



Notice

City Commission Regular Meeting

7:00 pm

Monday, September 15, 2014

Commission Chambers, Governmental Center

400 Boardman Avenue

Traverse City, Michigan 49684

Posted and Published 09-11-14

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.

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

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

City Commission:
c/o Benjamin C. Marentette, 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 September 2, 2014, Regular Meeting, September 5, 2014, Quorum of the Commission, and September 8, 2014, Study Session. (Approval recommended) (Jered Ottenwess, Benjamin Marentette)
- b. Consideration of rescinding the City Commission Policy for Senior Citizens Center Use, as the Center is now managed by Grand Traverse County, which is a housekeeping matter. (Rescission recommended) (Jered Ottenwess)

- c. Consideration of declaring an air compressor surplus and authorizing a purchase order for its replacement for use by the Water/Sewer Maintenance Division. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- d. Consideration of authorizing a purchase order for road salt and backup salt for use during the 2014/2015 Winter Season. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)
- e. Consideration of authorizing an amendment to the agreement with Plunkett and Cooney for special legal counsel services associated with litigation with Elmer's Crane and Dozer v City of Traverse City to increase the maximum amount of legal services costs. (Approval recommended) (Jered Ottenwess, Lauren Tribble-Laucht) (5 affirmative votes required)
- f. Consideration of authorizing a purchase order for signage to be used in connection with the recently-purchased parking pay stations. (Approval recommended) (Jered Ottenwess, Rob Bacigalupi) (5 affirmative votes required)
- g. Consideration of scheduling a public hearing regarding a request from Bonnie Adams to vacate a portion of the east/west alley north of the 1400 block of East Eighth Street, contingent upon the provision of utility easements, as recommended by the City Planning Commission. (Schedule public hearing for October 20, 2014, recommended) (Jered Ottenwess, Dave Weston)
- h. Consideration of authorizing a confirming service order for tank coating of a membrane tank at the Wastewater Treatment Plant. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required) ‘
- i. Consideration of authorizing a purchase order for a hand held global position system (GPS) receiver to be used for create accurate geographic data in connection with the objectives of the Stormwater and Wastewater (SAW) Grant. (Approval recommended) (Jered Ottenwess, Dave Green) (5 affirmative votes required)

Items removed from the Consent Calendar

- a.
- b.
- c.

3. Old Business

- a. Consideration of increasing the allocation for services and materials in connection with the Eighth Street Pilot Restriping Project. (Jered Ottenwess) (5 affirmative votes required)
- b. Consideration of possible recommendations from the City Commission Ad Hoc Committee regarding Carnegie Building / City Assets. (Jered Ottenwess)

4. New Business

None.

5. Appointments

None.

6. Reports, Announcements and Correspondence

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

- a. Reports, announcements and correspondence from the City Manager.
- 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 Human Rights Commission meeting of August 11, 2014.
 - 3. Minutes of the Planning Commission meeting of August 5, 2014.
 - 4. Minutes if the Traverse City Light and Power Board meeting of July 22, 2014.
 - 5. Minutes of the Historic Districts Commission meeting of July 31, 2014 and August 19, 2014.
 - 6. Report from City Treasurer/Finance Director regarding audit services and a copy of the Audit Engagement Letter from Abraham & Gaffney.
- e. Reports and correspondence from non-City officials.

None.

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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Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: MINUTES

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

- September 2, 2014, Regular Meeting
- September 5, 2014, Quorum of the City Commission
- September 8, 2014, Study Session

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

that the minutes of the September 2, 2014, Regular Meeting, September 5, 2014, Quorum of the City Commission, and the September 8, 2014, Study Session, be approved.

JJO/kes

k:\tcclerk\city commission\minutes

Minutes of the
City Commission for the City of Traverse City
Regular Meeting
September 2, 2014



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

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L. Howe, Ross Richardson, Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Estes presided at the meeting.

2. Consent Calendar

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

- a. the minutes of the August 15, 2014, Special Meeting, and the August 18, 2014, Regular Meeting, be approved.
- b. 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.
- c. 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.
- d. 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.
 - e. 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.
 - f. 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.

- g. 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.
- h. that the City Manager be authorized to issue a purchase order to Digital Payment Technologies 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.
- i. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$29,768.45 to Lemmon 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.
- j. 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.
- k. 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.

CARRIED unanimously.

Items removed from the Consent Calendar

None.

3. Old Business

3(a).

Consideration of establishing a Joint City of Traverse City and Grand Traverse County Housing Task Force.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Richardson, seconded by Budros, that the Resolution regarding participation in the Joint Housing Task Force be adopted, and that Commissioner Howe and Mayor Estes be appointed to serve on the Task force as representatives of the City of Traverse City.

CARRIED unanimously.

3(b).

Consideration of authorizing a service order for architectural and construction administration services for the Oakwood Cemetery Maintenance Building Project

The following addressed the Commission:

Jered Ottenwess, City Manager

Lauren Vaughn, Parks and Recreation Superintendent

Moved by Howe, seconded by Richardson, that the City Manager be authorized to approve a service order to Environmental Architects in the amount of \$24,000 for architectural and construction administration services required for the Oakwood Cemetery Maintenance Building Project with funds available in the Capital Improvement Funds.

CARRIED unanimously.

4. New Business

None.

5. Appointments

5(a).

Consideration of appointment of one member to the Human Rights Commission.

Moved by Carruthers, seconded by Budros, 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.

CARRIED unanimously.

5(b).

Consideration of appointment of three members to the Downtown Development Authority Board of Trustees.

Moved by Howe, seconded by Werner, 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.

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 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

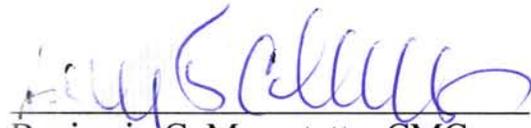
The following addressed the Commission:

1. General.

Rick Buckhalter, 932 Kelley Street
2. Mayor and City Commissioners.

Commissioner Gary Howe
Commissioner Jeanine Easterday
Mayor Pro Tem James Carruthers
Mayor Michael Estes
City Manager Jered Ottenwess

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:28 pm.


Benjamin C. Marentette, CMC
City Clerk

Approved: _____, _____
(Date) (Initials)

DRAFT

CITY OF TRAVERSE CITY



Minutes

Quorum of the City Commission

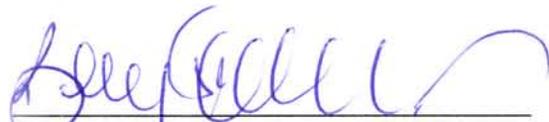
September 5, 2014

A quorum of the City Commission of the City of Traverse City was present at a tour of the building owned by the City of Traverse City at 517 Wellington Street, at 2 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary Howe, and Tim Werner.

The following Commissioner was absent: Ross Richardson.

No decisions were made; these minutes are simply to document a quorum of the City Commission was present at this tour.



Benjamin C. Marentette, CMC
City Clerk

Approved: _____, _____
(Date) (Initials)



Minutes of the
City Commission for the City of Traverse City
Study Session
September 8, 2014

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

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Ross Richardson, Tim Werner.

The following Commissioner was absent: Gary Howe.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding the National Cherry Festival.

There being no objection from the Commission, Mayor Michael Estes removed this item from the Agenda; and it was the consensus of the Commission to refer it to the September 22, 2014, Study Session.

There being no objection, Mayor Michael Estes declared a recess.

There being no objection, Mayor Michael Estes modified the order of the agenda to consider item 3 on the published agenda next and consider the remaining items in consecutive order.

2.

Discussion regarding a proposal from Grand Traverse Sports Center for use of the City-owned building at 517 Wellington Street.

Commissioner Budros made the following disclosure: she is personal friends with Darrel Rogers of Grand Traverse Sports Center and his wife Dawn; Commissioner Budros' family has played soccer and volunteered for soccer-related activities with Darrel Rogers and those now affiliated with the organization known as Grand Traverse Sports Center. Commissioner Budros' daughters grew up playing North Star soccer and one of his daughters is now a paid North Start Coach and also coaches North Star's Special Olympics Team. Therefore, while she does not have a financial conflict of interest, there may be an appearance of a conflict of interest because of a personal relationship with Mr. Rogers. Commissioner Budros asked that if any member of the Commission had an issue with her participating in this discussion and the making of a decision to respond or object now; no member of the Commission responded or objected.

The following addressed the Commission:

Darrell Rogers, Grand Traverse Sports Center
Jered Ottenwess, City Manager

3.

Presentation regarding current state of homeless and housing, by Emilee Syrewicze, JD, Executive Director of Northwest Michigan Supportive Housing, whose mission statement is ending homelessness by promoting mental wellness.

The following addressed the Commission:

Emilee Syrewicze, Northwest Michigan Supportive Housing Executive
Director

4.

Public comment

The following addressed the Commission:

Tom Mair, 612 Fifth Street

Edgar Roy, 412 South Union Street
Jim Chan, 2903 Ridge Trail Drive, Garfield Township, City business owner
Randell Billingsley, 205 Wellington
Dale Hunt, 522 East Eighth Street
Bill Smith, 205 North Oak Street
Charlene Hunt, 522 East Eighth Street, City business owner
Marc Ryan, 191 Hammond Road West, Garfield Township
Emilee Kuschell, 1226 Oakland Street
Susan Kuschell, 500 Webster Street
Sharon Neumann, 401 Washington Street
Tom Point, 2829 Ridge Trail Drive, Garfield Township, Inacomp Computer Center, Stations Condominium Association President
Harry Fischer, 545 Riverine Drive
F. Josephine Arrowood, 1167 E Darga Road, Cedar
Jeff Ross, 1167 E Darga Road, Cedar
Kathryn Stewart, 3366 Summerleaf Drive, East Bay Township, City Business Owner
Jim Stewart, 3366 Summerleaf Drive, East Bay Township, City business owner
Richard Kuschell, 500 Webster Street, City business owner
Ed Smith, 545 Webster Street
Denny Braun, 602 Washington Street
Brandon Hunt, 717 Highland Park Drive
Doug Treece, 616 East Eighth Street
Tammy Ensman, 616 East Eighth Street
Mike Akerley, 3740 Shores Beach Lane, Acme Township, City business owner
Carolyn Green, 735 Webster Street
Mark Jensen, 7675 Harrys Road, City business owner
John Scudato, 422 East State Street
Dale Neumann, 401 Washington Street
Kathy Anslow, 1408 North Orchard Drive
Andy Marek, 2875 East Railroad Avenue, Interlochen
Deni Scudato, 422 East State Street
Jerrold Jenkins, 502 Washington Street, City business owner
Jennifer Davies, 428 Washington Street, City business owner
Mark Jackier, 539 Webster Street

Rick Buckhalter, 932 Kelley Street
Christie Minervini, 604 Sixth Street, Safe Harbor
Peter Starkel, 1436 W. Outer Drive, Long Lake Township, Safe Harbor
Chairperson
Mark Stevenson, 521 Webster Street
Ryan Hannon, 2279 South Airport Road, Goodwill Industries Street
Outreach Coordinator
Krista Bedells, 422 Washington Street
Victoria Sutherland, 425 Boardman Avenue
Sean OKeefe, 448 Washington Street

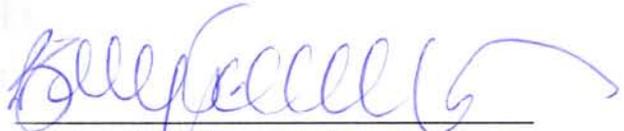
5. Announcements from the City Clerk.

