe/link attributes.
5. The City will use the pipe/link flow/capacity data to prepare GIS-based figures and maps that show undersized sewers and culverts.
6. OHM will perform an alternatives analysis for pipes/culverts that are found to have inadequate capacity/freeboard. This will be a planning level analysis and include development of a table summarizing storm sewer/culverts that are inadequate along with recommended sewer/culvert projects to increase flow capacity.
7. OHM will prepare a technical memorandum outlining the hydraulic and alternative analysis findings. This will include preparation of planning level cost estimates for each recommendation along with figures and maps depicting undersized storm sewers and culverts.
8. The City and OHM will meet to discuss findings and recommendations. OHM will revise the technical memorandum based on City input. The results of the analysis will also be used and included in the CIP being developed in Phase 6, Task 3.
9. Upon the completion of the modeling effort, OHM will provide the hydrologic/hydraulic model files to City staff and conduct staff training on the model to ensure sufficient local understanding of the model structure and capabilities.

Metering/Modeling Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Provide Detention Pond Record Drawings	City	OHM
Existing pipe design/capacity table	OHM	City
Alternatives analysis table	OHM	City
Hydrologic/Hydraulic tech memo	OHM	City

Metering/Modeling Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$6,334	$108,000	$0

4. AM SOFTWARE AND HARDWARE PHASE

Under this phase, the City will evaluate GIS needs and determine current and future software upgrades and purchases. Most of this work has been completed. The City will purchase the software as noted below.

1. Purchase Lucity asset and Maintenance Management Software. Lucity is asset management software for public works and provides highly developed tools that will help the City organize and manage current GIS data to provide the advantages of thinking and working geographically. Lucity will lay a solid foundation for the City's best performance through comprehensive strategic planning efforts. This will allow the City to manage maintenance, asset inventory, and inspections. The City will be able to track these work orders on a map, which can be directly integrated to features in our GIS. This will be the foundation for Asset Management and will continue to give the City the information needed to create a capital improvement plan.
2. Purchase Infogeographics GeoConnector, and ArcSDE Module. GeoConnector can join, filter, and recombine data from multiple sources across the enterprise. GeoConnector will export out to many spatial and tabular formats. GeoConnector's ArcSDE Module allows GeoConnector-built output to be published and integrated directly into Esri Enterprise Geodatabase format as stored with ArcSDE software. This extends the standard version of GeoConnector, which publishes to Esri Personal (.mdb) and File Geodatabase formats (among many others), and can extract data from any Geodatabase format including ArcSDE-based. Opening up GeoConnector's powerful data extraction, join, and scheduling capabilities to the enterprise GIS database can facilitate operation and management of data for the City's GIS operations. The City will connect daily inspection data every evening in one database and join it with the City's SDE and automatically populate results directly into the SDE version for analysis.
3. Purchase Precision Laser and Instrument, Inc. "Trimble GeoXH6000 (Standard Edition). The Trimble GeoXH 6000 will give the City the ability to inspect assets on a regular basis, while at the same time collecting sub meter accurate data. The GeoXH will help in the management of our assets by putting the data in the hands of the Field Crews and capturing on-site inspection data for asset management.
4. If the City wishes to change the hardware/software purchases, correspondence with the MDEQ will be necessary to verify approval of the changes. These changes may be possible, although the total budgeted amount for hardware/software cannot be increased.

AM Hardware/Software Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Purchase Lucity asset and Maintenance Management Software	City	City
Purchase Infogeographics GeoConnector, and ArcSDE Module GeoConnector	City	City
Purchase Precision Laser and Instrument, Inc. "Trimble GeoXH6000 (Standard Edition)	City	City

AM Hardware/Software Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$84,997	$0	$0

5. SEWER CLEANING AND TELEVISING (PACP RATINGS) PHASE

Based on the City's existing GIS database, the total length of enclosed storm sewers is about 340,000 lineal feet. The cleaning and CCTV effort will focus primarily on storm sewer mains 15 inches and larger in diameter, not including short reaches between catch basin inlets an the main lines. The total amount of storm sewer to be televised under this grant is about 158,000 lineal feet, just under 50% of the total system.

In order to best utilize existing City-owned equipment (vactor truck and sewer video equipment), the City has decided to have a contractor perform all of the storm sewer cleaning and CCTV and focus the City's efforts on performing the wastewater collection system CCTV as part of its Wastewater Asset Management Plan grant. It is estimated that the following quantity of storm sewer will be cleaned and televised (quantities adjusted based on the assumption that all work will be performed under a contractor, per the unit prices included in the grant application):

Sewer Size Class	Unit Price	Quantity (LF)	Total
18" and smaller	$3.40	55,000	$187,000
21" – 27"	$4.10	45,000	$184,500
30" – 42"	$5.10	37,500	$191,250
48" and up	$2.30	20,000	$46,000
Total Contractor-Led Cleaning/CCTV			**$608,750**

As noted above, CCTV inspection was separated into an individual phase/task since the MDEQ SAW grant application required it to be listed separately from the Condition Assessment Phase. Work efforts to complete the inspection and integrate the inspection information into the GIS are noted below.

Task 1 – Contractor-Led CCTV Inspection

Under this task, OHM will obtain GIS maps from the City depicting pipes that will be cleaned and televised by a contractor. OHM will prepare specifications and contract documents for the City to bid the project to contractors and complete the work. As per the SAW grant requirements, the CCTV inspection will be to PACP requirements. Approximately 158,000 lineal feet of storm sewer will be cleaned and inspected by a contractor. The actual quantity

may need to be adjusted, depending on the as-bid unit prices and the available budget in the SAW grant. Specific work efforts are as follows:

1. OHM will coordinate with the MDEQ to confirm that the changes to the plan for storm sewer cleaning and televising are acceptable.
2. OHM and the City will meet to finalize storm contractor storm sewer televising maps, discuss bidding and contractor CCTV schedule, data/software needs, phasing and other details.
3. OHM will prepare contract documents to obtain contractor bids for CCTV inspection services. The City will review the draft and provide comments and OHM will finalize the documents for bidding. The City will advertise the bid.
4. OHM will review contractor bids and provide the City with a recommendation of award. The City will award the project and prepare executable contracts along with a notice to proceed.
5. OHM will perform contract administration throughout the duration of the storm sewer cleaning and CCTV project, including review of pay requests and recommendations for payment. City staff will coordinate with the contractor to ensure data is collected, coded, and stored such that it can be transferred to the City's GIS and Asset Management platforms. The City will provide assistance to identify locations of sewers to be televised and provide assistance to identify alternate sewer reaches to televise in the event that the contractor encounters sewers that are difficult or impossible to inspect due to debris buildup or structural failure.
6. City staff will transfer the PACP sewer condition coding into the City's GIS and provide OHM with the data for use in the Condition Assessment (Phase 2).

Sewer Cleaning and Televising (PACP Ratings) Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Storm sewer CCTV maps	City	OHM
CCTV contract documents	OHM	City
Recommendation of Award/Award	OHM	City
CCTV contract administration	OHM	City
CCTV contractor assistance and field coordination	City	OHM
GIS coding for PACP information	City	OHM

Sewer Cleaning and Televising (PACP Ratings) Phase Costs

City Budget	Consultant Budget	Contractor Budget	Remaining Budget after Year 1
$43,768	$19,003	$610,000	$0

6. LEVEL OF SERVICE EVALUATION PHASE

Under this phase, the City and OHM will engage the public to determine the proper level of service and develop a 5- to 10-year capital improvement program. Tasks required to complete this phase are listed below.

Task 1 – Level of Service Development

Under this task, the desired Level of Service (LOS) will be determined through a survey and a series of meetings between the City and the public. The minimum LOS will be to ensure that the storm water collection system is adequately conveying stormwater runoff without damage to private property. Specific work efforts are as follows:

1. OHM will develop a questionnaire for use in an on-line survey tool to solicit input on problem areas, customer complaint response and tracking procedures, , critical system assets, and how O & M is related to the current LOS. The draft questionnaire will be provided to the City for review and based on the City's review, OHM will draft a Goals and Mission Statement for use by the City at the public meetings.
2. OHM will assist the City in using an online survey tool, such as SurveyMonkey, to solicit additional City-wide feedback. OHM will analyze the survey results and provide problem locations to the City and the City will geocode the results of the survey (in addition to the feedback from the public meetings) to create a problem area map. This map will be used by OHM to determine additional focus areas for modeling/analysis.
3. Public meetings (2) will be organized in Year 2 (not covered as part of this scope). The intent of the public meetings is to receive additional feedback on the storm water collection system and to provide a link between the Storm Water Asset Management Plan and the Stormwater Management Plan.

Task 2 – Storm Water Ordinance Development

Under this task, OHM will evaluate ordinance changes necessary to meet local needs and provide an adequate LOS for present and future needs. Ordinance changes will likely address flood control/detention requirements and water quality requirements for development and redevelopment projects. Specific work efforts include:

1. OHM will provide the City with recently completed progressive storm water management ordinance/design and construction standards for the City's review. The example standards are aimed at increasing development runoff water quality through infiltration requirements. OHM will meet with the City to discuss ordinance objectives and determine necessary ordinance section modifications. We anticipate that many of the modifications can be taken from the example document.
2. Based on the City's review of the example standards, OHM will meet with the City to discuss goals of ordinance modifications and to develop scope of changes. OHM will provide meeting minutes with action items.
3. OHM will provide a draft of a new/replacement ordinance or modification to the City's existing storm water management ordinance for City staff review. A working meeting will be held between OHM and City staff to discuss comments and outline modifications. We expect this meeting to be a full day meeting. OHM will provide meeting minutes.
4. Based on City staff review comments and outcomes from the working meeting, provide a second draft for presentation to the City. OHM will assist the City with preparing the presentation.
5. Based on City comments, the ordinance will be revised by OHM for a Commission vote and eventual codification.

Task 3 - Capital Improvement Plan (CIP) Development

Under this task, OHM will assist the City in development of a 5- to 10-year CIP based on projects identified in the asset inventory database. Capital improvements will be identified for projects related to future/upcoming regulations, major asset replacement, system expansion, improved technology, changes in operations and the project's impact on the LOS. This work will not be completed as part of the first year's activities.

Level of Services Evaluation Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
On-line survey questionnaire	OHM	City
Meeting minutes (2)	OHM	City
Draft and final storm water ordinance	OHM	City
Commission Presentation	City	OHM

Level of Services Evaluation Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$20,000	$30,000	$38,060

7. RATE STUDY / REVENUE RECOMMENDATIONS PHASE

Under this phase, OHM will review existing capital and O&M costs related to the City's storm sewer assets, including those costs identified in the Stormwater Management Plan. This will result in a comprehensive set of system needs for both enclosed (piped) and open (drainage channels, ponds) that the City can use to determine total system revenues necessary to address its stormwater infrastructure. Tasks required to complete the rate study are as follows:

Task 1 – ERU Analysis and Rate Model

The first component of the Rate Study is to determine how a stormwater user fee would be distributed among the City's residents, business owners, and key ratepayers such as industries, large facilities, etc. Specific work efforts include:

1. OHM will sample single-family residential parcels to determine the average impervious surface for single-family lots. This will establish the basis for an Equivalent Residential Unit (ERU). The sampling will include enough parcels so as to minimize the margin of error in the sample.
2. OHM will develop a preliminary Rate Model for determining revenue potential and approximate fee distribution among zoning districts and property types.
3. OHM will develop a list of the top 12-15 potential ratepayers. This will be based on a measurement of impervious surface on the larger and more fully-developed properties in the City. This list will be used to help establish a Stormwater Advisory Group (see Task 3 below).
4. OHM will prepare and submit a technical memorandum summarizing the above efforts.

Task 2 – Storm Water System Costs and Cash Flow Plan

Under this task, the City and OHM will review the 5 – 10 year CIP and O&M costs for the storm water infrastructure. This work will commence in Year 1 (this proposal), but will not be completed until Year 2, as several components will depend on the CIP and Deterioration Forecasting Model. Specific work efforts include:

1. The City's financial manager will review historical audited and budgeted O & M information and tabulate costs related to high priority CIP needs and annual maintenance and repair needs from the AMP and SMP.
2. The City, with assistance from OHM, will identify annual funding needs based on costs determined above.
3. OHM will develop a 10-year cash flow plan which will detail all storm water costs, including existing services, existing capital improvements, existing O&M, future capital needs (from the CIP), and future system O&M needs as determined from the Asset Management Plan. OHM will include fee revenue scenarios in the 10-year cash flow plan
4. The City and OHM will meet to review available funding alternatives including local taxes, special assessment districts, development review fees/impact fees and stormwater user fees/taxes.

Task 3 – Stormwater Advisory Group

OHM will work with City staff to establish a Stormwater Advisory Group (SAG), comprised of 12-16 members who are either key ratepayers or stakeholders. The group will be established to provide a policy recommendation to the Commissioners on funding the City's storm water infrastructure. Specific work efforts include:

1. OHM will facilitate up to 5-6 SAG meetings. There should be approximately 4-6 week spacing between each meeting. OHM will provide meeting agendas, PowerPoint presentations, and meeting summaries for each meeting. It is assumed that 2-3 meetings would be held in the fall of 2014, and the remaining 2-3 meetings held in the spring of 2015.
2. The SAG will become familiarized with the City's stormwater infrastructure and will learn about the current needs and funding issues.
3. The SAG will explore funding options and discuss program priorities.
4. The SAG will develop non-binding policy recommendations to the City Commission on appropriate stormwater funding and will help to set a path toward a ballot referendum or a rate ordinance to establish a dedicated funding mechanism.

Task 4 – Funding Feasibility Study

OHM will prepare a Funding Feasibility Study report. This document will include the details of the efforts in Tasks 1-3 and will be an official document that the Commissioners can use to determine the appropriate course of action for storm water funding. This work will commence in Year 1 (this proposal), but will not be completed until Year 2, as several components of the report will depend on the completing the CIP and Asset Management Plan.