Benjamin Marentette, City Clerk

City Commission public comment followed; and City Manager Jered Ottenwess addressed the Commission.

6. Adjournment.

There being no objection, Mayor Michael Estes declared the meeting adjourned at 9:51 pm.



Benjamin C Marentette, CMC
City Clerk

Approved: _____, _____
(Date) (Initials)



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: JERED OTTENWESS, CITY MANAGER

SUBJECT: SENIOR CITIZENS CENTER USE POLICY

In 2011, the City Commission authorized an agreement for Grand Traverse County to manage and operate the Senior Center, in light of a County-wide millage to fund the operations of the Senior Center.

As a housekeeping matter, the attached City Commission Policy for Senior Citizens Center Use needs to be rescinded; as the Senior Center is now operated by Grand Traverse County.

I recommend the following motion:

That the City Commission Policy for Senior Citizens Center Use, be rescinded.

JJO/bcm

K:\tcclerk\city commission\policies\senior citizens center rescission

copy: Lori Wells, Grand Traverse County Senior Center Executive Director

POLICY FOR
SENIOR CITIZENS CENTER USE

The City of Traverse City shall annually make a determination of persons who use its Senior Citizens Center on a regular basis with regard to those persons' residency. The City will accept contributions toward the operation of the Senior Citizens Center from other units of government based on this pro-rata use by their residents.

All residents of other units of government which contribute on a pro-rata basis to the operation of the Senior Citizens Center shall be considered City residents for the purpose of using the Center.



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 15,
2014

DATE: SEPTEMBER 11, 2014

FROM: ^{JO} JERED OTTENWESS, CITY MANAGER

SUBJECT: 2014 EQUIPMENT REPLACEMENT-AIR COMPRESSOR

Attached is a memo from Dave Green, DPS Director, regarding the approval to declare a 1997 air compressor surplus and approve a purchase order to AIS Construction Equipment, Inc. for a replacement air compressor.

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

that the City Manager be authorized to declare a 1997 Sullivan Air Compressor #215 surplus so that it can be disposed of, and to approve a purchase order to AIS Construction Equipment, Inc. in the amount of \$22,897.00 for the purchase of a new trailer-mounted 2014 Sullivan DF250PJD Air Compressor, with funds available in the Garage fund.

JO/jd

cc: Dave Green
Mark Jones

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director 
DATE: September 4, 2014
SUBJECT: 2014 Equipment Replacement

Bids were solicited for and received on a replacement air compressor to be used by our Water and Sewer Maintenance Division Staff. Two bids were opened with the following results:

- AIS Construction Equipment, Inc. \$22,897.00
- Hammersmith Equipment Company \$25,400.00

Please request City Commission approval to issue a purchase order to AIS Construction Equipment, Inc. of Williamsburg in the amount of \$22,897.00 for the purchase of a new trailer mounted 2014 Sullivan DF250PJD Air Compressor.

Also, please request that the City Commission declare our 1997 Sullivan air compressor # 215, surplus so that it may be disposed of.

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

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND
2014--15 Vehicle Replacement Schedule

Department	Vehicle Description	Estimated Replacement Costs
Police	2008 Ford Crown Vic.	\$ 26,500
Police	Ford Crown Vic. Patrol Vehicle	26,500
36 Police	Harley Davidson Patrol	20,000 18,450
37 Police	Harley Davidson Patrol	20,000 18,450
46 Hickory/Marina	Ford Ranger	28,000 25,678
49 Street	Ford F450 Dump	60,000
57 Park	Chevrolet S10 Pick up	27,500 19,214
70 Street	Chevrolet C&C W/util. Body	65,000
80 Park	Chevy Van	75,000 25,131
82 Water Dist.	Ford C&CF250	32,000
91 Park	F350 Dump	55,000
98 Street	Ford L9000 Plow/Dump	210,000
121 Park	Dakota Pickup	27,500 19,214
128 Street	F350 Dump Wplow	60,000 23,936
Street	Komatsu WA 200-6 2Yd. Loader	168,000
Street	Komatsu WA 200-6 2Yd. Loader	168,000
Park	Bomardier Traxter (Hickory)	13,000
Street	Holder C9700	176,000
155 Street	Caterpuillar 950H 4 Yard Loader	260,000 280,240
TCPS	John Deere 445	40,000
Street	Western Star 4700 Dump,U.Body,Plow	275,000
Street	Solartech Flashing Arrow	10,000
215 Water Dist.	Sullivan Air Compressor	25,000
Park	Bean 2020 Sprayer	6,000
Street	Swensen Sander Body	20,000
Street	Swensen Sander Body	25,000
Street	Holder 50" Snow Blower	7,500
Street	Holder 50" Snow Blower	7,500
Street	Holder 50" Snow Blower	7,500
Park	Holder Broom	7,500
Street	Holder Flail Mower	8,000
Park	Holder Flail Mower	8,000
Street	Holder Broom	8,000
275 Street	Wasau Front Plow	9,000
283 Street	Gledhill Front End Plow	9,000
283 Street	Asphalt Paver <i>RECYCLER</i>	200,000 79,900
Estimated Total Replacement Cost		<u>\$ 2,191,000</u> ✓

 = already purchased for 2014-2015



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 15,
2014

DATE: SEPTEMBER 11, 2014

FROM: *JO* JERED OTTENWESS, CITY MANAGER

SUBJECT: SALT PURCHASE

Attached are memos from Director of Public Services Dave Green and Streets Superintendent Mark Jones, requesting that a purchase/service order be issued to North American Salt Company for winter salt. Additionally, some Commissioners have inquired about the practice of the City's application of salt – for your information, attached is the Streets Divisions' recently revised Salt/Sand Management Policy.

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

that the City Manager be authorized to issue a purchase/service order to North American Salt Company in the amount of \$70.78 per ton for approximately 2,000 tons of road salt, totaling approximately \$141,560.00, more or less, and an additional amount of \$71.05 per ton for approximately 500 tons of backup salt, totaling approximately \$35,525.00, more or less, for the 2014/2015 season, with funds available in the highway maintenance accounts.

JO/jd

cc: Dave Green, Director of Public Services
Mark Jones, Streets Superintendent

K:\tclerk\city commission\purchase orders\salt purchase 2014 2015 season

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: September 4, 2014
SUBJECT: 2014-15 Salt Purchase

Attached is a memorandum from Mark Jones, Streets Superintendent, requesting approval to expend funds for the purchase of winter road salt.

Remember that we actually had to place our order for salt in the spring in order to benefit from the State of Michigan extended purchasing program, so the City Commission approved our order for salt in February. The company that was the lowest bidder in the State this year was North American Salt Company, at the prices listed in Mark's memorandum.

Even while being the lowest bidder, their per ton unit price of \$70.78 is \$15.15 more per ton than last year's price due to the huge demand this past winter put on the supply side.

Please request City Commission approval of a purchase/service order to North American Salt Company in the amount of \$141,560.00 for road salt and an additional \$35,525.00 for backup salt with funds available in the highway maintenance accounts.

Memorandum

To: Dave Green, Director of Public Services
From: Mark Jones, Street Department Superintendent
Date: 08-28-14 
Subject: 2014/15 Road Salt Order

In February, 2014 we asked the City Commissions approval for a commitment to order winter salt. We requested 2000 tons early delivery of bulk salt and 500 tons of seasonal back up salt through the State of Michigan extended purchasing service. The State of Michigan takes bids for bulk deliveries with drop points to various government agencies, thus providing the best possible delivered price.

North American Salt Company was the low bid for early fill delivery and back up delivery. Please request the City Commission's approval for two separate purchase orders to North American Salt Company, for approximately 2000 tons of early fill road salt to be delivered to our yard at the cost of \$70.78 per ton, and approximately 500 tons of back up salt to be delivered to our yard at the cost of \$71.05 per ton.

Please see chart to follow which shows the increases and fluctuation of salt prices through the years mainly do to fuel prices and heavy salt use across the State do to the past hard winter.

Funds are budgeted in Street Divisions and Highway Maintenance accounts for these purchases.

Salt Early Delivery and Backup Salt Delivery

		Tons Ordered			Annual Total Cost
2006	Early Delivery	1500	\$39.41 per ton	\$59,115	
2007	Backup Delivery	500	\$40.41 per ton	\$20,205	\$79,320
2007	Early Delivery	1500	\$40.80 per ton	\$61,200	
2008	Backup Delivery	500	\$41.80 per ton	\$20,900	\$82,100
2008	Early Delivery	2000	\$48.14 per ton	\$96,280	
2009	Backup Delivery	300	\$49.32 per ton	\$14,796	\$111,076
2009	Early Delivery	2000	\$59.17 per ton	\$118,340	
2010	Backup Delivery	300	\$60.67 per ton	\$18,201	\$136,541
2010	Early Delivery	2000	\$61.24 per ton	\$122,480	
2011	Backup Delivery	300	\$62.79 per ton	\$18,837	\$141,317
2011	Early Delivery	1500	\$65.95 per ton	\$98,925	
2012	Backup Delivery	500	\$65.68 per ton	\$32,840	\$131,765
2012	Early Delivery	1000	\$65.61 per ton	\$65,610	
2013	Backup Delivery	300	\$65.35 per ton	\$19,605	\$85,215
2013	Early Delivery	1500	\$55.63 per ton	\$83,445	
2014	Backup Delivery	500	\$55.41 per ton	\$27,705	\$111,150
2014	Early Delivery	2000	\$70.78 per ton	\$141,560	
2015	Backup Delivery	500	\$71.05 per ton	\$35,525	\$177,085

**TRAVERSE CITY STREETS DIVISION
SALT/SAND MANAGEMENT POLICY
2014/2015**

In 2009, the City of Traverse City/City Commission approved the City of Traverse City MASTER PLAN. The Master Plan consists of numerous elements one being the Natural Resource Element. In this element, Objective 4: Manage the City's public land, right-of-ways and facilities to protect water quality. Contained in this objective is a bullet point that states the City will regularly review street cleaning and salt/sand application procedures for best management practices to protect water quality.

The objective and goal of this city wide salt/sand management policy is to provide a framework for the Streets Division to maintain a safe, efficient roadway system during winter storms in a cost effective manner while recognizing their obligation to do so in the most environmentally sensitive manner practicable.