Rate Study/Revenue Recommendations Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Rate Model / ERU Analysis and Memorandum	OHM	City
Storm Water System – Existing Cost Analysis	City	OHM
Cash Flow Analysis	OHM	City
Stormwater Advisory Group	OHM	City
Funding Feasibility Study Report	OHM	City

Rate Study/Revenue Recommendations Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$13,000	$50,000	$23,858

8. OTHER (SAW GRANT ADMINISTRATION)

The City will provide grant administration services, including reimbursement requests and other documentation required by the MDEQ. OHM will assist the City with compiling and/or reviewing information as requested by the City.

Other (SAW Grant Administration) Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Submit reimbursement requests	City	OHM

Other (SAW Grant Administration) Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$2,500	$1,000	$3,982

STORM WATER ASSET MANAGEMENT PLAN – PRELIMINARY SCHEDULE (YEAR 1)

STORM WATER ASSET MANAGEMENT PLAN – TASKS BEYOND YEAR 1

Upon reaching the end of Year 1 (July 1, 2015), OHM will provide a scope of services and fee estimate for the remaining components of the Storm Water Asset Management Plan. Although this proposal includes the majority of effort needed to complete the Asset Management Plan, several components will not be completed until after Year 1. Key tasks to be completed in the following year include:

1. Capital Improvement Plan, including cost identification
2. Asset Management Plan Report
3. LOS Evaluation completion including public meetings
4. Funding Feasibility Study

UNDERSTANDING

Traverse City is about to embark on a comprehensive Asset Management Planning program involving its stormwater and wastewater infrastructure, requiring a significant management effort to control the work product and budget for 22 separate project tasks with an overall budget of $2.44 million. Based on the discussion at our June 6 SAW Kickoff Meeting, we understand that the City requests the assistance of OHM Advisors to work with the City to manage and assist with implementing the tasks necessary during the first twelve months in order to start the Asset Management Program on a successful track.

This Scope of Services has been prepared based on the Project Need and Work Plan detailed in the City's SAW Grant Application for the Wastewater Asset Management Plan and Stormwater Management Plan, as submitted to the MDEQ on December 2, 2013. We have extracted those project tasks that we believe to be important during the first twelve months, with a particular focus on initiating the flow metering efforts outlined in the grant application.

This Scope of Services is organized as follows:

1. Detail of proposed work plan, referencing the specific tasks in the SAW Grant Applications
2. Identification of who will perform the majority of work for specific tasks, based on technical abilities and staff availability for both the City of Traverse City and OHM Advisors. The proposed work split will be based on the assumptions laid out in the SAW Grant Applications.
3. Proposed fee structure for individual project tasks, consistent with the budgets laid out in the SAW Grant Applications.
4. Proposed schedule for the flow metering effort.

WORK PLAN

As discussed at our June meeting, the City and OHM will work collaboratively on the tasks outlined in the grant application to most effectively manage and complete the tasks necessary to develop comprehensive Wastewater Asset Management Plan. The work plan outlined below follows the tasks outlined in the grant work plan with additional detail on who will complete the task or subtask and a listing of deliverables for each task. Tasks required to complete this project are outlined below.

Given the City's desire to focus most efforts on the Storm Water Asset Management Plan in Year 1, most of the Wastewater-related tasks will be postponed to Years 2 and 3 of this grant program. As such, we will focus primarily on Phase 3 – Metering/Modeling, with smaller components from Phases 2 and 8 that are complementary to the flow metering effort.

2. CONDITION ASSESSMENT PHASE

Since the flow meters will likely be located at or near pump stations, we recommend conducting the pump station and force main evaluation as defined in the grant application. This work will complement the flow meter installation, and it makes sense to conduct this evaluation while evaluating meter locations. Tasks included in this phase are outlined below.

Task 1 – Pump Station Evaluation

OHM staff will evaluate the components of the existing eight City-owned pump stations. The evaluations will consider the condition of electrical, mechanical, structural, pumping, piping, control systems, and other site components that impact pump station performance. The City will provide OHM with pump station data, including wet well dimensions, pump operating logic, pump/system curves and information on pump/motor maintenance history. OHM will prepare a technical memorandum summarizing the pump station evaluation.

Task 2 – Force Main Evaluation

Much of the City's wastewater collection system relies on a network of pump stations and force mains. Many of the force mains are aging and the structural condition of these force mains is unknown. In order to enhance confidence in the flow metering effort, it will be necessary to evaluate force main conditions to verify whether there are adverse hydraulic conditions that may reduce the reliability of the flow meter data. Six (6) locations will be selected to sample the internal and external condition of key force mains. At these locations, OHM will coordinate with City staff and/or a contractor to perform the following activities at each of the six locations:

1. Pump station drawdown tests: using known wet well volume and a timer, OHM will estimate the flow rate during pumping operations. OHM will compare the observed flow rate to the rated pump capacity and note any significant discrepancies (major discrepancies can be attributable to force main deterioration).
2. OHM will work with the City to hire a contractor to insert a "poly pig" to clean the force main prior to inspection (requires a temporary shutdown of the pump station).
3. The City will dewater the force main to the fullest extent possible.
4. The City will select a force main reach for physical inspection. Ideally, this would be a section where air buildup is possible (high point in system), which is generally more susceptible to sulfuric acid corrosion and also more accessible under a partially-dewatered scenario. The City will excavate to the force main and photograph, evaluate, and make a record of the exterior pipe condition.
5. Where possible, dewater force main and cut a section from the force main to allow for internal (CCTV) inspection. This process may require bypass pumping. CCTV inspections will be performed using PACP methodology. Although it is not expected that the entire length of force main will be evaluated during this process, the video inspection will provide an adequate sampling of the force main condition, and a decision can be made relative to rehabilitation or replacement. This work will be contracted out, but is included in the cost estimate.
6. Where video inspection cannot be performed, cut a section of force main and extract it for material analysis. Repair the section of extracted force main, backfill, and restore the surface. This work will be contracted out, but is included in the cost estimate.
7. This City will add information obtained above to populate new attributes to the force main element in GIS.

Condition Assessment Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Flow Meter Location Map	OHM	City
Flow Meter Installation	Vendor	OHM
Data Download	Vendor	OHM

Condition Assessment Phase Costs[1]

City Budget	Consultant Budget	Contractor Budget[2]	Remaining Budget after Year 1
$10,000	$18,000	$65,000	$150,952

[1] For the purposes of cost-effectiveness, it is assumed that OHM and City staff can schedule the pump station and force main physical evaluation during a 1-week period, thus limiting staff time and travel costs.

[2] Contractor budget is estimated: costs to include poly pig, forcemain extraction/repair, and limited CCTV inspection for up to six locations

3. METERING/MODELING PHASE

This phase includes flow metering throughout the system to identify sources of inflow/infiltration and to establish hydraulic Level of Service in the collection system. Our efforts in Year 1 will focus primarily on the selection of metering locations and the installation of flow meters. Tasks included in this phase are outlined below.

Task 1 – Collection System Evaluation and Meter Location Map

The City's collection system experiences higher than normal baseflows, with monthly averages well above the EPA-established threshold of 120 gpcd which defines excessive baseflow. Since metering is currently limited to the treatment plant, it is not known where the key sources of inflow/infiltration (I/I) are in the collection system or how the system responds to wet weather.

1. OHM will meet with City staff to discuss the overall goals of the wastewater metering effort and confirm the overall metering strategy. This will serve as a kickoff meeting for this proposal.
2. OHM will extract rim/invert/location data from the City's GIS database into a hydraulic model program (XP-SWMM). This will only represent the initial component of the modeling effort, but it will allow the OHM team to review system profiles and determine the most appropriate locations for flow meters. The primary modeling efforts will not occur until after Year 1.
3. OHM staff will prepare a draft flow meter location map, illustrating the location of proposed meters. City staff will provide feedback on this map and OHM will revise as necessary. This map will include an alternate location for each meter, which is necessary as a backup in case the preferred location is not accessible or is otherwise undesirable from a hydraulic perspective. Meters will likely be located at pump stations, although locations along the gravity components of the collection system will also be considered.
4. OHM will engage Martin Control Services ("vendor") to confirm the flow meter locations. This will include an on-site assessment of each proposed meter location to verify the practicality of installation. OHM and the vendor will confirm the meter locations and the proposed installation date.

Task 2 – Flow Meter Download and Maintenance

1. The vendor will make bi-weekly trips to the City to inspect the meters and download data. The metering period will last for six months. After each data download, OHM staff will review the data to determine whether the flow signal is adequate for modeling purposes. If it is necessary to relocate any meters due to adverse hydraulic conditions, OHM will coordinate with the vendor to facilitate the relocation.
2. OHM will coordinate with the vendor and the City to determine which meters (if any) should be purchased by the City to be used on a permanent basis. This should be determined during the metering program, based on which meters provide a high quality flow signal and provide useful information along key components of the collection system.
3. Upon completion of the metering period, the vendor will supply OHM with the flow data file. This will be used in Years 2/3 for the hydrologic modeling effort.

Metering/Modeling Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Flow Meter Location Map	OHM	City
Flow Meter Installation	Vendor	OHM
Data Download	Vendor	OHM

Metering/Modeling Phase Costs[1]

City Budget	Consultant Budget	Vendor Budget	Remaining Budget after Year 1
$1,000	$11,500	$133,500	$51,938

[1] Costs do not include meter purchase (original vendor budget includes rental costs only). Purchase costs (rent-to-own) can be negotiated before meter installation.

8. OTHER (SAW GRANT ADMINISTRATION)

The City will provide grant administration services, including reimbursement requests and other documentation required by the MDEQ. OHM will assist the City with compiling and/or reviewing information as requested by the City.

Other (SAW Grant Administration) Phase Deliverables

Deliverable Description	Preparation Responsibility	Review Responsibility
Submit reimbursement requests	City	OHM

Other (SAW Grant Administration) Phase Costs

City Budget	Consultant Budget	Remaining Budget after Year 1
$1,500	$3,000	$10,419

SCHEDULE

The original SAW budget assumed a six-month metering period. Ideally, the metering period should span varying antecedent moisture conditions, usually consisting of dry (summer) and wet (spring) conditions. OHM will coordinate with the City and vendor so that meters are installed at the appropriate time to capture varying climate conditions. The suggested schedule is as follows:

1. Pump station and force main evaluation: September 2014 – October 2014
2. Flow Metering: Install meters in March 2015, remove meters in September 2015
3. If some of the meters are purchased for permanent flow metering, the City will have the opportunity to continue flow metering in critical sewer districts beyond this project, which will help to demonstrate the effectiveness of future capital improvements.

OHM will work with the City to determine the most appropriate flow metering timing and strategy.

Traverse City SAW Grant
Program Cost and Schedule Distribution (Updated August 27, 2014)

	Task	Year 1* August 2014-July 2015			Year 2 August 2015-July 2016			Year 3 August 2016-April 2017		
		City	Consultant	Contractor	City	Consultant	Contractor	City	Consultant	Contract
Stormwater Asset Management Plan	Inventory	$ 34,818	$ 30,000	$ -				***Stormwater AMP completed in Year 2***		
	Condition Assessment	$ 30,000	$ 105,000	$ -	$ 20,680	$ 20,000				
	Metering/Modeling	$ 6,334	$ 108,000	$ -						
	GIS/AM Investments	$ 84,997	$ -	$ -						
	Cleaning/Televising	$ 43,768	$ 19,003	$ 610,000						
	Level of Service	$ 20,000	$ 30,000	$ -	$ 22,060	$ 16,000				
	Rate Study	$ 13,000	$ 50,000	$ -	$ 10,786	$ 13,072				
	Other (Grant Admin)	$ 2,500	$ 1,000	$ -	$ 2,982	$ 1,000				
	Subtotals	*$ 235,417*	*$ 343,003*	*$ 610,000*	*$ 56,508*	*$ 50,072*	*$ -*			
Wastewater Asset Management Plan	Inventory				***Remaining Wastewater AMP tasks to be delayed to Year 3***			$ 24,846	$ -	
	Condition Assessment	$ 10,000	$ 18,000	$ 65,000				$ 61,952	$ 89,000	
	Metering/Modeling	$ 1,000	$ 11,500	$ 133,500				$ 1,517	$ 50,421	
	Cleaning/Televising							$ 439,128	$ 20,000	
	Level of Service							$ 22,131	$ 14,000	
	Rate Study							$ 20,030	$ 4,000	
	Other (Grant Admin)	$ 1,500	$ 3,000	$ -				$ 3,419	$ 7,000	
	Subtotals	*$ 12,500*	*$ 32,500*	*$ 198,500*				*$ 573,023*	*$ 184,421*	*$*
Stormwater Management Plan (SMP)	Baseline Conditions	***No SMP tasks in Year 1 - SMP to be completed in Year 2***			$ -	$ 12,000		***SMP completed in Year 2***		
	Open Channels and Shoreline				$ 6,089	$ 24,411				
	Capacity Analysis				$ -	$ 25,000				
	Water Quality				$ -	$ 38,081				
	SMP Documentation				$ 18,051	$ 19,949				
	Grant Administration				$ 4,919	$ -				
	Subtotals				*$ 29,059*	*$ 119,441*				
	TOTAL	**$ 247,917**	**$ 375,503**	**$ 808,500**	**$ 85,567**	**$ 169,513**	**$ -**	**$ 573,023**	**$ 184,421**	**$**

** Year 1 consultant costs as included in OHM Proposals for Stormwater and Wastewater AMPs*

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JJO JERED OTTENWESS, CITY MANAGER

SUBJECT: LIQUOR LICENSE REQUEST – OPA1, INC.

Attached is a memo from City Clerk Benjamin Marentette, recommending approval of a request from Opa1, Inc. (Paulos and Brigette Barbas) for a new Banquet Facility Permit and Catering Permit to be operated at 121 E. Front Street.

I recommend the following motion:

that the resolution recommending approval of a request from Opa1, Inc. for a New Banquet Facility Permit and Catering Permit to be operated at 121 E. Front Street, be adopted.