Priority Routes

1st State Trunkline within the City limits: The State Trunkline is the first priority to be maintained. The M-DOT (north region) level of service or goal is to provide a pavement surface over its entire width generally bare of ice and snow. This work is accomplished by using overtime as necessary and monitored and maintained 24-7 through the winter. (Map # 1)

2nd Primary Emergency Route: Consists of mostly major streets. The level of service or goal is to provide a pavement surface bare of ice and snow in the driving lanes and turn lanes. This work is accomplished by using overtime as necessary and is monitored and maintained 24-7 throughout the winter. (Map # 2)

3rd Local streets: The level of service is to remove the snow, allowing a hard pack/mat to form, and to spot sand at street intersections and alley intersections. Dangerous access conditions may dictate use of more material on entire length of street. Local streets normally will be maintained only on weekdays, overtime use when full call out is ordered at approximately 3 to 4 inches of snow accumulation. Wind conditions causing drifting could change the accumulation call out. Depending on snow accumulations on weekends local streets may be plowed and sanded if necessary. (Map # 3)

4th Alleys: Level of service is to remove the snow, allowing a hard pack/mat to form. Salt/sand will only be used during dangerous conditions or if alley is heavily traveled. Normally spring condition will call for salting of alley approaches to help remove ice pack.

Best Management Practices used by the DPS During Snow and Ice Removal Operations

BMP Development:

- City DPS has developed the following Best Management Practices that best fit our particular climate and typical storm pattern. They have been revised, modified and added to centered on real time experience, research, training and peer input including MDOT, APWA, and the Grand Traverse County Road Commission.

Salt/Brine Storage and Handling:

- All salt will be stored in salt barns that include concrete floors upon delivery. We no longer store salt outside covered by tarps.
- To keep handling area clean of spilled salt and/or chemicals we have a large concrete pad where mixing of salt and sand takes place, after mixing material it is put back into one of the two salt barns. The concrete pad is set up with a storm drain man hole and a sanitary manhole. When we have salt deliveries or the mixing and/or loading of salt occurs, we put a solid cover on the storm drain manhole and a perforated cover on the sanitary manhole so that any runoff is controlled and enters our sanitary sewer system and then treated at our Waste Water Treatment Plant. Once snow and ice control operations are complete for the year and the yard is cleaned up we switch the perforated cover back to the storm man hole. This helps prevent any salt from entering our storm system.
- We have improved our brine tanks to include an environmentally safe four foot high block wall to contain any brine if we were to have a leak.



Snow Storage:

- Direct depositing of snow into rivers or water courses is prohibited.
- Locate snow storage areas away from rivers and water courses in locations that have well drained, sandy soils suitable for filtering.
- Plan snow storage area cleanup a.s.a.p. after snow has melted in spring to reduce the potential release of contaminants from the site to surrounding areas.

Road Salt Application:

- Identify sensitive areas near rivers and water courses and educate snow plow drivers to turn off spreaders when operating within these areas.
- Ground speed controllers should be used for all spreaders.
- When using straight salt, spreader speed shall be set to 0 to help control salt from bouncing of the roadway.
- When using 50/50 mix of salt and sand driver will adjust spreader speed to ensure proper lane width coverage is achieved while minimizing salt bounce.
- All sanders are calibrated every season before use by testing the trucks on board computers along with performing corresponding weight testing.
- Review level of service and application rates for weather types and road types prior to winter on an annual basis.
- Use straight road salt (NaCl) only if the pavement temperature is over 15 degrees F° and rising. When temperature drops below that salt is replaced with a 50/50 mix of salt and sand. The sand will provide grit for traction and the salt will help melt some ice and will prevent the damp sand from freezing in the hopper. Hills/intersections are the main focus area.
- Review salt/sand ratios and location used on an annual basis, and recalibrate as needed.
- Maintain plow and spreading equipment according to established fleet maintenance program.
- After winter storm events, determine the amount of materials used, area covered & results gained.
- Explore alternatives and conduct trials as new chemical alternatives are introduced.

Application Pattern:

The proper spreading pattern is dependent upon traffic density and highway design. The type of storm dictates frequency of application, the type of de-icing compound, and the total amount of de-icing compound necessary. The following methods for salt application patterns have been proven to work best in our region based on experience, training and peer communications:

- Windrow application is typical of two-lane pavements with low to medium traffic. A 4 to 8 foot application down the center line allows for good traction under at least two wheels.
- Traffic flow will move the brine towards the shoulders, gradually melting the entire road width. Full-width spreading should be done on multi-lane pavements with medium to high traffic volumes. Care must be used in full width spreading not to waste or over-apply salt.
- A strong wind blowing across a street or highway can cause salt to drift into gutters or shoulders as it comes out of the spreader. Operators should be aware of wind conditions and spread accordingly on the up wind side.
- Salt brine will flow down and across a banked curve. Spreading salt on the high side of the road will allow gravity to pull the brine to the low side of the road.

Supervising and Training Staff:

The following principles are included in staff training programs:

- The application of salt and salt alternatives should not be substituted for plowing.
- The best designed spreader equipment is employed to avoid scatter and waste.
- Proper calibration techniques and abilities.
- Ideally, the same crew member should be assigned to the same plow route to ensure efficiency in snow clearing and salt use.

Maintenance of Equipment:

- Proper equipment maintenance is critical to ensure proper operation and efficiency of conveyors and spreaders.
- Keep a good inventory of critical spare parts in order to repair trucks, assuring the correct calibration and volume of salt used during storm remains consistent.

North Region Winter Level of Service for 2011-2012

Guide for Snow and Ice Control

Priority Level I (ORANGE)

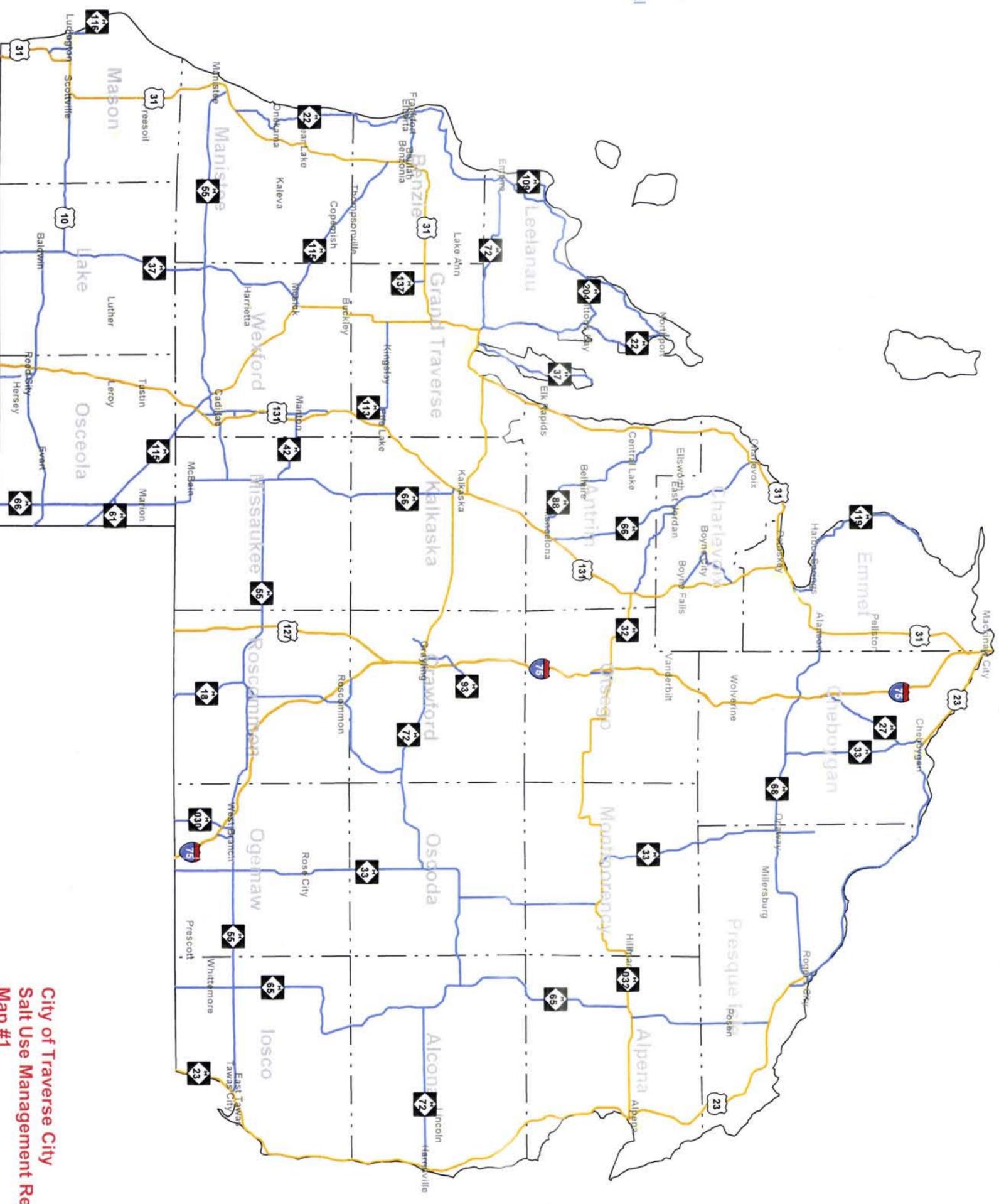
Provide maintenance service as appropriate under prevailing weather conditions, with a goal of providing a pavement surface over its entire width generally bare of ice and snow. This work may be accomplished using overtime as necessary.

Clearing the pavement bare of ice and snow over its entire width will be a continuous process during and after the snow event using overtime as necessary.

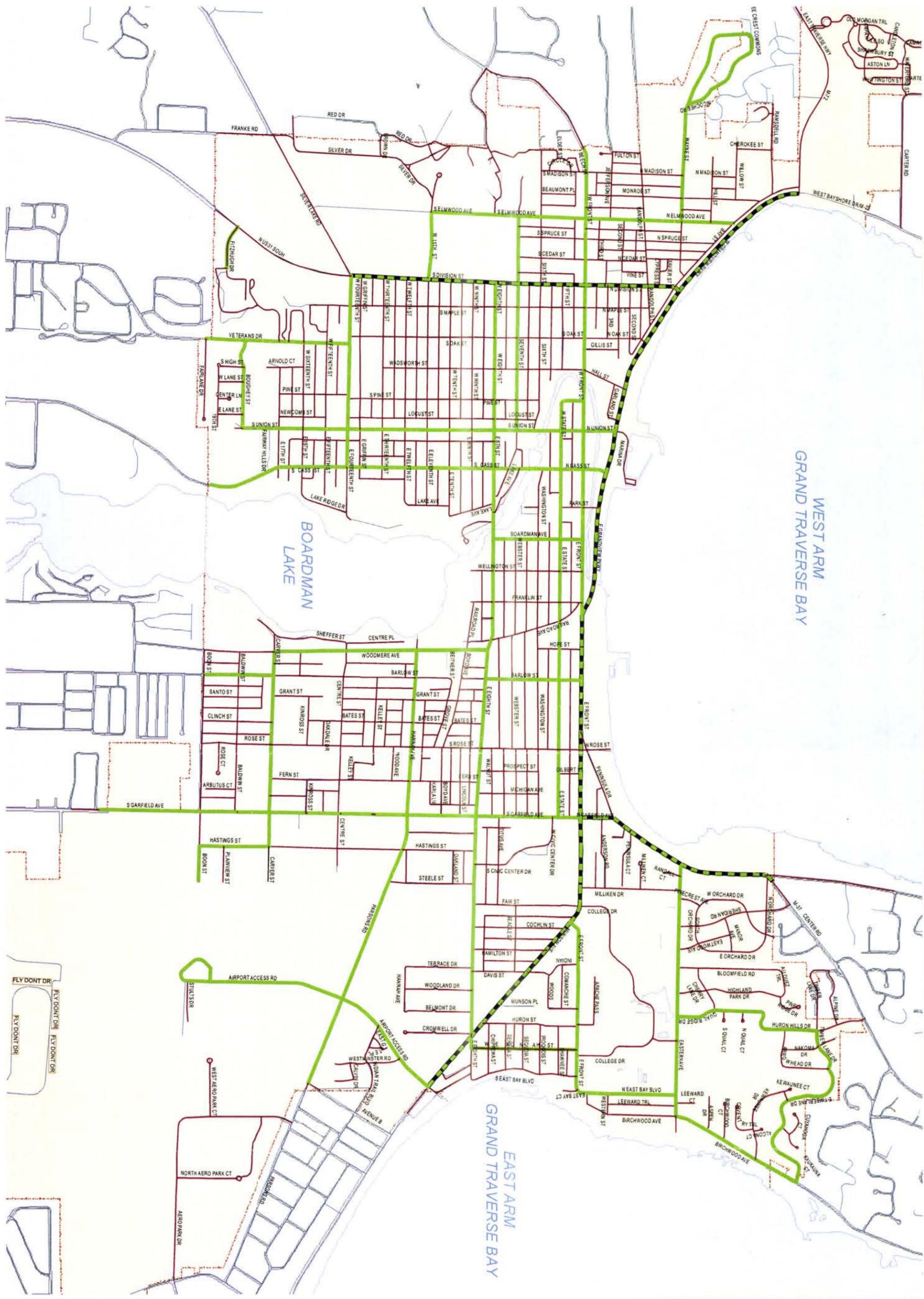
Priority Level II (BLUE)

Provide maintenance service as appropriate under prevailing weather conditions, with a goal of providing a pavement surface generally bare of ice and snow in the center portion wide enough for one-wheel track in each direction. This work may be accomplished using overtime as necessary during a winter storm event.

Clearing the pavement bare of ice and snow over its entire width will be accomplished as soon as reasonably possible after the winter storm event, without working overtime.



2014-2015 PRIMARY/EMERGENCY PLOW ROUTE MAP



Asset Management
City of Traverse City

Legend

- STATE TRUNKLINE
- PRIMARY/EMERGENCY
- other city streets

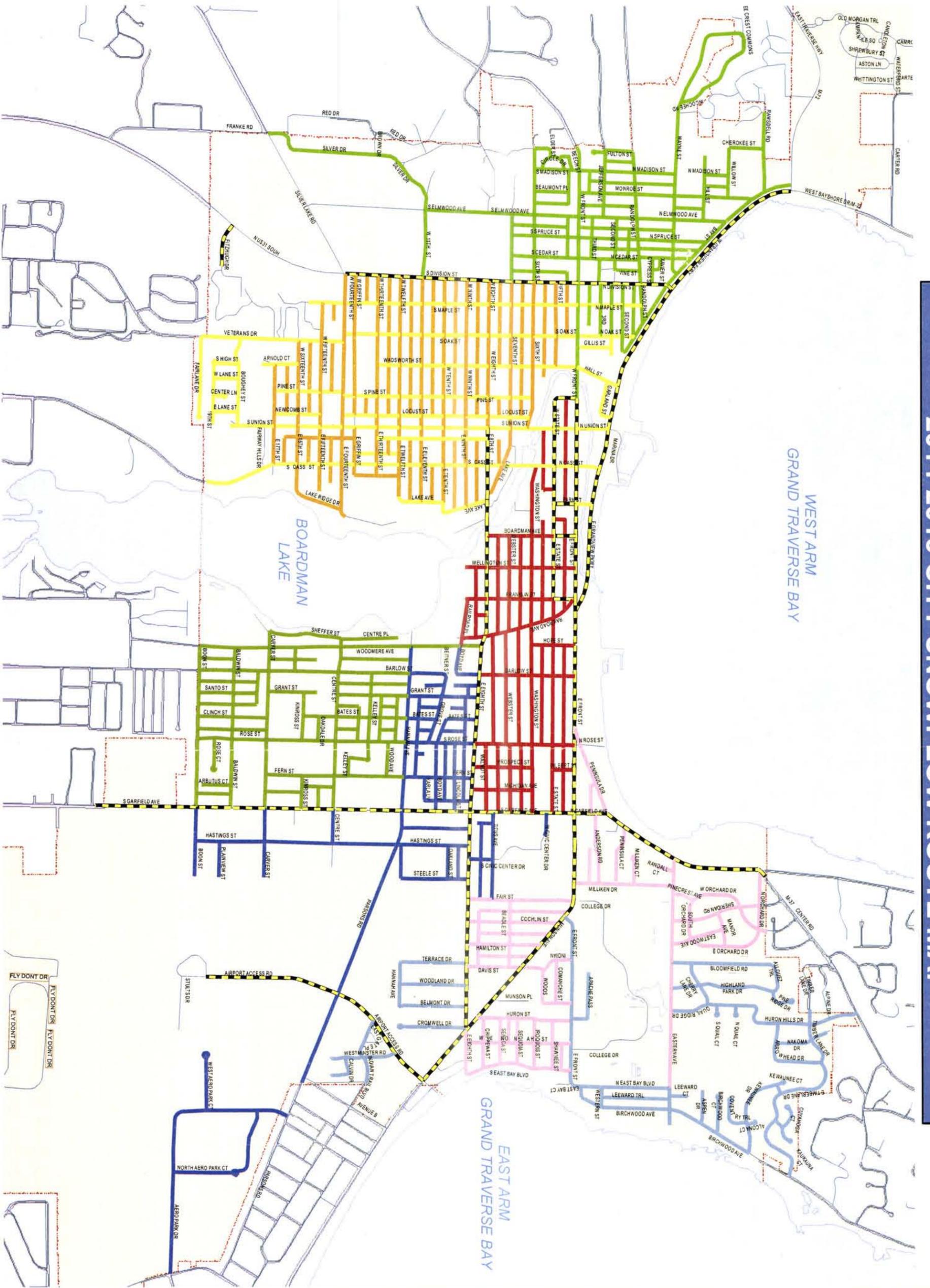
SALT USE MANAGEMENT PLAN MAP #2



8-08-14 JPT

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

2014-2015 CITY SNOWPLOW ROUTE MAP



Asset Management
City of Traverse City

SNOW PLOW ROUTES Plow Route Truck No.

- 1 99 Dale
- 2 103 Ken L.
- 3 107 Tom
- 4 98 Mark
- 5 104 Stephanie
- 6 177 Ken A.
- 7 105 Brian
- 8 172 Cam
- 9 100 Rob H.
- other city streets
- Primary Route

SALT USE MANAGEMENT PLAN MAP #3



8-08-14 JPT

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



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: AGREEMENT FOR LEGAL SERVICES – *ELMER'S CRANE and DOZER v CITY OF TRAVERSE CITY*

Attached is a memo from City Attorney Lauren Tribble-Laucht recommending an amendment to the agreement for legal services previously authorized with Plunkett & Cooney regarding the above matter be amended to increase the cap on the fee for services provided.

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

that the Mayor and City Clerk execute an amendment to the agreement for legal services with Plunkett & Cooney (originally authorized August 5, 2013) in connection with *Elmer's Crane and Dozer v City of Traverse City*, to increase the cap on services to \$39,302.10, with funds available in the City Commission Budget, such amendment 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 elmers

Memorandum

The City of Traverse City



TO: City Commission
COPY: Jered Ottenwess, City Manager
FROM: Lauren Tribble-Laucht, City Attorney *LL*
DATE: September 5, 2014
SUBJECT: Agreement for Legal Services – Elmer’s

On 8/5/13 the City Commission authorized an agreement for legal services with Plunkett & Cooney regarding the dispute resolution process in the Elmer’s Phase I Resurfacing Project matter. The Commission approved an initial not to exceed amount of \$25,000. While we worked closely with Plunkett & Cooney to monitor costs, and were successful in doing so through the invoice just preceding the arbitration hearing, the final billing exceeded the authorized amount, due in part to costs associated with the hearing (i.e. copying, deposition transcripts, travel and witness fees). Therefore I recommend that the agreement be amended to increase the cap to \$39,302.10, which is the total amount due to Plunkett & Cooney regarding this matter including final invoice. Please let me know if you have questions. Thank you.



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ^{sb} JERED OTTENWESS, CITY MANAGER

SUBJECT: PAY STATION SIGNAGE

Attached is a memo from Parking Services Administrator Nicole VanNess recommending a purchase order for 280 signs to be installed which would mark each parking space number that could be paid for using a pay station. In other words, the signage identifies the space number which patrons would enter into the pay station when paying for their parking.

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

that the City Manager be authorized to issue a purchase order in the amount of \$8,680 plus shipping, to Valley City Signs for 280 signs to be installed to identify the space number patrons will enter into the pay station when paying for their parking, with funds available in the Parking System Fund.

JJO/bcm

K:\tcclerk\city commission\purchase orders\pay station signage

copy: Rob Bacigalupi, Downtown Development Authority Executive
Director
Nicole VanNess, Parking Services Administrator

memo



Traverse City Parking Services

To: Jared Ottenwess, City Manager
From: Nicole VanNess, Parking Administrator
Date: September 9, 2014
Re: Purchase of Pay By Space Signage

We are in the final stage of the preparation for the multi-space pay station installation, and recently sought received bids for pay by space signage. This signage will identify the space number that patrons will enter into the pay station when paying for their parking.

The bid requirements included six key design elements; hour limit indicator (30 min, 2 hour, 4 hour, etc.), space number, universal parking symbol, informational text on front and back, designated area to affix handicap stickers and designated area to affix Parkmobile stickers. The signs will be installed by our staff using mounting bracket on the existing meter posts.