JJO/kes
K:tcclerk\City Commission Communications\liquor license_regular\New Banquet Catering Permits_Opa_20140814.doc

copy: Brigette Barbas, brigette@opagrill.com

Memorandum

The City of Traverse City

TO: Jered Ottenwess, City Manager

FROM: Benjamin C. Marentette, City Clerk

DATE: Thursday, August 28, 2014

SUBJECT: Liquor License Request – Opa1, Inc.

Opa1, Inc. is requesting a new Banquet Facility Permit and Catering Permit for operation at 121 E. Front Street (Ecco Event Space). These permits would be in addition to their existing Class C Liquor License held at 1752 S. Garfield.

A Banquet Facility Permit is an extension of an on premise license, for the serving of alcohol liquor only on the permitted premises. The banquet facility permit shall be used only for scheduled functions and events.

A Catering Permit authorizes the applicant to sell, deliver, and serve beer, wine, and spirits, in their original containers at private events.

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

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

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local unit of government.

Instructions for Local Legislative Body:

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

At a Regular (regular or special) meeting of the Traverse City (township, city, village) council/board

called to order by _____ on Sep 2, 2014 (date) at 7:00 PM (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Opa1, Inc. (name of applicant)

for the following license(s): Banquet Facility Permit and Catering Permit (e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: ☐ Dance Permit ☐ Entertainment Permit ☐ Topless Activity Permit

to be located at 121 E. Front Street, Traverse City, MI 49684

be considered for _____. (approval or disapproval)

Approval		**Disapproval**	
Yeas:		Yeas:	
Nays:		Nays:	
Absent:		Absent:	

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

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of th resolution offered and adopted by the Traverse City (township, city, village) council/board at a Regular (regular or special) meeting held on Sep 2, 2014 (date).

Name and title of authorized officer (please print): **Benjamin C. Marentette, CMC, City Clerk**

Signature and date of authorized clerk: _____

Phone number and e-mail of authorized officer: 231-922-4480, tcclerk@traversecitymi.gov

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JO JERED OTTENWESS, CITY MANAGER

SUBJECT: DIGITAL PAY STATIONS AND EXISTING SHELBY STATIONS – SUBSCRIPTION FEES

Attached is a memo from Traverse City Parking Services Administrator Nicole VanNess, indicating the need for the Commission to authorize a software subscription and integration fee of $910 per month for 14 units, which totals $10,920 per year, for up to three years. As indicated, these software and subscription fees are needed for the 12 pay stations which were authorized for purchase in May, as well as two existing Shelby pay stations.

As indicated by Ms. VanNess and shown on the attached, this fee was included in the original proposal, however not included with the recommendation to purchase the twelve pay stations which was approved by the Commission on May 5, 2014.

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

that the City Manager be authorized to issue a purchase order to Traffic and Safety in the amount of $10,920 per year, for up to three years, for software subscription and integration fees for twelve digital pay stations and two Shelby pay stations, with funds available in the Traverse City Parking System Fund.

JJO/bcm
K:\tcclerk\city commission\purchase orders\pay station software subscription and integration fees
copy: Rob Bacigalupi, Downtown Development Authority Executive Director
Nicole VanNess, Traverse City Parking Services Administrator

memo

Traverse City Parking Services

To: Rob Bacigalupi, DDA Executive Director

From: Nicole VanNess, Parking Administrator

Date: August 14, 2014

Re: DPT Subscription Fees

On May 5th, the City Commission approved the purchase of 12 Digital Pay Station units in an amount not to exceed $161,807. As we near closer to the installation of the new Digital Pay Stations, I have come across an item that was not included for approval as part of the original RFP process. I would like for the subscription fees to be reviewed, and added to the City Commission agenda for the Tuesday, September 3, 2014 meeting.

In order to operate and report from the DTP units, there is an additional monthly subscription fee of $65/unit ($50 for EMS, $10 T2 Integration, and $5 Parkmobile Integration) for the Enterprise Management Software and integrations into existing systems. You will notice in the attached Bid Summary, the monthly subscription fees are $70/unit/month. This amount has been reduced due to a change with the integrations needed with the EMS. The monthly fee will include the 12 new Luke II pay stations and the two existing Shelby pay stations. My recommendation is that the City Commission approve monthly subscription fees of $910/month for 14 units with an annual not to exceed amount of $10,920 that is renewable each year for a three year period.

You may notice in the Bid Summary the cost for cellular devices is $13,490/unit. The total price would be $161,880. My recommendation is that we adhere to the approved not to exceed amount of $161,807 for the purchase of the 12 units.

Bidder - Please complete and return

BID SUMMARY

TITLE: **MULTI SPACE METER SYSTEM**

DUE DATE: **FRIDAY, FEBRUARY 28, 2014 AT 10 AM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

The Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

i. The Natural Resources and Environmental Protection Act.

ii. A persistent and knowing violation of the Michigan Consumer Protection Act.

iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act

iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of ninety (90) days from the actual date of the opening of the bid.

		AVG COST PER UNIT
I.	Product Costs:	
A.	AC Powered	
1.	1-3 Pay stations	
a.	Cellular Communications	$ 12,705.00
b.	WiFi Communications	$ 12,425.00
2.	4-7 Pay stations	
a.	Cellular Communications	$ 12,579.00
b.	WiFi Communications	$ 12,299.75
3.	8-12 Pay stations	
a.	Cellular Communications	$ 12,558.88
b.	WiFi Communications	$ 12,278.88
B.	Solar Powered	
1.	1-3 Pay stations	
a.	Cellular Communications	$ 13,637.00
b.	WiFi Communications	$ 13,357.00
2.	4-7 Pay stations	
a.	Cellular Communications	$ 13,511.75
b.	WiFi Communications	$ 13,231.75
3.	8-12 Pay stations	

	a. Cellular Communications	$ 13,490.00
	b. WiFi Communications	$ 13,210.00
C.	Back Office Software Communications	
	1. 1-3 Pay stations	$ 70/MO/UNIT
	2. 4-7 Pay stations	$ 70/MO/UNIT
	3. 8-12 Pay stations	$ 70/MO/UNIT
II.	Maintenance Costs	$ INCLUDED 1 YR
III.	Installation Costs	$ INCLUDED
IV.	Training Cost	$ INCLUDED
V.	Additional Costs (Please List):	
	A. CELLULAR MODEM SERVICE	$ 20/MO/UNIT
	B. SPARE INVENTORY (NOT REQUIRED)	$ QTY DEPENDENT
	C.	$
	D.	$
TOTAL COST NOT TO EXCEED		$ 161,807.00

L7 12 UNITS, NO SPARES

Submitted by:

Thomas Neff
Signature

THOMAS NEFF - SALES REPRESENTATIVE
Name and Title (Print)

248-756-7027 Phone 248-348-6505 Fax

TRAFFIC AND SAFETY
Company Name

48584 DOWNING
Company Address

WIXOM MI 48393
City, State, Zip

CORPORATION
Sole proprietorship/partnership/corporation

INCORPORATED
If corporation, state of corporation

REFERENCES: (include name of organization, address, contact person, daytime phone number, and length of time services have been performed).

1. PLEASE SEE PG 38, 39 OF RESPONSE
2.
3.

SUBCONTRACTORS: (include name of organization, address, contact person, daytime phone number, and services to be performed).

1.
2.
3.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JJO JERED OTTENWESS, CITY MANAGER

SUBJECT: B5, #2 DIESEL FUEL PURCHASE

Telephone / fax bids were received for dyed #2 B5 biodiesel fuel without additives for use by various city departments.

The following is a summary of these bids.

Vendor	City	Biodiesel Price/gallon	Diesel Price/gallon
Lemmen Oil	Coopersville	$2.97625	$2.97925
Crystal Flash	Traverse City	$3.06975	$3.00375
Brenner Oil	Mount Pleasant	Did not bid	$3.00375
Fick & Sons	Grayling	Did not bid	Did not bid
Blarney Castle	Traverse City	Did not bid	Did not bid
Schmuckal Oil	Traverse City	Did not bid	Did not bid
Gilberts	Traverse City	Did not bid	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 $29,768.45 to Lemmen Oil Company for 10,002 gallons of dyed B5, #2 Biodiesel fuel without additives priced at $2.97625 per gallon with funds available in the Garage Fund.

JJO/wb

The previous B5 Bio-diesel purchase price on 5/22/14 was $3.10515

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JJO JERED OTTENWESS, CITY MANAGER

SUBJECT: UNLEADED GASOLINE PURCHASE

The Garage department received telephone / fax bids for unleaded gasoline for use by various city departments.

The following is a summary of these bids.

Vendor	City	Price/gallon
Brenner Oil	Mount Pleasant	$2.70875
Lemmen Oil	Coopersville	$2.72375
Crystal Flash	Traverse City	$2.7489
Blarney Castle	Traverse City	Did not bid
Fick & Sons	Grayling	Did not bid
Gilberts Service Oil	Traverse City	Did not bid
Schmuckal Oil	Traverse City	Did not bid

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

that the City Manager be authorized to issue a confirming purchase/service order in the amount of $27,125.43 to Brenner Oil Co. for 10,014 gallons of unleaded gasoline priced at $2.70875 per gallon with funds available in the Garage Fund.

JJO/wb

The previous purchase price on 7/1/14 was $2.94975 per gallon.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 MERS ANNUAL MEETING – EMPLOYER DELEGATE AND ALTERNATE

Attached is a memo from Human Resource Generalist Jamie Caroffino, explaining the appointments of the Employer Officer Delegate and Officer Alternate for the Municipal Employees' Retirement System of Michigan Annual Meeting.

I recommend the following motion:

that David Classens and David Mac Arthur, be appointed Officer Delegate and Officer Alternate Delegate respectively, for the 2014 annual meeting of the Municipal Employees' Retirement System; and that the City Manager be authorized to execute the certification of delegates.

JJO/kjl
K:\tcclerk\city commission\appointments\mersdelegate_2014

Copy Jamie Caroffino, Human Resource Generalist

Memorandum

The City of Traverse City

TO: **Jered Ottenwess, City Manager**
FROM: **Jamie Caroffino, Human Resource Generalist**
RE: **MERS Annual Meeting - Delegates**
DATE: **August 18, 2014**

The Municipal Employees Retirement System holds their Annual Meeting each year in the fall. Their 2013 meeting is set for September 24-26, 2014 at the Detroit Marriott Renaissance Center.

The MERS Plan Document provides that our Employees' Delegate and Alternate Delegate shall be selected by secret ballot of the employees who are members of the Retirement System. This year the employees elected were David Classens, City Garage as Employee Delegate and David Mac Arthur, City Garage as Alternate.

The Employer appoints an Officer Delegate and Officer Alternate Delegate to attend this meeting. Please appoint William Twietmeyer, City Treasurer as Officer Delegate and Jamie Caroffino, HR Generalist as Alternate Delegate.

Attached please find the MERS 2014 Annual Meeting Delegate and Alternate Certification form appointing the Officer Delegate and Alternate. This form also indicates the Employees' selection for Delegate and Alternate.

Please present this to the City Commission at the September 2, 2014 Regular Commission meeting.

MERS
Municipal Employees' Retirement System

Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377) • Fax: 517.703.9707
www.mersofmich.com

2014 Officer and Employee Delegate Certification Form

MERS 68th Annual Meeting | September 24 – 26, 2014 | Detroit Marriott at the Renaissance Center

Please print clearly • Retain a copy for your records

IMPORTANT: A **voting delegate** registered to attend the **MERS Annual Meeting** is ***NOT*** confirmed to have voting rights until this form has been received by MERS.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name
William Twietmeyer, City Treasurer

Officer Alternate name
Jamie Caroffino, HR Generalist

Officer delegate and alternate listed above were appointed to serve at the 2014 MERS Annual Meeting by official action of the governing body (or chief judge for a participating court) on September 1, 2014.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name
David Classens

Employee Alternate name
David Mac Arthur

Employee delegate and alternate listed above were elected to serve at the 2014 MERS Annual Meeting by secret ballot election conducted by an authorized officer on August 18, 2014.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court, and municipality number provided in space at the bottom of certification box.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for employee delegate and alternate are true and correct.

Employer/municipality name*	Municipality number*	Email address
City of Traverse City	2801	

Employer address	Employer city	Employer state	Employer zip code
400 Boardman Avenue	Traverse City	MI	49684

Signature of authorized authority*	Printed name
Jered Ottenwess	Jered Ottenwess

Title of authorized authority*	Date
City Manager	8-18-14

* Required field

2014 MERS - 2801 Employee Representative Ballot Count

August 18, 2014

Dave Classens	**18**
Dave Mac Arthur	**15**
Kim Lautner	**5**
Jim Schroeder	**2**
Kate Stroven	**1**
John McWethy	**1**
John Travis	**1**
Adam Cole	**1**
TOTAL	**44**

EMPLOYEE DELEGATE	**David Classens**
EMPLOYEE ALTERNATE	**David Mac Arthur**

The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING - SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: JOINT HOUSING TASK FORCE

At the June 23, 2014 Study Session the City Commission discussed and expressed support for the creation of a task force with Grand Traverse County, East Bay Township, Garfield Township, and the Traverse City Housing Commission to address the continuing challenges associated with unmet housing demand in our region. The proposed framework is attached. Grand Traverse County drafted a joint resolution and Jean Derenzy has solicited participation in the task force from other local units of government.

Entities that have committed to participate in the Task Force to date are:

Grand Traverse County - appointed Commissioners Herb Lemcool and Sonny Wheelock as representatives by resolution adopted July 30, 2014.

Garfield Township - administratively decided that Chuck Korn would be the representative (date unknown).

East Bay Township - appointed Clerk Susanne Courtage as representative and Treasurer Tracey Bartlett as Alternate by motion adopted August 18, 2014.

Traverse City Housing Commission – appointed Board President Andy Smits by motion adopted August 19, 2014

I recommend participation in the Joint Housing Task Force and approval of the following motion:

that the Resolution regarding participation in the Joint Housing Task Force be adopted, and that Commissioner _____ and Commissioner _____ be appointed to serve on the Task force as representatives of the City of Traverse City.