We received two bids. A committee comprised of Nick Viox, Colleen Paveglio, Mike Helferich, and myself reviewed the minimum bid requirements and options. Our decision was based on the single space 6" X 8" signs rather than dual space signage 12" X 8". Single space signs allow the flexibility to add or remove space signs when the physical number of spaces increases or decreases in a pay station location rather than having to reorder signs.

We recommend the City Commission approve the purchase of 280 individual stall ID signs from Valley City Signs in an amount of \$8,680 plus the cost of freight with available funds from the Parking System fund.

cc: Rob Bacigalupi, DDA Executive Director



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ^{JO} JERED OTTENWESS, CITY MANAGER

SUBJECT: REQUEST – BONNIE ADAMS – VACATION OF UNIMPROVED ALLEY LOCATED ON 1400 BLOCK OF EIGHTH STREET

Attached is a memo from Russell Soyring, City Planning Director, indicating the Planning Commission's recommendation that a request from Bonnie Adams, 441 Fair Street, to vacate the north 12.5 feet by approximately 65 feet of the dead-end alley that is a portion of an east/west alley north of the 1400 block of East Eighth Street.

I recommend that the City Commission adopt the following motion which would schedule the request for a public hearing on Monday, October 20, 2014:

that the Resolution Deeming it Advisable to Vacate Certain Unimproved Alley, as recommended by the City Planning Commission, be adopted, which schedules a public hearing for October 20, 2014.

JJO/kjl

K:\tcclerk\city commission\vacations\PHSchedule_Adams_2014

copy: Bonnie Adams, Applicant
Timothy Lodge, City Engineer
Russell Soyring, City Planning Director

Memorandum

The City of Traverse City
Planning Department



TO: Jered Ottenwess, City Manager

FROM: Russell A. Soyring, Planning Director *Russ Soyring ml*

DATE: September 8, 2014

SUBJECT: Request from Bonnie Adams to vacate a portion of an unimproved alley on the 1400 Block of Eighth Street

In November 2013, the Planning Commission considered a request by Bonnie Adams, 441 Fair Street, to vacate a portion of unimproved alley near the corner of 8th and Fair Streets. The alley requested to be vacated provides vehicular access to 449 Fair Street and could provide formal access to 1409 East Eighth Street. 1409 East Eighth Street is served by a driveway on East Eighth Street. The alley falls within a TC-3 Traditional Neighborhood.

Last year, City Departments reviewed the request and were supportive provided that utility easements are provided on the vacated portion of the alley. The Planning Department was supportive of the request provided an ingress/egress easements are recorded for 449 Fair Street and 1409 East Eighth Street. However, due to the difficulty providing access for 449 Fair and 1409 8th St by vacating the entire alley, Ms. Adams, upon consultation with Russ Soyring and Lauren Tribble-Laucht, has amended her alley vacation request to be only the northern ½ of the alley (see attached map), thus ingress/egress for 449 Fair and 1409 E. Eighth Street are still provided by the remaining southern ½ of the alley.

City Departments reviewed the amended request and are supportive provided that utility easements are provided on the vacated portion of the alley.

At the July 1, 2014 Planning Commission meeting staff was asked to verify how the vacated alley would be divided and to provide a better map depicting the subject city alleyway. After conferring with Lauren Tribble-Laucht, City Attorney if the alley is vacated as shown in the highlighted area on the attached map, the vacated portion of the alleyway would go entirely to the parcel addressed 441 Fair Street. Staff was also able to determine that should a person access property at 1409 East Eighth Street via the alley, it is theoretically possible to turn a full size vehicle with a 20-foot boat on a trailer around in the rear yard. This assumes any trees or other obstructions are removed.

The Michigan Municipal Planning Act states that a master plan shall include those subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction. Included in the list of subjects is the vacating or extension of streets. The Traverse City Master Plan mentions alleys as part of the infrastructure that is characteristic of a TC-3

Neighborhood. Although, formal review by the Planning Commission is not required, as a matter of practice, the Planning Commission has reviewed street and alley vacations since it impacts land use and circulation patterns. According to the Planning Commission Rules and Procedures, the "(Planning) Commission may hold a public hearing as is deemed advisable for public street and alley vacations and openings." The City Commission is the body that formally makes a decision by resolution after holding a public hearing. At the August 5, 2014 meeting, the Planning Commission set a Public Hearing on the subject for September 3, 2014. The Planning Department received 14 letters in response to the Public Notice mailing, all in favor of the vacation request.

At the Public Hearing on September 3, 2014, 5 individuals made public comment, 3 expressed support, 1 made general comments and 1 expressed opposition.

The following action was taken by the Planning Commission:

Motion by Commissioner Easterday, second by Commissioner Warren, that the request from Bonnie Adams, of 441 Fair Street, to vacate a portion of an east/west alley north of the 1400 block of East 8th Street provided utility easements are provided be hereby approved by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

Commission discussion included the possibility of reducing the alley vacation width to allow for better ingress/egress to 1409 E. 8th Street. Staff concluded that they do not object to a reduction in the alley vacation size adjustment if the applicant makes such an offer.

- Bonnie Adams, 441 Fair Street, applicant, stated that she was willing to further reduce her alley vacation request to approximately 12.5 feet by 65 feet.

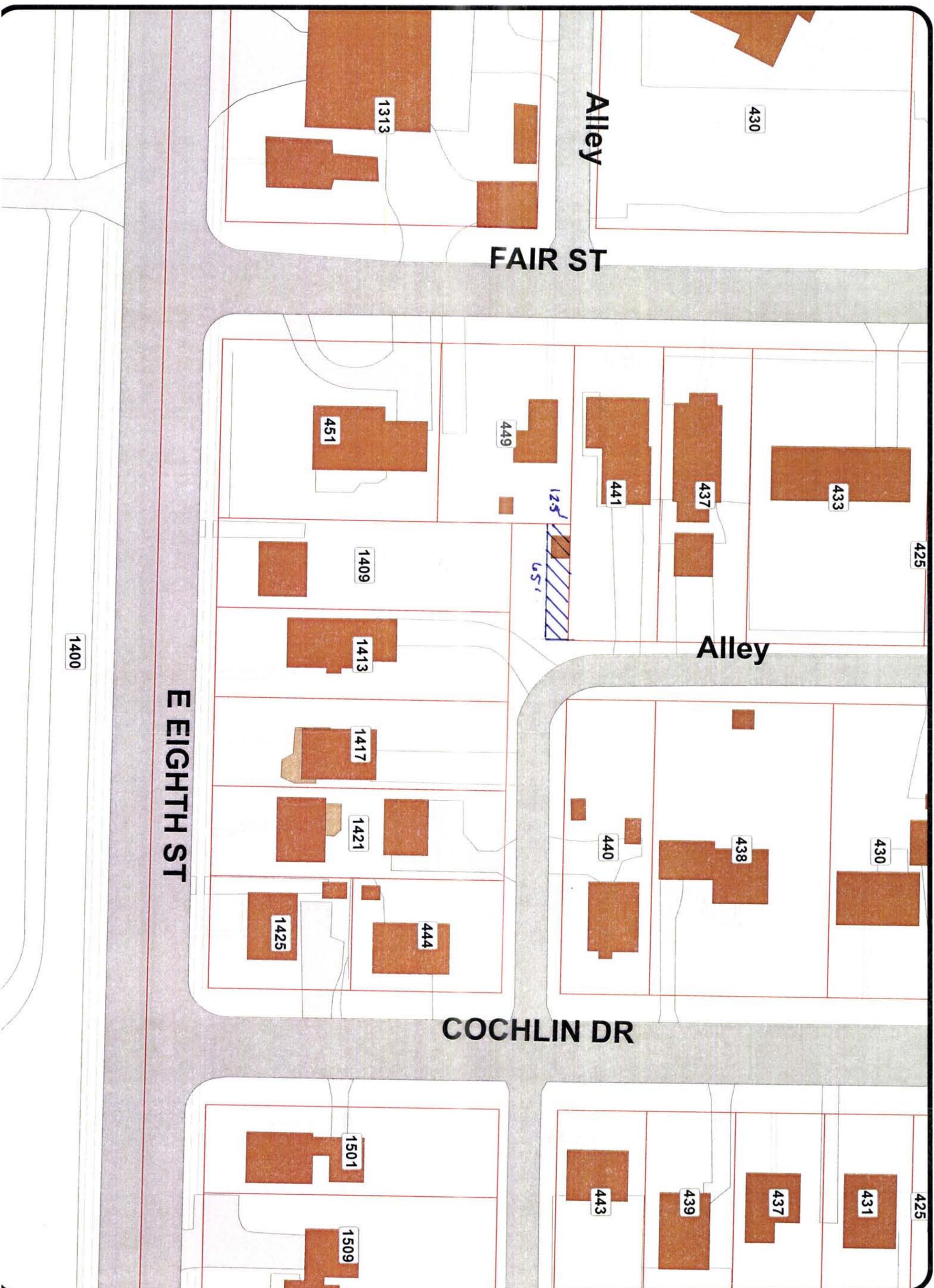
Moved by Commissioner McNally, seconded by Commissioner Easterday, that motion be amended to vacate the north 12.5 feet by approximately 65 feet of the dead-end alley that is a portion of an east/west alley north of the 1400 block of East 8th Street.

Motion carried 7-0 (Chairperson Serratelli and Commissioner Twietmeyer absent).

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

RAS/ml

Attachments: Map of alley vacation




Alley vacation
area

Legend
Road Names
Parcel



1 inch = 50 feet

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



CITY OF TRAVERSE CITY
RESOLUTION DEEMING IT ADVISABLE TO VACATE CERTAIN UNIMPROVED
ALLEY

- Because,** the City has received an unimproved alley vacation request from Bonnie Adams regarding the parcel of property described below; and
- Because,** the request has been reviewed by the City Planning Department and City Engineer and the appropriate fee has been paid by the applicant; and
- Because,** a review of title documents indicates that the property which is the subject of this request is an unimproved, platted alley.
- Resolved,** by the City Commission of the City of Traverse City, Michigan, that this Commission deems it advisable to vacate the north 12.5 feet by approximately 65 feet of the dead-end unimproved alley that is a portion of an east/west alley north of the 1400 block of East Eighth Street, located in the City of Traverse City, Grand Traverse County, Michigan, which is more fully described below:

Commencing at the Southwest corner of Lot Thirty-three, Foster & Crotser's Addition, thence East one hundred feet to the point of beginning, thence East 65 feet to the West line of the platted north-south alley, thence 12.5 feet South, thence sixty-five feet West, thence 12.5 feet North to the point of beginning; reserving unto the City of Traverse City the right to install and maintain public utilities.

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

1. All utility easements of record shall be provided.

Be it further resolved, that a public hearing on the proposal to vacate said right-of-way be held Monday, October 20, 2014, at 7:00pm to be held in the Commission Chambers, 2nd Floor, Governmental Center. Objections to the proposed action may be filed in writing to the City Clerk, 400 Boardman Avenue, Traverse City, MI 49684, at any time prior to said meeting.

I hereby certify that the above resolution was adopted by the City Commission at a regular meeting held on Monday, September 15, 2014 at the Commission Chambers, 2nd Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Benjamin C. Marentette, CMC, City Clerk

Prepared by:

Lauren Tribble-Laucht, City Attorney
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440

When recorded return to:

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



The City of Traverse City

Communication to the City Commission

FOR THE CITY COMMISSION REGULAR MEETING OF SEPTEMBER 15,
2014

DATE: SEPTEMBER 11, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: WASTEWATER TREATMENT PLANT MEMBRANE
TANK #1 COATING PROJECT

Attached are memos from Director of Public Services Dave Green and CH2M Hill Operations Supervisor Elizabeth Hart, recommending the City include the removal of the existing wall coating and the application of a new wall coating system to Membrane Tank #1 as part of the Membrane Cassette Replacement Project.

CH2M Hill obtained informal quotes; however, because sealed bids were not obtained, the City Commission needs to waive the competitive bidding process.

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

that the competitive bidding process be waived; and that the City Manager be authorized to issue a confirming service order to Quality Maintenance Contractors, Inc. in the amount not to exceed \$27,391.00 for the removal and application of the required coating for Membrane Tank #1 at the Traverse City Wastewater Treatment Plant, with funds available in the Sewer Fund, with reimbursement of 50% of the cost by the participating townships.

JJO/bcm

copy: Dave Green, Director of Public Services

Elizabeth Hart, CH2M Hill Operations Supervisor

K:\tcclerk\city commission\service order\wastewater treatment plant tank coating project

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Dave Green, DPS Director *DG*
DATE: September 8, 2014
SUBJECT: Wastewater Treatment Plant Membrane Tank # 1 Coating Project

This memorandum is to request that we include the removal of the existing wall coating and the application of a new wall coating system to Membrane Tank # 1 as part of the Membrane Cassette Replacement Project. In preparation of replacing Membrane Train # 1 CH2MHILL drained the tank and immediately noticed some peeling and blistering on the walls and floor of the tank. Once the tank was dry a detailed examination was conducted and it became evident that the entire tank requires a total recoating. This work needs to be completed before the new membrane is installed, which, as you know, is scheduled for October of this year. Therefore, because of the time crunch, CH2MHILL was unable to advertise and receive sealed bids for the work.

Attached please find a memorandum from CH2MHILL explaining the situation in greater detail and also their recommendation to go with the attached proposal from Quality Maintenance Contractors, Inc. to do the work.

Also, the coating process and materials used has been be vetted through GE, the membrane manufacturer, in order to maintain the 2 year warranty we have on the membranes.

Therefore, please request that the City Commission waive the competitive bid process and also that they grant the approval to issue a confirming service order in the amount not to exceed \$27,391.00 to Quality Maintenance Contractors, Inc. for the removal and application of the required coating for Membrane Tank #1 at the Traverse City Wastewater Treatment Plant with funds available in the Sewer Fund with reimbursement of 50% of the cost by our Township partners.



CH2MHILL

MEMORANDUM

TO: Dave Green
FROM: Elizabeth Hart
DATE: September 9, 2014
SUBJECT: Train 1 Coating

CH2M Hill has recommended the replacement of the epoxy coating in the concrete membrane tank associated with Train #1 at the Traverse City Regional Wastewater Treatment Plant. A new protective coating needs to be installed before the installation of the new membrane cassettes, which is scheduled in October 2014. The one quote we received was from the only vendor that could provide the product we need in the time frame aloud. Scott Zenner, our maintenance supervisor, has worked hard to find the right tank coating product and obtain quotes from different vendors for coating tank 1 with that product. The product that he has identified as being the best for this application is a Plural Compound System. Scott contacted, Quality Maintenance Contractors, KOOI Industrial Painting, National Coating, and Plumber's Environmental for quotes. Plumber's Environmental did not want to submit a quote because of the limited lead time involved with the project. KOOI Industrial Painting, and National Coating do not provide the Plural Compound System we need. Quality Maintenance Contractors was the only company that could provide us with the product we need, in the time frame that is required to compliment the membrane replacement schedule.

Quality Maintenance Contractors, Inc. (QMC) would conduct the removal of the epoxy coating, prep the concrete surfaces and install a new Modified Polyamine Epoxy coating (Tnemec series 435/ Perma-Glaze).

The cost of the recoating project is \$26,541.

An additional \$850 cost will be incurred for media and chip disposal by QMC.

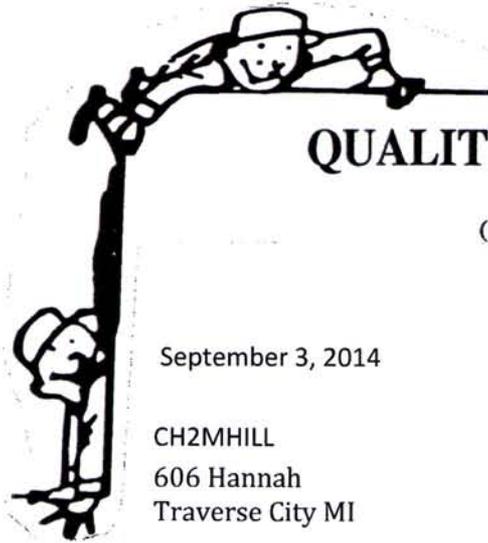
Heat to maintain 50 degree F temperature to apply the product to will be provided at an additional cost if required.

To minimize the final cost of the recoating project, CH2M Hill recommends that QMC directly bill the City of Traverse City.

CH2M Hill will provide technical and labor support from its operational budget to QMC personnel to facilitate the completion of the recoating project.

In respect to the 2 yr. warranty for the membranes, I contacted Chris Wong, the head of the membrane replacement project for GE, and he has informed me that this coating will not void the warranty on the new membranes unless it fails and begins to flake and the flaking is seen as the source of membrane failure.

Please contact me with any further questions.



QUALITY MAINTENANCE CONTRACTORS, INC.

219 West River Road • Muskegon, MI 49445
(231) 719-2288 • 1-800-249-1084 • Fax #: (231) 719-9466

September 3, 2014

CH2MHILL
606 Hannah
Traverse City MI

Proposal Number: C-090314-4

Attention: Mr. Scott Zenner

Reference: Prepare and install Tnemec Series 435 Perma-Glaze Liner in the #1 Membrane Filtration Tank

Quality Maintenance Contractors, Inc. agrees to provide all materials, equipment, labor, supervision and insurance to perform the following outline of work.

1. Cover and protect the area as needed.
2. Set up for confined space entry rescue.
3. Power wash the tank interior to remove the loose and deteriorated existing coating.
4. Mechanically abrade the concrete by abrasive blasting with black beauty media and diamond wheel grinding.
5. Remove the blast media and vacuum tank interior clean, place debris into dumpster provided by CH2MHILL.
6. Apply Tnemec Series 218 mortar as needed to any spalled areas or voids deeper than ¼ inch.
7. Prime the walls and floors with Tnemec Series 201 Epoxy Primer.
8. Apply a 20 mil coat of Tnemec Series 435 Perma-Glaze Epoxy to the walls and floor.
9. Apply a 20 mil finish coat of Tnemec Series 435 Perma-Glaze to the walls and floor.
10. Perform Spark test to check for and repair any pinholes in the coating.
11. Remove the protective coverings.

Total Cost = \$26,541.00

Note: If QMC provides the dumpster and disposal costs please add \$850.00

Note: Minimum application temperature is 50 degrees F. The quote does not include any costs for supplying heat to cure the coating. If heat is required due to weather conditions, it is an extra.

Thank you for allowing our firm to quote this work to you. If you have any questions, please call.

Sincerely,

Chad Carlson



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: GPS UNIT – FOR SAW GRANT PURPOSES

Attached is a memo from Asset Management/GIS Analyst Larry LaCross, recommending a purchase order for a global position system (GPS) unit which will collect data necessary for Stormwater and Wastewater (SAW) Grant purposes; additionally, the geographic information collected by this unit will be retained in our GIS system for each utility network.

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

that the City Manager be authorized to issue a purchase order to Michigan Surveyors Supply in the amount of \$7,460 for a Trimble Geo7X Handheld GPS Receiver to be used for Stormwater and Wastewater Grant (SAW Grant) purposes, with funds available in the SAW Grant Funds.

JJO/bcm

K:\tcclerk\city commission\purchase orders\gps unit saw grant purposes

copy: Dave Green, Director of Public Services
Timothy Lodge, City Engineer
Larry LaCross, Asset Management/GIS Analyst

Memorandum

The City of Traverse City
Department of Public Services



TO: Jered Ottenwess, City Manager
FROM: Larry LaCross, Asset Management/GIS Analyst *LL*
DATE: September 9, 2014
SUBJECT: Global Positioning System (GPS) Unit "Trimble Geo7X"

The Department of Public Services is embarking on the implementation stages of the SAW grant, which we received in July of 2014. One of the pieces of hardware that was approved in our SAW grant application was a GPS unit to collect information in the field. The GPS is a tool that will give us the ability to collect sub meter accurate geographic data, precise inventory information, rating for each asset, and a time stamp that will build the foundation for the SAW Grant's objective of an Asset Management Plan. After collecting this information it will be placed into our GIS system for record keeping and analysis for each utility network.

We have received 3 sealed bids from 3 different Bidders. Precision Laser and Michigan Surveyor Supply met the minimum specifications while HD Supply did not.

Bidders	Amount
Michigan Surveyors Supply	\$7,460.00
Precision Laser and Instrument	\$7,960.00
HD Supply	\$25,775.37

Please request of the City Commission permission to issue a purchase order in the amount of \$7,460.00 to Michigan Surveyors Supply, for the Trimble Geo7X Handheld GPS Receiver.

This purchase will come from the SAW Grant Funds.



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: EIGHTH STREET RESTRIPIING PROJECT

Attached is a memo from City Planning Director Russell Soyring, regarding the Eighth Street Re-Striping Project – which is the three-lane cross-section re-striping of Eighth Street between Woodmere Avenue and Lake Avenue.

As indicated in the memo from Mr. Soyring, the costs of the project implementation (not design) came in \$6,243.05 over the allotted budget. This was largely due to the fact that we asked for a quick project turnaround time; and many contractors could not work within that compressed timeframe, thus resulting in just one bid, which came in over our estimates that were based on more competitive bidding.

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

that the City Manager be authorized to expend up to \$32,000 for services and materials necessary to implement the Eighth Street Restriping Trial Project; and that the portion of the June 16, 2014, City Commission action authorizing the City Manager to spend up to \$25,000 for services and materials necessary for the project be superseded.