City of Traverse City – Grand Traverse County Joint Housing Task Force
PROPOSED FRAMEWORK

Background: The Grand Traverse region has significant unmet demand for a variety of housing choices in and near job centers. Multiple reports substantiate this claim.[1] City and County staff have identified a need for facilitating development to meet this unmet demand and help create better and more housing choices that are consistent with the long-range vision of the region as expressed in their respective master plans.

Goal: Create opportunities to encourage development of housing choices by identifying location criteria, scale, mix and types of uses; coordinating private and public funding mechanisms; and, soliciting development partners.

Tasks:

1) Create a task force comprised of the following members:
    a. 2 Members of County Commission
    b. 2 Members of City Commission
    c. 1 Representative of Housing Commission
    d. 1 Representative from Garfield Township
    e. 1 Representative from East Bay Township

2) Summarize current state of housing development in the community
    a. Validate existing goals for housing based on current plans
    b. Clarify desired housing locations, scale, mix and types of uses and incomes
    c. Review current organizational capacity for development

3) Study approaches to housing development
    a. Investigate current and new public/private/nonprofit partnership models
    b. Determine the best partnership model for development of affordable housing that meets community needs

4) Implement new partnership model through collective leadership on board(s) and implementation of mutual goals and strategies for housing
    a. With the end result of building additional workforce homes (rental, ownership, mixed use with affordable and private market rate homes) to meet the demand of the growing region

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[1] *A Regulatory Framework for Workforce Housing in Traverse City; Recommendations from the Traverse City Workforce Affordable Housing Ad Hoc Committee.* March 2008.
Grand Traverse County 2013 Housing Strategy
A Housing Needs Assessment for Grand Traverse County, Michigan. Community Research Services, LLC (2009).

The City of Traverse City

Office of the City Clerk

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

Resolution to Participate in the Joint Housing Task Force

Because, The Document, *A Regulatory Framework for Workforce Housing in Traverse City*, prepared by the Traverse City Workforce Affordable Housing Ad Hoc Committee, identified that the Grand Traverse region has a significant unmet demand for a variety of housing choices in and near job centers; and

Because, it is a goal of the Traverse City City Commission to create opportunities which encourage development of housing choices, particularly workforce affordable housing; and

Because, the Traverse City City Commission identifies the importance of collaborating with Grand Traverse County, the Charter Township of East Bay, the Charter Township of Garfield and the Traverse City Housing Commission for an effective approach to create opportunities that encourage the development of housing choices; therefore be it

Resolved, that the Traverse City City Commission formally agrees to participate in the Joint Housing Task Force, whose mission is to create a framework that results in the construction of additional workforce homes, including rental, owner-occupied, mixed-use, with affordable and private-market rate homes, to meet the demands of the growing region; and be it further

Resolved, that membership be comprised as follows:

2 members from the Grand Traverse County Board of Commissioners
2 members of the Traverse City City Commission
1 representative from the Charter Township of East Bay
1 representative from the Charter Township of Garfield
1 representative from the Traverse City Housing Commission.

I certify that this resolution was adopted by the City Commission for the City of Traverse City, at its regular meeting held on September 2, 2014, in the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JO JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 OAKWOOD CEMETERY MAINTENANCE BUILDING – ARCHITECTURAL AND CONSTRUCTION ADMINISTRATION SERVICES

Attached are memos from Department of Public Services Director Dave Green and Parks and recreation Superintendent Lauren Vaughn, requesting approval of a service order to Environmental Architects for architectural and construction administration services for a new maintenance building (2,400 square feet) at Oakwood Cemetery. As outlined by Mr. Green, construction of this building is included in the Capital Improvement Plan for this fiscal year.

Some background regarding recent operational changes for the Cemetery: last September, the Commission authorized an agreement with the Catholic Diocese of Gaylord for the City to provide maintenance, administrative and burial services to the Diocese for their portion of the Oakwood Cemetery; the Diocese compensates the City for these services. Additionally, at that time, the City leased office space for Cemetery operations from a private land owner on Hastings Street; the City terminated that lease and entered into an agreement with the Diocese to instead share its office space located on Cemetery property. Please refer to the attached documentation from the September 16, 2013, Commission meeting where this arrangement was approved.

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

-See recommended motion on the following page-

that the City Manager be authorized to approve a service order to Environmental Architects in the amount of $24,000.00 for architectural and construction administration services required for the Oakwood Cemetery Maintenance Building Project with funds available in the Capital Improvement Funds.

JJO/bcm
cc: Dave Green, Department of Public Services Director
Lauren Vaughn, Parks and Recreation Superintendent
K:\tcclerk\city commission\service orders\cemetery architectural services

Memorandum

The City of Traverse City
Department of Public Services

TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director

DATE: August 19, 2014

SUBJECT: 2014 RFP for Architectural Services for the Oakwood Cemetery Maintenance Building Project

Attached is a request from Lauren Vaughn, Parks and Recreation Superintendent, for the approval of a service order for architectural services for the design and construction inspection of the planned maintenance building at the Oakwood Cemetery. As Lauren points out in his memo this project is listed in the 6 year Capital Improvement Plan for this fiscal year with an estimated project cost of $150,000.00. The existing buildings we currently use on the north side of Eighth Street get older and more run done each year and will need major investments to salvage. Also, we continue to risk an incident crossing the street numerous times each day with mowers, backhoes, trucks, etc.

We received two proposals for the work as follows:

Environment Architects	Traverse City	$24,000.00
Gosling Czubak	Traverse City	$36,500.00

This project still needs to go back to the City Planning Commission for final approval so we will structure the service order with the following phases and will only incur costs as the phases are completed.

• General Design	$2,300.00
• Schematic Design Phase	$2,470.00
• Design Development Phase	$3,270.00
• Construction Document Phase	$10,460.00
• Bidding and Award Phase	$500.00
• Topographic Surveying and Mapping	$1,500.00
• Construction Phase	$3,500.00
	$24,000.00

Therefore, please request City Commission approval of a Service Order in the amount not to exceed $24,000.00 to Environment Architects for architectural services required for the Oakwood Cemetery Maintenance Building Project with funds available in the Capital Improvement Funds.

Fund: General

Department: Cemetery

Project Name: **Oakwood Cemetery Paving of Main Loop in First Addition** **48**

Project Description: The roads in this area are dusty gravel and often have rough areas. This project would provide paved connections to all main parts of the cemetery. This would tie together the main cemetery road through Plat 1 to First Addition and Fourth Addition.

Fiscal Years: Start: 17/18 End: 17/18
Submitter: Lauren Vaughn
Priority: Important (could do):
Fund: General
Department: Cemetery

Est. Total Cost: **$20,000**
Study: $0
Land Acquisition/ROW: $0
Engineering/Design: $0
Construction: $20,000
Annual Maint. Cost: $500
Funding Sources: General Fund - $20,000

Project Name: **Oakwood Cemetery: Construct New Maintenance Facility** **45**

Project Description: We are currently storing equipment in various City buildings including an old shed and garage at the site of the long demolished Cemetery office next to Fire Station Number 2 on 8th St. Both of these buildings are very old, not in the best of shape and should be razed. Locating the maintenance facility near the office offers a more efficient and safer location in the cemetery. We currently have to drive the backhoe and trucks with trailers across busy 8th St. daily. Now that the City has entered into an agreement to maintain and administer the Oakwood Catholic cemetery in exchange for a cash payment and using their office, the City does not need to construct a new office at this time. The money set aside for the office could now be used to construct the maintenance facility and necessary infrastructure to get to the facility.

Fiscal Years: Start: 13/14 End: 13/14
Submitter: Lauren Vaughn
Priority: Essential (should do):
Fund: General
Department: Cemetery

Est. Total Cost: **$154,270**
Study: $0
Land Acquisition/ROW: $0
Engineering/Design: $10,000
Construction: $140,000
Annual Maint. Cost: $1,000
Funding Sources: General Fund - $154,270

Project Name: **Oakwood Cemetery: Install Cremation Niches in Mausoleum** **47**

Project Description: This project would allow additional burial options for families and utilize an area of the mausoleum that is currently not being used. It would also make the lobby area more attractive and provide more revenue potential.

Fiscal Years: Start: 18/19 End: 18/19
Submitter: Lauren Vaughn
Priority: Important (could do):
Fund: General
Department: Cemetery

Est. Total Cost: **$20,000**
Study: $0
Land Acquisition/ROW: $0
Engineering/Design: $0
Construction: $20,000
Annual Maint. Cost: $100
Funding Sources: General Fund - $20,000

Memorandum
The City of Traverse City

TO: Dave Green, DPS Director

FROM: Lauren Vaughn, Parks & Rec. Sup't.

RE: Cemetery Maintenance Building Architectural Services

DATE: August 19, 2014

For several years, we have been planning for the addition of a new maintenance building at Oakwood Cemetery and it is included in this year's City CIP plan. The money that is available for the project is from the sale to Munson Healthcare, of the small piece of City owned property along Airport Access Road that is adjacent to Oakwood Cemetery which was approved by City voters, and money transferred from a planned Cemetery water line project that was dropped several years ago. These funds were originally planned for a new cemetery office, but we have entered into an agreement with the Diocese of Gaylord to operate and manage their cemetery within Oakwood. We are now using their office building in the Cemetery to manage both properties.

Our current maintenance facilities are an old 3 stall garage and small shed that were behind the house on Eighth Street, that was torn down several years ago, that formerly housed the Cemetery office. The buildings are in terrible shape and do not hold all of our equipment in a safe, efficient and weather tight manner. The daily crossing of Eighth Street with our equipment is also a safety concern.

We have received two proposals for the architectural services and both firms are qualified to do the work. Environment Architects submitted the low bid of $24,000.00 and Gosling Czubak bid $36,500.00. Please request City Commission approval of awarding a service order to Environment Architects to provide the Architectural Services for the Cemetery Maintenance Building.

Memorandum

The City of Traverse City
Department of Public Services

TO: Jered Ottenwess, City Manager

FROM: Dave Green, DPS Director

DATE: September 11, 2013

SUBJECT: Proposed Oakwood Catholic Cemetery Agreement

Attached is a memorandum from Lauren Vaughn, Parks and Rec. Superintendent, requesting City Commission consideration and approval of a plan that would involve an agreement between The City of Traverse City and the Roman Catholic Diocese of Gaylord for shared services at Oakwood Cemetery. I will not rewrite Lauren's detailed explanation of the well thought out plan but I have reviewed it, discussed the agreement with staff and the City Manager, and concur with Laurens request.

Therefore, please request City Commission approval for the Mayor and City Clerk to be authorized to execute an Agreement with The Roman Catholic Diocese of Gaylord that would allow the City to assume the responsibility for the administrative, burial services and grounds maintenance for the Oakwood Catholic Cemetery in exchange for monetary considerations and office space on site at Oakwood Cemetery.

Memorandum

The City of Traverse City

TO: Jered Ottenwess, City Manager

FROM: Lauren Vaughn, Parks and Rec. Sup't.

DATE: September 6, 2013

SUBJECT: *Proposed Oakwood Catholic Cemetery Agreement*

Here is a summary of the steps that have been taken from the beginning of the idea, to the proposed agreement ready for City Commission consideration.

Back in January, our Cemetery Sexton, Branden Morgan, found out about a job posting for the Sexton position for the Oakwood Catholic Cemetery, because the current Sexton was retiring soon. After consulting with Bob Cole and me, Branden asked the Human Resources for the Diocese if they would have any interest in discussing the possibility of the City assuming the responsibility for the administrative, burial services and grounds maintenance for Oakwood Catholic Cemetery. He was told that the Diocese would definitely be interested in discussing the possibility.

Our first meeting was on February 4, 2013 with Father Wayne Dziekan and Tom Tenerovicz, their Human Resources Director. We presented a simple, one page rough proposal of the things that might be included in an agreement and discussed these items and their questions and concerns. We received a counter proposal from the Diocese and Ben Bifoss then gave us authority to negotiate the differences in the proposals to get to where Lauren Trible-Laucht could begin drafting a proposed legal agreement. We did so through further meetings and discussions and a draft agreement has been prepared that is acceptable to the Diocese and City Staff.

This agreement would benefit both the City and the Diocese financially to the sum of approximately $30,000.00 to each party per year. The Diocese would pay the City $3,041.66 per month ($36,500.00 per year) to do the maintenance, burial and administrative services on behalf of the Diocese. The Diocese would also pay the overtime for any after normal working hours or weekend burials. Money collected for lot sales and burial services would go to the Diocese. The City would close our rented office on Hastings Street and move into the Catholic Cemetery office which is located within the cemetery. The City will not pay rent for the office and we will share the utility costs equally for the office. This

agreement would continue until the end of 2016 with an extension until 2019 if both parties wish to continue the agreement.

While there is no easy way to quantify the value to the public of having office functions for both the Diocese and the City housed in one building within the cemetery, this benefit is a tremendous improvement. No longer will a grieving family have to find our office on Hastings and then make a couple of trips back and forth from there to the cemetery to select a lot and then complete a lot sale transaction or to prepare for a burial. This will also make it easier for funeral directors to only have to deal with one entity for burials taking place within the greater Oakwood Cemetery. Maintenance will also be easier for one entity to complete maintenance of the entire cemetery instead of stopping at this line or that one while mowing or blowing leaves.

Please ask for City Commission approval on September 16 and then the document can be forwarded to the Diocese for the Bishop's signature. We are looking forward to working together with the Diocese on this endeavor that is mutually beneficial and also allows families to be better served and to make a difficult time as easy as possible.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: HUMAN RIGHTS COMMISSION – UNEXPIRED TERM VACANCY

Attached is a memo from Deputy City Clerk Katie Lowran, regarding Robert Donick's resignation from the Human Rights Commission and consideration of an appointment to fill one unexpired three year term on the Human Rights Commission.

As indicated by Ms. Lowran, this is a Mayoral appointment with City Commission approval.

The following motion would be appropriate:

that the resignation of Robert Donick dated August 14, 2014, from the Human Rights Commission be accepted; and that the Mayor's appointment of Taylor Nash be appointed to one unexpired three-year term expiring June 30, 2016, (seat previously held by Robert Donick), on the Human Rights Commission, be approved.

JJO/kjl
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copy: Jamie Carrifino, Human Resource Generalist

Memorandum

The City of Traverse City

TO: Jered Ottenwess, City Manager

COPY:

FROM: Katie Lowran, Deputy City Clerk

DATE: September 1, 2014

SUBJECT: HUMAN RIGHTS COMMISSION – UNEXPIRED TERM VACANCY

Attached is Robert Donick's resignation from the Human Rights Commission effective August 14, 2014. Mr. Donick's resignation leaves a vacancy for one unexpired three year term expiring June 30, 2016.

This is a Mayoral appointment with City Commission approval. Mayor Estes has recommended the appointment of Mr. Taylor Nash. Mr. Nash has served on the Human Rights Commission previously in this capacity and attended 10/12 meetings in 2013.

No other applications are on file at this time.

The purpose of the Human Rights Commission is to foster mutual understanding and respect among all groups and discourage discriminatory practices, formulate and carry out programs of community education and information.

As always, please feel free to contact me if I may be of further assistance.

Katie Lowran <klowran@traversecitymi.gov>

Human Rights Commission

1 message

Robert Donick <rdonicklocal214@aol.com> Thu, Aug 14, 2014 at 1:49 PM
To: klowran@traversecitymi.gov, tgardner@epssecurity.com, mestes@traversecitymi.gov, jcaroffino@traversecitymi.gov

8/14/14

Please consider this email as my official resignation from the Human Rights Commission effective immediately. Work is taking up the majority of my time.

Robert V Donick
1708 Comanche Street

Human Rights Commission

	Initial Apt. Date	Termination
Theresa Gardner, Chair (City Resident) 408 S. Civic Center Dr, TC, 49686 499-8016 (Res) tgardner808@yahoo.com	04/20/09 (Effective 6/30/09)	06/30/15
Lee Hornberger, Vice-Chair (Non-City Resident) 6730 Mission Ridge, TC, 49686 941-0746 (Res) leehornberger@leehornberger.com	04/20/09	06/30/15
Barbara McClellan (City Resident) 501 Georgetown, No. 24, TC, 49684 941-2368 (Res) bingo2755@gmail.com	07/06/10	06/30/17
Steve Mentzer (City Resident) 1030 Huron Hills Dr, TC, 49686 421-3360 (Res) 946-6957 (Bus) smentzer@charter.net	07/6/10	06/30/16
Mattias Johnson (City Resident) 402 W. 15th St, TC, 49684 883-1456 (Res) tias.johnson@gmail.com	07/07/14	06/30/17
Laura Nerone (City Resident) 619 West Ninth St, TC 49684 676-7600 (Res) 935-3791 (Bus) dog1cat4@hotmail.com	06/04/12	06/30/15
Robert Donick (City Resident) 1708 Comanche, TC, 49686 947-6617 (Res) 941-0303 ext. 2 (Bus) rdonicklocal214@aim.com *Resigned Effective August 14, 2014*	6/17/13 (Effective 6/30/13)	06/30/16
Jodi Stinnet (City Resident) 1010 Nakoma Dr. TC, 49686 929-3894 (Res) 929-7070 (Bus) jlstinnet@gmail.com	7/15/13	06/30/16
Patricia Nugent (Non-City Resident)	07/07/14	06/30/17

11633 WIllow Point Dr, TC, 49686
989-859-9506 (Res)
patriciaannnugent@gmail.com

Jamie Caroffino, Human Resource Generalist, 922-4481, jcaroffino@traversecitymi.gov,
- Ex Officio (no voting authority) and staff.

All appointments are for 3-year terms expiring 6/30.
This commission consists of 9 members to be appointed by the Mayor with the approval of the City Commission. At least seven of the nine members shall be City residents.

The City Manager or his/her designee serves on the Human Rights Commission as Ex-Officio; the Ex-Officio is considered a Human Rights Commissioner, although such Commissioner has no voting authority, cannot make motions, and cannot be counted when determining a quorum, per 8/13/04 opinion from the City Attorney.

Purpose "To foster mutual understanding and respect among all groups and discourage discriminatory practices, formulate and carry out programs of community education and information, receive and act as conciliator regarding occurrences of acts of prejudice or discrimination, and secure the cooperation of various community groups in educational
campaigns devoted to eliminating prejudice and discrimination."

Resolution reestablishing the Human Rights Commission was adopted by the City Commission on June 7, 1993; amended on December 7, 1998; reestablished June 6, 2005; and amended July 6, 2009.

Meets 2nd Monday of each month at 5:30 pm.

The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 2, 2014

DATE: AUGUST 28, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF TRUSTEES – TERM EXPIRATIONS

Attached is a memo from Deputy City Clerk Katie Lowran, regarding consideration of reappointment of three incumbents to the Downtown Development Authority Board of Trustees, as recommended by Mayor Michael Estes.

As indicated by Ms. Lowran, these are Mayoral appointments with City Commission approval.

The following motion would be appropriate:

that the Mayor's reappointment of Harry Burkholder, Leah Bagdon-McCallum, and Joe Winowiecki (seats previously held by Harry Burkholder, Leah Bagdon- McCallum, and Joe Winowiecki) each to one four-year term expiring on September 15, 2018, on the Downtown Development Authority Board of Trustees, be approved.

JJO/kjl
K:\tcclerk\city commission\appointments\apptdda_2014

copy: Rob Bacigalupi, Downtown Development Authority Executive Director

Memorandum

The City of Traverse City

TO: Jered Ottenwess, City Manager

COPY:

FROM: Katie Lowran, Deputy City Clerk

DATE: September 1, 2014

SUBJECT: DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF TRUSTEES – TERM EXPIRATIONS

There are three upcoming term expirations on the Downtown Development Authority Board of Trustees. The seats currently held by Harry Burkholder, Leah Bagdon-McCallum and Joe Winowiecki will expire on September 15, 2014. Mr. Burkholder, Ms. Bagdon-McCallum and Mr. Winowiecki are all seeking reappointment and have served in their capacities since 2010. These terms are four year terms expiring on September 15, 2018.

These are Mayoral appointments with City Commission approval. Mayor Estes has reviewed all applications on file and has recommended the reappointment of the three incumbents.

<u>The following have applied:</u>
Harry Burkholder – incumbent, recommended for reappointment; attended 14/16 meetings in 2013
Leah Bagdon-McCallum – incumbent, recommended for reappointment; attended 13/16 meetings in 2013
Joe Winowiecki – incumbent, recommended for reappointment; attended 13/16 meetings in 2013
Bradley Matson
Scott Hardy
John Gessner
Nathan Miller
Jeff Schwartz

The purpose of the Downtown Development Authority Board of Directors is to increase property values in the business district of the city, and promote economic growth pursuant to Act 197 of the Public Acts of 1975.

As always, please feel free to contact me if I may be of further assistance.

Downtown Development Authority
Board of Directors

	Initial Apt. Date	Termination
Michael Estes - Mayor 1023 Nakoma Dr, TC, 49686 929-0827 (Res) mestes@traversecitymi.gov	11/10/11	11/3/15
Ross Biederman (DDA Interest, City Resident) 1003 Peninsula Dr, TC, 49686 947-1838 (Res) 947-7675 (Bus) rossb@wtcmradio.com	10/04/14	09/15/15
Bill Golden (DDA Interest) 4125 Summerhill Rd, TC, 49684 947-6924 (Res) 947-3367 (Bus) goldens@goldenshoestc.com	02/21/12	09/15/15
Harry Burkholder (City Resident) 418 W. 11th St, TC, 49684 421-1599 (Res) 929-3696 (Bus) burkholder@laa.org -Term Expiring, Seeking Reappointment-	09/07/10	09/15/14
Jan Chapman (DDA Interest) 118 East 12th St, TC, 49684 941-0485 (Res) 946-6211 (Bus) janc@wccw.fm	10/06/03	09/15/15
Stephen Constantin (DDA Resident/Interest) 223 Midtown Dr, TC, 49684 995-0447 (Res) steve.constantin@gmail.com	07/20/09 (Eff. 09/15/09)	09/15/16
John DiGiacomo (City Resident, DDA Interest) 440 N. Spruce, TC, 49684 714-4730 (Bus) john@revisionlegal.com	09/0412 (Eff. 09/15/12)	09/15/16
Rick Korndorfer (City Resident, DDA Interest) 602 W. 9th St, TC, 49684 590-9006 (Res) rickkorndorfer@gmail.com	09/04/12 (Eff. 09/15/12)	09/15/16

Charles B. Judson (DDA Interest) 101 N. Park St, TC, 49684 486-4519 (Cell) 929-4878 (Bus) cjudson@shrr.com	10/06/08	09/15/16
T. Michael Jackson (DDA Interest) 217 Sixth St, TC, 49684 922-9232 (Res) 883-6272 (Cell) tmjackson36@gmail.com	09/03/13 (Eff. 09/15/13)	09/15/17
Leah Bagdon - McCallum (City Resident) 224 W. 17th, TC, 49684 944-0376 (red) 995-7719 (Bus) lmbagdon4@hotmail.com -Term Expiring, Seeking Reappointment-	09/15/10	09/15/14
Joe Winowiecki (City Resident) 406 Fifth St, TC, 49684 883-7452 (Res) 946-5868 (Bus) joew@versustech.com -Term Expiring, Seeking Reappointment-	09/15/10	09/15/14

Rob Bacigalupi, Executive Director (contact person - 922-2050)

This Board consists of 12 members, including the Mayor who is a statutory member. The other members are **appointed by Mayor and approved by City Commission.**

- At least a majority of the members (7) shall be persons having an interest in property located in the downtown district, or be officers, members, principals or employees of a legal entity having an interest in property in the Downtown District.
- Not less than one of the members shall be a resident of the downtown district, if the district has 100 or more persons residing within it.

Members shall **not be in default** to the City, shall be **adults**, and....
Policy on Appointments and Committees

All appointments (except the Mayor) are **4-year terms** and expire 9/15.

An appointment to fill a vacancy shall be made by the mayor for the unexpired term only.

Creation of Downtown Development Authority provided for by 1975 PA 197 as amended MCL 125.1651 and TC Code §298.

Purpose: To increase property values in the business district of the City, and promote economic growth pursuant to Act 197 of the Public Acts of 1975.

The DDA was established at the September 5, 1978, regular meeting of the City Commission by ordinance.

Meets the 3rd Friday each month @ 8am in the Commission Chambers.

MINUTES **ACT 345 RETIREMENT SYSTEM**

DATE: June 25, 2014
LOCATION: Mayors Conference Room, Government Center, 400 Boardman Ave., Traverse City, MI 49684
TIME: 12:00 Noon.
PRESENT: W. Kuhn, W. Twietmeyer, J. Jenkins, C. Rueckert
ABSENT: J. Bussell
GUESTS:
STAFF: B. Postma

W. Twietmeyer called the regular meeting to order at 12:04 pm.

Moved by C. Rueckert, seconded by J. Jenkins that the minutes of the May 28, 2014 regular meeting as revised be approved.

Motion approved 4-0.

Warrant No. 578 in the amount of $195,953.05 for Retirees Benefits for July 2014 was approved and signed by W. Kuhn and C.Rueckert.

There was no presentation by Gray & Company for this meeting.

W. Twietmeyer distributed copies of the Retiree Health Care Plan and Trust for information purposes. Chapter 3 of the trust document was discussed by the Board.

Moved by C. Rueckert, seconded by W. Kuhn that the Retirement Board approves the travel budget for the 2014-2015 fiscal year.

Motion approved 4-0.

It was reported that the Board will be processing a retirement application at its next Board meeting.

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

Motion approved 4-0.

Meeting adjourned at 12:32 pm.

William E. Twietmeyer
William E. Twietmeyer
Secretary/Treasurer

MINUTES
TRAVERSE CITY PLANNING COMMISSION

TUESDAY, July 1, 2014
7:30 P.M.
Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT:	Vice-Chairperson Jody Bergman, Commissioners Michael Dow, Jeanine Easterday, Janet Fleshman, Cecil McNally, Chairperson John Serratelli, Janice Warren and Tim Werner
ABSENT:	Commissioner Bill Twietmeyer.
STAFF PRESENT:	Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS**

Mr. Soyring announced that the Planning Commission is invited, along with the Downtown Development Authority, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals, and Historic Districts Commission to attend the July 14, 2014 City Commission study session regarding a presentation by MEDC's Redevelopment Ready Communities program.

Mr. Soyring also announced that the July 15 study session topic will be regarding a discussion on overnight parking during the summer months.

Chairperson Serratelli announced that the City Planning Department purchased a handheld pocket radar recorder. It can be used for traffic safety or neighborhood safety. The devise can be checked out by residents through the Planning Department.

4. **APPROVAL OF MINUTES**

A. June 3, 2014 Regular Meeting and June 17, 2014 Special Meeting minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner Bergman that the June 3, 2014 Regular Meeting and June 17, 2014 Special Meeting minutes be approved.

Motion carried 8-0 (Commissioner Twietmeyer absent).

5. OLD BUSINESS

A. Public Hearing to consider a Special Land Use Permit request by Sandy Oliver, 1012 Centre Street, for a Group Daycare Home at the property mentioned (Action requested)

Mrs. Luick summarized her June 26, 2014 memo and the Staff Report dated June 27, 2014.

Motion by Commissioner Easterday, second by Commissioner Warren, that the request for a Special Land Use Permit 14-SLUP-01 to allow for a Group Day Care Home at 1012 Centre Street be hereby approved by the Planning Commission provided that the general and specific standards in sections 1364.02 and 1364.08 (i) respectively are met, any violations noted by the Fire Marshall are corrected, all necessary State licenses are obtained and "Approved Child Care Provider" identification is prominently displayed in a street side window; and further that the recommendation be passed along to the City Commission for consideration.

A public Hearing was opened. The Public Hearing was closed.

Motion carried 8-0 (Commissioner Twietmeyer absent).