JJO/bcm

K:\tcclerk\city commission\payment authorizations\eighth street restriping

copy: Dave Green, Director of Public Services
Timothy Lodge, City Engineer

Memorandum

The City of Traverse City
Planning Department



TO: Jered Ottenwess, City Manager
FROM: Russell A. Soyring, Planning Director
DATE: September 10, 2014
SUBJECT: Eighth Street Restriping Project Update

A handwritten signature in black ink that reads "Russ Soyring" followed by a stylized monogram.

The City of Traverse City received a petition from a group of business owners and residents asking that the City Commission try a low-cost solution, on a temporary basis to restripe Eighth Street with a different configuration from Woodmere Avenue from to Lake Avenue. The City Commission authorized a consultant agreement with URS to design the restriping project on June 16, 2014 for a not-to-exceed cost of \$23,000. At the same meeting, the City Commission authorized spending up to \$25,000 for services and materials necessary for implementation.

Actual project costs have come in higher than the \$25,000 allocation. Project implementation costs outlined below depict a cost of \$31,243.05 which is \$6,243.05 over the allotted budget.

Eighth Street Re-striping Budget	
Project Planning	
Consultant Agreement for restriping plan with URS	\$ 23,000.00
Subtotal	\$ 23,000.00
Project Implementation	
Striping and Markings by PK Contracting	\$ 22,963.05
Signs on Posts by Give 'Em Brake Safety	\$ 4,480.00
Sign Staking by Leading Edge Surveying	\$ 500.00
Coordinating Oversight Engineer by URS	\$ 2,800.00
Casement Signs by TC Light and Power	\$ 500.00 <i>estimate</i>
Subtotal	\$ 31,243.05
Project Total Cost	\$ 54,243.05

The project is scheduled to begin on Monday, September 15 and will take two days, weather depending. The restriping is a pilot project where the City of Traverse City will be studying the impact of remarking the street from a four-lane street to a three-lane street (two travel lanes, a center turn lane and bike lanes.) Signal timing modifications are incorporated into the project.

The pilot project will be for one year. Depending on the results of the pilot project, the City will either make the restriping permanent or remark the street as it striped today. The project consultant will be conducting traffic counts and turning movement counts at 20 locations before and after the installation of the new pavement markings. The consultant will prepare a technical memo on their findings and will present to the City Commission, likely in the late fall or winter. In 2018, the City is planning on total reconstruction of the street and this study will help the City design the street in a manner that best serves the community.

The City will study how the restriping will effect traffic flow, (both motorized and non-motorized travel) on area streets, traffic speed and crash rates. The City will also evaluate the economic and social impact the restriping will have on adjacent businesses and residences.

RAS:ml



Communication to the City Commission

FOR THE CITY COMMISSION MEETING OF SEPTEMBER 15, 2014

DATE: SEPTEMBER 11, 2014

FROM: ⁵⁰JERED OTTENWESS, CITY MANAGER

SUBJECT: PLACEHOLDER – CITY COMMISSION AD HOC COMMITTEE
REGARDING CARNEGIE BUILDING / CITY ASSETS

This committee is scheduled to meet on Friday, September 12; just prior to the City Commission's September 15 meeting, but after the packet is published. Therefore, this item has been added as a placeholder in case there are recommendations that come out of that meeting for consideration by the Commission. If so, a memo will be circulated to the packet distribution group and published on the city's website.

I can also provide a general update at the meeting on Monday, even if there are no actions to be taken.

JJO/bcm

K:\tcclerk\city commission\carnegie building placeholder

MINUTES
TRAVERSE CITY HUMAN RIGHTS COMMISSION
REGULAR MEETING
MONDAY, AUGUST 11, 2014
5:30 P.M.
County Committee Room
Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684

PRESENT: Commissioners Gardner, Hornberger, McClellan, Mentzer, Nash, Nerone and Stinnet

ABSENT: Commissioner Donick

STAFF PRESENT: Jamie Caroffino

1. APPROVAL OF THE MINUTES OF THE JULY 14, 2014 REGULAR MEETING

Motion by Commissioner McClellan, seconded by Commissioner Mentzer to approve the July 14, 2014 meeting minutes. Upon vote, motion carried 7-0.

2. PUBLIC COMMENT

Barbara Smith, Benzie County, addressed the Commission regarding her support of the adoption of the Indigenous Peoples Day Resolution and thanked the Commission for taking the time to consider this resolution.

3. OLD BUSINESS

a. Discussion regarding the annual Educational Forum.

Commissioner Mentzer spoke regarding the status of the Educational Forum. The commission discussed setting a deadline for biographies on the panelists as they still have not been submitted. Also discussed compiling a list of questions for the panelists to answer at the Forum.

Discussion.

4. NEW BUSINESS

a. Discussion regarding the adoption of a Resolution in support of Indigenous Peoples Day

Angela Antoine, Williamsburg, addressed the Commission regarding the additional information presented for the proposal to change Columbus Day to Indigenous Peoples Day.

Commissioners Nash and Stinnet will meet to discuss the resolution in more detail and report to the Commission at the next regular meeting.

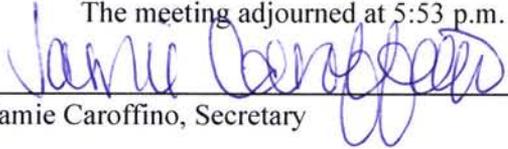
Discussion.

5. COMMISSIONER COMMENTS

None.

6. ADJOURNMENT

The meeting adjourned at 5:53 p.m.



Jamie Caroffino, Secretary



Date

MINUTES

TRAVERSE CITY PLANNING COMMISSION

TUESDAY, August 5, 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, Bill Twietmeyer, Janice Warren and Tim Werner

ABSENT: None.

STAFF PRESENT: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant; Tim Lodge, City Engineer

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

2. **ROLL CALL**

3. **ANNOUNCEMENTS**

Chairperson Serratelli announced that West Front Street will be discussed at the September 3rd Planning Commission meeting. Seventh Street has been removed from the 2015 Street Project list and will not be discussed. Also, a portion of Eleventh Street (between Union and Cass) has been removed from the 2015 Street Project list.

Finally, Chairperson Serratelli announced that the August 19, 2014 study session will be cancelled.

4. **APPROVAL OF MINUTES**

A. July 1, 2014 Regular Meeting and July 15, 2014 Study Session minutes (Approval recommended)

Motion by Commissioner Warren, second by Commissioner McNally that the July 1, 2014 Regular Meeting and July 15, 2014 Study Session minutes be approved.

Motion carried 9-0.

5. **OLD BUSINESS**

A. 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. Soyering summarized his August 1, 2014 memo to the Commission and reminded the Commission that they can choose to set a Public Hearing if they desire, approve the request or deny the request.

Commission discussion.

Mr. Lodge addressed the Commission.

Motion by Commissioner Easterday, second by Commissioner Dow that the request from Bonnie Adams, of 441 Fair Street, to vacate a portion of an east/west alley north of the 1400 block of 8th Street be introduced and scheduled for a Public Hearing on September 3, 2014.

The following made public comment on the topic:

- Kathy Taylor, 437 Fair Street, supports the request
- Leane Zaleski, 440 Cochlin Street, supports the request
- Cindy Elliott, city resident, supports the request
- Leo Bugo, 400 Cochlin Street, supports the request
- Mike Stimac, Garfield Township resident, city property owner, made general comments
- Bonnie Adams, 441 Fair Street, supports the request

Motion carried 9-0.

- B. Public Hearing 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*; 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.

Mrs. Luick summarized the August 1, 2014 memo to the Commission that explained the proposed zoning code amendment.

Commission discussion.

Mrs. Luick responded to Commission questions.

A Public Hearing was opened. The following individuals made public comment during the Public Hearing:

- Ed Roy, non-city resident, city business owner at 412 S. Union Street, made comments in support of the amendment

The Public Hearing was closed.

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.

C. 2015 Street Projects- Review for consistency with Master Plan- (Action requested)

Mr. Soyring explained his July 31, 2014 memo to the Commission that outlined staff recommendations for the 2014-15 Street Projects and further explained that there was a budget shortfall for street reconstruction projects that required two street sections to be removed from the 2014-15 Street Project list. The streets identified for reconstruction are: **State Street** between Boardman and Railroad; **Franklin Street** between Front and Washington; **Ninth Street** between Union and Pine; **Eleventh Street** between Cass and Lake; **Union Street** between Sixteenth and Boughey and; **Plainview** entire length.

Commission discussion.

Mr. Soyring responded to Commission questions.

Commission discussion.

Mr. Lodge responded to Commission questions.

The following made public comment on the topic:

- John Scudato, 422 State Street, made general comments
- Tammy Evans, city property owner, made comments in support of the Union Street project
- Mike Stimack, Garfield Township resident, city property owner, made general comments

Commission discussion. Commission consensus was to approve 4 of the 6 streets for consistency with the Master Plan, but need more information on State Street and Plainview to take action.

Motion by Commissioner Dow, second by Commissioner Easterday, that the following 2015 Street Projects- Franklin, Ninth, Eleventh and Union Streets as described and recommended in the memo dated July 31, 2014 are consistent with the City Master Plan in terms of extent, location and character.

Motion carried 8-1 (Commissioner Fleshman opposed).

6. NEW BUSINESS

A. 808 Carver- possible rezoning request- letter from Turning Leaf Inc. (Discussion)

Mr. Soyryng explained that the July 16, 2014 letter in the packet was to gauge Commission interest in a potential rezoning request for 808 Carver Street.

Commission discussion.

Commission consensus was that it does not make sense to single out one lot for a rezoning and instead would like to look at a larger geographic area for rezoning.

B. Housing and Building Committee proposed recommended changes to Accessory Dwelling Overlay Ordinance (Discussion)

Commissioner Bergman explained that the Committee has come up with recommendations to recommend Accessory Dwelling Units city-wide with conditions and wanted to bring it back to the full Commission for input.

Commission discussion.

Commission consensus was to have the Housing and Building Committee discuss the feedback from the Commission and bring it back at a future meeting for further discussion and possible action.

The following made public comment on the topic:

- Adrienne Rossi, 312 W 7th Street, made general comments
- Luke Schwartz, 537 W 11th Street, made general comments

C. Possible establishment of a Parking Regulation Committee (Action Requested)

Mr. Soyryng summarized the August 1, 2014 memo to the Commission on the subject and further explained that developments are coming in with less parking.

Commission discussion included adding a DDA Board member to the committee.

**PLANNING COMMISSION
REGULAR MEETING MINUTES
AUGUST 5, 2014
Page 5**

Commission consensus to ensure that the Parking Regulation Committee consider recommendations in both the Transportation Element and the Active Transportation Plan and that Commissioner Serratelli serve as the Planning Commission representative.

Motion by Commissioner Bergman, second by Commissioner McNally, that the Parking Regulation Committee, a committee of the Planning Commission, be established to deliver a comprehensive parking plan with recommendations to the planning commission.