B. Consideration of an amended request by Bonnie Adams, of 441 Fair Street, to vacate a portion of an alley located north of the 1400 block of Eighth Street (Action Requested)

Mr. Soyring summarized his June 26, 2014 memo to the Commission and distributed a photograph of the alley vacation site.

Commission discussion.

The following members of the public commented on the topic:

- Marion Fossil, of 4891 E. Mobile Trail, non-city resident and city property owner, opposes the request
- Bonnie Adams, 441 Fair Street, city resident, made general comments

Commission discussion. Commission consensus was to have staff verify how the vacated alley would be divided and to provide a better map depicting the city alley property in the alley vacation area and to discuss the matter again at the August 5, 2014 regular meeting.

C. Recreation facilities ordinance amendment (For introduction and possibly scheduling a Public Hearing for August 5, 2014)

Mr. Soyring summarized his June 26, 2014 memo to the Commission.

Commission discussion.

Motion by Commissioner Warren, second by Commissioner McNally, that a Public Hearing be scheduled for August 5, 2014 to consider an amendment to the Traverse City Code of Ordinances Sections 1320.07, *Definitions;* 1328.01 Open Space (OS) District *Uses Allowed;* 1338.01 Hotel Resort (HR) District *Uses Allowed;* 1340.01 Office Service (C-1) District *Uses Allowed;* 1342.01 Neighborhood Center (C-2) District *Uses Allowed;* 1344.01 Community Center (C-3) District *Uses Allowed;* 1346.01 Regional Center (C-4) Districts *Uses Allowed;* 1347.01 Development (D) Districts *Uses Allowed;* 1348.01 Transportation (T) District *Uses Allowed;* 1350.01 Government/Public (GP) District *Uses Allowed;* 1354.01 Industrial (I) District *Uses Allowed;* 1356.01 Northwestern Michigan College (NMC) Districts *Uses Allowed;* and 1358.01 Hospital (H) Districts *Uses Allowed;* as described in the Planning Director's memo dated June 26, 2014 regarding recreational facilities.

Motion carried 8-0 (Commissioner Twietmeyer absent).

D. NACTO "Urban Street Design Guide" Possible Endorsement (Action Requested)

Mr. Soyring explained that the City's Infrastructure Strategy Policy was first adopted in 2009. The Complete Streets policy was adopted in 2011. If the Planning Commission agrees, then the NACTO "Urban Street Design Guide" would be recommended to the City Commission to be included in the Infrastructure Strategy Policy.

Commission discussion.

Motion by Commissioner Bergman, second by Commissioner McNally, that the National Association of City Transportation Officials 'Urban Street Design Guide' be recommended by the Planning Commission for its inclusion as a technical resource as part of the City's Infrastructure Strategy Policy and such recommendation be forwarded to the City Commission for their consideration.

Commission discussion included checking to see if an electronic version of the book can be shared with the Planning and City Commissions.

Motion carried 8-0 (Commissioner Twietmeyer absent).

6. **NEW BUSINESS**- None.

7. **CORRESPONDENCE** - None.

8. **REPORTS**
   - **A.** City Commission- No report.
   - **B.** Board of Zoning Appeals- No report.
   - **C.** Grand Traverse Commons Joint Planning Commission- No report.
   - **D.** Planning Commission
     1. Housing Building Committee— No report
     2. Active Transportation Committee—Commissioner Werner and Mrs. Luick reported regarding a recent presentation on the draft plan to MDOT's North Region Bicycle and Pedestrian Committee.
     3. Master Plan Review Committee—No report.
   - **E.** Planning Department—Mr. Soyring updated the Commission regarding parking needs in the Grand Traverse Commons
     1. Capital Improvement Program—No report.

9. **PUBLIC COMMENT**

Commissioner Easterday inquired about the status of the Union Street reconstruction project and whether crosswalks, gateway features, additional landscaping or street furniture (as recommended in the Corridor Plan) are included in the project that is currently under construction. Mr. Sorying will provide a project update at the next meeting.

Commissioner Easterday also inquired about the 8th Street Restriping Project. Mr. Soyring verified that the City Commission authorized a contract for a 3 lanes with bike lanes design.

Commissioner Warren inquired if affordable housing would still be discussed by the Housing Building Committee since there is now a new committee of elected officials discussing the topic. Commission discussion.

10. **ADJOURNMENT**- Meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Date: 8-5-14

Jan Warren

Jan Warren, Secretary

STUDY SESSION MINUTES
TRAVERSE CITY PLANNING COMMISSION

TUESDAY July 15, 2014
7:30 P.M.
Commission Chambers
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT:	Vice-Chairperson Jody Bergman, Commissioners Jeanine Easterday, Janet Fleshman, Cecil McNally, Chairperson John Serratelli, Bill Twietmeyer, Janice Warren, and Tim Werner
ABSENT:	Commissioner Michael Dow
STAFF PRESENT:	Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant; Tim Lodge, City Engineer

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:30 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** Chairperson Serratelli announced that the August 19, 2014 Study Session will be cancelled.

4. **WEST FRONT STREET STREETSCAPE CONCEPTS (DISCUSSION)**
Mr. Soyring explained that the Commission already approved the West Front Street Bridge Replacement project (that included the streetscape) for consistency with the Master Plan on 3/18/14. However, now that the project is in design, there are some additional concepts that staff would like input from the Commission on. If the decision is to change the project from what was already approved, then a motion will be required at the August 5 meeting.

Mr. Lodge explained that the rendering by Dave Weston was what was approved in March. The City has engaged the services of Nate Elkins, Influence Design Forum, to explore several alternative concepts for consideration by the Commission.

Mr. Elkins gave a brief presentation and presented four options to the Commission for consideration.

Commissioner Easterday left the meeting at 7:50 p.m.

Commissioner Easterday returned at 7:54 p.m.

Commission discussion.

The following made public comments on the subject:

- Sandy Cartwright- 607 N Elmwood Ave, made general comments
- Adrienne Rossi, 312 W 7th Street, made general comments

5. OVERNIGHT PARKING (DISCUSSION)

Mr. Soyring introduced the topic and stated that the City Manager requested that the Planning Commission discuss the topic due to its land use impact. Mr. Soyring included parking restrictions in Traverse City and other communities in the packet for information.

Commission discussion included willingness to try a temporary or trial overnight parking period or extending the on-street permit system. Discussion included exploring the existing street permit system that is in place on Railroad Ave and Cedar Street. If the city decides to move forward with overnight parking, discussion included keeping the overnight parking rules simple and not confusing like it tends to be in university cities. Discussion included questions about boat/RV/motor home storage on the street. Some Commissioners questioned the need for overnight parking in general and wondered if there is currently a problem that needs to be solved.

The following made public comment on the subject:

- Adrienne Rossi, 312 W 7th Street, made general comments

6. PUBLIC COMMENT- None.

7. ADJOURNMENT- Meeting was adjourned at 9:09 p.m.

Respectfully submitted,

Date: 8-5-14

Jan Warren, Secretary

Memorandum

The City of Traverse City
Planning and Engineering Departments

TO: Jered Ottenwess, City Manager

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

DATE: August 15, 2014

SUBJECT: CAPITAL IMPROVEMENT PROGRAM- QUARTERLY PROJECT UPDATE

Parking System

- **#550: Lot D Reconstruction/Boardman River Boatlaunch** - Asphalt surface is aging. Scope of work includes installation of new launch and piers, dredging, a universally accessible canoe/kayak launch, resurfacing the parking lot, installation of retaining walls near the launch and turnaround to stabilize eroding site banks, installation of trees and native plantings, and boat cleaning/invasive species education signage. A $156,250 Waterways Grant received in December 2013, a $80,000 Coastal Management Program grant, and local foundation grant of $50,000 received in 2012 for project construction. *Joint permit applied for in July, Environmental soil contamination caused project design delays, Construction planned in 2014/15.*
- **#708: Lot O Remediation** - Mitigation of contamination that likely is affecting adjacent properties and the water table in close proximity to the Boardman River. Five underground storage tanks exist at Lot O and likely are contributing to soil contamination. This project would remove the tanks and contain soil contamination at the lot. *Update: No activity.*
- **#729: Lot P Reconstruction** - Repair asphalt. Required in lease agreement with property owner. West State Street just west of barber shop. *Update: No activity.*
- **#728: Lot V Reconstruction** - Mill and replace asphalt, replace curbs, new drainage structure. Required in lease agreement with property owner. *Update: No activity.*
- **#133: Lots W and N** - Consolidate parking in these lots in conjunction with the development of the northeast corner of Washington and Cass. *Update: Discussions with adjacent property owner regarding development. Recent meetings with the developer and Staff regarding parking lot east of proposed development as Cass and Washington Street. Liner townhomes and two levels of parking have been discussed.*

Bayfront Plan Non-TIF Implementation Fund

- **#568 West End Beach Trail Extension and Access** - The scope of work includes the extension of a non-motorized trail along the north side of M-72/West Grandview Parkway from the parking lot at West End Beach to Elmwood Avenue, a distance of approximately 1,100 feet; a pedestrian crossing of M-72/West Grandview Parkway near the alignment of Elmwood Avenue connecting the trail extension with neighborhoods and trail networks to the south. North of the trail crossing intersection, a small viewing

platform and ramped access to the beach will be constructed; also a stormwater treatment structure will be installed to separate oil and grit street runoff and reduce this current form of point-source pollution directly into Grand Traverse Bay. A $173,931.87 MDOT Transportation Alternative grant was awarded in 2012 for the construction of the project. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/16/11. Decisions by ACOE and MDEQ on beach grooming request August 2013. MDOT letting process is underway, Construction planned to begin September 2014.*

- **#778 Public Pier: Bayfront Plan** – Great Lakes Fisheries Trust Grant received to complete the design, preliminary engineering, studies and construction drawings and details to build an approx. 550 foot, universally accessible fishing pier at the mouth of the Boardman River on Grand Traverse Bay. The pier will provide unique, outstanding access for people of all ages, needs and abilities to fish for migratory and other species, and to learn about the Great Lakes, the importance of stewardship and the value, challenges and opportunities involving the fishery. *Update: City Commission authorized acceptance of the $232,000 Great Lakes Fishery Trust Fund Grant for the study and design of a public pier. The Planning department is administering the grant. Study Group has been formed. City received 7 responses to the RFQ. Study Group interviewed 4 firms. Study Group made consultant selection recommendation to the City Commission. City Commission authorized consultant agreement to SmithGroupJJR for $232,000 public pier project. Agreement execution underway.*
- **#551 Holiday Inn Phase: Bayfront Plan** - The proposed Holiday Inn promenade consists of a 10-foot expansion of the existing seawall. Preliminary cost projections for the promenade seawall are conditioned on assumptions made without design wave conditions analysis, soil borings and determination of regulatory constraints. For estimating purposes the new seawall will consist of a new 40-foot long steel sheet piling bulkhead with a 10 foot wide concrete cap over new fill. Along Grand Traverse Bay shoreline, between Boardman River and Sunset Park. (FY2014-15) *Update: Easement needed, initial meeting with new owners held. No further activity*

Brown Bridge Maintenance Fund

- **#51 Upper Trail Connector Bridge (east end)** - This proposed pedestrian bridge over the Boardman River is located at the site of a former bridge that was constructed by the Boy Scouts in the 70's near the outlet of Grasshopper Creek. Highwater and the lack of maintenance caused the bridge to fail and it was removed in the 80's. Recently a riverfront property owner donated a bridge that can be used at the site. This bridge combined with the Historic Brown's Bridge (West-end) will provided a 9'-mile loop trail. Work items: Abutment design, site plan development, state and local permits, and installation. *Update: Project moved to FY 2015-16 in current CIP. No activity*
- **#847 Historic Brown Bridge West End-** Most people don't know that in 1869 William Walter Brown purchased 80 acres from the state of Michigan for $50. Soon thereafter Mr. Brown and his neighbors constructed a bridge across the Boardman that became one of the area's first State Roads. The site was also home to an inn called the "Half-Way House" because of its mid-point position between Grand Rapids and the Straits. Today there is great interest in constructing a foot bridge at the original site of the historic Brown's Bridge. Not only would the bridge provide a critical recreational trail

connection across the Boardman River but it will also serve as an important bridge to the past. *Update: Will conduct project feasibility and study in 2016-17 with planned construction in 2017-18. No activity.*

General Fund

- **#760: Annual Crosswalk Maintenance** - This is a new annual program, providing funds to maintain or replace existing brick crosswalks; probably 3-4 crosswalks per year. Approximately 52 Crosswalks: 90% in need of replacement: Options: -1- Replace as existing, which is brick with concrete borders; -2- Replace with brick print thermol plastic pavement material, like demo crosswalk on Union Street @ 9th street; -3- Put back to asphalt and use paint for crosswalk markings. *Update: A pilot thermol plastic crosswalk has been installed on Beitner/Woodmere to see how it wears during a winter season. Material approved for purchase by City Commission in June, material has been ordered and will be installed this construction season.*
- **#14: Annual Streets Program** – Placeholder: Actual determined through budget process. This is an annual program that provides funds to resurface major and minor streets within the city limits. These funds are also to be used for bridge, sidewalk, and storm water system repair and new sidewalk infill projects.
  - 2013-14 Street Projects
    - Union and Sequoia Streets- *Spring construction, 90% complete.*
    - Santo, Santo Alley, Barlow, Birchwood/Kewaunee intersection and Lot V- Project to go out for bid this month with planned construction fall 2014
    - West Front Street Reconstruction (west city limits to Elmwood Ave)- *The MDOT contract will be awarded to Elmer's. Construction is scheduled for August and will be complete by the end of October.*
- **#320: Division Street** –$500,000 Roads and Risk Reserve funds were allocated to MDOT in December 2013 for Planning and Environmental Linkages (PEL) process (part of the NEPA process) *Update: PEL project area includes Division Street from 14th Street to Grandview Parkway; 1.2 miles. The PEL process will engage the community and evaluate project alternatives for improvements that consider the environmental, community and economic goals. Project under discussion with MDOT, MDOT released an RFP, received proposals and is in the process of selecting a consultant for the work.*
- **#633: West Front Street** (Elmwood to City Limits) - Reconstruct West Front Street from City Limits to Elmwood Avenue using MDOT Small Urban Funds. Small Urban Funds $375,000 for 2014. In kind is for engineering. General fund cost is for match and required consultants to administer funds. *Update: See Project #14 above.*
- **#365: Annual Sidewalk Replacement Program** – Placeholder: actual amount determined by Annual Street allocation. The Infrastructure Strategy Policy outlines 10% of total infrastructure spending is for sidewalk and bike-way improvements. The Replacement program replaces existing sidewalks. This program is in addition to sidewalks that are installed or replaced in conjunction with the annual Streets Program. The actual location of the sidewalks to be replaced under this program is determined during the fall prior to the construction year. *Update: Sidewalk replacement locations are on 9th between Lake and Union Streets and between Pine and Division Streets; and Maple between 10th and Griffin Streets. Gap infill locations are 1) Maple between Griffin and 14th Streets, 2) Fourteenth Street between Division and Maple on the north side and*

between Oak and Pine on the north side, 3)Bay Street between M72 and Ramsdell, 4)Division Street from Bay to north of Randolph Street, 5)Barlow Street between Carver and Boon, and 6) Eighth Street between Terrace and Cromwell. Construction planned 2014-15.