Motion carried 9-0.

7. CORRESPONDENCE

- A. Boardman River Watershed Collective Impact Plan invitation
- B. Seventh Street handouts from Adrienne Rossi

The following made public comment on the topic:

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

8. REPORTS

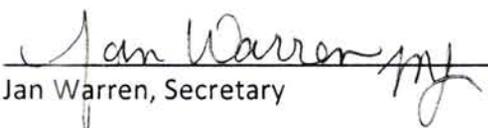
- A. City Commission- Commissioner Werner reported.
- B. Board of Zoning Appeals- Commissioner Bergman reported
- C. Grand Traverse Commons Joint Planning Commission- No report.
- D. Planning Commission
 - 1. Housing Building Committee— Reported previously in the meeting
 - 2. Active Transportation Committee—No report.
 - 3. Master Plan Review Committee—Mr. Soyering reported.
- E. Planning Department—No report.
 - 1. Capital Improvement Program—Mrs. Luick reported that the committee will meet in 2 weeks.

9. PUBLIC COMMENT- None.

10. ADJOURNMENT- Meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Date: 9-3-14



Jan Warren, Secretary

TRVERSE CITY
LIGHT AND POWER BOARD

Sept 15 - cc reports

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, July 22, 2014

Board Members -

Present: Barbara Budros, Jim Carruthers, Jan Geht, Pat McGuire, Bob Spence

Absent: Jeff Palisin, John Taylor

Ex Officio Member -

Present: Jered Ottenwess, City Manager

Others: Tim Arends, Karla Myers-Beman, Kelli Schroeder, Rod Solak, Stephanie Tvardek, Jessica Wheaton, Blake Wilson

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

Item 2 on the Agenda being Consent Calendar

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

- a. Minutes of the Regular Meeting of June 24, 2014.
- b. Resolution to Amend Board Rule 2.

CARRIED unanimously. (Palisin, Taylor absent)

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Old Business

None.

Item 4 on the Agenda being New Business

Vice Chairman Geht announced he would recuse himself from the discussion and vote regarding agenda item 4a. In the absence of the Chairman and Vice Chairman, Secretary Tim Arends presided over this item.

- a. Consideration of M-72 Wind Turbine Sale Counter Offer.

The following individuals addressed the Board:

Tim Arends, Executive Director

Rick Wilson, Vice President of Operations, Heritage Sustainable Energy

Moved by Spence, seconded by Budros, that the Board authorizes the Chairman and Secretary to execute a counterproposal to Heritage Sustainable Energy for the sale of the M-72 wind turbine; subject to approval as to substance by the Executive Director and as to form by General Counsel.

The following individuals from the public addressed the Board:

Roy Henderson, Owner WLDR radio station, Ratepayer

Roll Call:

Yes – Budros, Carruthers, Spence

No – McGuire

Abstained – Geht

Motion failed

Item 5 on the Agenda being Reports and Communications

A. From Legal Counsel.

None.

B. From Staff.

1. Tim Arends and Karla Myers-Beman presented a Transmission Underground vs. Overhead cost comparison.

The following individuals addressed the Board:

Jered Ottenwess, City Manager

2. Tim Arends presented the 2013-14 Capital Improvements Plan annual report.

The following individuals addressed the Board:

Jered Ottenwess, City Manager

3. Jessica Wheaton presented the 2013 Energy Optimization and Renewable Energy annual report.
4. Karla Myers-Beman presented the 2013-14 third quarter financial report.
5. Jessica Wheaton provided a report on the Cherry Festival Renewable Energy Program.

C. From Board.

1. Jim Carruthers asked if the M-72 wind turbine sale counter offer agenda item could be brought back to another board meeting with full attendance. Tim Arends explained this would require the consent of an approver and dissenter of the motion made for agenda item 4a – there was no consent.

Item 6 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Vice Chairman Geht declared the meeting adjourned at 6:46 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD

/st

MINUTES
TRAVERSE CITY HISTORIC DISTRICTS COMMISSION
REGULAR MEETING
THURSDAY, JULY 31, 2014
7:00 P.M.
Committee Room, Governmental Center, 2nd Floor
400 Boardman Avenue
Traverse City, Michigan 49684
231-922-4464

PRESENT: Commissioners Mansuy, Andres, Zacks, Crane, Vice-Chairperson
Tobin and Chairperson Callahan.
ABSENT: None.
STAFF PRESENT: David Weston

1. CALL MEETING TO ORDER

The meeting was called to order at 7:00

2. APPROVAL OF MINUTES:

Approval of the June 26, 2014 regular meeting minutes and the July 17, 2014 special meeting minutes.

Motion by Commissioner Crane, seconded by Commissioner Zacks to approve the June 26, 2014 regular meeting minutes as presented. Upon vote the motion carried 6-0.

Motion by Vice-Chairperson Tobin, seconded by Commissioner Andres to approve the July 17, 2014 special meeting minutes as presented. Upon vote the motion carried 6-0.

3. REQUEST 14-HDC-10 - FROM MIKE AND ROBIN COLLINGS, 614 FIFTH STREET STREET, TRAVERSE CITY, MICHIGAN for:

Approval of plans to demolish an existing detached garage and construct a new 1092 square foot (26' x 42') detached garage located at the property mentioned. (Central Neighborhood Historic District)

Mike Collings presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Vice-Chairperson Tobin to approve the drawings as presented with or without mulleins in the windows. Upon vote the motion carried 6-0. Commissioner Zacks will serve as the project liaison.

4. **REQUEST 14-HDC-11 – FROM JIM AND HOLLY CARTWRIGHT, 331 WEST EIGHTH STREET, TRAVERSE CITY, MICHIGAN** for:

Approval of plans to demolish an existing detached garage and construct a new 1092 square foot (28' x 26') detached garage with an attached carport located at the property mentioned. (Central Neighborhood Historic District)

Alonzo Knowles, 622 Three Mile Road, Traverse City, Michigan presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Zacks to approve the drawings as presented contingent that the south elevation upper window have four divided lights. Upon vote the motion carried 6-0. Vice-Chairperson Tobin will serve as the project liaison.

5. **REQUEST 14-HDC-12 – FROM LOREN WAGNER, 2865 FOREST LODGE DRIVE, TRAVERSE CITY, MICHIGAN** for:

Approval of plans for a front porch expansion located at the property commonly known as **521 Fifth Street**, Traverse City, Michigan. (Central Neighborhood Historic District)

Loren Wagner presented drawings and answered questions from the Commission. Motion by Commissioner Mansuy, seconded by Vice-Chairperson Tobin to approve the drawings as presented with the option for the circular bracket to be removed and the porch extend the full length of the house. Upon vote the motion carried 6-0. Commissioner Tobin will serve as the project liaison.

6. **REQUEST 14-HDC-13 – FROM GARY JONAS, 341 WEST EIGHTH STREET, TRAVERSE CITY, MICHIGAN** for:

Approval of plans for the demolition and reconstruction of a covered front porch located at the property mentioned. (Central Neighborhood Historic District).

Gary Jonas presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Mansuy to approve the drawings as presented. Upon vote the motion carried 6-0. Chairperson Callahan will serve as the project liaison.

7. **REQUEST 14-HDC-05 FROM THOM DARGA, 101 NORTH PARK STREET, SUITE 318, TRAVERSE CITY, MICHIGAN for:**

Commission input on a proposed marquee/canopy at the property commonly known as **106 East Front Street** (City Opera House), Traverse City, Michigan. (Downtown Historic District)

Thom Darga was not in attendance for the meeting. No discussion took place.

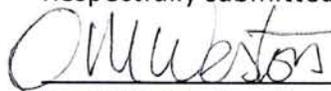
8. **OTHER BUSSINESS**

None.

9. **ADJOURNMENT**

The meeting was adjourned at 7:35 p.m.

Respectfully submitted



David M. Weston, Secretary

Date 8-28-14

Self 15-cc
re/AM

MINUTES
TRAVERSE CITY HISTORIC DISTRICTS COMMISSION
SPECIAL MEETING

TUESDAY, AUGUST 19, 2014

12:00 NOON

Planning Conference Room, Governmental Center, 2nd Floor

400 Boardman Avenue

Traverse City, Michigan 49684

231-922-4464

PRESENT: Commissioners Mansuy, Andres, Zacks, and Vice-Chairperson
Tobin.

ABSENT: Crane and Chairperson Callahan

1. CALL MEETING TO ORDER

The meeting was called to order at 12:00 noon.

2. REQUEST 14-HDC-14 FROM NANCY DUKE, 213 SIXTH STREET, TRAVERSE CITY, MICHIGAN for:

Approval of plans for the demolition of the rear portion of the home and the west porch roof and the construction of rear mud room addition and new bay window on the west elevation located at the property mentioned.
(Central Neighborhood Historic District)

Dennis Coburn, Coburn Construction, 239 West Silver Lake Road, Traverse City, Michigan presented drawings and answered questions from the Commission. Motion by Commissioner Andres, seconded by Commissioner Mansuy to approve the drawings as presented. Upon vote the motion carried 4-0. Commissioner Mansuy will serve as the project liaison.

3. OTHER BUSINESS

None.

4. ADJOURNMENT

The meeting was adjourned at 12:20 p.m.

Respectfully submitted



David M. Weston, Secretary

Date 8-29-14

Memorandum

The City of Traverse City



To: Jered Ottenwess, City Manager
From: William E. Twietmeyer, City Treasurer/Finance Director *W.E.T.*
Subject: Audit Engagement Letter
Date: August 27, 2014

The close of our fiscal year brings the beginning of our annual independent audit. The firm of Abraham & Gaffney will begin their second year of a three year engagement. Their field work will commence in October with wrap up work in November and a final report to be issued and filed at the end of December. As part of the process in keeping the City Commission informed about this work, I am enclosing for their information a copy of the annual engagement letter from Abraham & Gaffney.

This engagement letter also covers the Downtown Development Authority and Light & Power and will be distributed to their respective organizations.

Please place this item on the next City Commission agenda under reports and communications for their information.

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

To the Honorable Mayor and
Members of the City Commission
City of Traverse City
Traverse City, Michigan

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information the City of Traverse City for the year ended June 30, 2014. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way communication dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and OMB Circular A-133

As stated in our engagement letter dated July 19, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the City of Traverse City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the City of Traverse City's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB Circular A-133, we will examine, on a test basis, evidence about Clinton County Regional Educational Service Agency's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City of Traverse City's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the City of Traverse City's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, budgetary comparison information, and pension and employee benefit information, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the other supplementary, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We are scheduled for year-end fieldwork in October 2014 and expect to issue our report before December 31, 2014.

This information is intended solely for the use of the members of the City Commission and management of the City of Traverse City and is not intended to be and should not be used by anyone other than these specified parties.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

August 22, 2014