- **#864 Boardman Lake Avenue-** a new road between 8th Street and 14th Street that consists of four basic components: Railroad Wye Relocation, Street Right-of-way acquisition, Street Construction and the Boardman Lake Trail (detailed below). *Project discussions continue.*
- **#347 Boardman Lake Trail West extension-**Project scope includes the extension of the Boardman Lake non-motorized trail from approximately 10th Street to 14th Street (2,900 linear feet), a connection to the Old Towne Neighborhood, and the addition of a lakefront recreational area that will feature a fishing dock, kayak/canoe small watercraft launch, shelter, picnic areas and seating. A $210,000 Natural Resources Trust Fund Grant was received in October 2012. *Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Plans approved by the State in March 2014. Plans approved by the State in March. Construction contract awarded in July, construction to begin in August.*
- **#628: Boardman Lake Trail: West: Transportation Alternate:** Alternate transportation trail along railroad corridor on west side of Boardman Lake; need to acquire MDOT property. Creates trail options. West side of Boardman Lake from 12th to 14th Streets. *Update: Project approved for consistency with Master Plan by the Planning Commission on 11/6/12. Property acquisition in negotiation with MDOT rail; See project #347 above.*

Fiber Fund

- **#834 WIFI** – Public wireless network in downtown to serve visitors and parking control. *Update: $700,000 included in 2014-15 FY fiber fund budget. Final designs are complete, space/use agreements currently under negotiation. Wifi should be operation in the DDA district between August 31 and September 31. Final designs are complete and space/use arrangements are being negotiated at this time with no anticipated issues/problems to report.*

TIF 2

- **#61: Cass & Lake: Streetscape Improvements** – Approximately 810 feet of streetscape improvements on Cass and Lake Streets. Improvements include trees, curb & gutter, benches, trash cans and other improvements. SID; city match TIF2. *Update: Property owner participation lacking. No activity*
- **#58: Eighth Street Bridge Repair** – Replace bridge deck using MDOT Critical Bridge Funds for the 2013 fiscal year. Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for FY2013 for $750,000. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. Design and Development with 2014/15 construction.*

TIF 97

- **#714: 200 Block Alley Enhanced Improvements** – Pedestrian bridge, riverwalk and pedestrian improvements to north East Front alley between Cass and Park. *Update: No activity.*

- **#369: East Front Street - 300 block mid-block crosswalk** – Install mid-block crosswalk in 300 block of E. Front St. including bump-outs, a brick paver crosswalk and signage. Downtown's second largest employer sits across the street from the deck, where most of their employees park. This crosswalk will provide a safe crossing as well as calm traffic in this downtown block. *Update: No activity.*
- **#63: Garland St. Reconstruction/streetscapes** - Infrastructure improvement; realign street; improved access. Redirect Garland Street from Grandview Parkway to Union Street on the east end; provide a shared space street for pedestrians and motor vehicles. *Update: Fleis and Vandenbrink has been hired for design and engineering. Property/Right-of-way acquisition; 2014/15 planned construction.*
- **#586: Park St. Bridge Repair** – Rehabilitate bridge superstructure. *Update: Funding application not successful; Resubmit for 2017 funding cycle.*
- **#66: Pine Street Pedestrian Way** – Pedestrian walkway and bridge over the Boardman River connecting West Front Street with Grandview Parkway. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/4/14. Land acquisition; 2014 planned construction in coordination with TCLP and Uptown development.*
- **#646: Public Restrooms at Lot O** – Provide public restroom for shoppers and other visitors in Downtown; tentatively planned near Cass Street. *Update: Research phase.*
- **#645: West Front St. Redevelopment (BOND)** - Build an approximately 410 space parking deck to serve the west side of downtown. This project would organize parking currently housed in surface lots and would. Corner of West Front and Pine. *Update: Discussions with property owners.*
- **#535: West Front Street Bridge Replacement and Streetscape** - Prevent further deterioration resulting in more costly repair/replacement and ultimately bridge failure. Receiving MDOT Critical Bridge Funds for the FY2013. *Update: Project approved for consistency with Master Plan by the Planning Commission on 3/18/14. Design and Development with planned 2014/15 construction.*

Special Assessment Fund:

- **#717: East Front Streetscapes (Boardman to Grandview Parkway)** - New curbs, street trees, benches, bike racks and sidewalk along East Front between Boardman Avenue and Grandview Parkway. (FY2014-15). *Update: Seeking property owner support for SID.*

CH2MHILL

MONTHLY OPERATING REPORT

TO: Jered Ottenwess, City Manager, City of Traverse City
John Divozzo, Director of Public Works, Grand Traverse County

COPY: Grand Traverse County Board of Public Works
John Bowman, CH2M HILL, Regional Business Manager
Dave Green, Director of Public Services, City of Traverse City

FROM: Casey Rose, CH2M HILL Project Manager

DATE: August 11, 2014

SUBJECT: Monthly Operations Report for July 2014

Attached is a copy of the report to the state, which we submit electronically.

The data sheet showing flows and loadings from the Townships, the City, and the Septage Plant for July is attached to this report. Also attached is financial information as of the last Friday in July.

TRAVERSE CITY

OPERATIONS AND PROJECTS

The treatment plant was in compliance for the month of July 2014.

Gram Positive bacteria are still being observed, but we are not experiencing permeability issues. To insure permeability isn't compromised we continue to run the Diversion Pipe to remove the Gram Positive from the plant.

We finished relocating the cassettes in Train #1 in preparation of installing the new membranes.

MAINTENANCE

Check valves have been replaced on the West SST centrifugal pump and the Digester #4 recirculation pump.

Woodmere Lift station has hour meter for generator run time and alarm for transfer from line power to generator.

Flygt mixer 4N was pulled and sent to Graham for repair. Flygt return pump to be reinstalled. Flygt Mixers 6N, 7N and 8N were tripping the heaters in their respective panels. Mounting rails were loose. Once tightened they no longer tripped out.

Work continues on CWAS pump high pressure shut off system. New pressure ring has been ordered.

Work continues on SDC sludge pump high pressure shut off system. Pressure ring is working, need to calibrate to shut off pressure.

The TRA asset tree in Maintenance Connection is nearly complete. Retired equipment to follow.

IPP

We spoke with Russell Springstead of Right Brain Brewery this month. A neighbor complained that the spent grains from their brewing process were setting on the back loading dock and leaking into the street. We investigated and found that there was a potential for this material to get into the storm sewer, which is against the Sewer Use Ordinances. Mr. Springstead said he would bring the drums of spent grain into the warehouse and only bring them out when the farmer arrives to pick it up.

The City's Attorney and Ken Stawowy went to court for Ambrosia Café this month. A representative from Ambrosia Café failed to appear. Later in the month, we met with Patty Dixon and her attorney to discuss their plans to renovate the building Ambrosia Café occupies in the coming months. We agreed that so long as the Inspection Manhole (IMH) was installed before the café reopens next spring, we would dismiss the charges.

We also went to court for Brewery Ferment this month. In a later meeting it was agreed that Brewery Ferment had 30 days to install the IMH or we would proceed with the charges. We will follow up in the next few days as the deadline approaches.

An Notice of Violation (NOV) was issued to Slabtown Burgers this month for excessive grease discharge. There was a sewer backup downstream of their establishment. The City Maintenance crew televised the lines and saw the excessive grease coming from Slabtown's lead. We spoke with the owner and advised him to implement a Best Management Practice for grease and to have Roto-Rooter clean the lead.

We received a tip about a grease back up on South Airport Road. We inspected nearby restaurants and saw grease in the IMH and discharge pipe into the interceptor of one business. We are still investigating and will issue a NOV based on the investigation.

OTHER

GE will be on site the week of August 11th to begin installation of the new membrane train.

GRAND TRAVERSE SEPTAGE FACILITY

OPERATIONS

Total flow from the Septage Facility to the Regional Plant was 1,024,500 gallons with an average of 49.09 lbs/day BOD in July.

Windemuller Electric has been trouble shooting the new card reader and should have in service in July.

MAINTENANCE

Card reader is operational and appears to be working as planned.

Influent EQ tank pump #1 still has sediment in the line. An attempt was made to unplug it, but a second confined space entry will be required.

Lift stations #1 and #2 were cleaned out at the same time that EQ Influent tank Pump #1 was serviced.

OTHER

Lawn cutting services have been coordinated and the grass is now being mowed.

Michigan Department of Environmental Quality Monthly Discharge Monitoring Report (DMR)

PERMITTEE NAME: Traverse City WWTP
MAILING ADDRESS: 606 Franklin Street, Traverse City, MI 49684
FACILITY: Traverse City WWTP
LOCATION: 606 Hannah, Traverse City, MI 49686

PERMIT NUMBER: *MI0027481*
MONITORING POINT: 001A
Monitoring Period : 2014-07-01 To: 2014-07-31

DISTRICT: Cadillac
COUNTY: Grand Traverse
NO DISCHARGE FROM SITE: ( )

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Flow	Sample Measurement	4.663	4.870	MGD	*****	*****	*****	*****	0	Daily	Report Total Daily Flow
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	(report) Maximum Monthly Average	(report) Maximum Daily		*****	*****	*****			Daily	Report Total Daily Flow
Total Suspended Solids	Sample Measurement	0.00	142	lbs/day	*****	0.0	3.7	mg/l	0	3X Weekly	24-Hr Composite
PARAM CODE: 00530 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	2100 Maximum Monthly Average	3200 Maximum 7-Day Average		*****	30 Maximum Monthly Average	45 Maximum 7-Day Average			3X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5)	Sample Measurement	0.00	0.0	lbs/day	*****	0.00	0.0	mg/l	0	3X Weekly	24-Hr Composite
PARAM CODE: 80082 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	1800 Maximum Monthly Average	2800 Maximum 7-Day Average		*****	25 Maximum Monthly Average	40 Maximum 7-Day Average			3X Weekly	24-Hr Composite
Ammonia Nitrogen (as N)	Sample Measurement	19.3	*****	lbs/day	*****	0.50	*****	mg/l	0	3X Weekly	24-Hr Composite
PARAM CODE: 00610 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	780 Maximum Monthly Average	*****		*****	11 Maximum Monthly Average	*****			3X Weekly	24-Hr Composite
Total Phosphorus (as P)	Sample Measurement	18	*****	lbs/day	*****	0.46	*****	mg/l	0	5X Weekly	24-Hr Composite
PARAM CODE: 00665 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	36 Maximum Monthly Average	*****		*****	0.5 Maximum Monthly Average	*****			3X Weekly	24-Hr Composite
Total Copper	Sample Measurement	*****	*****	*****	*****	5.0	*****	ug/l	0	Quarterly	24-Hr Composite
PARAM CODE: 01042 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****		*****	(report) Maximum Monthly Average	*****			Quarterly	24-Hr Composite
Total Mercury	Sample Measurement	*****	*****	*****	*****	0.0	*****	ng/l	0	Quarterly	Grab
PARAM CODE: 71900 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****		*****	(report) Maximum Monthly Average	*****			Quarterly	24-Hr Composite

Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)
Casey Rose/Project Manager		Elizabeth Hart	231-922-4922	2014-08-08

When completed mail this report to: PCS-Data Entry, MDEQ-WD, P.O. Box 30273, Lansing, MI, 48909-7773

Michigan Department of Environmental Quality Discharge Monitoring Report (DMR)

PERMITTEE NAME: Traverse City WWTP **PERMIT NUMBER:** *MI0027481* **DISTRICT:** Cadillac

MAILING ADDRESS: 606 Franklin Street
Traverse City, MI 49684
FACILITY: Traverse City WWTP
LOCATION: 606 Hannah
Traverse City, MI 49686

MONITORING GROUP: 001A

Monitoring Period : 2014-07-01 To: 2014-07-31

COUNTY: Grand Traverse

NO DISCHARGE FROM SITE: ( )

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Fecal Coliform PARAM CODE: 74055 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	*****	10.31	17.96	cts/100 ml	0	3X Weekly	Grab
	Permit Requirement	*****	*****		*****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean			3X Weekly	Grab
pH PARAM CODE: 00400 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	6.7	*****	7.2	S.U.	0	3X Weekly	Grab
	Permit Requirement	*****	*****		6.0 Minimum Daily	*****	9.0 Maximum Daily			3X Weekly	Grab
Dissolved Oxygen PARAM CODE: 00300 Mon. Site No.: 001A Stage Code: 1	Sample Measurement	*****	*****	*****	7.5	*****	*****	mg/l	0	3X Weekly	Grab
	Permit Requirement	*****	*****		4.0 Minimum Daily	*****	*****			3X Weekly	Grab
CBOD5 Minimum % Removal PARAM CODE: 80091 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****	*****	98.9	*****	*****	%	0	Monthly	Calculation
	Permit Requirement	*****	*****		85 Minimum Monthly % Removal	*****	*****			Monthly	Calculation
Total Suspended Solids Minimum % Removal PARAM CODE: 81011 Mon. Site No.: 001A Stage Code: K	Sample Measurement	*****	*****	*****	98.4	*****	*****	%	0	Monthly	Calculation
	Permit Requirement	*****	*****		85 Minimum Monthly % Removal	*****	*****			Monthly	Calculation

Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)
Casey Rose/Project Manager		Elizabeth Hart	231-922-4922	2014-08-08

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TOWNSHIP AND CITY BOD CONCENTRATIONS LOADINGS AND FLOWS 2013-2014

BOD average Concentrations

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Average to date
Blair Twp	*	*	*	*	*	*	*	*	*	*	*	*	
Garfield Twp	250	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Elmwood Twp	252	0	0	0	0	0	0	0	0	0	0	0	23
East Bay Twp	247	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Acme Twp	165	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Peninsula twp	160	0	0	0	0	0	0	0	0	0	0	0	15
City	272	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Septage	181	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

* We have no BOD data for Blair Township. Loadings are calculated using plant influent BOD as a surrogate for Blair Twp BOD concentration

BOD Loadings in pounds per day

	Limit 10% leased	Limit 8% leased	Limit owned	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Average to date
Blair	404	404	404	56	0	0	0	0	0	0	0	0	0	0	0	6
Garfield Twp	4870	4465	3624	2604	0	0	0	0	0	0	0	0	0	0	0	260
Elmwood Twp	895	888	780	358	0	0	0	0	0	0	0	0	0	0	0	36
East Bay Twp	1562	1523	1309	502	0	0	0	0	0	0	0	0	0	0	0	50
Acme Twp	1761	1808	1557	403	0	0	0	0	0	0	0	0	0	0	0	40
Peninsula Twp	406	406	406	73	0	0	0	0	0	0	0	0	0	0	0	7
Septage	202	202	0	49	0	0	0	0	0	0	0	0	0	0	0	5
City	10100	10504	12120	6027	0	0	0	0	0	0	0	0	0	0	0	603
Total	**20200**			10071	0	0	0	0	0	0	0	0	0	0	0	1007

Average Daily Flows, MGD

Blair	0.170	0.170	0.170	0.026	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.003
Garfield Twp	2.050	1.879	1.525	1.190	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.119
Elmwood Twp	0.376	0.374	0.328	0.170	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.017
East Bay Twp	0.657	0.641	0.551	0.243	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.024
Acme Twp	0.741	0.761	0.655	0.294	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.029
Peninsula Twp	0.171	0.171	0.171	0.054	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.005
Septage	0.085	0.085	0.000	0.032	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.003
City	4.250	4.420	5.100	2.652	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.265
Total	**8.500**			4.663	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.466

Traverse City Regional Wastewater Treatment Plant 2014-2015

	July			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Forcast	Total Variance
CHEMICALS	15,018	15,239	-222	180,210	180,432	-222
CLIENT PLANT AND EQUIPMENT	9,583	427	9,156	115,000	105,844	9,156
DUES AND SUBSCRIPTIONS	66	20	46	788	743	46
EDUCATION, TRAINING, MEETINGS	650	2,032	-1,381	7,802	9,183	-1,381
ELECTRICITY	38,974	0	38,974	467,690	428,716	38,974
EMPLOYEE EXPENSE	786	0	786	9,431	8,645	786
INSURANCE	2,754	544	2,210	33,044	30,834	2,210
LABOR	74,354	50,052	24,302	875,456	851,154	24,302
OPERATING EXPENSES	9,066	4,199	4,867	108,066	103,199	4,867
OUTSIDE SERVICES	917	383	534	11,000	10,466	534
SOLIDS HANDLING	570	0	570	155,340	154,770	570
SUPPLIES	2,326	15	2,311	27,906	25,595	2,311
TRAVEL COSTS	1,460	0	1,460	17,517	16,057	1,460
UTILITIES-OPERATIONS	1,213	0	1,213	14,550	13,338	1,213
Total Cost	157,735	72,911	84,824	2,023,802	1,938,977	84,824
REPAIRS (included in the above)	9,583	819	8,764	115,000	819	114,181

Grand Traverse County Septage Treatment Facility 2014-2015

	July			Year-to-date		
	Budget	Actual	Variance	Total Budget	Total Forcast	Total Variance
CHEMICALS	120	0	120	1,440	1,320	120
CLIENT PLANT EQUIPMENT	833	0	833	10,000	9,167	833
DUES AND SUBSCRIPTIONS	1	0	1	7	6	1
EDUCATION, TRAINING, MEETINGS	21	0	21	250	229	21
EMPLOYEE EXPENSE	66	0	66	793	727	66
INSURANCE	277	46	231	3,324	3,093	231
LABOR	10,210	5,901	4,308	120,211	115,902	4,308
OPERATING EXPENSES	985	175	810	11,719	10,909	810
OUTSIDE SERVICES	2,167	0	2,167	26,000	23,833	2,167
SOLIDS HANDLING	2,525	0	2,525	30,300	27,775	2,525
SUPPLIES	155	0	155	1,855	1,700	155
TRAVEL COSTS	172	0	172	2,068	1,895	172
UTILITIES-OPERATIONS	216	0	216	2,588	2,372	216
Total Cost	17,747	6,122	11,624	210,553	198,929	11,624
REPAIRS (included in the above)	833	9	824	10,000	9	9,991

TRAVERSE AREA DISTRICT
LIBRARY

Board of Trustees Regular Meeting Minutes
Thursday, June 19, 2014 at 5:30pm
Fife Lake Public Library
77 Lakecrest Ln., Fife Lake, MI 49633

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1. **Call to Order**

The meeting was called to order by President Kachadurian at 5:30pm. Present were Kachadurian (President), Gillman (Vice President), Beasley (Secretary, arrived at 5:33pm), Marek, Jones, and Payne (Trustees). Streit (Treasurer) and Lansdale (Director) were absent. Also present were Adams (Counsel), Parsons (Interim Director), and Carpenter (Staff).

Kachadurian thanked Fife Lake Public Library for hosting the TADL board meeting.

2. **Approval of agenda**

It was MOVED by Marek, and SUPPORTED by Payne, to accept the agenda along with an amendment adding an item under New Business: Board Contact Information. The amendment was added as item 8c, preceding the closed session. Motion CARRIED.

3. **Approval of minutes**

It was MOVED by Marek, and SUPPORTED by Payne, to approve the regular board meeting minutes of May 15, 2014, as distributed. Motion CARRIED.

4. **Public Comment**

Kachadurian opened the floor for public comment. Debbie Beason, President of Fife Lake Public Library (FLPL) Board of Trustees, welcomed the TADL Board of Trustees and expressed thanks for TADL's support.

5. **Reports and Communications**

a. *Director Report* – There was no written report, however Parsons highlighted two upcoming hearings regarding the Brownfield tax amendment and the TBA tax abatement. She will follow the results of those hearings as they relate to TADL. The Friends of TADL, along with Parsons and several staff members of TADL, were presented with a plaque at a recent TCAPS board meeting. The plaque was in recognition of a collaborative endeavor between TADL and TCAPS to bring all area 4th grade students to TADL's Woodmere location to receive a valuable orientation to the library's services and programs. The Friends of TADL paid for bussing and the TADL staff organized and provided the orientations.

b. *Financial Report* – Parsons reviewed the May 2014 revenue and expense reports with the following highlights:
   - Revenues – Property tax revenues are $80,000 higher than last year and $19,000 more than budgeted. State Aid has not been received yet due to technical problems at the state level. Sales are down from last year because there is no fundraiser this year to replicate similar revenue. Penal fine revenues usually arrive in July. Overdue fines are down but seem to be trending up again.
   - Expenses – Salaries and wages are down about $27,000 over last year, health insurance down $13,000 and dental insurance is down $3,000 over last year. Utilities are higher due to weather demands. Overall, TADL is on track and doing fine.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library, welcomed everyone to FLPL and introduced several FLPL board members and staff. Tobin Buhk gave a well-received presentation to 60 attendees on his book entitled *Michigan's Strychnine Saint*. He will be returning with his next book. Rebecca Lessard gave a very successful presentation to a multi-generational group of attendees. Summer Reading Club registration is higher than in past years, especially the adult registrants.
- Renee Kelchak, Director of Interlochen Public Library (IPL), reported program attendance is up since snow-bird residents and vacationers have returned to the area. This year's Friends Plant Sale was the biggest sale ever. Even though Summer Reading Club just started, Kelchak reported one family of 3 has already completed not the only the recommended 6 reading experiences, but all 12.
- Vicki Shurly, Director of Peninsula Community Library, reported that a TCAPS Summer Day Camp is being held at Old Mission Peninsula School (OMPS) this year and all enrollees will be participating in the Summer Reading program. The Peninsula Market sponsored two "Pizza for PCL" days and donated almost $450 to the library. The Old Mission PTO included the PCL library staff in their staff appreciation day at OMPS. New therapy dogs, Ralphie and Zeb, will be available to patrons twice a month.

d. *Committee Reports*

- Facilities and Services Committee – Marek reported that the committee met in a round-table format, along with representatives from the Blair Library Committee to discuss library service needs and collaborative ways that might meet those needs. They also discussed board member contact information to be discussed later on the agenda under New Business.
- Finance Committee – Gillman reported that the committee had met and reviewed the audit included in the board packet. The audit was favorable. Gillman noted that under new law effective in 2015, according to the auditor, municipalities in the state of Michigan will be required to report unfunded accrued liability. The committee also discussed employee benefit obligations and rolling over CD investments into a cyclical strategic pattern to produce maximum returns.
- Personnel Committee – Gillman reported that the committee met. Due to the Director's current leave of absence, the Director Evaluation timeline has been thrown slightly out of sync. Adams (Counsel) will speak to the board on the process during closed session later in the agenda. No meeting is planned for July unless the need arises.
- Policy Committee – Did not meet in June.

e. *Other Reports and Communications*

- Friends' Report - There was none, however Kachadurian thanked Brad Spencer for the written book sale report summary included in the board packet.
- Audit Review – Parsons reported that the audit was clean. She highlighted several elements of Management's Discussion and Analysis included in the audit. Eighty-seven percent of TADL's revenue comes from taxes. Tax revenues for 2012-2013 taxes went up 0.7% and expenses went down 0.3%. Revenue over expenses was $112,386, and $83,059 was transferred to the Public Improvement Fund per the December Board resolution. The audit is available on the TADL website at www.tadl.org/audits.

6. **Presentation: Summer Reading Club**

Cathy Lancaster, Coordinator of Youth Services, gave a brief presentation on the district's Summer Reading Club program. She credited all staff within the district for helping to bring the new program

format together as well as various community sponsors for prize donations and support. This is the first year that all 6 libraries in the district have collaborated into one program style and reporting system. It is also the first year that there has been an online registration component and progress information access for the public. The theme, Fizz Boom Read, is the 2014 national library summer reading theme which focuses on science. TADL's program guidelines consist of reading a book and combining it with an experience. Lancaster reviewed all 4 reading groups which span ages from infant to adult as well as details on events, prizes, and the reading club finale plans. Lancaster commented that the Friends of TADL have been extremely helpful in funding this Summer Reading program.

7. **Old Business**
   a. *Kalkaska County Library (KCL) Technology Extension Services* - Parsons introduced the budget amendment, explaining that the Tech Services contract with KCL was approved in April, TADL has been paid for implentation, and work has begun. It was MOVED by Gillman, and SUPPORTED by Marek, to adopt the 6-19-2014 resolution to adjust the 2014 Operating Budget to reflect the revenue and expenses of the contractual agreement extending technology services to KCL as presented. Motion CARRIED.

8. **New Business**
   a. *Library vs. Libraries* – Kachadurian noted that TADL consists of not one library, but multiple libraries in the district. The board discussed the notion of changing the name of Traverse Area District Library to Traverse Area District Libraries, to more accurately reflect the whole of district library services. They briefly discussed some of the elements that would be involved with a change and agreed that the next step should be to seek the advice of Counsel before further consideration.

   b. *Member Library Discussion* – Kachadurian noted that a letter was sent to each of the member library boards in an effort to begin a conversation regarding future member library agreements, presumably in September of 2014 at the earliest. Payne noted that member library contract discussion is slated for the July Finance Committee agenda.

   c. *Board Member Contact Information* – Marek introduced the issue of board member contact information discussed at the May Facilities Committee. Currently, individual TADL email account addresses are not listed for each member on the TADL website, but rather a one click email link to contact the entire board. It was MOVED by Marek, and SUPPORTED by Beasley to include individual board member TADL email contact links on the website. The board discussed the merits of individual contact information. Motion CARRIED.

9. **Public Comment**

Kachadurian announced that the board would be going into closed session and opened the floor for public comment. The following people addressed the board: Pat Thompson, Board President of Interlochen Public Library (IPL), highlighted the number Summer Reading Club participants as well as community support for their new building. Thompson appreciated TADL's consideration of library vs libraries. Karen Giddis, Blair Library Committee, noted the upcoming flea market fundraiser on August 16th. Giddis also supports TADL in considering library vs. libraries.

At 6:46pm, it was MOVED by Kachadurian, and SUPPORTED by Marek, to immediately enter into closed session to consider a written, attorney-client communication regarding Director's Employment Agreement pursuant to MCL 15.268(h) and MCL 15.243(1)(g). Motion CARRIED.

Following a public dismissal break, the closed session began at 6:56pm.

The board reconvened at 7:45pm.

10. **Adjournment**
It was MOVED by Jones, and SUPPORTED by Marek, to adjourn the meeting. President Kachadurian adjourned the meeting at 7:46pm.

Respectfully submitted,

Victoria Carpenter

Victoria Carpenter, Recording Secretary

Approved by board vote,

Jerry Beasley

Jerry Beasley, Board Secretary

8/21/2014

Date